



Speech-Language Pathology
UNIVERSITY OF TORONTO

Department of Speech–Language Pathology COVID–19:

A detailed 3D rendering of a coronavirus particle, showing its characteristic spherical shape with a textured grey surface and prominent red, crown-like spikes protruding from it. The particle is positioned on the left side of the slide, partially overlapping the grey background.

**Instructions
while at
500 University Ave**

Table of Contents

• Acknowledgements	3
• General Overview	4
• University of Toronto Health and Safety Policies and Resources	8
• Symptom Attestation: Students and Faculty/TA's/CIA's	9
• Upon Arrival	12
• Signing In and Out of the Building	13
• When arriving:	13
• When leaving for the day:	15
• Personal Protective Equipment (PPE)	16
• Cleaning of surfaces	18
• Equitable Access to Sessions	20
• Common Spaces	21
• Absent from Class	22
• Washroom Protocol	23
• Review of Health and Safety Considerations	24

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- College of Audiologists and Speech-Language Pathologists Ontario
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General

Overview

This document has been produced in consultation with Senior Leadership in the Faculty of Medicine and the Rehabilitation Science Sector in order to provide guiding principles and processes to ensure a safe re-integration for students, faculty and staff as they return to the academic environment.

On March 16, 2020, under directives from the senior leadership team at the University of Toronto and the Provincial and the Municipal governments all face-to-face teaching was suspended.

Based on the [University of Toronto's COVID-19 Academic Continuity Strategy: 2020-2021](#) to accommodate both in-person and remote learning, we have adopted the strategy to ensure we consider the following premises and principles, in tandem with prudent financial management, all informed and guided by public health and government authorities.

Principles that Guide Fall Course Planning

- **Health and Safety** — to ensure the health and safety of our entire community by following the advice of government and public health authorities during the COVID-19 pandemic.
- **Academic Freedom and Integrity** — to support the pedagogical strategies of faculty members and to ensure that the academic integrity of course offerings is affirmed and protected at all times, including during strategic planning and implementation related to the COVID-19 pandemic.
- **Flexibility** — to ensure capacity to respond to guidelines from government and public health authorities regarding physical distancing and in-person activities, and to developments such as new vaccines or treatments, or new outbreaks of disease.
- **Course Quality** — to ensure the best possible learning experiences and outcomes for undergraduate and graduate students. This requires prioritizing the quality of the academic experience (including course management, student communications, and teaching) and appropriately resourcing course delivery.
- **Academic Progression** — to ensure that undergraduate and graduate students have access to the courses required to progress in their academic program toward graduation.
- **Student Equity** — to ensure that undergraduate and graduate students, whether they are attending in person or remotely due to COVID-related health or travel restrictions, are provided:
 - *Equitable access to courses*
 - *Equitable access to high quality learning experiences*
 - *Equitable access to advising, guidance, and support*



....Strategies continued

- **Manageable Workload** — to ensure healthy and equitable conditions for instructors and staff. There is an appreciation for asymmetric pressures on faculty, librarians and staff in personal contexts, and an awareness of differentiated comfort levels with public health guidelines and IT. Likewise there are distinct pressures that graduate students will face in pursuing their studies while also serving as TAs and course instructors.
- **Efficient Implementation** — to ensure the success of this strategy, and given the magnitude and complexity of course offerings, divisions, and units need to decide how best to streamline their approach in a manner that emphasizes logistical simplicity and strives for clear communications within academic units, between academic units and divisions, between divisions and the institutional administration, and with undergraduate and graduate students.

Development of the Departmental Plan

The Department's plan is a gradual phased-in approach. It is accepted that the challenges of effective aerosol control, supply of personal protective equipment (PPE) and physical distancing must be addressed fully to ensure that we create and maintain an educational environment that is safe for all.

