

In-person Teaching and Learning: Resources for Instructors

Summer 2022

Purpose

All members of the YU community share responsibility for safety and well-being while on York's campuses. The [Community of Care Commitment](#) wraps around the University's safe return to campus efforts and includes the following responsibilities for all members and guests of the University:

- Observing all COVID-19 health and safety regulations or protocols while on our campuses.
- Supporting community well-being through healthy personal behaviours and actions.
- Maintaining compassion, kindness, and empathy towards one another amid times of uncertainty and difficulty.
- Respecting personal health and privacy in balance with the protection of public health.

This document provides you with information related to instructional 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 for [instructors](#), including [FAQs](#).

Vaccination Mandate

Effective May 1, 2022 (May 4 for Osgoode students, staff, faculty and instructors), York will be pausing its [Vaccination Mandate](#). The University continues to strongly recommend that everyone receives a completed vaccine series, including third or fourth doses, when eligible. All community members are responsible for keeping their vaccination status up to date on [YU Screen](#). All university community members should be aware that, in the event it is necessary, the Vaccination Mandate can be reinstated on short notice after May 1, 2022.

Please note that instructors cannot ask students if they have been vaccinated.

No individual may request or demand personal medical information from another person including (but not limited to) inquiring about or asking for verification of their vaccination status. No individual can deny another individual access to a teaching, learning or research space based on assumptions about their personal health information, including vaccination status.

Everyone has a right to keep their personal health information private. Consider if there are power differentials between you and the other individual(s). Even if the relationship is not marked by an obvious power differential (e.g., peer- to-peer, student-to-student), consider that even voluntarily disclosing your own health information (e.g., vaccination status) may lead to an unspoken expectation that the other individual(s) reciprocate where they may not want to.

YU Screen Daily Symptom Checking

The requirement for daily health screening on YU Screen for those coming to our campuses is similarly paused effective May 1, 2022 (May 4, 2022 for Osgoode Hall Law School students, faculty and staff). However, community members should continue to monitor their health and not attend campus if they are feeling unwell. YU Screen will continue to be available to all community members to help support self-assessments. When feeling unwell, please complete a self-assessment on YU Screen to be connected to a member of the University's case and contact management support team.

Course Syllabi

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 language is available for your consideration:

All York community members share in the responsibility of keeping others safe on campuses, and to uphold professional and respectful interactions with one another. In this class, as elsewhere on campus, students must comply with all University health and safety regulations or protocols, including the following:

- Do not attend in-person activities at any of York University's campuses/locations when you are feeling unwell. Please complete a self-assessment on YU Screen to receive support from a member of the University's case and contact management team.
- Wear a high quality, snugly fitting mask that completely covers the mouth, nose, and chin in all indoor spaces on campus.

- Do not eat or drink in instructional spaces, including research and shared spaces (e.g., Libraries), unless for urgent health reasons.

More Information about COVID-19 health and safety measures can be found on the [Better Together](#) website.

Teaching Support

The [Teaching Commons](#) team is available to support all instructors with their teaching needs. In addition to discipline-specific guidance, the Teaching Commons provides support resources for [Flexible Teaching](#), including resources for [Assessments](#), which will apply for face-to-face, remote, blended, or fully online teaching. [Going Remote](#) is a Teaching Commons' resource designed to provide options and support for teaching remotely based on your circumstances and the needs of your students. [Learning Technology Services](#) (LTS) also offer invaluable resources and support to all instructors.

All York University Libraries (YUL) are fully open to students, staff, faculty, and instructors, and are continuing to provide research guidance and assignment development consultations through Zoom, email, and other virtual methods. For more information on the full range of services that the Libraries are providing, please visit [here](#).

Information on lecture recordings can be found at: <https://lthelp.yorku.ca/lecture-recording>. We encourage instructors to record and post lectures as a way of making them accessible to students who may not be able to attend classes in person.

Hyflex Teaching

York has upgraded classroom technology to enable Hyflex teaching in some rooms at both the Keele and Glendon campuses. Simply defined, a Hyflex course model provides students the opportunity to attend a course in person or to attend synchronously online. Hyflex allows instructors to teach simultaneously to both groups. Information on how to use Hyflex technology is here: <https://lthelp.yorku.ca/hyflex>. Tips and advice on successful Hyflex pedagogy can be found at: <https://www.yorku.ca/teachingcommons/hyflex/>.

Contingency Plans

Please ensure you have a communications plan in place should you need to cancel a class because of illness, or other emergency reasons. If a child, other dependents in your household, or you are feeling unwell or are symptomatic, then you must stay at home, self-monitor, and take care of yourself and your dependents.

