



COMMUNICATION MEMO

Algoma U Pandemic Task Force

2020-11-06

MEMO: Mandatory Mask Policy and In-Person Meetings/Gatherings updates

TO: Faculty, Staff and Students

CC: Algoma U OSSTF & OPSEU, AUSU & SASA

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

Algoma University continues to take proactive steps to ensure student success and the safety and wellbeing of our university community across all three of our campuses. As the COVID-19 pandemic is of an ever-evolving nature, we may be required from time-to-time to update existing policies and/or create new policies or procedures to help support our community through this unprecedented time.

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

UPDATE TO MASK POLICY

The Ontario Government implemented a provincial wide mask policy, that resulted in minor changes to our existing Algoma University Mask Policy. Key highlights include:

- Masks are required in **all** indoor public spaces in Ontario
- Masks are recommended to be 3-ply
- Face-shields are not an acceptable form of face coverings
- Face coverings must cover your nose, chin and cheeks

Please review the updated mask policy [here](#).

IN-PERSON MEETINGS STANDARD OPERATING PROCEDURES (SOP)

Meetings are to remain virtual where possible. Offices and designated spaces of an appropriate size have been allocated should an in-person meeting with a staff, faculty member or external partner be absolutely required. Any such meetings are by appointment only.

No walk-in appointments are allowed at this time.

Faculty who do not have an office on campus are able to access the faculty pod via the online booking system:

[Sault Ste. Marie](#)
[Brampton](#)

An SOP for In-Person meetings has been developed to better support our community through this process.

To review the SOP please click [here](#).

GATHERING FORM (SSM)

The SSM campus has additional meeting spaces available for bookings. The important highlights of requirements to book meetings include:

- All gatherings on campus must be submitted through this form to ensure the University has the ability to maintain proper levels and flow of traffic on campus
- No external bookings (I.E only AU community members are able to book spaces for AU community related events)
- The maximum capacity for any non-academic/non-work related gatherings is 10 participants for indoor gatherings and 25 participants for outdoor gatherings

To book a gathering space on the SSM campus, please click [here](#).

In addition, a Gathering Forms Resource Document has also been created to support these bookings. Please find that document [here](#).

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@algonau.ca.

COVID-19 RELATED UPDATES

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