The “*return to work guidelines*” relied upon to develop the Department policies and procedures include:

- [Ministry of Health: COVID-19 Operational Requirements: Health Sector Restart](#)
- [Ministry of Health: Directives, Memorandums and Other Resources – See Directive #2](#)
- [MOH Guidance for Health Sector – COVID-19](#)
- [College of Audiologists and Speech-Language Pathologists \(CASLPO\)](#)
- [University of Toronto's COVID-19 General Workplace Guidelines](#)
- [Information about Fall 2020 at U of T](#)

University of Toronto Health and Safety Policies and Resources



- [Office of Environmental Health and Safety](#)
- [Health and Safety Policy](#)
- [Non-Medical Mask Policy](#)
- [School of Graduate Studies Recovery and Adaptation](#)

Symptom Attestation: Students and Faculty/Course Instructors/Teaching Assistants

To support your on-site teaching and learning within the SLP program at the University of Toronto, please read the information below. Your access to the University is conditional upon your compliance with the statements below. Please note that you retain the right to choose whether to attend campus.

- All Students/Faculty/Course Instructors/Teaching Assistants will be self monitoring their temperatures and self screening using the [Ontario Public Health Self - assessment Questionnaire](#) and also the online U of T screening tool at <https://ucheck.utoronto.ca/> and follow the instructions (note that you need your UTORID for this) every morning before attending the University. If you have any symptoms of a respiratory illness, a fever or have answered YES to any of the questions in the self-assessment questionnaire **you will not come into the building.**
- You will follow the [University of Toronto Procedures in the Event of a Confirmed or Probable COVID-19 Case](#) on reporting: “Any faculty member, librarian, staff or student who tests positive for COVID-19 should immediately take the following actions:
 - Report this result directly to U of T’s Occupational Health Nurse by email at ehs.occhealth@utoronto.ca.
 - Complete the self-declaration form (student/employee) as listed on this site.



.....Attestation continued

- In the case of a probable or confirmed case of COVID-19 at U of T, the Occupational Health & Safety team at EHS works with the appropriate offices to inform those who have had contact with the individual in University of Toronto's workplaces, in keeping with public health directives.
- Public health authorities may also contact exposed persons as is their usual practice. All contact tracing for the University MUST be conducted by the Occupational Health Nurse.
- Please note that the University must respect the privacy of individuals who are being tested or who have tested positive for COVID-19 and ensure that this information is kept confidential.

.....Attestation continued

- You must follow COVID-19 Prevention and Precautions, as described by [UofT's Environment Health Services](#), including frequent hand hygiene, avoiding touching your face, practicing proper respiratory etiquette, such as sneezing into your elbow and maintaining physical distancing of two meters or more;
- You must follow health and safety processes, procedures, policies and directives of the University, including participation in health and safety training and/or wearing a mask and/or other PPE, if required to do so;
- You must comply with the University's entry poster located at the entrances to 500 University Ave and may not enter on-site if you answer YES to any of the questions listed;
- You may only attend the University for the minimum time required to do your work;
- If you anticipate being alone in a space on-campus, please consider registering with [UofT's Work Alone Program](#).

Upon Arrival

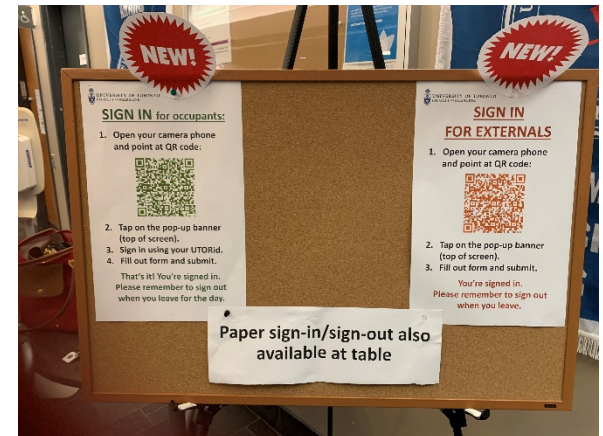
- All doors are locked so please bring your fob with you to gain access to the building.
 - 500 University Ave will remain as a locked building – you will require your fob for access:
 - *To the building*
 - *To the stairs*
 - *To the elevators*
 - *To the audiology room in basement*
- Please plan to arrive for clinical skills labs at the scheduled time provided to you, up to 60 minutes prior to the start to ensure a staggered entrance into the building. Bring to the session only what you need. Keep all your belongings with you as you go directly to the room to which you have been assigned. Do not drop off any of your belongings to your locker.



