Winter 2022 Protocols for In-Person Classes on the Kingston Campus  
28 February 2021

Winter Term classes will be held by remote instruction until February 18, 2022. All classes that were scheduled to be offered in person will resume in-person instruction on February 28, 2022.

General Information
- [COVID-19 health and safety guidelines](#) and changes, as they arise, will be widely communicated to all members of the Queen’s community. Changes to the student and instructor guidelines below will continue to be updated as the provincial directives change.
- Self-assessment for symptoms of COVID-19 is required before students and instructors come to campus. The [Queen’s SeQure app](#) should be used for this purpose. Anyone with symptoms must stay home and not attend classes.
- Signs will be posted on the entrance doors to all buildings and all classrooms to remind all persons that masks must be worn, and to refer students to academic advisors in their Faculty/School if they cannot wear a mask.
- Student Guidelines below will be incorporated into signs that will be posted on classroom doors and will be widely communicated to students via email from the Provost’s office.
- Instructor Guidelines below will be emailed to all instructors.

Student Guidelines
- Students who are enrolled in in-person courses will resume classes, participate in course activities, and take exams in-person as of February 28, 2022.
- Some students, for a variety of reasons, may elect not to return to campus. Instructors will not be expected to teach in-person classes and also offer hybrid options to allow students to complete the classes remotely.
- All individuals who are participating in university activities in person must attest to receiving two doses of a Health Canada or World Health Organization (WHO)-approved COVID-19 vaccine before they come to campus. Students are strongly encouraged to seek a third vaccine dose when eligible and, if possible, before returning to campus.
- Any individual who requires an accommodation under the [Ontario Human Rights Code](#) with respect to vaccination status must formally request such an accommodation and provide supporting documentation. All individuals who are not fully vaccinated due to an approved accommodated need are required to adhere to additional health and safety measures. Please review the full details of Queen’s mandatory vaccination requirements on the [Safe Return](#) website.
- Before coming to campus for a class or academic activity, conduct a self-assessment for symptoms of COVID-19 using the [Queen’s SeQure app](#). You must be prepared to show proof of screening at certain locations on campus such as the ARC, cafeterias and certain events. If you have symptoms, or live with a COVID-19-positive individual, stay home, do not attend classes, and follow the [KFL&A Public Health Protocols](#). You are required to isolate for five (5) days following the onset of symptoms, or longer until symptoms are resolved.
  - If you will be missing a class(es) or an academic requirement due to COVID-19 illness, COVID-19 symptoms, or a self-isolation requirement, academic consideration will be granted. To receive academic consideration, you need to submit a request by following your Faculty’s/School’s established protocol for students with extenuating circumstances.
For COVID-19-related absences, a self-attestation of your illness or requirement to self-isolate will be sufficient documentation of your circumstances. Documentation from a health-care provider will not be required.

It is your responsibility to contact each of your instructors to arrange to make up the missed work.

- Allow people from the previous class to leave the room before entering to avoid bottlenecks at entrances.
- Hand sanitizer is available at the entrance to each building for your use, however you are also encouraged to bring your own.
- ASTM F2100 Level 2 or 3 medical-grade masks are required to be worn in all indoor spaces, including in classrooms, labs and clinical teaching spaces, and will be provided to students. Some programs may require the wearing of medical-grade masks and/or full personal protective equipment (PPE).
- If you are unable to wear a mask for medical reasons, do not attend your in-person classes. Instead:
  - contact your Faculty/School Office to meet with an academic advisor who will help you consider options for completing the class, or another class.
  - A range of accommodations may be possible to provide you with an experience that is as close to the classroom experience as possible. QSAS is available to assist with this process.
  - email your instructors to let them know that you are unable to wear a mask.
- Students who are presenting in front of the class where instructors would normally deliver lectures may do so without a mask if two-metre distancing from all other students can be maintained. Masks are to remain on at all other times.

- Eating or drinking in classrooms is not permitted.

Instructor Guidelines

As we return to in-person classes, it is likely that some students will continue to face significant challenges in returning to normal academic expectations. It will be important for instructors to offer flexibility wherever possible.