During a stay-at-home period, if symptoms do not develop or if symptoms are light and you feel well enough to do so, you can teach your course remotely from home. However, you will need to inform all students enrolled in the class of this shift to remote delivery specific to this week or time-period. If you develop symptoms which make you feel not well enough to teach remotely, then rely on normal policies and practices for either finding a replacement instructor or cancelling a class due to illness. Inform your department or unit, which can communicate with your students in your stead, if you are unable to do so.

If illness proves to be longer lasting, you and your department/unit should seek the assistance of Employee Well-Being ([EWB](#)) to develop an accommodation plan.

Please alert students as soon as possible via email, e-Class, and during class about your illness contingency plan. Students should be prepared for the possibility of an occasional class delivered remotely if an instructor fails daily screening and cannot attend campus but is able to teach remotely. That instructor may be the course director or a teaching assistant (if applicable to the course format). Students must remember to check their emails regularly to be up to date with the course delivery format. If the delivery format changes or if you must cancel class, then your department/unit must be informed as well to help you and any uninformed students.

As always, instructors have discretion to make minor changes to a course outline to accommodate time constraints in covering material, or to schedule make up classes as needed. Instructors also have the flexibility to convert in-person exams or other assessments to online versions, provided the grading scheme in the course is not altered.

While instructors are not obligated to create a remote version of their in-person course, please do consider utilizing eClass fulsomely to post class materials, lecture notes, and audio or video recordings of lectures. eClass will be a useful resource in contingency planning and may help to reduce student anxiety about missing an in-person class. Instructors who need technical support with eClass should reach out to [Learning Technology Services](#).

Masks

Anyone entering an indoor space on any York University property, including all campuses, work sites and satellite offices, must wear a mask that covers their mouth, nose and chin completely. Masks are required in all indoor spaces and must be worn for the duration of your stay. Indoor spaces at York include, but are not limited to,

classrooms, administrative buildings, offices, meeting rooms and common areas in all residences, washrooms, hallways, and elevators.

More information about masks, including [FAQs](#) and [locations](#) where masks can be purchased, can be found at: <https://www.yorku.ca/bettertogether/masks/>.

When considering a mask and its efficacy, the best mask is one that fits well and that is worn properly. If teaching is impacted in a considerable way, the mask can be temporarily removed; please ensure that a minimum of 2-metre physical distancing is maintained when the mask is doffed.

Effective Winter 2022, food and drink is not permitted in instructional spaces except for urgent health reasons (e.g., a quick drink of water).

There are exemptions from the requirement to wear a mask. York University community members are not required to provide proof of any of the exemptions. Students who are unable to wear a mask on the disability-related grounds can be directed to Students Accessibility Services ([SAS](#)) for assistance if needed.

Classroom Ventilation

Detailed information about York's enhancement of building ventilation can be found at: <https://www.yorku.ca/bettertogether/ventilation/>.

We continue to meet and, in a number of spaces, exceed the standards identified in ASHRAE 62.1 and the Ontario Building Code. All of our buildings have mechanical ventilation systems with the exceptions of the Glendon Manor House and some of the other historical buildings on the campuses (e.g., Stong House, the Cottage at Glendon). We have added HEPA filtration to all rooms without mechanical ventilation on both campuses.

Throughout the pandemic, we have focused our resources into ongoing monitoring of air volume. Out of an abundance of caution, we have undertaken additional spot checking from time to time across a variety of buildings and our air volume remains exceptional.

All 397 air handling units that exist on both campuses are being monitored electronically by a state-of-the-art Building Automation System and visually by expert technicians. York's Building Automation System has been programmed to send out alerts via email if an air handler should not be functioning properly. These alerts go out 24/7 to on-call personnel and to the University's Work Control Centre and any issues

encountered are treated as “Priority 1,” which leads to an immediate remote response and fix or an on-site visit if that it isn’t possible.

Case and Contact Management (CCM)

Please refer to the YU Screen and Case and Contact Management [FAQs](#) for fulsome information on the University’s case and contact management approach. Instructors are encouraged to review the information, and to direct students to the FAQs as well.

Instructors are not responsible for enforcement of health and safety protocols or for distributing separate health and safety materials.

Case management for students, staff and faculty will be supported by the appropriate offices within York University for on-campus COVID-19 related exposures. Employee Well-Being (EWB) support CCM for employees, and the Division of Students’ CCM team assists students.

Should a student declare that they are ill while on campus, please advise them to immediately leave campus, self-isolate and to complete YU screen upon feeling unwell. Should a student declare that they are feeling unwell and they are not on campus, please remind them to not come to campus while they are feeling unwell.

Students, staff, instructors and faculty are asked to instruct all disclosures (self-disclosed and/or others) to complete YU Screen for CCM follow-up.

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, respecting the 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 School or Department 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. More information about conflict resolution strategies can be found at: **TBD** and **TBD**.