

Guidance for Post-Secondary Institutions

COVID-19 Prevention Checklist

This is a checklist of recommended guidelines, with examples, to reduce the spread of COVID-19 in post-secondary institutions. It is a companion document to the Toronto Public Health (TPH) [COVID-19 Guidance for Post-Secondary Institutions](#) and institutions should review that document for more detailed information on how to keep institutions safe. Updated information about COVID-19 can be found in Toronto Public Health's [COVID-19 Fact Sheet](#).

The aim and purpose of this document is to assist institutions, facilities, staff, and individuals with information related to the Ontario Government's reopening framework as well as Toronto Public Health requirements to reduce the spread of COVID-19. It is important to know that breaches of some of these directions will constitute offences under provincial regulations or other public health legal requirements. While we aim to provide relevant and timely information, no guarantee can be given as to the accuracy or completeness of any information provided. This guidance is not intended to nor does it provide legal advice and should not be relied upon or treated as legal advice. Users seeking legal advice should consult with a qualified legal professional.

Maintain a Healthy Environment

A. Support and encourage hand hygiene and respiratory etiquette

- ☐ Educate faculty, staff, students and visitors on proper hand hygiene and respiratory etiquette:
 - [Wash your hands](#) with soap and water or use an alcohol-based hand sanitizer (70-90% alcohol concentration), provided hands are not visibly soiled. Remind faculty, staff, students and others to avoid touching their face, nose and mouth with unwashed hands.
 - [Cover your cough](#) or sneeze into a tissue.
- ☐ Monitor supplies to ensure adequate amounts of liquid soap, paper towel, (air dryer if paper towels are not available), hand sanitizer, tissues and waste receptacles with lined plastic bags.
- ☐ Post hand hygiene signs in clearly visible areas.
- ☐ Provide alcohol-based hand sanitizer (70-90% alcohol concentration) in dispensers near entrances, inside classrooms, at service counters, and near other high touch locations for faculty, staff, student and visitor use.

B. Practice physical distancing

- ☐ Promote [physical distancing](#) wherever possible to reduce risk:
 - Post signage, remove extra seating, and perform audits.
 - Limit the number of participants in each group attending classes/activities and minimize or limit the mixing of participants between groups.
 - Stagger classes/activity times to promote proper physical distancing.
 - Designate and clearly mark specific, separate entrances and exits, and only permit entry and exit through these doors.
 - Ensure that there are systems in place to manage capacity in indoor spaces (e.g. position an employee at key entrances to control visitor entry and exit. Once the maximum number of people is reached, allow one person in for every person that leaves.)
 - Encourage the use of stairs, when possible. Where required, [elevator](#) use should be limited to maintain a safe distance.
 - Develop and post clear traffic flow signs to minimize unnecessary interactions and lingering.
 - Provide visible markings and visual cues by placing markers such as tape, safety cones/pylons or painted lines every two metres.
 - Implement structural [barriers](#) and cordon off areas to restrict access to closed areas.

C. Face masks and coverings

- ☐ Make the use of [face masks and coverings](#) mandatory in all indoor public spaces.
- ☐ Post signs in visible areas on the [proper use of masks](#) and [how to safely put on and take off a mask](#).

D. Personal Protective Equipment (PPE)

- ☐ Consult Occupational Health and Safety staff and develop policies and protocols for the use of PPE for faculty, staff and students (e.g. use of goggles/face shield/gloves) both on campus (e.g. while cleaning) and during off-campus placements.
- ☐ Train faculty, staff and students on the proper use of PPE. Refer to [Public Health Ontario](#) resources or [Public Services Health and Safety Association](#).
- ☐ Wear, as appropriate, PPE including medical grade masks and eye protection (goggles or face shield) for classrooms or lab settings where physical distancing or separation via a physical barrier is not possible to allow for two-way protection for faculty, staff and students. See [Ministry of Labour guidelines](#)
- ☐ Ensure staff are wearing a medical grade mask and eye protection (e.g. goggles, face shield) when:

Revised November 16, 2021

- Cleaning and disinfecting blood or bodily fluid spills if there is a risk of splashing or droplets.
- Caring for a sick individual or someone showing symptoms of illness.

