



McMaster University Continuity of Education Plan

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Background

These are extraordinary times and McMaster is extremely fortunate to have innovative and dedicated faculty, staff and students who are rising to meet the enormous challenges posed by COVID-19. Together we are working to support our University community through the pandemic, while also focusing on planning for the future. The past academic year, with the cancellation of in-person classes and events, and the resultant immediate transition to a virtual teaching, learning, research and work environment, presented a series of challenges that have nonetheless provided opportunities for growth and innovation across the institution. While the pandemic continues to significantly impact the ways in which McMaster operates, the focus on achieving an optimal educational experience for our students remains as a priority through the significant efforts of the McMaster community.

This document transparently outlines the health and safety measures the university has established throughout the entirety of the pandemic and adapted with changes to Public Health/regulatory requirements, an overview of the planning process, and the various communications and resources that are available to our staff, students and instructors as we navigate changes in teaching modes to respond to the changing health and safety needs of our community.

Health and safety measures for the fall term

In collaboration with Hamilton Public Health, internal health and safety professionals, and our McMaster infectious disease experts, we have developed robust, evidence-based health and safety guidelines and procedures that have successfully kept our students, faculty and staff members safe. Health and safety remain our top priority as we prepare to welcome more of our community back to campus in the fall term.

We currently have the following health and safety measures in place on our campus and will continue to follow provincial and local public health measures into the fall term.

Health and safety measures for individuals

As of July 16, our health and safety measures are in alignment with the following guidelines from the Ministry of Health:

Vaccinations

McMaster has announced that as of September 7 2021, anyone accessing campus or a university facility in person will be [required to upload proof](#) that they are fully vaccinated against COVID-19 or that they have received an exemption from the university for a validated human rights ground, which includes medical reasons. There will be an interim period between September 7 and October 18

when regular on-campus COVID testing can be completed to allow people time to be fully vaccinated or receive an exemption. Following October 18, testing is no longer an option unless part of a safety plan for anyone with a validated exemption.

This decision was made in close collaboration with public health and our McMaster experts in advance of the [announcement from the Ministry of Colleges and Universities](#). Vaccinations were already required for [those living in residence](#) and for [varsity student-athletes](#). Staff and Faculty are [eligible for up to three hours away from work](#) without loss of pay, on two occasions, to get their COVID-19 vaccinations. [McMaster's Vaccination Policy](#) and [Visitor Vaccination Policy](#) are available online. These policies detail the vaccination mandate for our internal community members (students, staff and faculty) and for those external to the university (contractors, volunteers, visitors) visiting our campus or an affiliated site

Mandatory masking

Non-medical masks or face coverings continue to be required in all indoor spaces, as well as in any outdoor space where a distance of two meters from others cannot be maintained. Medical masks are required in health care learning and research settings. McMaster has a large quantity available for members of the McMaster community as needed.

Distancing

Indoor instructional spaces will not have physical distancing or capacity limit requirements (i.e. classrooms, labs, libraries). This applies to indoor instructional spaces only and is in alignment with the [Postsecondary Education Health Measures Framework 2021](#). Physical distancing will remain mandatory in all other spaces.

Testing Centers on Campus

McMaster has organized an asymptomatic testing center for McMaster students, staff and faculty members who are not fully vaccinated. These individuals are required to take a rapid antigen COVID-19 test at the Asymptomatic COVID-19 Testing Centre on campus twice a week and receive a negative test result to attend campus, any McMaster facility or an off-site affiliate location. Another testing center for individuals is also set-up for symptomatic testing.

Vaccines on campus

Vaccines are available to students at the Student Wellness Center and testing centers on campus.

COVID-19 Self-Reporting Tool

McMaster has an established process for all students, faculty and staff to report positive COVID-19 test results or close contact with an individual who has tested positive for COVID-19. The university tracks confirmed and probable cases on campus and ensure appropriate cleaning and safety protocols are put into place promptly.

Training

Before coming to campus, all community members must also complete mandatory COVID-19 training.

