

# Health & Safety Requirements and Expected Behaviours in the Face-to-Face Classroom

Revised December 22, 2021



**UWINDSOR  
TOGETHER**

*Return to campus life and community*

## CLASSROOM PROCEDURES

### Screening

1. Prior to coming to campus, you must complete the COVID-19 Self-Assessment on the [Safe Lancer App](#), or [webform](#) and be prepared to demonstrate your “Approved” (i.e., green) QR code “badge”. If you don’t have a mobile device, you can download and print a [paper copy](#) of the self-assessment. You will require a confirmation code from the mandatory COVID-19 Vaccination Attestation, available at [uwindsor.ca/vaccine](http://uwindsor.ca/vaccine)

Anyone who is ill, or believes they have COVID-19 symptoms, or receives a “Denied” (i.e., red) QR badge on the Self-Assessment must stay home, self-isolate, complete the Ontario COVID-19 self-assessment at [covid-19.ontario.ca](http://covid-19.ontario.ca), and follow the directions provided. Students are asked to use [UWinsite Student](#) to report an illness that will prevent them from attending in-person instruction, completing an assignment on time or taking an exam for a specific course. Instructions are provided at [ask.uwindsor.ca](http://ask.uwindsor.ca).

2. Upon entry to any UWindsor building, you must sanitize your hands and scan your Approved Self-Assessment QR code badge at the designated entry point of the building.

You may also be asked to show your Approved QR code badge by a designated Student Safety Ambassador. Student Safety Ambassadors are often positioned at designated entrances where QR code scanners are located. These individuals will check that you have completed your Self-Assessment, have scanned your QR code, and are [wearing your non-medical mask correctly](#) prior to entering the building.

## ATTENDING CAMPUS

### To attend campus, you must:

- be fully vaccinated
- be partially vaccinated (as per the policy definition) and participating in the rapid antigen testing program
- have an approved exemption in accordance with the vaccination policy to participate in the rapid antigen testing program
- have submitted an exemption request in accordance with the vaccination policy and are awaiting a determination of their request and participating in the rapid antigen testing program

Students, faculty and staff are also required to complete a [COVID-19 Information Session](#) prior to attending campus.

### Classroom/Lab spaces

On the first day of class, complete a numbered seat listing (using class lists and seating charts) for every class and lab and ensure compliance throughout the semester. Visit the [Classroom Seating Protocols](#) page on the Return to Campus website for more information.

3. Individuals permitted to attend “in-person” instruction within classrooms, labs, and other instructional and evaluative spaces are as follows:
  - All teaching and classroom support staff
  - Students registered in the course. For hy-flex courses, only students registered in the face-to-face sections are permitted in the classroom.
  - Individual attending course as a support person per a Student Accessibility Services academic accommodation

### **Non-Medical Mask requirement**

4. Non-medical masks are required to be worn by all individuals in classrooms, labs, and/or other instructional and evaluative spaces pursuant to the University of Windsor’s [COVID-19 Mandatory Non-medical Mask Policy](#).

### **Physical Distancing**

5. Measures must be taken to minimize close contact with others in classrooms, labs, and/or other instructional and evaluative spaces. Where possible, individuals should maintain at least a 2-metre separation.
  - In classes of 75 or more students, room occupants should leave a space (every other seat) between them.
  - In classes of less than 75 students, occupants should leave a space where possible.
  - Avoid gathering in groups or congregating in or outside of the classroom, lab, and/or other instructional and evaluative spaces. For study space reservations, visit the [Make a Reservation](#) page of the Return to Campus website.

### **Classroom Etiquette**

- Washing your hands frequently for at least 20 seconds using soap and water is an important way you can protect yourself from COVID-19. If you cannot access soap and water, use a hand sanitizer with at least 60 per cent alcohol base.
- Cough or sneeze into your bent elbow or into a tissue that you throw away immediately. Do not forget to wash your hands!

### **Classroom Cleaning**

- High-touch surfaces in UWindsor buildings will be cleaned a minimum of two times each day, including classrooms.
- Cleaning supplies will be available in classrooms, should students and/or faculty members/instructors wish to clean or disinfect their seat, desk, podium, or other shared equipment prior to use.

## **KEEPING EACH OTHER SAFE: BEHAVIORAL EXPECTATIONS IN THE F2F CLASSROOM**

When returning to the classroom, lab, and/or other instructional and evaluative spaces on campus, things will be different than before the pandemic. Remember to be kind and patient with your peers and yourself.

Ensuring compliance with the [COVID-19 Mandatory Non-medical Mask Policy](#) and other [Health & Safety Protocols](#) is a shared responsibility for all members of the University community. We are all in this together to keep ourselves and each other safe.

With respect to specific instances of students that may not be adhering to Health & Safety requirements and protocols in the classroom, please note the following:

1. Faculty members, instructors, and grad/teaching assistants are not individually responsible for ensuring that students are adhering to the Health & Safety policies and protocols related to COVID-19, such as wearing a non-medical mask or social distancing in classrooms, labs, and/or other instructional and evaluative spaces. However, faculty members, instructors, and grad/teaching assistants should remind students attending in-person classes of the following: (i) the requirement to wear a non-medical mask correctly while in classrooms, labs, and/or other instructional and evaluative spaces; and (ii) refer students to the [COVID-19 Mandatory Non-medical Mask Policy](#).
2. In circumstances where a student is attending an in-person class and is not wearing a non-medical mask, faculty members, instructors, or grad/teaching assistants may discreetly ask the student to confirm that they are not wearing a non-medical mask due to a medical condition, disability, or impairment that affects their ability to wear a mask. If a student confirms that they require a mask accommodation, faculty members, instructors, or grad/teaching assistants should not ask the student for further particulars about the nature of their exemption or require proof that an exemption applies. Instead, faculty members, instructors, or grad/teaching assistants should ask the student to reach out immediately to [Student Accessibility Services](#). To ensure the health and safety of others within the class, faculty members, instructors, or grad/teaching assistants will request that the student leave the classroom until such time an academic accommodation has been established through [Student Accessibility Services](#).
3. In instances where students are not adhering to Health & Safety policies and protocols related to COVID-19, such as the [COVID-19 Mandatory Non-medical Mask Policy](#) or social distancing, for reasons that do not relate to a medical condition, disability, or impairment that would affect a student's ability to wear a mask, faculty members, instructors, and grad/teaching assistants should consider whether they are able to diffuse the situation as a course management issue or, if such behaviour is significantly disruptive, raises significant health and safety concerns or involves conduct falling within other University of Windsor policies, the faculty member, instructor, or grad/teaching assistant may request assistance from any other unit in the University implicated by the conduct and policies, procedures, rules, regulations, and practices at play.
4. In instances where individuals may be exhibiting violent or threatening behaviour, faculty members, instructors, grad/teaching assistants, or peers should not engage. Instead, faculty members, instructors, grad/teaching assistants, or peers should safely remove themselves (and their students, where applicable) from the situation and call Campus Community Police (ext. 4444).
5. For any ongoing concerns about UWindsor's Health & Safety requirements and expected behaviours, these should be addressed as follows:

**Students:** speak with your instructor/ Department Head / Dean

**Faculty members and Instructors:** speak with your Department Head/ Dean

**Teaching/Graduate Assistants:** speak with your course instructor