

Return to In-person Teaching and Learning: Resources for Instructors

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YORK U

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As part of York University’s return to our campuses, we are looking forward to welcoming more instructors and students back to physical classrooms in Winter 2022. We recognize that some instructors may not have been on York campuses for several terms and others may be new to York University altogether. This document is designed to provide you with information related to classroom and teaching based activities and spaces.

While we hope this document is helpful on classroom-specific details, the [Better Together](#) website is always the most current source of information on COVID-19 and return to campus related topics. Information for Faculty/Instructors and Researchers can be found [on this page](#) and [Frequently Asked Questions](#) offer answers that are specific to York community members.

Before Coming to Campus

Please ensure that you have completed the [Return to Campus Training Module](#).

York University launched [YU Screen](#), an automated COVID-19 self-assessment screening tool that all faculty, staff, instructors, students, researchers and visitors must use before coming to campus to self-screen and confirm that they have not been exposed to COVID-19. **Please be sure you have completed the screening each day you will be on York campuses or facilities.**

Please see below for additional preparatory and ongoing measures you can take to ensure a productive and safe learning environment.

YU Screen on Campus

Starting Winter 2022, all York community members may be asked and must be prepared to present their YU Screen clearance checkmark anywhere services are accessed on the university's campuses. York will not however be conducting random YU Screen clearance checks in any open or common spaces on campuses.

Showing YU Screen clearance upon request will be particularly important in student service areas or where one-on-one appointments have been scheduled, including: Faculty, school, department and program offices; and when accessing student advising, instructor or TA office hours.

Instructors may also choose, if they wish, to ask all students to display their YU Screen green checkmark upon entering instructional spaces, and they should also be prepared to show their own upon request. More guidance will be forthcoming to support instructors in the return to campus.

Those who are interested in implementing this measure are encouraged to review anti-discrimination resources. We encourage all to participate in the Centre for Human Rights, Equity and Inclusion's (CHREI) Anti-Racism Workshop [Series](#), and especially highlight the workshop dedicated to on "Challenging Unconscious Bias and Microaggressions." In addition, the CHREI has the following web-based resources available:

- [Understanding Racism: A Guide for Faculty, Staff & Students](#)
- [Sexual Harassment: A Guide for Students, Faculty, and Staff](#)
- [Gender Identity & Gender Expression: A Guide for Students, Faculty, and Staff](#)
- The full [list](#) of York's human rights policies and procedures.

How to check YU Screen

The following guidance can be used should an instructor ask to check YU Screen:

- If the decision is made to ask for YU Screen clearance from students or other community members, then **anyone** and **everyone** entering your area should be asked to show their YU Screen. Under no circumstances should individuals or specific groups be targeted.
- Be ready to show your own YU Screen clearance screen, if requested.
- Refer to a posted sign informing community members to be prepared to show their YU Screen result. Signs will be posted in instructional spaces.

What to do if someone does not have their YU Screen available for presentation:

- If someone has not completed YU Screen, request that they do this at yorku.ca/yuscreen.
- If someone does not have a smart device, be prepared to direct them to the nearest community access computer terminal where they can complete YU Screen and print a copy or email a screenshot of this to you. **Note:** you will need to provide an email address that can be used for this purpose.
- If a university community member has difficulty accessing YU Screen via their Passport York account, they may temporarily use the YU Screen [Guest login](#) while they resolve their access issue with [UIT](#).
- If an individual chooses not to show their YU Screen when asked, they can be denied in-person service.
 - Sample response messaging: “I'm sorry, but I cannot assist you in-person at this time. All university community members accessing campus are required to follow York's COVID-19 health and safety policies. It's important to public health that everyone on York's campuses pass screening, and be in compliance with the Vaccination Mandate policy, and be able to demonstrate to others for community reassurance.”
 - If available and appropriate, provide a virtual or phone-based virtual service option.

What to look for when checking YU Screen:

- University community members must have a **green** YU Screen result to show that they:
 - have passed daily screening,
 - are compliant with York's COVID-19 Vaccination Mandate policy, and
 - are not part of an active case and contact management case.
- Guests must have a **yellow** YU Screen result showing they have passed daily screening:
 - The York host of non-contractor guests is responsible for checking proof of vaccination for their non-contractor guests.
- University community members or guests who have received a **red** YU Screen result have failed screening and should not be provided services.
 - Sample response messaging: “I'm sorry, but I cannot assist you in-person at this time. All university community members accessing campus are required to follow York's COVID-19 health and safety policies. It's important to public health that everyone on York's campuses pass screening and be in compliance

with the Vaccination Mandate policy, and be able to demonstrate to others for community reassurance.”