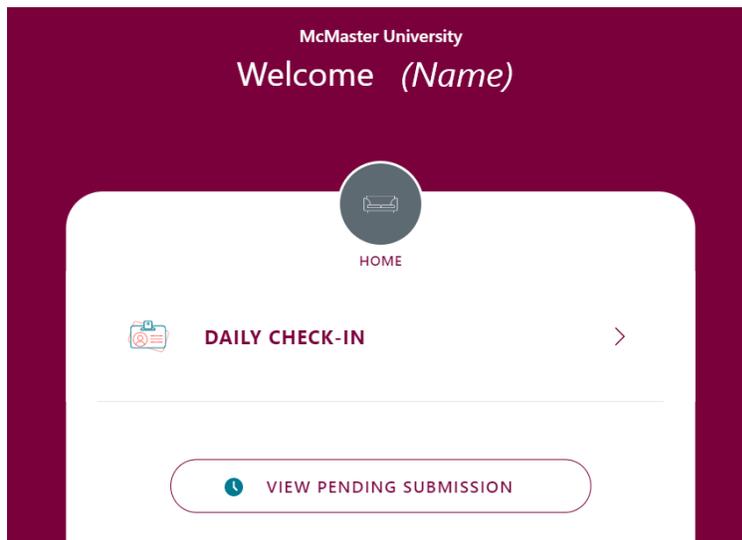


Figure 1: MacCheck digital tool home screen



Figure 2: McMaster Safety App home screen

MacCheck

Starting September 7, all McMaster faculty, students and staff will be required to upload proof of vaccination to the MacCheck digital tool. This applies even to those who will not be on campus in the fall term. In order to come to campus, community members will also need to complete daily COVID health screening in MacCheck.

MacCheck Daily Screening

Before coming to campus, all community members must complete screening through the MacCheck digital tool. Supervisors must verify that employees have clearance to attend campus that day. Only those who pass this screening are authorized to come to campus. This can be completed at <https://maccheck.mcmaster.ca/>

McMaster SafetyApp

The McMaster SafetyApp is a free app that provides links to the MacCheck for daily COVID health screening, emergency contacts, plans and other information.

Flexibility

The university has encouraged instructors to facilitate their first two weeks of classes remotely, where possible, to provide time for students to familiarize themselves with the protocols for being on campus.

Co-Op, Clinical Placements, Experiential and Community-Engaged Learning

Students enrolled in co-ops, work-integrated learning or placement courses must follow the guidelines for the place of work. In some instances, there may be more stringent expectations including full vaccination before beginning the placement.

Health and safety measures for physical spaces

Signage

All buildings have been equipped with clear signage providing direction on masking, hand washing, screening requirements including symptoms and staying home when sick, and other health and safety measures.

Ventilation assessments and upgrades

The [government of Ontario has recommended](#) that elementary and secondary learning environments adopt the approach of installing standalone high efficiency particulate air (HEPA) filter units in buildings without a mechanical ventilation system. Earlier this summer, Facilities Services reviewed [campus ventilation systems](#) to inform [McMaster's updated ventilation plan and implementation](#) for the fall.

Enhanced cleaning

McMaster has a [comprehensive cleaning and disinfecting plan](#) that includes increased cleaning of high-touch surfaces.

Supervisor checklist

As part of McMaster's return to campus, Environmental and Occupational Health Support Services has provided a [Workplace COVID-19 Supervisor Checklist](#), which includes a Hierarchy of Hazard Control.

Physical modifications

Supervisors will assess their space using the above checklist and advise if redesigning or modifying the work area may be required. This could include moving furniture, using vacant office spaces, rotating employee schedules or installing barriers such as plexiglass. Plexiglass would be used only after all other considerations for spacing individuals have been reviewed, mainly in client or student facing areas like a service desk.