E. Provide education

- ☐ Provide education to faculty, staff, students and visitors about the signs and symptoms of COVID-19, including to stay home if sick.
- ☐ Provide faculty, staff, students and visitors with the [symptom screening questionnaire](#) and advise them to perform a daily health self-screening before arriving on campus. Active screening is required for faculty and staff.
- ☐ Encourage faculty, staff and students 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.
- ☐ Train faculty and staff to ensure that they are aware of and can implement COVID-19 related policies and procedures.
- ☐ Download, print and post signs in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours:
 - [How the Virus can Spread](#)
 - [Physical Distancing](#)
 - [Protect Yourself](#)
 - [Wash your Hands](#)
 - [Cover your Cough](#)
 - [Do you have COVID-19 Symptoms?](#)
 - [COVID-19 Fact Sheet](#)
 - [COVID-19 Posters & Graphics](#)
- ☐ Post this information in high traffic areas such as [elevators](#), lobbies, [shared laundry areas](#), and other relevant common areas as appropriate.

F. Encourage Vaccination

- ☐ Encourage faculty, staff, and students to get vaccinated with the COVID-19 vaccine. Read and share information [about the vaccine and where to get vaccinated](#).
- ☐ Establish, implement, and ensure compliance with a vaccination policy requiring employees, staff, contractors, volunteers, and students who attend campus to provide proof of full vaccination against COVID-19.

Revised November 16, 2021

- ☐ Require individuals who do not provide proof of being fully vaccinated against COVID-19 to submit to regular antigen point of care testing for COVID-19 and to provide verification of a negative test result.
- ☐ Post signs and share [COVID-19 vaccine resources](#), available in multiple languages.

G. Develop/update infection prevention and control (IPAC) policies and procedures

- ☐ Develop and/or update administrative and IPAC policies and procedures to include mitigation measures to help reduce the spread of COVID-19.
- ☐ Ensure COVID-19-related policies and procedures address the following topics:
 - Screening
 - Physical distancing
 - Hand hygiene and respiratory etiquette
 - Mask requirements for faculty, staff, students and visitors
 - Attendance management and reporting, including follow-up with faculty or staff to determine reasons for unplanned absence
 - Cohorting faculty, staff, and students, including TAs or temporary instructors
 - Guests/volunteers/visitors in institution setting
 - Transportation of ill students
 - Isolation/exclusion of ill faculty, staff, and students
 - Return to work/campus for symptomatic faculty, staff, and students
 - Enhanced environmental cleaning and disinfection
 - Food safety practices
 - Use of PPE - Employers must determine when and what PPE is required, and ensure that it is worn by workers
 - Communication plans, including platforms, to communicate with stakeholders
 - Virtual and hybrid delivery models for learning
 - Management of cases and outbreaks of COVID-19, with the guidance of Toronto Public Health (TPH) and the provincial Ministry of Health, including:
 - Management of symptomatic faculty, staff, and students; including testing and those who choose not to be tested.
 - Management of cohorts exposed to a symptomatic/confirmed case of COVID-19.
- ☐ Develop an attendance policy for faculty, staff and students, including criteria for return to campus/work, to ensure they do not attend campus/work sick. For more information, refer to TPHs [COVID-19 Guidance for Workplaces and Businesses](#).

Revised November 16, 2021

- Develop policies and other initiatives to [increase COVID-19 vaccine confidence and uptake](#) and achieve the highest vaccination rates, particularly amongst those living in congregate settings (e.g. residences).

H. Safety Plan

Operators must prepare a safety plan, and the plan must:

- Describe measures/procedures that have been or will be implemented in the business, place, facility or establishment to reduce spread of COVID-19.
- Include measures for screening, physical distancing, masks, cleaning and disinfecting of surfaces and objects, the wearing of personal protective equipment (PPE) and preventing and controlling crowds.
- Be in writing and made available to any person for review, on request.
- Be posted in a visible place to come to the attention of those working or attending the location.
- Use the [COVID-19 Safety Plan Checklist](#) to develop your safety plan.