Signing In and Out of the Building

When Arriving:

- All must wear a non-medical mask or other face covering to enter the building and progress to assigned room.
- Fob in at either the University Ave. or Simcoe Street entrances. Everyone is required to fob in separately. No piggybacking.
- Enter the lobby and locate a poster with the “SIGN-IN for occupants” QR code and instructions. (colour coded in green).



When Arriving....

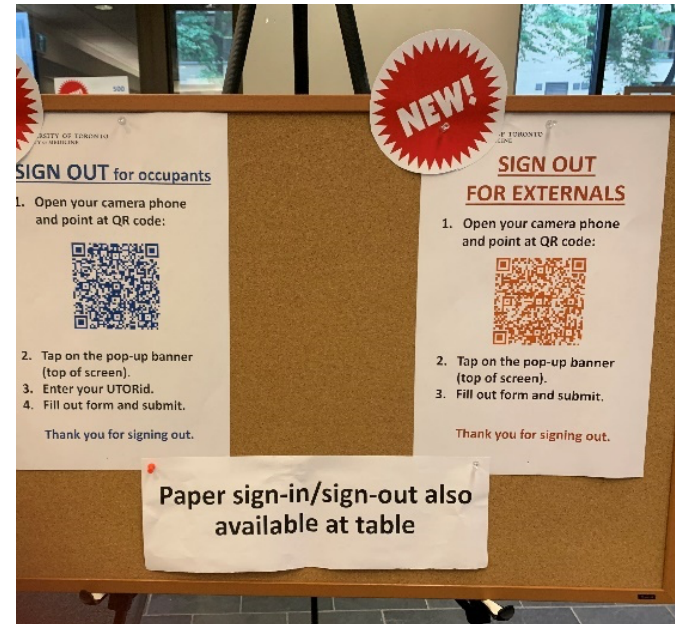
- Take out your phone (hand sanitizer is available nearby if needed) and open the camera.
 - *Some phones, especially those approximately 4 years old or older, may need a separate QR scanning/reader app.*
 - *Please check for apps compatible with your particular device and download, if possible.*
 - *Some phones have a separate built-in app for QR codes which should be used instead of the camera scan instructions given.*
- Point camera towards the QR code (do not hit the button to take a photo) and a banner will pop up at the top of your screen.
- Tap the banner to open up a web browser that prompts you to log into the form with your UTORid.
- After logging in, fill out the short form and hit submit. You have now completed sign in.
- If you are unable to use the QR code (e.g., phones that do not support QR code scanning), a blank sign-in sheet will be available at the entrance.
- After the first time you log in with your UTORid, you can tell your phone to remember it, thus making the next sign in/out even quicker.
- Once you have arrived and signed in, please proceed directly to designated room; always maintain social distancing as required.

When Leaving the Building

Go to any exit and repeat the same procedure used for sign-in using the “SIGN-OUT for occupants” QR code (colour coded in blue).

If you are unable to use the QR code (e.g., phones that do not support QR code scanning), a sign out sheet is also available at the exits.

You only need to sign in at first entry and sign out at last exit. Data is collected to both monitor occupancy in the building, but also as a record of who is in the building each day should public health need it for contact tracing purposes.



Personal Protective Equipment (PPE)

- Please review the PPE Checklist on proper procedures related to PPE and physical distancing during COVID-19
 - Students are responsible for reviewing ALL of the links in this checklist PRIOR to arriving onsite the first day
- All should wear a non-medical mask or other face covering to enter the building and progress to assigned room.
- All will be provided with medical grade masks, face shields and gloves if required.
- Students will be provided with a medical grade mask for the labs; this mask is to be donned after performing proper hand hygiene (sanitizer will be provided at the door); this mask is to remain on at all times while in the building (with the exception of eating and/or drinking).



.....PPE continued

- Students will also receive a re-useable face shield and cleaning instructions on the first day of the onsite activities if so required; students are responsible for bringing the face shield to each onsite session as well as to clinical placement activities as directed.
- It is highly recommended that every student:
 - *Ensures their name is on a portion of the face shield*
 - *Store your face shield in your locker when you are not in the clinical skills labs*
- In the event that your face shield is broken over the course of the onsite activities or during placement, please reach out as soon as possible to arrange to pick up a replacement
- Face shields are to be worn when required; prior to leaving the class each day, students will clean their face shield both before and after each use and store in your personal locker on the 4th floor.