Standard Operating Procedures (SOPs)

Departments are required to have detailed COVID-19 SOPs providing detailed written instructions in how to prevent the spread of COVID-19 in the workplace. As specified in the Occupational Health and Safety Act (OHSA), supervisors are responsible for providing workers with written instructions as to the measures and procedures to be taken for protection of the worker. Thus, when an employee is required to carry out work on-site, the supervisor is responsible for ensuring a SOP is completed. A COVID-19 Risk Assessment SOP template is available as a tool for all members of the McMaster community to utilize for this purpose.

Campus Density Reduced

Last year, McMaster had over 34,000 students enrolled in undergraduate and graduate programs. To reduce campus density, McMaster is taking a hybrid approach for the fall term, with approximately 50% of course components occurring remotely. Additionally, student facing services will have more of an on-campus presence as term begins. Some remote work may still be possible and encouraged,

but we will continue to be focused on rebuilding a vibrant campus presence and experience for all members of our community as we ensure delivery of our university vision and strategic priorities.

More outdoor spaces

To welcome more McMaster community members back to campus this fall, [outdoor spaces](#) are being equipped with additional seating and increased Wi-Fi capacity to provide more opportunities to safely learn, study and collaborate in the fresh air.

The Planning Process: Engaging our McMaster Community

All of our Back to Mac planning has included close engagement with McMaster researchers, administrators, staff, students and our local public health unit. As an institution focused on advancing societal health and well-being, we are fortunate to have researchers who are world leading experts on infectious disease, immunology, and virology along with the societal and mental health impacts of the pandemic.

Provost and Vice-President (Academic) Susan Tighe formed the [Return to McMaster Group](#) in February 2021 to begin planning for the fall term. This group was comprised of the following committees:

- **The Oversight Committee** included senior academic and administrative leaders from across University departments and faculties.
- The **COVID-19 Expert Advisory Committee** included nearly 20 McMaster researcher experts who provided advice and up-to-date research to the Oversight Committee.
- The **Workplace Employee Experience Working Committee** included representatives from Human Resources, administrative leaders within faculties and administrative departments, and academic leaders to consider the needs and expectations of work activities.
- The **Teaching, Learning and the Student Experience Working Committee** included instructors from each faculty as well as representatives from the MacPherson Institute, Student Affairs, Graduate Studies, the Equity and Inclusion Office, the McMaster Students Union and Graduate Students Association.
- **The Research and Innovation Working Committee** included researchers and administrators who recommended ways to help researchers adjust to new working models or opportunities within the identified scenarios.

Since then, the Provost has also formed two expert task forces—a Vaccination Task Force and a Testing Task Force—to guide our policies in these areas. McMaster’s decision to require proof of vaccination or an approved exemption from everyone accessing our campus was guided by our experts’ strong recommendation that this was the best way to support the health and safety of our community. On-going consultation and planning is also being done with the Associate Deans (Academic), a central Return to Work Operations Committee, Academic and administrative leaders and students.

McMaster Guiding Framework for Planning Decisions

Originally developed in the Spring of 2020, the framework continues to apply to current and future planning.

1. For the 2020/21 (and the 2021/22) academic year, we will continue to deliver on the academic and research mission of the University, while prioritizing the health, safety and well-being of all members of our community.
2. In doing so, we will remain focused on supporting and enabling the success of our students, delivering a high-quality learning environment and overall student experience.
3. Our goal is to welcome new and returning students back to campus as soon as this can be done safely and in accordance with Public Health guidance and government protocols. Priority will be given to those programs where physical access is necessary in order to complete academic requirements and enable students to complete their courses and graduate.
4. We will maintain our focus on research excellence and on supporting the work of our researchers across all disciplines, as well as enabling and advancing our long history of creativity and innovation.
5. We will continue to uphold our core University values, principles and policies, including our focus on inclusivity, accommodation and respect for one another, and our collegial decision-making processes. Any revisions or updating of policies will continue to be developed through the University's pre-existing governance processes.
6. We will continue to make fiscally prudent decisions that support our ongoing stability and success as an institution, balancing risk with opportunity.
7. We will continue to work together as a community to support our students, faculty and staff across the University and will ensure that information, plans and decisions are communicated clearly and promptly.