I. Screen faculty, staff and students for COVID-19 symptoms

- Have all faculty, staff, students and visitors complete a COVID-19 [screening questionnaire](#) every day before attending the institution, and stay home if they answer YES to any of the questions. Active screening is required for faculty and staff and preferred, if possible, for students.
- Set up a screening station and refer to the [Guidance for Employers on Preventing COVID-19 in the Workplace](#) for details on set up. Post signs in visible areas which clearly explains the screening process and the rules and conditions for entry.
- Post [signs](#) at all entrances instructing faculty, staff, students and others not to enter the institution if they are sick.
- Do not permit individuals who answer YES to any of the [symptom screening questionnaire](#) questions to enter.
- Ensure all individuals who answer YES to any of the screening questions are directed to [this webpage](#) to learn what to do next.

J. Enhance attendance reporting practices for faculty, staff, students and visitors

- Ensure contact information is collected for all faculty, staff, students and visitors who use buildings (e.g. through sign in upon entry and sign out upon exit from designated areas of campus, as feasible, or through electronic means for collecting contact and use records).

Revised November 16, 2021

- ☐ Maintain daily attendance records of all faculty, staff, students, and visitors (including maintenance workers) entering the campus, including comprehensive attendance reporting of sick and well faculty, staff and students. Records should include: name, contact information, date, time of arrival/departure, reason for visit, rooms/areas visited, completion of screening, etc.
- ☐ Ensure attendance records are available on-site at all times as they may be required by public health for contact tracing purposes should there be a case of COVID-19 linked to the campus.
- ☐ Ensure privacy and confidentiality of personal information, including safely storing and disposing of any records, as well as what and to whom you may need to communicate.
- ☐ Update attendance records when any faculty or staff are absent, including reasons for any unplanned absences, and noting symptoms (e.g. fever, sore throat, cough) to determine if absence is due to illness.
- ☐ Retain records for at least one month and then shred.
- ☐ Monitor attendance records for patterns or trends (e.g. faculty, staff and students in the same group or cohort absent at the same time or over the course of a few days).
- ☐ Limit non-essential visitors on campus.

K. Ill and confirmed COVID-19 positive faculty, staff and students

- ☐ Send faculty, staff, students and others (e.g. delivery or maintenance personnel) who become ill while on campus home/to dormitory immediately.
 - Call 911 if they are very ill and require urgent care.
 - Send them home immediately, if they do not require urgent care, and direct them to [this webpage](#) to learn what to do next, including [getting tested](#). Note this information in attendance records.
 - Immediately separate ill or confirmed COVID-19 positive individuals from others in a designated room if they cannot go home, and supervise them until they can go home/to their dormitories.
 - Ensure physical distancing can be maintained in rooms/area.
 - Ask sick individuals in these rooms to wear masks (if tolerated)
 - Ensure, if possible, that the designated room has a handwashing sink. If this is not possible, ensure that alcohol-based (70-90% alcohol concentration) hand sanitizer is readily available in these areas.
 - Provide tissues to the ill individual to help support respiratory etiquette.
 - Ensure these individuals have access to designated washrooms separate from other faculty/staff/students.

- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect (see below for more information) the area after the individual with symptoms has been sent home.
- Ensure faculty or staff attending to/supervising the ill individual maintain physical distancing as best as possible and wear appropriate PPE including a medical grade mask and eye protection (goggles or face shield).

