

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

January 2022

YORK U

Purpose

All members of the YU community share responsibility for safety and well-being while on York's campuses. The [Community of Care Commitment](#) is a pan-university initiative that supports our community in the safe transition back to campus. It 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 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.

In anticipation of the return of on-campus activities for the majority of the York University community, this document provides you with information related to instructional activities and spaces. While we hope this document is helpful on classroom-specific details, the [YU Better Together](#) website is always the most current source of information. Additional information for instructors can be found at: <https://www.yorku.ca/bettertogether/faculty/> and in the [Frequently Asked Questions](#) section.

Before Coming to Campus

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

All those seeking to access York's campuses and facilities must screen prior to coming to campus and every time they are coming to campus. The screening must be conducted on [YU Screen](#). The daily symptom screening is different than the uploading of vaccination records to YU Screen.

The YU Screen clearance screen indicates whether an individual has cleared screening for COVID-19 symptoms and also whether they are in compliance with York's Vaccination Mandate policy. As of Winter 2022, community members may be asked to show their YU Screen clearance to receive in-person services on York's campuses. There will not be any random or selective YU Screen checks performed on York campuses.

YU Screen Checking

The green clearance screen on YU Screen indicates that a person has passed COVID-19 symptom screening and is in compliance with the University's vaccination mandate policy. As of Winter 2022, university community members may be asked to show their YU Screen clearance and should be prepared to do so.

Faculty members and instructors may **choose** to check YU Screen results of all those entering instructional spaces or where one-on-one appointments have been scheduled. In addition, they may also be performed in area such as:

- Student Services
- Libraries
- Service desks and reception areas
- Faculty, School, Department and program offices
- When accessing student advising, instructor or TA office hours
- In classes, labs or tutorials

General rules for YU Screen checks

There will not be any random or selective YU Screen checks performed on York campuses. If a decision is made to do YU Screen checks, all those entering the space (e.g., classroom) in question must be treated the same, every day.

YU Screen checks should not delay the delivery of emergency services, and as such should not occur at points where these services are delivered (e.g., Security Services).

All community members (including students, staff, faculty, and instructors) need to be prepared to present their YU Screen clearance screen when asked.

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 when someone asks to check YU Screen:

- If the decision is made to ask for YU Screen clearance from other community members, then **anyone** and **everyone** entering your area should be asked to show their YU Screen on every day, without fail. Under no circumstances should individuals or specific groups be targeted.
- Faculty and instructors should also be ready to show their own YU Screen clearance screen, if requested.

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

- If someone has not completed YU Screen, request that they complete it 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 permit you to stay in the class or offer you an in-person service 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, 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.
 - The faculties/departments hiring contractors/vendors who are accessing campuses and in-person events are responsible for ensuring that their

contractors/vendors have submitted an attestation to comply with York's COVID-19 Vaccination Mandate policy.

- 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 permit you to stay in the class or offer you an in-person service 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, provide a virtual or phone-based virtual service option.

Please see further below for information on how to respond if there is conflict.

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 language is available for your consideration:

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 the following:

- Use the [YU Screen](#) tool prior to coming to campus each time you come to campus.
- Be prepared to show proof to instructor or invigilator that you have cleared screening.
- Do not attend 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.
- Wear a mask that completely covers the mouth, nose and chin with as snug a fit as possible while on campus. Cloth masks are not recommended for providing best protection.
- Do not eat or drink in instructional spaces, research and in shared spaces, where eating is explicitly not permitted (e.g., Libraries), unless for urgent health reasons.
- Follow 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.

More Information about COVID-19 health and safety measures can be found on the [Better Together](#) website. We all have a duty to uphold professional and respectful interactions with one another.

Teaching Support

One-on-one assistance is available through the [Teaching Commons](#) virtual drop-in hours, 10 a.m.-12 p.m., Monday to Friday. 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. See what is available from a full [list of supports](#). The list of contacts and support services developed for TAs, can be found on [Going Remote](#).

Learning Technology Services (LTS) also offers [virtual drop-in sessions](#) daily, Monday to Friday. York University Libraries also offers [chat and Zoom consultation](#).

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

Hyflex Teaching

The University 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/>. Best practices, training sessions and more are being offered in advance of the start of term.

Recording of Lectures

[Learning Technology Services](#) is offering a new Lecture recording tool called Panopto which will launch in advance of Fall 2021. Current information on recoding lectures 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, if they have not passed health screening.

