



## Start of Term Guide for On-Campus Instructors, Fall 2021

**SUMMARY:** [We're getting fall ready](#). In this document you will find essential health and safety information for a successful term of in-person teaching on U of A campuses. All of this information is also available online through the [COVID-19 website](#) or the [Campus Life](#) web hub for the academic year. The purpose of this quick reference resource is to highlight critical information in one place. If you have any questions after reviewing this document, please email [phrtinfo@ualberta.ca](mailto:phrtinfo@ualberta.ca). As always during the COVID-19 pandemic, the information enclosed here is subject to change according to provincial or institutional safety measures. The [Campus Life](#) webpage will be updated if changes are made to classes, exams, or other aspects of student life.

- **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, Fall 2021 is also available.

### Mandatory campus safety e-course

[Fall Ready | Coming to Campus 2021](#) is a short mandatory eCourse for all students, staff and faculty participating in on-campus activities this term. The 10-minute course will help you understand potential hazards and what you can do to protect yourself, your colleagues, and your family. Due to changes in health and safety practices, all employees and students who have completed a previous version of the eCourse are also expected to complete this new Fall 2021 version. Please remind students to complete the course if communicating with them in advance.

### Access to spaces on campus

Most university buildings are open as of August 3, 2021, 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 accesses (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](mailto:bss.support@ualberta). If you do not have a ONEcard yet, visit [ualberta.ca/onecard](http://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](#).

### ✓ **Fully vaccinated OR rapid testing**

Starting September 1, all those coming to campus will be required to be fully vaccinated, or undergo regular rapid testing. U of A students, faculty and staff will need to confidentially self-declare their vaccination status before coming to campus. There are several locations on campus where you can get vaccinated. [See the COVID-19 website for more details.](#)

### ✓ **Daily health check**

If you're feeling sick, stay home, notify your supervisor or instructor, 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 via email ([phrt.triage@ualberta.ca](mailto: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](#)

### ✓ **Checking in with *Here@UAlberta***

[Here@UAlberta](#) enhances contact tracing on our campuses if needed. It is a simple, online, self check-in tool that U of A employees and students use to share the buildings and rooms they visit while on campus.

## 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.
3. Remind students of the importance of regularly checking their ualberta email for essential U of A information regarding [COVID-19 response notifications](#).
4. The university encourages on-campus community members to use the [here.ualberta.ca](https://here.ualberta.ca) campus check-in tool as a means to support COVID-19 response notifications.
5. If a student appears to have [symptoms](#) and attends class, the instructor may ask them to leave.
6. 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.
7. Up-to-date information on public safety related to COVID-19 can be found at [uab.ca/covid19](https://uab.ca/covid19).

## Emergencies

**911 for Police/Fire/Medical Emergency** | After 911, call UAPS at 780-492-5050.

Review [ualberta.ca/emergency](https://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.*

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**COVID-19 information for the U of A community:** [uab.ca/covid19](https://uab.ca/covid19)

**General enquiries:** U of A Public Health Response Team, [phrtinfo@ualberta.ca](mailto: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](mailto:phrt.triage@ualberta.ca)