Principles for Fall 2021 Academic Planning

Using reflections from the 2020-2021 academic year, student and instructor feedback, and existing best practices, the Return to McMaster Teaching, Learning and Student Experience Working Committee developed the following principles to guide academic planning for fall 2021.

- The University will place the health and wellbeing of all members of our community above all other considerations. The university's safety planning will be anchored in evidence-based health and safety guidance from municipal, provincial, and federal Public Health guidance and government protocols.
- We will continue to build on our history of leadership and innovation in teaching and learning by thinking long-term and creatively when making decisions for how we return to campus.
- We will continue to explore ways by which students will have the opportunity to come to campus to participate in the McMaster community, build relationships with peers and instructors, and have in-person learning experiences during the fall 2021 academic year.
- The University will communicate what we know as early as possible to give both students and instructors adequate time to make important decisions regarding the fall 2021 term.

- The University commits to working with Faculties and programs to:
 - develop academic programming that can quickly adapt to changes in public health guidelines that is accessible and inclusive in format; and
 - identify required, essential and priority in-person experiences for students.
- The University is committed to fostering an accessible and barrier-free virtual and on-person campus. The University will recognize and address barriers that members of our staff and instructors face in their work and students face in their studies.
- The University will take advantage of blended learning opportunities to maintain community safety and offer flexible learning options and meaningful campus experiences. When possible, programs should offer students the choice to participate in learning opportunities in-person or remotely. The University will support instructors to adapt their courses to be more accessible and flexible.
- While there may be program needs to require a course to be offered in person, instructors cannot be compelled to teach in-person. Where there is flexibility in the modality, instructors should have the ability to make a choice to facilitate their course online or in-person.
- The University is committed to respecting the intellectual property of instructors in accordance with the Policy Copyright Ownership and a Policy Framework for Licensing Instructional Material.
- The University will reflect on the decisions made and changes in circumstances on a regular basis to learn from our actions and continuously improve, such as evaluating digital tools and processes on their effectiveness and accessibility.
- The University recognizes the importance of experience-based learning. These opportunities will be supported in conversation with our community and industry partners.

Supporting the Transition to Remote Learning

As a result of the pandemic, in April 2020 the University enabled the Paul R. MacPherson Institute for Leadership, Innovation and Excellence in Teaching to recruit full- and part-time temporary positions to help support the increased remote teaching needs of instructors, faculty and staff across McMaster. The MacPherson Institute continuing staff along with the additional temporarily-funded Learning Technologies staff, Educational Developers, and graduate student Educational Development Fellows helped extend Learning Management System (LMS) support hours, provided support for course development, online learning design, optimization for student engagement, and review of course content and assessments. Both continuing and temporary staff also facilitated various professional development workshops and developed many resources for teaching remotely, teaching online, and teaching in blended environments (included below in the Instructor Resources section).

The Equity and Inclusion Office and the MacPherson Institute created a new Inclusion, Diversity, Equity, Accessibility and Sustainability (IDEAS) grant to provide additional support to instructors for exploration of these critical considerations for their courses.

The University increased the number of classrooms enabled with Echo360 classroom recording technology to provide instructors with the opportunity to record their lectures so that students can participate remotely and don't feel the need to come to campus if they are not feeling well.

These additional supports were critical for enabling our instructors and faculty to adjust to the new realities of a remote teaching environment and continues to be important as we now transition to more in-person and blended learning.

Maintaining a safe educational environment

For fall 2021, approximately half of undergraduate course components (i.e. lectures, labs, tutorials, etc.) will be taking place online or virtually, with the other half scheduled to take place in person either at a McMaster campus/site, or a placement setting. For in-person learning components, students, faculty and staff must meet the requirements of the university's Vaccination Mandate policies and are expected to stay home if they do not pass the Daily MacCheck due to their own health or exposure to someone in their household.

All of our decisions will consider program learning outcomes and progression, pedagogy, course level, level of risk, and more. Any final decisions will involve Faculty and administrative leadership.

