



COMMUNICATION MEMO

Algonquin University Pandemic Task Force

2020-11-26

MEMO: Active Screening and Tracing

TO: Faculty, Staff & Students, Brampton and Sault Ste. Marie Campuses

CC: Algonquin University OSSTF & OPSEU, AUSU & SASA

FR: Brianne Pringle, Director of Pandemic Planning/COVID-19

On November 13, a communication was [distributed](#) about our next COVID-19 safety initiative of Active/Screening and Tracing on both the Brampton and Sault Ste. Marie Campuses.

As previously noted, the Government of Ontario has stated that employers must continue to assess their workplaces to determine what they need to do in order to protect the health and safety of their workers/staff/students. This includes all businesses having screening protocols in place, and that workplaces/facilities should implement this daily screening for any individuals or essential visitors entering any environment.

This new screening tool for Employees, Students and Guests will be in place for November 30, 2020.

Please note that we had to **delay** the launch of the tracing tool for at least one week. This means that the one-off tracker maintained by the Leadership Team and the Dean's office **will continue** until further notice.

We have developed an easy [How To Guide](#) to help users through this process.

Check-in Locations:

Sault Ste. Marie:

Main building - between U and Z door - For all employees, students and guests

Main building - J Door - Physical Plant - For Physical Plant employees and contractors

GLC - Main entrance, front desk - For all employees, visitors and patrons to the GLC

Coming in January: Convergence Centre (CC) - main doors - For all employees, students and guests

The Convergence Centre (CC) building will be **closed** to the public for the remainder of the calendar year and will only be accessible to those with permission via swipe card. In the new year, the CC building will follow the same protocols as the Main Building.

HEALTH SCREENING TOOL:

Employees and Students will be required to use the new **Active Screening Tool**.

Prior to entering campus (*or at the check-in desk*) you will be required to complete the screening tool.

If you do not pass the screening, you will not be permitted to be on campus until you speak to Brianne Pringle and your Direct Management Officer/Student Experience.

Guests will be directed to complete a check-in and short acknowledgement to enter the buildings.

WEB URL = <https://saniapp.trakrsuite.com/algomau/login>

It is recommended that you bookmark this URL to your device.

Employees Username: firstname.lastname@algomau.ca

Student Username: Student Number

You will not be able to login before November 30. If you are having any issues with login, it is recommended to clear your cache in your browser.

COMING SOON: Contract Tracing and Movement Between Buildings:

We are still **discouraging** movement between buildings, but if it is required, you will take your device and scan the provided QR code to check-in. You will not have to retake the health screening but you will be required to present the green pass to the Screeners, prior to entry.

If you do not have a device, you will be able to check-in, via google form on the tablet provided.

Until further notice, the one-off tracker will continue to be used.

COMING SOON: Additional check-in points for Students:

In a week or two, we will be piloting QR codes as check-in, for tracing purposes, for the following areas:

- NW 203 and 204 - Computer Lab's
- Library

Students will be required to scan in using the QR code provided. In the library, should you not have a personal device, you can continue to manually sign-in.

Effective Monday, November 30, Sault Ste. Marie campus hours will be:

Monday - Thursday: 8:00am - 10:00pm

Friday: 8:00am - 8:00pm

Saturday - Sunday: 1:00pm - 9:00pm

Brampton Campus:

Monday - Friday 9:00am - 7:00pm for access to the computer labs only.

Employees have access to the space for emergencies only via Yuka Yamada, Brampton Campus, Operations Manager (yuka.yamada@algomau.ca) and will be required to complete the Health Screening Tool, prior to coming to campus.

We thank you for your continued adherence to these measures. Our collective efforts are making a difference.

RETURN TO CAMPUS TRAINING

Prior to access being granted to return to campus, all **employees** must participate in Return to Campus (RTC) Training. To sign up for a training session, please contact brianne.pringle@algomau.ca.

COVID-19 RELATED UPDATES

For ongoing updates, please visit the www.algomau.ca website dedicated [COVID-19 page](#).

Thunderbirds protecting Thunderbirds, Thunderbirds protecting Community.