L. Self-isolation time periods

- ☐ Direct faculty/staff/students/visitors with one or more symptoms of COVID-19 to self-isolate and get tested. If they do not get tested, direct them to self-isolate for 10 days from the date their symptoms first appeared. If tested, and the test is negative, and if symptoms are improving, then they can return to work/campus after 24 hours (48 hours for nausea, vomiting, or diarrhea).
 - If there is an alternative diagnosis from a health care provider, faculty/staff/students/visitors can return to campus once their symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, or diarrhea).
- ☐ Do not allow faculty/staff/students/visitors who are COVID-19 positive to return to the institution until they are cleared by public health (typically 10 days after symptoms started, longer if the person was hospitalized or has a severe immune compromising condition). They must not have a fever (without taking medication) and their symptoms must have been improving for at least 24 hours (48 hours for nausea, vomiting, or diarrhea).
- ☐ Direct faculty/staff/students/visitors without symptoms who test positive to self-isolate for 10 days from the date of their COVID-19 test.
- ☐ Direct faculty/staff/students/visitors who have been in close contact with a person with COVID-19 to [self-isolate](#) and to [get tested](#).
 - Individuals who are not fully vaccinated must self-isolate for at least 10 days from the last day they had close contact with the positive case.
 - Close contacts who are [fully vaccinated](#) or tested positive for COVID-19 in the last 90 days may not be required to self-isolate if they:
 - have no symptoms related to COVID-19;
 - are not immunocompromised;
 - are not a resident at a long-term care or retirement home;
 - are not a hospital inpatient; and
 - have not been otherwise instructed to self-isolate for 10 days by TPH.

Revised November 16, 2021

- Close contacts who are fully vaccinated or tested positive for COVID-19 in the last 90 days should still monitor for symptoms of COVID-19 and still be tested in accordance with the Provincial Testing Guidance

M. Report cases and outbreaks to Toronto Public Health

- ☐ Immediately report **laboratory-confirmed** (not suspect or probable) cases of COVID-19 to Toronto Public Health.
- ☐ Email the following details to TPHShelters@toronto.ca to report laboratory confirmed faculty/staff/student COVID-19 cases **who reside in university/college dormitories:**
 - Name and address of the institution
 - Name of institutional contact (including phone number and email)
 - Name of Occupational Health & Safety contact, if different (including phone number and email)
 - Residence involved, including number of students/staff residing there and layout
 - Information on ill faculty/staff/student (including name and date of birth)
 - Date symptoms started
 - Last day at institution
 - Contact information for ill faculty/staff/student (including a working phone number and address)
 - Whether the infection is lab confirmed
 - Who reported the case to the school
 - Any other ill faculty, staff or student reports
- ☐ Call the TPH Hotline at: 416-338-7600 (8:30 a.m. to 4:30 p.m., seven days a week) or, after hours call 311, to report laboratory confirmed faculty/staff/student COVID-19 cases **outside of university/college dormitories:**.
Please remember to include:
 - Name and address of the institution
 - Name of institutional contact
 - Information on ill faculty/staff/student (including a working phone number, current address, and date of birth)
 - Date symptoms started
 - Last day at institution
- ☐ Report all non-COVID-19 communicable diseases. Call the Communicable Disease Notification Unit at 416-392-7411 (8:30 a.m. to 4:30 p.m., Monday to Friday) or complete the [Reportable Disease Notification Form](#) and fax it to 416-392-0047. After hours, call 311.

- Support [Contact tracing](#) efforts:
 - Support cases in notifying household and non-household contacts, particularly for cases who have been on campus during their period of infectiousness (period of infectiousness starts 48 hours prior to date of symptom onset [or test collection date, if no symptoms] up until their last day on campus).
 - Do not require contact follow up if the case was not on campus, during the period of infectiousness.
 - Determine if the case and others in the class were protected (e.g. masked, fully vaccinated) and/or consistently physically distancing if the case was on campus during the period of infectiousness.
 - Direct individuals with LOW RISK exposure (i.e. participants who were consistently physically distancing and wearing appropriate PPE) to [self-monitor](#) for 10 days.
 - Direct individuals with HIGH RISK exposure (i.e. participants in the class that did not consistently follow the precautions AND are not fully vaccinated OR did not test positive for COVID-19 in the last 90 days) to [self-isolate](#) for 10 days from the last date of exposure with the positive individual.
- Maintain confidentiality of faculty, staff, and student personal health information, unless informed otherwise by TPH, if you are aware that someone has COVID-19 or is a close contact of a person with COVID-19.
- Have faculty/staff/students contact Telehealth at 1-866-797-0000 or call their health care provider if their symptoms are worsening and they are concerned.
- Do not require tests or clearance letters to return to campus/activities.