- If available and appropriate, provide a virtual or phone-based virtual service option.

Guests in Your Classroom

If you anticipate welcoming guests to your classroom (e.g., guest speakers), please note that as a host, instructors must:

- Provide health and safety information and applicable requirements outlined in the protocol ([COVID-19 Protocol for Health and Safety Information for Non-Contractor Guests on York Campuses \(November 2021\)](#)).
- Review documentation (YU Screening clearance, Proof of vaccination) submitted by non-contractor guests for compliance purposes. Maintain a record of passed screening for 30 days.
- Monitor compliance with YorkU Health and Safety requirements (e.g., screening on YU Screen, masking)

York University guest responsibilities include:

- Providing proof of vaccination or an approved exemption and if they are exempted, they must present proof of a negative COVID-19 test result.
- Performing daily screening with [YU Screen](#).
- Abiding by all York University health and safety measures and protocols.

Course Syllabi

Most Faculties have syllabi templates that include up-to-date required and recommended language pertaining to Senate and Faculty academic regulations. Faculty and instructors are expected to observe the Course Outline Guidelines established by the Senate Committee on Academic Standards, Curriculum & Pedagogy (ASCP). In addition, although not obligatory, faculty and instructors teaching on-campus and in-person are encouraged to include a statement on health and safety in their syllabi in efforts to help set expectations on and remind all participants of the health and safety measures that need to be observed while on campus.

The following recommended language is also included in the “The Community of Care Commitment: Resources and Pathways to Support Conflict Resolution (Winter 2022)” document posted on the Better Together website.

As part of York’s Community of Care Commitment, all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, students must comply with all University health and safety protocols, including:

- Self-screening using the YU Screen tool prior to coming to campus for any in-person activities and presenting one’s YU Screen clearance upon request.

- Not attending in-person activities at any of York University's campuses/locations when you are feeling unwell or if you answer YES to any of the screening questions.
- Wearing masks or face coverings that completely cover the mouth, nose, and chin while on campus
- Not eating and drinking in classrooms, research and in shared spaces, where eating is explicitly not permitted (e.g., Libraries)
- Engaging in good hand hygiene
- Following instructions in designated spaces, as they pertain to giving space to one another and/or protocols for entry to and exit from classrooms, instructional and other shared spaces (e.g., Libraries), when applicable.

Information about COVID-19 health and safety measures can be found on the [Better Together](#) website. The Senate Executive Committee's Principles to Guide 2021-2022 Course Planning encourage us to uphold compassion, kindness, empathy, and a sense of responsibility towards one another. We all have a duty to uphold professional and respectful interactions with one another.

Teaching Support

One-on-one teaching supports are available through various offices:

- [Teaching Commons](#). For discipline-specific guidance, each Faculty has identified a dedicated liaison educational developer as a [first point of contact](#) with the Teaching Commons, in addition to identifying an in-house contact.
- [Learning Technology Services](#) (LTS)
- [York University Libraries](#)

The list of contacts and support services developed for TAs, [can be found here](#).

HyFlex Teaching

There are currently 31 Hyflex-compatible classrooms on Keele Campus and 15 located on the Glendon Campus. The pilot will also run next semester and those who are scheduled in selected Hyflex-compatible classrooms will automatically be invited to participate.

For those with classes scheduled in Hyflex rooms, you may find these resources helpful:

- [Using technology for Hyflex teaching](#)
- [Hyflex classrooms & related FAQs](#)
- [Hyflex course design](#) guide
- [Information for students in the hyflex pilot](#)
- [Implementing Hyflex at the University of St. Thomas](#)

If you are looking for more information on York's Hyflex Pilot or would like to sign up to receive the Hyflex Times newsletter, contact [Peter Wolf](#). For pedagogical support, connect with the [Teaching Commons](#) and for technical support, you can reach out to [UIT's technical team](#).

Recording of Lectures

Current information on recoding lectures [can be found here](#). We encourage instructors who can do so to record and post their lectures as a way of making them accessible to students who may not be able to attend classes in person, if they have not passed health screening or for other reasons that would normally result in short absences.

Hard Copy Course Materials

While there is no danger in distributing hard copy materials so long as other protocols are respected throughout the process, we encourage you to use eClass for all course material distribution as this is the most convenient and accessible method for students.

Contingency Plans for Going Remote

Instructors teaching in person in Winter 2022 are advised to have contingency plans to switch on campus elements of their course to remote/online if necessary, for health and safety reasons, either temporarily, or for the remainder of the course as deemed necessary by public health.

