

## COVID-19 Guidance for In-Person Instructional Services

This guidance is for operators of businesses or non-profit organizations that provide in-person teaching or instruction. Separate guidance is available for [sports and recreation facilities](#), [elementary and secondary schools](#), [colleges and universities](#) and [other community and workplace settings](#).

As every organization is different, it is ultimately the responsibility of management and staff to review their own policies, procedures and site-specific circumstances, and to assess their ability to deliver services while ensuring that the appropriate infection prevention and control measures are implemented and maintained. For information about how to assess COVID-19 risks and to plan risk modifications for a business or service setting, refer to the [4-Step Public Health Planning Guide](#).

Stay up to date with [COVID-19 Orders](#) under the provincial [Reopening Ontario Act](#), as well as City of Toronto [orders and bylaws](#) and Toronto Public Health (TPH) guidance at [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19).

### COVID-19 Transmission

**Respiratory transmission:** [COVID-19](#) is an illness that is spread mainly from person-to-person through close contact from respiratory droplets of someone with COVID-19. The respiratory droplets can travel up to two metres/six feet when we cough, sneeze, talk or sing.

**Contaminated surfaces:** It is possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. This new coronavirus can survive on plastic and stainless steel surfaces for [up to 72 hours](#).

### Protective Measures to Keep Everyone Safe

- Stay home when you are sick.
- Keep a two metre/six feet distance from others, when possible.
- Wash your hands often, and avoid touching your face with unwashed hands.
- Cough or sneeze into your elbow.
- Wear a face mask or covering when you are in an enclosed, public setting.
- Clean and disinfect frequently touched objects and surfaces.

### Practice physical distancing

- [Physical distancing](#) means keeping a distance of two meters/six feet from others.
- Calculate the maximum number of students permitted in the instructional space that allows for two metres/six feet physical distancing, or complies with [provincial limits](#), **whichever is less**. Limit numbers accordingly.
  - Gathering limits for in-person teaching and instruction (e.g. cooking class) allow a maximum of **10 people indoors** and **25 people outdoors**.

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- Gathering limits for post-secondary institutions (e.g. universities, colleges of applied arts and technology, private career colleges) allow a maximum of **50 people indoors** and **100 people outdoors**.
- Physical distancing must be maintained at all times except where necessary for effective provision of teaching and instruction. This exception does not apply to activities that involve **singing or playing brass or wind instruments**.
- [Singing and playing brass or wind instruments](#) may be higher risk activities for COVID-19 transmission, due to generation of droplets/aerosols. [Provincial orders](#) currently require that:
  - Each person who is singing or playing must be separated by plexiglass or some other impermeable barrier, from every other person in the space; and
  - Physical distancing must be maintained, with no exceptions.

### Promote proper use of masks or face coverings

- The use of non-medical masks or face coverings is required in all indoor public spaces, as per a new City of Toronto [bylaw](#) and [O. Reg. 263/20](#).
- Masks are strongly recommended in outdoor settings when physical distancing is not possible.
- Operators are required to develop a policy and protocols on the wearing of masks. Refer to the [guidance on mask and face covering bylaw](#) for a sample policy that your organization can adapt.
- Alternative ways to provide instruction to students who cannot tolerate wearing a mask should be considered. For example, providing instruction at the end of the day, with no other students present, and keeping a two metre/six foot physical distance as much as possible.
- Train staff on the new bylaw and new policy, including who is exempt and how to [safely wear a cloth mask](#) or face covering. More information is available [here](#).

### Modify programming

- Where possible, hold classes and activities outdoors or virtually.
- Limit or cancel activities where physical distance or other appropriate controls cannot be implemented.
- Offer more classes/activities at a reduced capacity rather than hosting a single, large class/activity.
- Consider closing or restricting access to non-essential common areas (e.g. merchandise kiosks, concession stands, communal lounges).
- Prohibit indoor dining in cafeterias and food court areas (take-out or outdoor dining only).
- Encourage instructors to use a microphone in large spaces, rather than shouting.
- Do not use a 'waiting room'. Ask students and visitors to wait outside the facility. Ensure that physical distance is maintained in outdoor line-ups. Use visual markers and post signage.
- Stagger arrivals and departures to reduce congestion at points of entrance and exit and in common areas.