In alignment with this expectation:

- Most Registrar-controlled lecture halls on the main campus have been updated with the Echo360 lecture capture tool. Students who do not pass the Daily MacCheck and cannot come to campus will be advised to access the captured lecture virtually so that they can continue to participate in class.
- Instructors have been asked to consider removing requirements for attendance or participation marks where possible as this will encourage students to stay home if they do not pass the Daily MacCheck and/or are ill and unable to attend campus without concern for academic consequences.
- All students who do not pass the Daily MacCheck have access to the McMaster Student Absence Form ([policy](#), form is accessible through Mosaic) that allows students to report an absence from a class or assessment and make appropriate arrangements for deferring work, where possible.
- For additional absences that are COVID-19 related, students should connect virtually with their Associate Dean or Program Lead Office and are asked to provide their failed Daily MacCheck prior to arranging an appropriate accommodation.
- Instructors and instructional staff who do not pass their Daily MacCheck and are unable to come to campus are advised to connect with their students virtually through Avenue to Learn and use a conferencing tool such as Zoom or Microsoft Teams to continue instruction, if they are well enough to do so. If they are not well enough to teach remotely, they should make alternative arrangements that allow students to continue with their studies. Instructors should communicate any changes to students as soon as possible and program leads should be notified of significant changes.

Outbreak management

A COVID-19 outbreak may be declared by Hamilton Public Health Services (HPHS) when two or more confirmed cases can be linked to the workplace (e.g. same work area, same shift) within a 14-day period and it is likely that the infection was spread in the workplace. Since the outset of the pandemic, McMaster's campus has experienced no outbreaks of COVID-19 despite critical operations, research and limited teaching continuing to take place on campus. McMaster will continue to share confirmed COVID-19 cases on campus through the Daily News and other communication channels and work closely with Hamilton Public Health, assisting with any contact tracing or other measures that may be required.

COVID-19 outbreaks in Hamilton

If an employee or student tests positive for COVID-19, HPHS will interview the person to determine if others were exposed. Consent must be obtained from an employee before disclosing personal health information to their employer.

If you have been notified that an employee has tested positive and/or if you have concerns that people may have been exposed to a person with COVID-19 at McMaster University, contact Public Health Services at 905-974-9848.

Hamilton's Medical Officer of Health issued a [Class Order under Section 22](#) of the Health Protection and Promotion Act to help enforce COVID-19 requirements within workplaces. Workplaces must immediately notify Hamilton Public Health Services at 905 974 9848 option #6, if two or more cases of COVID-19 are identified in connection with your workplace premises within a 14-day interval.

In addition to notifying Hamilton Public Health Services as soon as you become aware of two or more individuals who test positive for COVID-19 within a 14 calendar-day period in connection with your workplace, you must also notify Hamilton Public Health Services as soon as you become aware of five or more individuals who test positive for COVID-19 within a 14 calendar-day period in connection with your workplace.

Hamilton Public Health helps all workplaces with outbreak management and will inform workplaces what additional actions may need to be taken. Hamilton Public Health will declare when an outbreak is over. For more information, please visit [COVID-19 in the Workplace | City of Hamilton](#).

COVID-19 outbreaks at McMaster

In the event that significant community COVID-19 spread occurs within the McMaster community, as assessed and directed by Hamilton Public Health and/or the Province of Ontario, all in-person classes are prepared to adapt accordingly, including a pivot to remote teaching and learning, if required. Clinical courses would be expected to continue based on previous public health guidelines. If cases rise and the City of Hamilton is required to impose extra public health measures, McMaster may respond by implementing strategies to maintain safety on campus by reducing density. Possible strategies that will be considered include:

- Re-introduce physical distancing in instructional spaces (including, classrooms and libraries) to reduce capacity, where possible
- Transition classes with 100 students or more online
- Transition classes with 50 students or more online
- Transition lecture and seminar components online
- Transition tutorial components that do not required specialized equipment or instruction to online
- Go back to essential courses only on campus (clinical, “trades”, and other deemed essential)
- Restrict co-curricular activities on campus
- Pause all non-athletic co-curricular activities on campus
- Reduce or pause access to athletic facilities and events
- Reduce library hours of operation
- Transition academic supports to online service only
- Increase working from home for employees while maintaining as many on-campus students services as possible

All our decisions will consider program learning outcomes and progression, program completion, pedagogy, course level, level of risk, and more. Any final decisions will involve Faculty and university leadership. The Provost will work with faculties to determine the appropriate plan to continue other academic related activities to meet program requirements.