Cleaning of Surfaces

- All need to adhere to infection control procedures as well as additional precautions to address the method of transmission of COVID.
- After each encounter, all need to disinfect all surfaces that have been touched, including seats, counters, door handles (inside and outside), light switches etc.
- All need to clean their areas prior to the start of a session, between every encounter, and then at the end of the session.
- All clinical skills spaces have been cleared of items that could be additional sources of transmission.
- If using equipment in the clinical skills lab, the wipe twice method will be employed meaning that it will be disinfected prior to use and then disinfected immediately after use.



.....Cleaning continued

- Those who are using their iPad/tablet/laptop for taking notes are expected to wipe the surfaces upon entering the room and prior to leaving the room with disinfecting wipes.
- Increased frequency of cleaning of contact areas will be done by all after they have touched a surface, as students change roles from patient/**client** to clinician, at the end of each session and at the end of the day.
- In addition to routine cleaning, surfaces that come into contact frequently with hands should be cleaned and disinfected twice per day and when visibly dirty. Special attention should be paid to commonly touched surfaces such as doorknobs, light switches, counters, handrails, touch screen surfaces, shared materials, equipment, workstations, keypads, etc. All equipment should be cleaned and disinfected after each use.

Equitable Access to Sessions

- To ensure equitable access for those unable to attend a session in person, a link (Zoom, Bb Collaborate etc.) will be provided to follow the session remotely.
- You will also be expected to remotely connect with another classmate during the practice sessions to allow engagement in the critical thinking process.
- If you can practice on someone in your home/location that will also facilitate the development of your cognitive motor skills.

Common Spaces

- Meticulous hand hygiene is always required by everyone; gloves are available for use if desired/preferred.
- Equipment **MUST** be wiped down between each student use.
- Please only bring what is required into the clinical skills room; leave all additional personal items at home or in your locker.
- Upon completion of your class, please immediately exit the building following the designated process. There is currently no gathering in any common spaces at 500 University Ave.
- Dispose of your medical mask prior to exiting the building and don a non-medical mask or other face covering to leave the building.

Absent from Class

- We request that if you feel unwell or experiencing COVID 19 symptoms that you **STAY HOME.**
- If you are unable to attend class for **any reason** please:
 - Contact Rosemary Martino (slp.gradcoordinator@utoronto.ca) or the Academic Lead for the Unit.
- We will work with each individual student within the context of their own case to ensure their learning needs are met.

Washroom Protocol

- Washrooms have been reassigned as “All-Gender Washrooms” with restricted capacity.
- Signs are posted outside the doors indicating capacity and requesting that individuals knock loudly or call into the space to identify if there is someone in the washroom already (“Knock and Talk” procedure).

Review of Health and Safety Considerations

- Please refrain from bringing food into the building. If you do bring food into the building, ensure you maintain a safe distance when removing your mask to eat and that you carry your food garbage out of the building with you.
- Please bring a sealable water bottle with you to class;
 - When a drink is required please exit the classroom after performing hand hygiene, ensure that you are at least 2 m away from anyone else, remove your mask following the proper doffing process, and take a drink. Once finished, please reapply the mask, and perform hand hygiene as you are re-entering the classroom space.
 - Water fountains are to be used to refill bottles only; we strongly discourage drinking directly from the fountain.



.....Health and Safety Regulations continued

- There is one stairwell designated as UP and one designated for DOWN (i.e., staircases will be one directional); please maintain physical distancing on stairs. In the event of a fire alarm, all staircases may be used for exiting.
- We recommend avoiding use of the elevators; however, if you do require one, each elevator is restricted to two persons at a time.
- Please pay attention in hallways and in lab spaces to maintain physical distancing when possible;

If you have any questions or concerns, please do not hesitate to reach out to Rosemary Martino (slp.gradcoordinator@utoronto.ca).

Reminders

- Arrive with your non-medical mask or face covering.
- Ensure you have your fob – it is your access to **all** aspects of the building.
- Sign in and out of the building.
- Abide by all PPE requirements while in the building.
- Ensure you are following stringent infection control practices.
- Maintain the 2 m distance whenever possible.