Distancing

The Province of Ontario has amended its rules concerning physical distancing for indoor instructional spaces at the university, effective September 7, 2021. Contingent upon the university's provincially mandated COVID-19 vaccination and mask-wearing policy, there is no mandatory physical distancing and capacity limit requirements for instructional spaces (e.g., classrooms, labs, research spaces, libraries, etc.). Non-instructional spaces (e.g., office workspaces) are still required to observe 2-metre physical distancing. Regardless of type of

space, we continue to encourage all members of the York community to give each other as much space as is available.

Masks

All persons entering an *indoor space on York University property are required to wear a mask or face covering in a manner that covers their mouth, nose and chin when entering the premises and for the duration of their stay, unless an exemption applies. Indoor spaces include but are not limited to classrooms, administrative buildings, offices, meeting rooms, common areas in all residences, washrooms, corridors and elevators.

All attempts should be made to wear a mask or face covering while indoors. However, if teaching is impacted in a considerable way, then the mask can be removed temporarily when a minimum of 2-metre physical distancing is maintained.

Students are required to wear a mask or face covering in any indoor spaces, including classrooms, unless an exemption applies.

Masks or face coverings may be removed temporarily while in an indoor area under the following circumstances:

- to receive services that require the removal of a mask or face covering;
- to engage in an athletic or fitness activity;
- while consuming food or drink in designated areas or as needed to take medication;
- as may be necessary for the purposes of health and safety.

Outside of situations where Personal Protective Equipment (PPE) is expected as part of a program or functional unit's stated requirements, no individual may inquire about or demand a rationale of someone not wearing a mask or face covering. Be respectful of those with approved exemptions and recognise that your wearing of a mask helps to protect them.

Classroom Ventilation

Enhancements to building ventilation are some of many things the university has done to ensure a safe and healthy return to campus. Click [here](#) for more detail on building ventilation and other health and safety measures.

Vaccination

York University's [COVID-19 Vaccination Mandate](#) requires all community members and visitors on our campuses to be vaccinated against COVID-19, subject to medical and human rights exemptions, in accordance with all applicable laws and regulations. Proof of vaccination is demonstrated through [YU Screen](#). Adherence to the mandate and required follow up will be

managed centrally. **Please note that instructors cannot ask individual students if they have been vaccinated.**

Students registered for Winter 2022 were required to provide proof of vaccination by no later than 1 December 2021. Those who did not meet the requirement and are enrolled in courses with in-person components were de-enrolled prior to the first day of classes and encouraged to look for online courses.

As noted above, all members of the community can be asked to show their green checkmark from the YU Screen system which confirms they have passed daily health screening and are compliant with York's vaccine mandate.

This cannot happen at random but can occur for all those in one space, such as a classroom, or accessing services, such as teaching or advising. Instructors may request that all students in a class show their green checkmarks; however, the instructor must also be prepared to offer the same.

Remember, however, everyone has a right to keep the *details* of their personal health information private.

Students

Health & Safety Protocols

Instructors are not responsible for enforcement of health and safety protocols or distributing separate health and safety materials. Students will be receiving messaging from the Division of Students on this topic. Please consider including the course syllabus language above. In addition, it's appropriate for instructors to remind a class of the university's policies and the expectation that all those on teaching and learning at York observe them.

Should a student declare that they are ill, please refer them to the COVID-19 Protocol for [Self-Disclosure, Screening and Incident Management](#). Instructors can also refer to the [Guide for Instructors on COVID-19 Case Management in Teaching and Learning Spaces](#).

Should a student in your class test positive for COVID-19, the university's case management group is responsible for tracking positive cases and connecting with public health authorities. The instructor may be contacted personally by Toronto Public Health or the university's case management team and should take no action other than to follow instructions provided by those groups.

Conflict Resolution

If conflict does arise, it should be resolved as close to the source as possible. Members of the community are encouraged to address any issues promptly and informally as appropriate and respecting rights and privacy of all parties. Should informal attempts at resolution be unsuccessful or inappropriate and conflicts continue to persist, the parties should seek the advice and/or support of the contact person in their [Department or Faculty](#) who is responsible for responding to questions and concerns related to return-to campus issues. These contacts are meant to extend processes currently followed at York to seek information and support in resolving issues.

York Security Services should only be contacted in situations where there is an immediate threat to personal safety that cannot be resolved through other methods. Click [here](#) for information on Pathways to Support Conflict Resolution.

Registration

What should you do about students who are not registered but who are attending class in the hope of enrolling? For Winter 2022, students may not attend any class in which they are not already formally enrolled, because enrolment records will be used in the event that contact tracing is required. Instructors can state this requirement at the start of each class and/or where feasible, take attendance.