McMaster University is committed to providing accessible teaching and learning experiences to our learners. Students who require academic accommodations are asked to register as soon as possible with [Student Accessibility Services](#), and the request will go through usual processes. If a student’s course must pivot to a new teaching arrangement/mode for public health, students who are registered with SAS can contact their Program Coordinator to discuss their academic accommodation needs. Students who have academic accommodation needs due to a pivot in teaching arrangement/mode are encouraged to contact SAS for an appointment to review their accommodation needs.

In addition to the strategies listed in this section, other tools we have in place to report and respond to campus outbreaks include self-reporting for staff, faculty and students through Mosaic, testing centers on campus and residence rooms reserved for isolation.

Communications and resources for our community

McMaster regularly communicates with our students, staff and faculty on health and safety and the return to learning, work and research. We use a variety of platforms to distribute messaging, including direct email, social media, websites, videos, and virtual events such as electronic town halls. We continue to develop and distribute a wide variety of health, safety and wellbeing resources for our community.

Communications

[Back to Mac Website](#)

McMaster's Back to Mac website is a one-stop shop for information and resources regarding COVID-19 health and safety and return to work planning.

[Human Resources COVID-19 Website](#)

McMaster's source for working on site COVID-19 guidance documents, checklists, SOP template and health and safety training information.

[COVID-19 News & Updates](#)

We regularly release updates to our community on health and safety measures, our planning for the fall term, and any confirmed COVID-19 cases on campus. Some key updates are below:

- [McMaster requires proof of vaccination and mandatory vaccines](#): A letter from the President and Provost
- [Update regarding fall 2021 and Step 3](#)
- [More outdoor spaces on campus to connect in the fresh air](#)
- [Campus ventilation systems are being assessed and upgraded](#)
- [Campus cleaning plan focuses on disinfecting high-touch surfaces](#)
- [McMaster ensures employees have time off for COVID vaccinations](#)

[Avenue to Learn](#)

All undergraduate students access key course information through Avenue to Learn. Instructors post course-specific updates and changes on their course shells. Academic changes will be posted on Avenue announcement feeds on the sign-in and welcome pages.

[Back to Mac Town Halls](#)

Since June 2021, McMaster has run four virtual Town Hall events—two for students and two for faculty and staff—where leaders from across the university answer questions submitted by our community. These events are livestreamed to McMaster's YouTube channel and are recorded for watching afterwards.

- [June 17th Town Hall for Students – Video and Recap](#)
- [June 18th Town Hall for Faculty and Staff – Video and Recap](#)
- [August 10th Town Hall for Students – Video and Recap](#)
- [August 11th Town Hall for Faculty and Staff – Video and Recap](#)

[Faculty Town Halls](#)

McMaster Faculties have also been hosting their own town halls for students enrolled in their programs with central messaging and other key information that is specific to students in their programs, and the services they offer.

[Daily News](#)

We regularly release articles and multimedia content about our return to campus in our university news site, the Daily News.

McMaster Update

A newsletter sent directly to all mcmaster.ca account holders. Normally a weekly publication, special editions are regularly published to ensure timely distribution of key information and updates.

Social media posts and campaigns

McMaster utilizes our central, Faculty and departmental social media accounts to share updates, resources and health and safety information, such as this recent [Instagram campaign on getting vaccinated](#).

The university utilizes its subject matter experts to inform key audiences on important COVID related information. As a partner in the Hamilton COVID Response Table, McMaster routinely shares key messages, stories and communications including videos and graphic design elements with Public Health, hospital college and Primary Care partners.

Instructor resources

Instructor Guidebook

This guide is intended to provide instructors with key information that they will need for the first few weeks of term.

