



## INSTRUCTIONAL SPACE (CLASSROOM AND LAB) RE-ENTRY PROTOCOL

To limit the spread of COVID-19 on campus, the University of Calgary has implemented an Instructional Space Re-Entry Protocol that meets or exceeds the risk mitigation guidance outlined by the Government of Alberta for post-secondary institutions. As a member of the campus community it is important to familiarize yourself with and follow this protocol as we have a collective responsibility to keep ourselves and others safe and well.

Anyone who feels ill, and particularly with COVID-19 type symptoms of cough, fever, shortness of breath, runny nose or sore throat, or any of the other symptoms identified by Alberta Health Services [here](#) must not come to the campus.

If a person develops symptoms during a class then the COVID-19 procedure for sick students ([student](#)) or procedure for sick employees ([employee](#)) located on the COVID-19 Response webpage should be followed.

### PHYSICAL DISTANCING

**Room Capacity** - Room capacities have been reduced to ensure physical distancing. Students who are not registered for a class should not enter the room and under no circumstances should the COVID-19 occupancy limits be exceeded. Where possible maximum COVID-19 occupancy has been identified and posted at the entrance.

**Entering and Exiting Classrooms/Labs** - Students should arrive at the classroom or lab no more than 5-10 minutes before the start of class. In some cases there will be set queuing instructions for entering and exiting rooms. The general rule is fill in the seats farthest from the entrance and aisles first to reduce passing others. Exiting should be done in reverse with the seats closest to the exit leaving first. Face coverings should be worn when entering and exiting classrooms.

**Seating** - Classrooms have been set up to achieve physical distancing. In fixed furniture classrooms students should sit in the designated seats. In classrooms with moveable furniture all extra seats will be removed and stacked so the number of seats/stations will match the COVID-19 capacity.

**Movable Desks** – Movable desks should not be moved by students or instructors. Classrooms have been set up in a way that provides for physical distancing. If an instructor feels that moving desks is necessary then they should contact Campus Architecture ([diana.gonzalez2@ucalgary.ca](mailto:diana.gonzalez2@ucalgary.ca)) to determine if the proposed reconfiguration meets COVID-19 distancing requirements.

### FACE COVERINGS

The use of face coverings will help the wearer prevent droplets from the mouth and nose (that could contain virus) from spreading to others. However, physical distancing remains the most effective measure for preventing spread of COVID-19. Instructors are required to make every reasonable effort

to conduct instruction at 2m distance from others. In situations where instruction at 2m distance is not reasonable then both the student and instructor should wear face coverings and reduce the amount of exposure time as much as possible. Face coverings must be worn while moving in, entering or exiting the classroom or lab. Face coverings may be removed when stationary in a classroom or lab setting while maintaining physical distancing of 2m. While face coverings are not required while maintaining physical distancing, they may be worn by instructors and students if they choose to do so.

## **CLEANING AND DISINFECTION**

Enhanced cleaning and disinfecting is required to meet Government of Alberta public health guidance set out for Post-Secondary Institutions. Caretaking staff will clean and disinfect classroom spaces every evening. Caretaking staff will not clean and disinfect labs.

Classrooms and labs are required to be disinfected by users to meet provincial guidance and as part of a collective community responsibility to keep ourselves and others as safe as possible.

**Disinfectant Wipes** – Tubs of disinfectant wipes will be available in labs and classrooms. The wipes that are provided are safe to use on classroom electronic equipment. Occupants are required to disinfect at the start of a class as follows:

- Students should take two disinfectant wipes upon entry to classroom/lab and are required to wipe their personal hard work surfaces (e.g. desk, chair, bench, computer peripherals).
- Students in labs are required to disinfect shared equipment before and after each use with disinfectant wipes or a disinfectant solution.
- Instructors, teaching assistants, and lab technicians are required to disinfect their desks and console surfaces upon entry to the classroom/lab. Microphones provided in classrooms will have protective coverings that can also be disinfected with provided wipes.
- Used disinfectant wipes should be kept until the end of class and then discarded in a hallway waste receptacle after leaving the class.

## **HYGIENE PROMOTION**

**Hand Sanitizer Stations** - Hand sanitizer is located at entrances and exits of all classrooms. Occupants are required to use hand sanitizer when they enter and exit the classroom or lab.

**Doorways** – Whenever possible doorways should be propped open before class begins when students are entering the room and then when students are exiting the class.

**Teaching Materials** - Any materials that require physical interaction by students should be minimized e.g. use of whiteboard markers, flip charts etc. Specialized equipment will require additional cleaning and disinfecting between participant use. Podium materials are not considered specialized equipment. Sign-in sheets for taking attendance should be avoided, D2L could be used instead if required. Please note, in the case of a positive COVID-19 case in a class, all students on the roster will be informed and not just those who are present on a particular day.

## **ASSISTANCE**

If there are no disinfectant wipes in a classroom or lab or the hand sanitizer dispenser is empty then Customer Care should be contacted at 403.220.7555. Customer Care will relay the issue to Caretaking who will bring the required materials to the classroom or lab. If the required disinfectant materials are not available at the start of the class the classroom should not be occupied until the materials arrive and disinfection takes place.

## **ROLES AND RESPONSIBILITIES**

### **Caretaking:**

- Clean and disinfect classrooms (not labs) every night.
- Ensure that hand sanitizer and tubs of wipes are well stocked.
- Respond if assistance is requested during a class to supply disinfectant wipes or hand sanitizer.

### **Instructors/Teaching Assistants/Lab Technicians:**

- Use hand sanitizer when entering and exiting class.
- Disinfect with wipes their desks, console surfaces and microphones with the supplies provided.
- Wear face coverings when physical distancing is not possible.

### **Students:**

- Arrive at classroom/lab no more than 5-10 minutes before the start of class.
- Use hand sanitizer when entering and exiting class.
- Disinfect with wipes desk, chair, lab bench, computer peripherals with the supplies provided.
- Sit in designated locations.
- Wear face coverings when physical distancing is not possible.
- At end of class take wipes out of class to a waste station.