- A few students, for a variety of reasons, may elect not to return to campus. They may approach instructors seeking a hybrid delivery model after February 28th to allow them to complete their courses remotely. Please remind them that, as per the February 3 Update on the Return to In-person Instruction (https://www.queensu.ca/safereturn/update-return-person-instruction), instructors of courses that are timetabled as in-person are not expected to provide hybrid options.
- Before coming to campus for a class or academic activity, conduct a self-assessment for symptoms of COVID-19 using the Queen’s SeQure app. If you have symptoms, or live with a COVID-19-positive individual, you must stay home and follow the KFL&A Public Health Protocols. You are required to isolate for five (5) days following the onset of symptoms, or longer until symptoms are resolved. Contact your Department Head or Faculty Office to arrange for an alternate instructor or mode of delivery while you are self-isolating.
- Instructors must remind students regularly that they must conduct a self-assessment for symptoms of COVID-19 using the Queen’s SeQure app before coming to campus for a class or academic activity.
• Instructors must also remind students regularly that if they have COVID-19 symptoms, or live with a COVID-19-positive individual, they must stay home, not attend classes, and follow the KFL&A Public Health Protocols.

• Should a student arrive at class exhibiting COVID-19 symptoms, or indicating that they are experiencing symptoms, instruct them to go home and follow the KFL&A public health protocols.
  - If they will be absent for several days, advise them to submit a request for academic consideration using their Faculty’s/School’s established protocol for students with extenuating circumstances. Assure them that appropriate academic consideration will be provided and that only a self-attestation will be required by way of documentation.
  - Let your students know how to access your Faculty’s/School’s protocol.

• Should a student contact you to indicate that they were ill and attended class, direct the student to follow the isolation requirements stipulated by KFL&A Public Health.
  - Provide the student information on using their Faculty’s/School’s established protocol for students with extenuating circumstances to seek academic consideration for the time they may miss as the result of isolating or being ill.
  - Since close contacts are not typically generated by symptomatic individuals attending group settings (such as classes), notification of the class is not normally required. However, in classes that include activities with an increased risk of transmission (for example singing, playing woodwind instruments), the instructor should contact the Department of Environmental Health and Safety (32999 or safety@queensu.ca) for guidance on identifying close contacts and instruction for the notification of those identified as close contacts.

• ASTM F2100 Level 2 or 3 medical-grade masks are required to be worn in all indoor spaces, including in the classroom, and will be provided to students and instructors.
  - Instructors who are fully vaccinated may deliver lectures without a mask if two-metre distancing from the students can be maintained while lecturing. Masks are to remain on at all other times.
  - Eating and drinking in class is not permitted.

• Instructors are responsible for making the following announcements in the first in-person class session:
  - All individuals who are participating in university activities in person must attest to receiving two dose of a Health Canada or World Health Organization (WHO)-approved COVID-19 vaccine before they come to campus and receive their second required dose of vaccine no later than January 31, 2022. Further, students are strongly encouraged to seek a third vaccine dose when eligible and, if possible, before returning to campus.
  - Any individual who requires an accommodation under the Ontario Human Rights Code with respect to vaccination status must formally request such an accommodation and provide supporting documentation. All individuals who are not fully vaccinated due to an approved accommodated need are required to adhere to additional health and safety measures, including, but not limited to, twice weekly rapid testing. Please review the full details of Queen’s mandatory vaccination requirements on the Safe Return website.
  - ASTM F2100 Level 2 or 3 medical-grade masks must be worn during class time.
  - Eating and drinking in class is not permitted.
  - Allow people from the previous class to leave the room before entering to avoid bottlenecks at entrances.
o Hand sanitizer is available at the entrance to each building for use by students, however students are also encouraged to bring their own.

- If students arrive at a class without a mask, instructors should remind them that masks are required, using educative explanations.
  o If a student did not bring a mask, they must leave the class and obtain a mask from one of a number of areas across campus, including all vending machine locations, before returning.
  o If a student refuses to leave the classroom to obtain a mask, instructors should call Campus Security and Emergency Services at 613-533-6111, who will send a security professional to address the situation.
  o If a student is unable to wear a mask for medical reasons, they must do the following before attending any in-person class:
    - contact their Faculty/School Office to meet with an academic advisor who will help them consider options for completing the class, or another class, with an accommodation; and
    - email their instructors to let them know that they are unable to wear a mask.

- Hand sanitizer is available at the entrance to each building for your use, however you are also encouraged to bring your own.
- Please end your class at the specified time so that sufficient time is provided for students to exit and enter the classroom in an orderly manner.