[Campus Classroom Technology \(Echo360 and Microphones\)](#)

The Campus Classroom Technologies (CCT) website is a hub to find out about the presentation equipment available in registrar-controlled classrooms.

[COVID-19 Accessibility Response for Faculty and Instructors](#)

This website highlights accessibility features and best practices for McMaster-owned digital platforms and tools

FLEX Forward Training

[Module 7: Accessibility in Online and Technology-Enhanced Learning](#) has been added to the FLEX Forward Training. This Module serves as a Teaching and Learning Resource on Accessibility and Inclusion Training.

Avenue Course Requests

Instructors can submit their requests to have an Avenue to Learn course shell created to begin work on their course(s). [Please complete the Avenue Course Request Form](#). If you have any questions about copyright and Fair Dealing, please visit the [McMaster Copyright page](#).

[Avenue Homepage Template](#)

This new homepage includes several widgets designed to simplify access to content, improve usability, reduce confusion and provide an option for a consistent structure across courses.

[New Avenue to Learn Widgets](#)

Custom widgets have been created to improve user-experience for communications, assessments and navigating content.

[10 Tips to Improve the Usability of Your Avenue Course](#)

This recent article provides helpful tips on making your course more user-friendly to enhance the student and instructor experience.

[Avenue Support](#)

If you would like a one-on-one support session to help customize your Avenue course, please contact avenue@mcmaster.ca.

[COVID-19 Standard Operating Procedures Template](#)

A template available to instructors to create an effective risk assessment COVID-19 standard operating procedure.

[Blended Teaching: A Guide for Applying Flexible Practices during COVID-19](#)

This resource provides detailed guidance for instructors on flexible teaching and learning options they may consider for their course(s).

[Teaching Remotely: Blended Learning](#)

A “Blended Learning” tab has been added to the Teaching Remotely website outlining the various supports available to you. Recorded sessions of instructors sharing their tips and experiences teaching remotely are also available on the [MacPherson Institute website](#).

[Blended Learning Resource Collection](#)

These resources provide a variety of information that will help you consider approaches for your models of learning in the fall.

[Consultations](#)

The MacPherson Institute is available to provide consultative support as you consider what in-person, virtual or online modes of learning could look like in your course for fall term. Instructors should connect with their faculty liaison key contact for more details.

Employee and supervisor resources

[McMaster University COVID-19 Safety Plan](#)

This plan outlines how we will inform the campus community about the actions and policies that are in place to protect employees and students during the COVID-19 pandemic.

[Employee Guide for Working Onsite](#)

Resources for those who have been working on campus throughout the pandemic and those who will return to campus in some capacity in the fall.

[Step-by-Step Guide for Faculty and Staff Working In-Person During COVID-19](#)

Provides guidance about self-assessment, reporting, and minimizing exposure to COVID-19 for employees working in-person.

Compassionate Communications Toolkit

A toolkit designed to support staff, faculty and student leaders who want to learn more about how best to communicate with their team members or employees, with mental health and well-being in mind, as we transition back to campus.

Back to Mac Employee Guidebook

This guidebook outlines what employees need to know before they come to campus, and during their time on campus. A specific [checklist for supervisors](#) was also developed.

COVID-19 Supervisor Guide

A toolkit for leaders and employment supervisors to address key questions regarding the pandemic and its impact for employees, the workplace and to support planning considerations for Fall 2021 University services and operations.

Leader Decision Guide

This guideline supports leaders in planning for a safe and gradual return to campus for their teams, with a key focus on those areas connected directly to the student experience.

Workplace Health and Safety Guidance during COVID-19

Information to assist supervisors in the management of risks for a safe and successful return to campus.

HR Leadership Training events: Human Resources and Organizational Development host events throughout the year to help supervisors navigate workplace planning, mental wellness and team support during the transition back to work. Previous events included “Workforce Strategies for Fall Planning”, “Fostering a Psychologically Safe Space During Transition to a Hybrid Workplace”, and “Leadership Skills for Our New Reality”.

