

Teaching During COVID-19

Classroom Utilization Guidelines for Fall Term 2020

General Information

- Only buildings with classrooms that are being used in Fall Term will be open; others will be locked to prevent students from congregating on campus
- Buildings will be unlocked for access to classes only, 30 minutes before the start of the class, and will be re-locked after the first 30 minutes of the class
- COVID-19 public health and safety guidelines will be widely communicated to all members of the Queen's community, requiring self-assessment for symptoms of COVID-19 and requiring people with symptoms to stay home and not to attend classes
- Student Guidelines below will be incorporated into signs that will be posted on classroom doors and should be widely communicated to students
- Instructor Guidelines below will be posted on the podiums in each classroom and emailed to all instructors

Student Classroom Guidelines

- Masks are mandatory at all times in all classrooms
- Students who have reasons not to wear a mask under the pandemic order mask exemptions must arrange with their instructors to participate in classes remotely
- Maintain 2m physical distancing at all times
- Please ensure everyone from the previous class has left the room before entering
- If class is still in progress please use the floor markings to ensure you are maintaining physical distancing while waiting to enter the classroom
- Only sit in seats designated with cloth coverings to ensure physical distancing during class
- Classrooms are only to be used for scheduled classes; please exit room once class has ended

- Please use hand sanitizer and wipe chair and tablet surfaces with provided disinfectant wipes when entering the classroom
- In the event of an emergency please use the closest exit to leave the classroom

Instructor Classroom Guidelines

- Lecturing faculty will not be required to wear masks, subject to maintaining 2m physical distancing from students seated in front row
- Please maintain physical distancing by standing behind the podium when lecturing
- Please end class at the specified time so that sufficient time is provided for students to exit and enter the classroom while maintaining physical distancing
- Please do not allow students to break physical distancing to ask one-on-one questions at the start and end of class
- Please use hand sanitizer and wipe podium and technology surfaces with provided disinfectant wipes before and after use