Registration

Official course enrolment records as displayed to you via Class List will be used in the event that contact tracing is required. Therefore, please do not allow students who are not officially enrolled in your to attend it in the hope of enrolling. With the beginning of the winter term 2022 delivered remotely, hopefully this situation will not be a problem, but still be aware of it for the return to in-person instruction in February. Where and when feasible, take attendance.

Contingency Plans for Winter 2022

In the fall of 2021, we advised instructors who were teaching in person on campus to prepare contingency plans for switching the on-campus elements of their courses 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 (see [Principles to Guide 2021-22 Course Planning](#)). For the start of the winter term 2022, all courses began in this emergency contingency situation in light of temporary provincial restrictions. While everyone in the York Community has been informed and should be aware that in-person instruction will return to campus in a staggered manner starting on January 31 2022, please consider reminding the students enrolled in your winter 2022 courses.

Please ensure you have a communications plan in place should you need to cancel a class because of illness, failure to pass YU Screen, or other emergency reasons. If a child, other dependents in your household, or you develop flu-like symptoms, 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, then after a few weeks, you and your department/unit should seek the assistance of the [Employee Well-Being](#) office 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 in order 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](#)

Distancing

Post-secondary educational institutions with vaccination mandates are not required to observe capacity limits or physical distancing in instructional spaces. Non-instructional spaces (e.g., designated eating spaces, workspaces) continue to need to observe physical distancing. At York, there will continue to be global messaging to encourage everyone to give each other as much space as is available in any setting. Matters of personal space have become accentuated during the pandemic.

Masks

All persons entering an indoor space – and outdoors whenever physical distancing of 2 meters cannot be maintained – 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 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.

When considering a mask and its efficacy, the best mask is one that fits well and that is worn properly. Public health authorities (e.g., [PHAC](#)) are noting that while non-medical masks can help prevent the spread of COVID-19, medical masks and respirators (such a N95, KN95, or equivalent) provide better protection.

Either a medical mask or respirator or even a three-layer cloth mask, especially with a filter in between the layers, are far superior to a single-layer cloth mask. Whether a 3-layer cloth masks, a double mask (a non-medical procedural mask with a cloth mask over it), a medical mask or a respirator, please remember that *snug fit* without gaps is most important. The aim is to prevent unfiltered air transfer; therefore, masks with respirator valves are not recommended.

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

Students are required to wear a mask in any indoor spaces including classrooms, unless an exemption applies. As of Winter 2022, food and drink is not permitted in instructional spaces except for urgent health reasons. This means that masks can be removed very briefly and temporarily for a quick drink, for example, but the mask must be put back on as quickly as possible. Those who take their mask off for a quick drink/bite should maintain physical distancing while doing so. Eating should only be happening in designated eating areas.

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. 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: sasreg@yorku.ca

Classroom Ventilation

Enhancement of building ventilation is one of many things the university is doing to ensure a safe and healthy return to campus.

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 in the event that an air handler should stop 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 isn't possible.

Vaccination

York University 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. Adherence to the mandate and required follow-up will be managed centrally. **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.

Remember and remind others that 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.

Information about vaccination for International Students arriving for the winter term 2022 may be found [here](#).

Case and Contact Management (CCM)

All university community members play a part in keeping ourselves and each other safe. All can participate in becoming educated on university health and safety protocols, and instructors are invited to remind students of the University's policies and the expectation that all those on teaching and learning at York observe them. The suggested language for course syllabi may assist in that regard.

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

York utilizes an [Incident Management Protocol](#) to isolate and contain all situations that arise for those that come onto our campuses and for those within our live-in community.

In any scenario of positive COVID-19 diagnoses reported to the University, we liaise closely with Toronto Public Health, follow their guidance and provide all necessary information to assist any public health investigation. Case and limited contact management for students, staff and faculty will be supported by the appropriate offices within York University for on-campus COVID-19 related exposures.

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

Further, students, staff, instructors and faculty are asked to instruct all disclosures (self-disclosed and/or others) to complete YU Screen for CCM follow-up and to receive clearance from the University prior to being permitted to return to campus.

Lastly, upon any failed screening in YU Screen, individuals are asked if they had a footprint on campus in the last 14 days. This allows us to capture footprint during the individual's period of communicability and for CCM teams in either Employee Well-Being or in the Division of Students to action appropriately.

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, 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 [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.