



Classroom Protocol for Students

UPEI has developed several plans and protocols to ensure that face-to-face teaching and learning can be resumed safely during the 2020 Fall Academic Semester. The University has worked closely with the PEI Chief Public Health Office to develop a protocol for the safe use of classrooms. Class sizes will vary; however, each class must follow the same protocol. Prior to attending your first in-person class you must log into Moodle. Upon signing into Moodle, students will be directed to update their contact information.

The following measures will be implemented to protect the health and safety of students and faculty participating in face-to-face classes:

1. Seating capacity in all classrooms has been reduced to allow for physical distancing of 2m/6ft.
2. Students and faculty will be required to wear a non-medical mask during classes (and in all campus buildings).
3. If a speaking podium is required, it must be positioned at least 2m/6ft from the first row of seats. If this is not possible, students will not sit in the front row.
4. Students are asked to limit what they bring to the classroom. All items such as a knapsack, purse, coat, etc., must be placed under your seat, on your seat, or on the seat beside you.
5. No food or beverages are permitted in the classroom.
6. Signage will be placed at the entrance to the classroom to indicate the maximum number of people allowed to enter, and the layout of seating. Seats that are not available for use will be clearly marked. The seating layout must be adhered to at all times.
7. Signage will be posted to remind students and faculty of public health etiquette and to direct traffic flow.
8. There will be one dedicated entrance and exit to each classroom. Physical distancing must be maintained at all times during the entry and exiting of classrooms. Students must

practice physical distancing while waiting to enter the classroom. Students should fill the back rows of seats first and then work their way forward to ensure physical distancing is maintained. After all students have arrived, no one else may enter until after the current occupants have vacated the classroom.

9. When entering and exiting a classroom, particular attention must be made to traffic flow in the hallway to ensure that physical distancing is maintained. There will be directional signage to indicate how to enter the hallway and how to exit the building.
10. After all students and instructors have left a classroom, frequently-touched hard surfaces will be disinfected by custodial staff. These include:
 - Table/desk surfaces
 - Hard-surface seats
 - Arms of seats
 - Workstations
 - Keyboard/mouse/monitors
 - Podiums
11. Classes will be scheduled to ensure there is adequate time to follow entry/exit protocols and for frequently-touched hard surfaces to be disinfected.
12. A hand sanitizer station will be available at each building entrance and exit.
13. Custodial staff will do a thorough cleaning of classrooms at the end of each day.