N. On-site COVID-19 testing

- Request access to on-site community mobile COVID-19 testing by emailing your request to Ontario Health Agency Toronto Region at: TRTestingIntake@tc.lhins.on.ca. They may require health information and related details that pertain directly to the organization or agency making the request. The following information should be included in your request:
 - Location for mobile testing
 - Total number of units or areas
 - Number of residents to be tested
 - Number of staff to be tested (if applicable).

O. Rapid antigen testing

- ☐ Use rapid antigen testing only as a second screening step for individuals who have passed the health screening questionnaire.
- ☐ Do not use rapid testing to diagnose COVID-19 for a person who has symptoms or who has been exposed to person with COVID-19.
- ☐ Direct a person with a positive result from a rapid test to seek laboratory-based PCR testing within 24 hours. They must isolate while waiting for their confirmatory test result.
- ☐ Require individuals who do not provide proof of being fully vaccinated against COVID-19:
 - to submit to regular antigen point of care testing for COVID-19; and
 - to provide verification of a negative test result

P. Maintain heating, ventilation and air conditioning (HVAC) systems

- ☐ Conduct or have the property owner or landlord conduct a regular review of HVAC systems to ensure it is operating properly.
- ☐ Consider consulting an HVAC specialist to determine if the HVAC system is suitable for the type of setting, type of activity, number of occupants, and the length of time the space is occupied.
- ☐ Increase the introduction and circulation of outdoor air by maximizing the outdoor air ratio of the HVAC system settings, or by opening windows and doors, where possible. Avoid recirculating air.
- ☐ Where provided, use the highest efficiency filters that are compatible with the HVAC system.
- ☐ Increase air-exchanges if possible.
- ☐ Keep areas near HVAC inlets and outlets clear.
- ☐ Arrange seating away from areas with high airflow (i.e. not in front of air vents).
- ☐ Increase ventilation by opening windows and doors for facilities without HVAC systems. However, do not open windows and doors if doing so poses a safety risk to staff and customers.
- ☐ Ensure an upward airflow rotation for rooms where ceiling fans are used.
- ☐ If portable fans are used, limit the blowing of air across people and surfaces by positioning them to provide an upward movement of air.
- ☐ Follow the manufacturer's directions (and possibly the advice of a service professional) if using portable air purifiers/cleaners equipped with a HEPA filter to decide where best to place the device. Follow the manufacturer's instructions on maintenance. Portable air cleaners are not a substitute for proper ventilation and other preventive measures.
- ☐ For more information, review the [COVID-19: Transmission, Aerosols and Ventilation fact sheet](#).

Q. Implement enhanced environmental cleaning and disinfection practices

- ☐ Assign dedicated facility staff to complete environmental cleaning and disinfection duties.
- ☐ Consider frequent cleaning and disinfecting of high-touch surfaces and shared objects (e.g. doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, tabletops) at least twice a day and when visibly dirty. If the same student is using the chair and desk all day it can be cleaned once daily at the end of the day.
 - Review [Public Health Ontario's Cleaning and Disinfection for Public Settings](#) fact sheet.
 - Refer to Health Canada's [list of hard surface disinfectants and hand sanitizers for use against coronavirus](#) (COVID-19) for approved products.
- ☐ Consider disinfecting shared equipment between use if possible or necessary. Faculty, staff and students should practice hand hygiene before and after equipment uses. The risk associated with transmission with shared objects is low therefore the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment especially when the cleaning of shared objects is not feasible.
- ☐ Consider cleaning and disinfecting the area used by an individual suspect of having COVID-19. This includes all surfaces within two metres of the ill person. Consider removing all items that cannot be cleaned (paper, books, etc.) and storing them in a sealed container for 24 – 72 hours or longer when someone who is confirmed as having COVID-19 has handled them.
- ☐ Educate facility staff on how to use cleaning agents and disinfectants, and ensure:
 - Required disinfectant contact times are followed (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
 - Use of safety precautions and required PPE.
 - Directions for where and how to securely store cleaning and disinfectant supplies.
- ☐ Clean and disinfect faculty/staff/student washrooms and other areas as necessary throughout the day to maintain sanitation.
- ☐ Provide waste receptacles lined with a plastic bag, and empty as often as necessary.
- ☐ Monitor and clean the parking lot and institution outdoor grounds daily and as necessary (e.g. for discarded gloves, masks, litter).