Mental Health Resources and Training: A collection of resources, supports and information to help faculty and staff stay mentally well during the pandemic and beyond.

Back to Mac Principles and Practices for an Inclusive Community: In keeping with McMaster’s Statement on Building an Inclusive Community with a Shared Purpose, the Equity and Inclusion Office (EIO) and the President’s Advisory Committee on Building an Inclusive Community (PACBIC) encourage all faculty, staff, and students to adopt our core principles in your learning and working environment.

Student resources

Student Guidebook

This guide is intended to provide students with key information that they will need for the first few weeks of term.

Fall 2021 Term Information

FAQs around what the fall term means for incoming and current students, including [information on the different instruction modes](#) for courses that will occur during the Fall 2021 term (virtual, online, and in-person).

Archway Program

This program connects incoming first-year students with peers, mentors and coaches to help students meet friends, navigate McMaster resources and meet their goals. Keep an eye out for Residence Life's monthly newsletters sent on behalf of Archway to students in residence. Parents with students in residence can sign up for the [Housing and Conference Services Parent Newsletter](#).

Student Wellness Centre

Offers counselling, medical care and health promotion to McMaster students. The Student Wellness Centre will also offer COVID-19 vaccinations and testing for students.

Student Accessibility Services

Supports students requiring accommodations, including processing requests for exemption on a human rights or medical ground for the vaccination mandate policy.

Emergency Financial Aid

Support for students experiencing a financial emergency.

Off-campus Housing Property Listing

A database of available off-campus housing for McMaster students.

McMatch

A student housemate connector to help McMaster students find people to live with off-campus.

International Student Services

Provides services and programs for international undergraduate, visiting and exchange students and McMaster, including a [COVID-19 readiness plan](#) to support undergraduate international students as they travel to Canada during the pandemic.

Graduate Student Orientation Hub

Links to resources, supports, online activities, events and sessions for graduate students beginning their studies in fall 2021.

Housing Website

The Housing and Conference Services website keeps students up-to-date with everything going on in residence and has resources to answer any questions about their residence experience.

Residence Life Area Coordinators

These professionals are full-time, live-in employees of the university who are responsible for the overall management of the residence communities. All RLACs can provide counseling and advice to residence students experiencing difficulty, and respond to conflicts, crises and emergency situations.

Residence-Specific Vaccination Proof

Residence Life staff will continue to follow-up and provide students with support if they have not yet submitted their proof of vaccination to Housing and Conference Services at a Service Centre on-campus. This is a required verification process that is separate from MacCheck and will ensure students can continue their stay on residence

No-Guest Policy

Based on current advice from public health officials, there is a no-guest policy in residence to keep students safe. Students are not permitted to enter any building other than the one they live in and may not have guests from other residence(s) or off-campus visit them in residence. To further enforce this policy and keep residents safe, check-in stations in some lobbies.

Picking a Safe HEPA Filter for your Room

Most buildings in residence do have mechanical ventilation, however students are able to purchase their own air purifiers, or a HEPA unit (high-efficiency particulate absorbing filter) for their room for further ventilation. Devices brought to residence need to comply with [ESA \(Electrical Safety Authority\)](#) for electrical safety requirements and must be approved by an accredited certification or evaluation agency.

Residence agreement/contract

Housing and Conference services has set out a “Special COVID-19 Provisions” section in the Residence agreement/contract. Students should review this document to understand their responsibilities regarding COVID-19 measures in residence.

Emergencies

On campus

If students, staff or instructors are dealing with an emergency situation on McMaster Campus, they should call Campus Security at 905-522-4135 or ‘88’ from a campus phone.

Off campus

If students, staff or instructors are not on campus, they are asked to visit the nearest hospital emergency department or call 911.

McMaster Guidelines for Building Evacuations During COVID-19

In response to the pandemic, we have updated our building evacuation guidelines.

Email and electronic distribution lists

In the event of university-wide emergencies, in addition to the Daily News and social media, we may also utilize internal email and electronic distribution lists to communicate to the University community.