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- If multiple classes are offered concurrently, stagger class start/end times, class breaks and other activities to reduce contact among students from different classes.
- Where possible, establish cohort groups consisting of the same students and instructors, rather than mixing groups.
- Assign cohort groups a designated room/space.
- Ensure that physical distancing can be maintained during small group activities.
- Contact sports, games or activities are not permitted due to physical distancing requirements.

### Modify the physical space

- Walk through your space(s) to identify areas needing modifications.
- Remove non-essential furniture to allow ease of movement for physical distancing.
- Post [physical distancing signs](#) at all entrances, in hallways, elevators, kitchens and meeting rooms.
- Limit and monitor entry and exit points to control the number of people entering the facility and spaces within it.
- Monitor and manage lines outside and within the facility.
- Design traffic flow that encourages one-way movement with prominent signage and/or floor markings.
- Identify areas where crowding and bottlenecks are common, such as lobbies, locker rooms, washrooms, and redirect people who may gather in these areas.
- Modify and arrange class seating plans/floor plans/activity stations to maintain physical distancing and reduce contact.
- Encourage students to remain in their designated space for the duration of the instruction period.
- Move equipment and machines to allow for at least two metres/six feet between users, or install physical barriers (e.g. plexiglass).

### Install transparent barriers, where needed

- A plexiglass or other impermeable barrier is required to separate every person who is singing or playing brass or wind instruments, [under provincial orders](#). Ensure that the barrier is cleaned and disinfected after each person has used it.
- Consider installing plexiglass or other impermeable barriers in other situations where physical distancing cannot be maintained.
- Consider installing plexiglass or other impermeable barriers to establish enclosed spaces that are designated for staff/instructors and are not accessible to students or other members of the public.
- A barrier should be positioned to accommodate the heights of the tallest and shortest people who will likely be near it. If one person is standing and the other is seated, the barrier should extend below the seated person's nose and above the standing person's nose. Barriers should also be wide enough to accommodate normal movement.
- [Download](#) more information about installing effective barriers.

## Modify the use of equipment

- Where possible, use equipment and materials that can be easily cleaned and disinfected or are personal use or single use only.
- Minimize sharing and frequent touching of shared objects, equipment and surfaces.
- Encourage students to bring their own equipment and supplies for personal use.
- Provide individualized, labelled bins for each student's equipment and supplies.
- Limit non-essential personal items brought into the facility.

## Workplace Health and Safety

Review the [Guidance for Employers on Preventing COVID-19 in the Workplace](#) to plan and implement protocols to keep staff and customers safe, including:

- **Staff attendance and operations**
- **Health screening for staff and customers:**
- **Mask/face coverings for staff and customers**
- **Cleaning and disinfection**
- **Heating, ventilation and air conditioning (HVAC) systems**
- **Hand hygiene and respiratory etiquette**
  - Ensure that students and staff have the ability to practice hand hygiene often, and when needed.
  - Incorporate hand hygiene into breaks between activities and before and after snacks/ meals.
  - Supervise/assist students with hand hygiene, if necessary.
  - Provide accessible hand sanitizer stations.
- **Managing COVID-19 in the workplace**
  - Maintain attendance records of all staff, students and visitors to support public health contact tracing efforts (i.e. name, date, time, class, email address or phone number) for 30 days.

## Increase public health awareness

- Communicate to students and staff about the changes you have made to protect them against COVID-19 by updating information on your website, voice mail, social media, etc.
- Encourage staff, visitors and families to download the [COVID Alert app](#) so they can be notified directly if they have been in close contact with someone who was contagious with COVID-19.
- Download and display posters in high visibility areas in your setting to promote messages about how to stay safe during the COVID-19 pandemic:
  - [Physical Distancing](#)
  - [Face & Mask Coverings](#)
  - [Protect Yourself](#)
  - [Information about COVID-19](#)
  - [Wash your Hands](#)

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- [Cover your Cough](#)
- [Screening Posters for Entrances](#)

### **Other Resources**

[Guidance for Employers on Preventing COVID-19 in the Workplace](#)

[Guidance for Employers on Managing COVID-19 in the Workplace](#)

### **More information**

For more information, visit our website at [www.toronto.ca/COVID19](http://www.toronto.ca/COVID19) or call us at 416-338-7600.