Start of Term Guide for On-Campus Instructors, Winter 2022

SUMMARY: We're CampusReady for Winter 2022. We're closely following public health practices, but we need your help this term to minimize any risks. This quick reference guide highlights critical information for on-campus students this semester. On the U of A COVID-19 campus safety page you will find a list of the essentials; what you need to know about COVID-19 campus safety protocols before and during a visit to U of A campuses. If you have any questions after reviewing this document, please discuss with your supervisor, chair or designated faculty position or email phrtinfo@ualberta.ca. As always during the COVID-19 pandemic, the information included here is subject to change according to provincial or institutional safety measures.

➤ **For instructors: Information for instructors about transitioning to campus**
➤ **For all employees: Transitioning to on-campus work**

A similar *Start of Term Health & Safety Guide* for On-Campus Students, Winter 2022 is also available.

Access to spaces on campus

Most university buildings are open with just a few exceptions. See a list of open buildings and their operating hours. If needed, a properly-coded ONEcard or key will be required for your team members or students to gain access to locked buildings.

UAB.ca/hours provides up-to-date building hours and identifies the exterior entrance for ONEcard access. Please note that you will still have the building access (buildings, spaces, floors, and doors -- including exterior doors) you were previously granted by your **Faculty Access Control Administrator**.

If your ONEcard access is not working, email bss.support@ualberta. If you do not have a ONEcard yet, visit ualberta.ca/onecard for instructions.

Academic departments control access to labs, studios and other specialized learning spaces as per normal procedures.

On-campus COVID-19 safety

The below information is summarized on the [U of A Campus Safety Checklist](#).

✓ **Safety Measures General Directives**
The [Safety Measures General Directives](#) (SMGD) provides guidance on expectations for faculty, staff, students, contractors and visitors in preparing their plans to ensure a continued safe return to our campuses. The SMGD reflects the current health measures in place and may be amended in response to emerging public health information.

✓ **Winter Term 2022 | Coming to Campus eLearning**
The 2022 Winter Term | Coming to Campus eLearning is a quick voluntary update for [faculty and staff](#) and [students](#) returning in January.

✓ **CampusReady**
All U of A students, faculty and staff members should have their [CampusReady](#) pass readily available while on campus. Regular pass checking will occur during the winter semester.

✓ **Daily health check**
If you're feeling sick, stay home, notify your supervisor, and follow Alberta Health Services advice. More info: [COVID-19 procedures for staff and students who are ill](#).

✓ **Masks use**
You are required to wear a non-medical or fabric mask in all indoor public spaces on campus, with few exceptions. Masks are optional for speakers addressing groups when comprehension may be an issue, such as instruction and speaking to an audience. At least two meters physical distance should be kept between the speaker and the audience/group. For more details, please review the [U of A mask policy](#).

✓ **Physical distancing**
Respectful physical distancing and smaller groups are encouraged whenever possible.

✓ **Cleaning and sanitation in classrooms, labs, and other workspaces**
Cleaning and sanitation protocols are followed on campuses, with a focus on washrooms, high-touch surfaces and high-traffic areas. Your [department is responsible](#) for cleaning and sanitizing: workbenches; laboratory benches; desktops and cabinets; fume hoods; laboratory, research, athletic and maintenance equipment; studios and specialized work and instructional spaces.

✓ **COVID-19 Rapid Response & sick procedures**
All U of A community members are expected to stay home if they have had any [COVID-19 symptoms](#) during the past ten days. They should stay home and not come to campus until their symptoms have resolved, they are feeling better, or they receive a negative AHS COVID-19 test result.

If students or participants receive a positive AHS COVID-19 test result AND they have been on campus in the past 14 days they are to **immediately** contact the U of A Rapid Response Triage Team directly via email (phrt.triage@ualberta.ca), providing their name and a phone number where they can be reached. A triage member will contact them shortly.

Please read these additional essential resources:

- [Sick procedures for staff and students](#)
- [U of A Rapid Response Plan](#)
- [Protocol for Notifications Regarding Confirmed Cases of COVID-19](#)

Managing health and safety in the classroom

This year's in-class experience is different. It is important to set expectations regarding the shared responsibility everyone has in community health and safety during COVID-19. At the start of the first class you may wish to advise your students of the following:

1. Health and safety is a shared responsibility among all members of our community.
2. If you are feeling ill or have symptoms, stay home. If you are on campus and begin to feel unwell, return home immediately. It's critical that you let them know that it is okay for them to stay home when unwell.
3. Remind students of the importance of regularly checking their ualberta email for essential U of A information regarding [COVID-19 response notifications](#).
4. If a student appears to have [symptoms](#) and attends class, the instructor may ask them to leave.
5. If the instructor believes that the health and safety of the class is at risk for any reason, they may choose to cancel the class.
6. Up-to-date information on public safety related to COVID-19 can be found at [uab.ca/covid19](#).

Emergencies

911 for Police/Fire/Medical Emergency | After 911, call UAPS at 780-492-5050.
Review [ualberta.ca/emergency](#) for a full listing of U of A emergency information and procedures.

Community and campus safety are a shared responsibility. Thank you in advance for doing your part.

COVID-19 information for the U of A community: [uab.ca/covid19](#)
General enquiries: U of A Public Health Response Team, phrtinfo@ualberta.ca
COVID-19 Rapid Response support for on-campus supervisors, instructors and activity coordinators:
U of A Rapid Response Triage Team, phrt.triage@ualberta.ca