

2020/2021 Teaching Re-Entry Plan for DLSPH

September 29, 2020

Purpose of this document

The DLSPH General Assessment Tool (GAT) defines how in-person activity will be handled and describes building-specific re-entry plans based on floor plans, site tours, the [General Workplace Guidelines](#) (GWG), Research guidance, and the [COVID-19 In-Class Instruction and Teaching Lab Guideline](#).

This Teaching Re-Entry document is informed by the University of Toronto's *COVID-19 Leadership Toolkit*, the *DLSPH GAT*, and the [COVID-19 Instruction and Teaching Lab Guideline](#). It is intended to help faculty, staff and students navigate return to DLSPH for on-campus teaching activities this Fall 2020 and Winter 2021 and is a companion to the *DLSPH GAT*.

DLSPH courses are being offered remotely this Fall 2020 and Winter 2021, with only a few exceptional hybrid courses covering content or competencies that: 1) cannot be taught remotely, and 2) are required for graduation. We chose to focus on remote course delivery in the interest of ensuring your safety during the ongoing COVID-19 pandemic, and to be socially conscious and support recovery efforts by following the advice that those who can work remotely, should work remotely, so those who cannot work remotely are better protected by reducing connections and opportunities for disease transmission.

DLSPH faculty are very committed to providing their remote courses with the same level of excellence that students have enjoyed in past years. Fall-term instructors and Program Directors have invested significant thought, effort, and time in redesigning courses for remote delivery. Accordingly, there are not many reasons to need to be on-campus during the Fall 2020 and Winter 2021 terms.

As a reminder, Faculty interested in using their office more regularly can request permission to do so through the general reentry process. Faculty interested in re/starting in-person research activities can request permission to do so through the [research reentry process](#). Students interested in re/starting research activities on-campus or in-person off-campus can apply to the research reentry process through their primary supervisor who will submit the request.

Permissible in-person teaching activities at DLSPH

For the Fall 2020 and Winter 2021 terms, computer labs and student study rooms at DLSPH will be closed and permissible in-person teaching activities will be limited to those activities covering content or competencies that: 1) cannot be taught remotely, and 2) are required for graduation.

Some [U of T Libraries](#) have re-opened their buildings for the Fall 2020 term in order to provide access to physically-distanced study spaces. Please visit the [Study Space 2020/2021](#) website for more information; here, you will also find links there to [accessing wifi and computer](#)

[workstations](#) and [copy, print and scan](#). Additionally, [RemoteLab](#) provides access to the software and services normally provided via the computers in the Libraries (see: <https://library.utoronto.ca/news/information-commons-launches-new-remotelab-service>)

Please also note that much of the software needed by the DLSPH community can be downloaded onto your own personal computer, often for free or educational pricing, through the [Licensed Software Office](#) at [U of T Libraries Information Commons](#). Visit our [Software for Students](#) webpage for updates and instructions on how to access software.

Instructors or students interested in being in-person on campus for specific teaching activities are required to apply for permission to do so. Instructors/students wanting to access and use the Health Sciences Building or the Gage Building must apply for permission through the DLSPH Dean's Office. Instructors or students wanting to access and use other buildings on the U of T campus will need to contact the administrative units for those spaces for permission.

Regarding DLSPH building access for teaching activities: Instructors will need to apply in writing to the Dean's office for permission to conduct essential in-person activities. Applications must include the following information.

1. Course Code, Title and Instructor(s).
2. Date, Time and Location of the teaching activity.
3. Description of the teaching activity.
4. Rationale for why the teaching activity cannot be conducted remotely, and why it must be conducted in-person.
5. Indication of whether the teaching activity is required for students to graduate from their program.

Applications will be evaluated on a case-by-case basis and in alignment with [University guidelines](#) and the state of the COVID-19 pandemic at the time of application. Applications should be submitted to the Associate Dean Academic Affairs (ADAA) at adaa.dlsph@utoronto.ca.

Ensuring compliance during in-person teaching activities

Instructors will be required to ensure compliance with the location specific GAT for the duration of their in-person teaching activity.

Guidance Materials and Training

"Ready to Teach" resources are available to instructors, teaching assistants and other course staff that will provide guidance on class management strategies and procedures.

Ready to Teach Resources:

- [COVID-19 In-Class Instruction Guidelines for Course Instructors](#)
- [COVID-19 In-Class Instruction Guidelines - First Class or Tutorial Slide Deck](#)

Managing situations of non-compliance

Student non-compliance should be dealt with in a stepped approach.

1. The instructor should first speak with the student to request compliance. At this point, the instructor should also determine if the student is in distress or possibly needing mental health support before even considering the additional escalating steps noted below.
2. If non-compliance behaviour continues, the instructor should escalate to the ADAA or relevant Graduate Co-ordinator who could also engage with the student.
3. If necessary, the ADAA will consider invoking the Code of Student Conduct, specifically offence 1 (c) that specifies no person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.
4. If the ADAA invokes the Code of Student Conduct the Office of the Vice-Provost, Students will be contacted to advise on how to proceed.

Responding when someone feels ill during in-person teaching activities

If a student or teaching lab occupant feels ill during instruction and requires assistance, follow the usual protocols which are:

1. Call emergency services at (9) 9-1-1
2. Notify Campus Police - Emergency: 416-978-2222 (St. George Campus)
3. Verbally assess the patient from at least 2 metres distance.
4. Establish, at the scene, a safe, designated isolation area for the individual to wait at least 2 metres away from you and other passers-by until Campus Police (CP) and EMS arrive.
5. Remember to avoid face to face conversations within 2 metres, stand to the side of the injured and if required, when assisting with assuring ill student is comfortable while waiting for EMS

DLSPH Cleaning Procedures

The University of Toronto is [implementing a caretaking strategy](#) that involves increased frequency of cleaning of shared public spaces. Hand sanitizer stations and wipe dispensers will be added to many high-traffic, high-use areas, such as libraries, classrooms and shared office spaces.