



Teaching Activities Guidelines – COVID-19 Protocols and Pedagogy (Jan 2021 version)

As stated in the Stage 5 return to campus plan ([link](#)), *content delivery* activities will remain online, and only *content engagement* and *applications* activities will return. However, 2021 will bring back students to campus, and while COVID-19 restrictions are still in place, activities will need to be carefully managed with appropriate health and safety measures in place. These guidelines are a blend of what is required to keep our teaching activities safe (COVID-19 protocols), and the need for effective teaching and learning (Pedagogy). They should be read in conjunction with the other teaching guides available (e.g., *Classroom Management in Zoom Enabled Teaching Spaces*). These guidelines cover classroom management where general teaching room capacity has been adjusted by timetabling following the per 2 m² rule, while specialist teaching spaces (e.g. laboratories) have been maintained at their pre-COVID capacity.

The following **minimum requirements are mandatory for all teaching activities:**

- WSU COVID safe return to university campus rules are to be adhered to by all staff and students.
- All staff and students are required to register their attendance via QR codes at the classroom level for all teaching activities they attend, this is in addition to any campus or building requirements.
- School level WHS & Wellbeing risk assessment are to be in place (approved by the Dean) before any teaching activities commence.
- Outside the classroom, there is a shared responsibility to adhere to and monitor physical distancing requirements.
- All teaching activities must be timetabled, not ad hoc, and students allocated to a class with attendance captured via the specific QR code associated with the classroom/teaching space.
- The staff member responsible for the teaching activity will ensure expectations are clearly explained to students with respect to maintaining physical distancing.
- The staff member will remind students of the importance of self-evaluation of illness. For matters related to student vulnerability, staff members can contact (whs@westernsydney.edu.au).
- The staff member responsible for the teaching activity should advise students to consider limiting interaction with other students outside their usual "friendship groups".
- Students are not to enter teaching spaces unless a teaching staff member is present.
- Students must have a mask/face covering with them available for use when requested by staff.
- Any student who refuses requests to adhere to the WHS direction of any staff will be directed to leave the classroom (for assistance if required, call Campus Security: **1 300 737 003**).
- Students should not remain in the class for longer than indicated in the timetable duration.
- Classrooms will be set up with a furniture configuration to support social distancing and the moving of furniture is strongly discouraged. Movement of student seating patterns may trigger a breach in social distancing requirements.
- Students will be required to keep 1.5 m from staff and each other. Though maintaining a 1.5 m distance at all times may not be practicable, it is imperative to ensure that students are not closer than this distance for prolonged periods of time. A degree of pragmatic common sense needs to be applied in considering whether social distancing has been breached. e.g., If students are to be closer than 1.5 m from each other for > 5 minutes then additional mandatory requirements will be required (see below).
- As a condition of entry, the use of hand sanitising is mandatory at beginning and end of each activity. Hand sanitiser/wipes will be provided (see below).
- Equipment that is related to the scheduled class or activity will be controlled by the teaching staff members or a nominated person (e.g laboratory technician).
- The staff member responsible for the activity will ensure students wipe down solid surfaces/equipment during and at end of class using disinfection wipes. Please note that when wiping equipment down between student use, the moisture on the equipment/machines needs to air dry before it is able to be re-handled. Ensure electrical equipment/machines are turned off before cleaning.

The following additional guidelines are the **minimum additional mandatory requirement** for all teaching activities **where physical distancing cannot be maintained**:

The guidelines below are to be used for teaching activities where the students are seated, moving around, or undertaking any teaching activity where social distancing or other health restrictions **cannot be maintained**. In the case of where it is not possible to maintain 1.5 m social distancing* either due to space limitations or the learning activity being undertaken then additional WHS protocols are required (e.g., most of the time this will be use of a mask/face covering).

(* Maintaining distancing being defined as unable to maintain 1.5 m social distancing for > 5 minutes)

Examples of activities where social distancing **may not be able to be maintained all the time**:

- Clinical skill activities which require some close contact
- Laboratory based practicals and research training which require close contact
- Individual meetings with students if distance can't be maintained (this should be the exception)
- Teaching in sports activities (e.g., sports oval)
- Creative practice/studios (e.g., dance, drama, art, music, sound/TV)
- Workshops (e.g., engineering, design)
- Workshops/tutorials where seating does not allow 1.5 m social distancing

Guidelines: Minimum Additional Mandatory Requirements

The following **additional minimum requirements** are mandatory for all teaching activities where social distancing **cannot be maintained**:

- Masks/face covering to be used by staff and students at all times.
- If a mask needs to be removed for the completion of the activity, it is kept to a minimum duration and social distancing protocols need to be adhered to.
- Unit coordinators through their School Managers, will be responsible to make sure staff have access to face masks, disinfection wipes and hand sanitiser. Face masks will be supplied for all staff and for students who have forgotten to bring their own supply but only for a limited time.