Providing Services to Faculty, Staff and Staff**A. Classrooms/labs**

- ☐ Implement physical distancing as much as possible and other IPAC measures outlined above.
- ☐ Open outside doors and windows, if possible, to increase air circulation in the area.

Revised November 16, 2021

- ☐ Assign equipment/supplies to each student, as feasible, and mark with their names to reduce the sharing of equipment/supplies.
- ☐ Ensure shared equipment and supplies are cleaned and disinfected between each use.
- ☐ Remind students not to share personal items.

B. Student placements and co-operative education

- ☐ Limit unnecessary student placements, and movement between facilities/locations.
- ☐ Consider alternative ways to facilitate learning (e.g. virtual) other than in-person attendance,
- ☐ Keep records of visits to off-campus facilities (e.g. date and time of visit, facility visited, areas accessed) by students.

C. Health and physical education/organized sports

- ☐ Keep current and comply with [provincial orders](#) and City of Toronto [directives and by-laws](#) related to indoor and outdoor organized sports.
- ☐ Follow public health advice, including those above, as well as individual sport associations' recommendations, as appropriate.
- ☐ Offer classes outdoors, where possible.
- ☐ Modify activities to promote physical distancing as much as possible and limit the use of shared equipment.
- ☐ Comply with applicable requirements for sports and recreational fitness facilities under the [Reopening Ontario](#) sector-specific guidance, including requiring proof of vaccination.
- ☐ Consider disinfecting shared equipment between cohort use if possible or necessary. Faculty, staff and students should practice hand hygiene before and after participating in physical activity and equipment uses. The risk associated with transmission with shared objects is low therefore the focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment especially when the cleaning of shared objects is not feasible.
- ☐ For more information, refer to:
 - [COVID-19 Guidance for Outdoor Recreational Amenities](#), Toronto Public Health
 - [COVID-19 Guidance for Sports & Recreational Fitness Facilities](#), Toronto Public Health

D. Music education

- ☐ Ensure as much distance as possible and prioritize the use of large, well-ventilated spaces.
- ☐ Ensure instruments are not being shared between individuals.

Revised November 16, 2021

- ☐ Consider in-person teaching and instruction with lower risk creative performance opportunities (e.g. moving instruction outdoors or to larger spaces, restricting the type of instrument in a group setting).
- ☐ Refer to the [Ontario Music Educators Association](#) resource.

E. Modify services and programming

- ☐ Offer in-person programming outdoors whenever possible
- ☐ If using a tent, ensure at least two full sides are open to the outdoors and are not substantially locked by any walls or other impermeable physical barriers.
- ☐ Limit capacity under the tent to promote physical distancing.
- ☐ Arrange tables and chairs to promote physical distancing.
- ☐ Require masks or face coverings if physical distancing cannot be maintained.

F. Access to other campus amenities (e.g. gyms, lounges, seating areas)

- ☐ Keep current and comply with [provincial](#) and [City of Toronto](#) COVID-19 emergency orders, directives and by-laws related to specific amenities.
- ☐ Comply with requirements for amenities (e.g. green space, sports fields, recreation centres).
- ☐ Ensure that the IPAC measures outlined above (e.g. physical distancing, environmental cleaning and disinfection) are followed, and appropriate signs, [barriers](#), and markings are used if access to campus amenities is provided,
- ☐ Limit all non-essential visitors to the facility.
- ☐ Cancel non-essential group activities and outings that require close contact between individuals.
- ☐ Stagger the use of shared kitchens (e.g. one person at a time), and clean and disinfect after each use.
- ☐ Create a schedule for residents to use common spaces in shifts, and to maintain physical distancing.
- ☐ Reconfigure common spaces so seating ensures physical distancing.

G. Libraries, study spaces, and other communal spaces

- ☐ Refer to the [provincial regulations](#) for the most up-to-date information on current stage regulations.
- ☐ Encourage faculty, staff and students to practice hand hygiene before and after touching library items.

