

BRANDON UNIVERSITY COVID-19

Protocols for Fall 2020 In-Person Classes

The Province of Manitoba has released the following Order for Post-Secondary institutions under the Public Health Act:

ORDER 7

7(1) Universities, colleges and private vocational institutions may open and may provide online and remote instruction. They may also provide in-person instruction if occupancy in all classrooms and other areas of instruction is restricted to 50% of the usual capacity and the total number of students in any classroom or other area of instruction does not exceed 25. Where reasonably possible, measures must be implemented to ensure that there is a two-metre separation between all persons in the classroom or other area of instruction.

7(2) Measures must be implemented to ensure that persons in common indoor areas of a university, college or private vocational institution are reasonably able to maintain a separation of at least two metres from other persons.

Brandon University has developed protocols for in-person classes scheduled for the Fall 2020 Term, to ensure compliance with the Public Health Order.

Physical space protocols:

- ▶ The Dean's Office, in consultation with the instructor, must ensure that the classroom/lab they use adheres to the 50% of usual capacity to a maximum of 25 students guideline.
 - ▶ If classroom/lab room # changes are necessary, Andrea McDaniel must be notified to make changes to registration guide
- ▶ There will be a single point of entry into a classroom/lab and a different exit when possible from the classroom/lab
- ▶ There will be a table set up at the inside entrance and exit of the classroom with a hand sanitizing station and everyone is to sanitize their hands upon entrance and exiting of the classroom/lab
 - ▶ Physical Plant will be identifying the tables and delivering the product initially and instructors are to ensure adequate supplies exists for each class thereafter.
- ▶ Students must disinfect their work spaces and equipment prior to leaving the classroom/lab
 - ▶ Physical Plant will clean and sanitize common classroom surfaces, like desks, tables and doors

Personal safety protocols:

- ▶ Prior to the first class, each instructor will send each student via email the attached sign-in sheet. This document serves two purposes:
 - ▶ The student will read and agree to COVID-19 protocols and
 - ▶ Serves as a record for contact tracing
- ▶ Roll call will be taken at the start of each class. The roll call record will be dated and time stamped and kept for the entire term. This serves as a record for contact tracing should it become necessary. The instructor will be responsible to update their class list prior to each class during the add/drop timelines.
- ▶ Each person must wear a face mask
 - ▶ A package of face masks will be delivered to Dean's Office late August
- ▶ Each person must respect social distancing protocols
 - ▶ Physical Plant to work with each instructor once room/lab # is finalized and will get room ready

Illness protocols:

- ▶ If you are experiencing COVID-19 symptoms, you may not enter the classroom or be in the building. All persons who develop symptoms characteristic of COVID-19 should call Health Links at 1-888-315-9257 and immediately begin self-isolating at home.
- ▶ Should a student contract COVID-19, they must inform our Dean of Students, Katie Gross at grossk@brandonu.ca or 204-727-9635.
- ▶ Should a faculty or staff member contract COVID-19, they must inform our Acting Chief Human Resources Officer, Kristen Fisher at fisherk@brandonu.ca or 204-727-7416.