Revised November 16, 2021

- Ensure adherence to public health measures, including those listed above on physical distancing, capacity, and hygiene procedures (e.g. disinfecting high-touch areas like computers, study spaces).

H. Campus clubs and non-profits

- Modify on-site clubs, organizations, and services as much as possible to ensure public health measures can be followed.

I. Water fountains and bottle filling stations

- Use water fountains and bottle filling stations only if they are cleaned and disinfected twice per day, or more often, if needed.
- Remind/encourage faculty, staff and students to fill water bottles rather than drinking directly from the mouthpiece of water fountains.
- Post [signs](#) near water fountains emphasizing public health measures.

J. On campus dining/restaurants

- Keep current and comply with [provincial orders](#) and [City of Toronto](#) directives and by-laws related to dining/food establishments related to COVID-19.
- Consider staggering mealtimes in communal dining areas in cafeterias/dining rooms, and clean and disinfect surfaces between uses or serve residents individual meals in their rooms.
- Remove shared food containers/utensils from dining areas (e.g. pitchers of water, salt and pepper shakers).
- Use pre-packaged items and dispense snacks directly to students.
- In-house food services that are preparing food for room service should use single-use containers and cutlery.
- For more information, refer to:
 - [COVID-19 Guidance: Food Premises](#), Toronto Public Health
 - [Restaurant and food services health and safety during COVID-19](#), Ontario Ministry of Labour, Training and Skills Development
 - [COVID-19 Tips: Restaurants and Food Services](#), Canadian Centre for Occupational Health and Safety

K. Dormitories/residences

- Impose restrictions on living arrangements based on physical distancing, as well as for washrooms and common living spaces such as kitchenettes.

Revised November 16, 2021

- ☐ Ensure masks are worn in common areas of dormitories/residences.
- ☐ Limit student moves into and/or between rooms and residences. If moving is absolutely necessary, put in place precautionary measures and IPAC measures outlined above.
- ☐ Ensure signs (see above) are posted in visible areas throughout dormitories/residences.
- ☐ Only permit entry into the dormitories to residents and essential staff and visitors.
- ☐ Avoid residence life activities or events that promote crowding and increase risk of COVID-19 transmission.
- ☐ Set aside designated dormitories/private rooms and secure hotel rooms to isolate and quarantine COVID-19 positive students or students with COVID-19 symptoms.
- ☐ Support students who are quarantined or self-isolating:
 - Ensure policies, procedures, and programming are in place to allow for continued delivery of services and supports (e.g. mental health supports), and/or learning and provide support and re-assurance.
 - Ensure self-isolating students can receive deliveries of essential goods, like medications and groceries/meals, at their unit door so they can avoid non-essential trips outside.
 - Ensure students are treated with respect, fairness and compassion with a focus on dignity and privacy protection.
- ☐ Refer to the following additional information on isolating students in residence who become ill with symptoms of COVID-19, and other strategies to reduce the risk of COVID-10 transmission:
 - [Toronto Public Health Pandemic Plan - A Planning Guide for Colleges and Universities](#)
 - Ministry of Health, [COVID-19 Guidance: Congregate Living for Vulnerable Populations](#)
 - Public Health Ontario, [Congregate Living Setting Resources Toolkit](#)

L. Faculty/staff/student gatherings

- ☐ Keep current and comply with [provincial](#) and [City of Toronto](#) emergency orders, directives and bylaws related to specific amenities.
- ☐ Limit/discourage large gatherings/assemblies. Consider virtual or outdoor options instead.
- ☐ Have policies in place to ensure that gatherings are managed in a way that aligns with public health rules and guidance and maintain contact lists of attendees.
- ☐ Install structural [barriers](#) and cordon off areas to restrict access to closed areas.
- ☐ Limit group transport (e.g. on buses) and encourage active forms of travel or private transportation when possible. Should transport by bus be necessary, consider establishing safe transportation protocols. For more information, review Transport Canada's [Federal Guidance for School Bus Operations during the COVID-19 Pandemic](#).

- Assign faculty and staff to dedicated work areas as much as possible and discourage faculty and staff from sharing phones, desks and other tools and equipment. Consider using a virtual staff room.

M. International students and staff

- Consult relevant provincial and/or federal authorities to discuss and plan for safely bringing international students faculty and staff on campus.
- Keep current and comply with any additional requirements from the Public Health Agency of Canada for students (e.g. testing).
- Notify (ahead of time) all travellers returning from outside Canada about the about the [mandatory quarantine or isolation](#) order, and encourage students to review the [COVID-19: Travel Advice](#) web page.
- Ensure students have a suitable quarantine plan aligned with the Ministry of Colleges and Universities guidance.
- Provide information to students who were vaccinated outside of Canada regarding how to connect with TPH to [document](#) their out of province or non-Ontario stock vaccine dose(s). The survey will prompt individuals to attach an image of their out of province vaccine receipt.
- Ensure private transportation for **all** international students and staff, if possible, from the airport, and house them in designated hotel rooms and/or dormitories, with a separate bathroom for each student, for the 14 day quarantine period.
- Arrange for daily check-ins as well as the provision of all meals and other necessities during the quarantine period. In addition, ensure that health care is available/provided (e.g. with coverage through the institution's health insurance plan for foreign students).
 - If it is not feasible to privately transport, house and quarantine **all** international students, then:
 - Instruct all students staying off-campus to arrange for their own private transportation (i.e. not use public transportation), and to not come to the campus until they have completed their 14 day period of self-isolation.
 - Instruct students staying in dormitories who are unable to make alternative arrangements to self-isolate off-campus, to arrange for their own private transportation (i.e. not public transportation), and ensure they are self-isolating in designated dorms/rooms upon arrival.
- Ensure students have the appropriate information and supports (e.g. mental health supports, health care resources, virtual student engagement opportunities).

- Ensure policies and protocols are in place to address possible discrimination and stigma associated with COVID-19.

N. Communities with special needs

- Consider and plan for faculty, staff and students with special needs (e.g. accessible COVID-19 information and resources for members of the deaf and hard of hearing community, or the low vision, visually impaired and blind community).

O. Mental health and well-being

- Implement a tiered approach for mental health supports that will capture all faculty, staff and students and target intensive help to those who have been most affected by the COVID-19 pandemic.
- Promote [resources](#) to support the needs of faculty, staff, students and their families.

P. Workplace health and safety

- Ensure written measures and procedures are in place for faculty and staff safety, including for IPAC.
- Review Ontario's [COVID-19 and the Occupational Health and Safety Act](#) for information on where employers can learn about their responsibilities and how to protect workers at work.
- Refer workers to [health and safety protections](#) for information on workplace health and safety.
- Refer to the [Ministry of Labour, Training, Health and Safety](#) for additional information on workplace health and safety.

More Information

- For more information, visit our website at www.toronto.ca/COVID19 or call us at 416-338-7600.
- To get the latest updates on the status of COVID-19 in our city from a trusted source, we encourage post-secondary schools that have Facebook, Instagram or Twitter to follow Toronto Public Health (TPH) and to like, share, or retweet TPH messages on your school pages.

Other Resources

- [COVID-19 Decision Guide for Post-secondary Institutions](#)
- [COVID-19 Resources for Post-Secondary Schools](#)
- [Guidance for Employers on Preventing COVID-19 in the Workplace](#)
- [Guidance for Employers on Managing COVID-19 in the Workplace](#)
- [What to Do if Someone in Your Workplace Has COVID-19](#)

Revised November 16, 2021

- [Management of Cases and Contacts of COVID-19 in Ontario \(V13\)](#)
- [COVID-19 Guidance for Child Care Centres](#)
- [COVID-19 Guidance for Food Premises](#)
- [COVID-19 Guidance for Workplaces and Businesses](#)
- [COVID-19 Guidance for Retail Settings](#) (for on-site retail vendors)
- [COVID-19: Mental Health – General Coping & Specific Stressors](#)
- [COVID-19 Guidance for Places of Worship](#) (e.g. for on-campus chapels/services)
- [Planning for the 2021-2022 school year in the context of COVID-19 vaccination](#) (Government of Canada)
- Postsecondary Education Health Measures Framework for Fall 2021 (Ministry of Colleges and Universities)