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COVID: In-person Meeting Standard Operating Procedure

1.0	POLICY STATEMENT/PURPOSE
	<p>The following procedures will outline the requirements for having in-person meetings on both the Brampton and Sault Ste. Marie (SSM) campuses. Those on the Timmins campus must follow the rules outlined by Northern College.</p> <p>All meetings should remain virtual where possible. Face-to-face meetings should not happen within your office space unless you have been pre-approved to do so. If your office hasn't been identified as an approved meeting space but you think it could be, please email covid@algonau.ca.</p> <p>If a student requires a face-to-face meeting with an employee, they must pre-book a meeting time and the staff member will provide the meeting location where social distancing measures including maintaining two metre/six feet distance from each other are in place.</p> <p>No walk-in appointments will be allowed at this time.</p> <p><i>Please note that due to the ever-evolving situation of the COVID-19 pandemic, ensuring you are up-to-date on all policies and procedures is essential as amendments could occur quickly if required.</i></p>

2.0	RESPONSIBILITY/RISK	
2.1	All members of the Algoma University Community (including but not limited to, administration, faculty, staff, students, guests, tenants and vendors) must adhere to the procedures outlined for in-person meetings.	
2.2	Should a member of the Algoma University Community not follow all regulations for in-person meetings, they may lose their ability to book and or attend future in-person meetings during the COVID-19 pandemic.	
3.0	PROCEDURES	
3.1	Booking a Meeting	
3.1.1	<p>If you are a student requiring a meeting with an Algoma University staff/faculty member, please email them directly to arrange the meeting and they will book the space required.</p> <p>*Reminder, that no walk-in appointments are allowed at this time.</p>	
3.1.2	<p>If you are an employee, student led group or tenant of Algoma University please refer to the campus specific booking rules:</p> <ul style="list-style-type: none"> ● SSM Campus Gathering Booking Form ● Brampton Campus <p>*At this time we will not be taking bookings from external community members.</p>	
4.2	Health and Safety Requirements	
4.2.1	<p>Prior to coming to campus all participants must answer the following questions:</p> <ul style="list-style-type: none"> ● Have you arrived home from international travel (including the US) in the last 14 days? ● Have you been around someone with a confirmed or probable case of COVID-19? ● Are you feeling unwell (ie fever or chills, difficulty breathing, shortness of breath, cough, sore throat/trouble swallowing, runny nose/stuffy nose or nasal congestion, decrease or loss of smell or taste, nausea, vomiting, diarrhea, abdominal pain, not feeling well, extreme tiredness, sore muscles). (<i>Symptoms should not be chronic or related to known causes/conditions.</i>) 	

	If you answer “yes” to any of these questions, <u>do not come to campus.</u>
4.2.2	<p>Masks are required in all indoor public spaces on campus. Removal of masks may only occur where physical distancing can be consistently maintained (E.I when able to ensure two (2) meters/ six (6) feet distance (while seated) and where barriers are in place).</p> <p>Unless those conditions can be consistently met, masks may not be removed.</p>
4.2.3	Please adhere to all posted signage located throughout all Algoma University campus buildings/spaces. Signage can include but not limited to, door access, directional traffic in hallways/stairwells, and maximum capacity of rooms, washrooms and elevators etc.
4.2.4	<p>Cleaning of space: If gathering is large in nature (SSM Campus) Physical Plant will work directly with the Return to Campus Team and the gathering organizer to disinfect spaces prior to and post gathering.</p> <p>For individual meetings: Make sure to wipe down surfaces before and after any face-to-face meetings. This includes tables, desks, chairs, door handles, and anywhere that people might have touched. Hand sanitizer and wipes are available in all bookable meeting rooms and common spaces.</p>
4.3	Contract Tracing
4.3.1	The gathering organizer is required to keep track of the participants name and phone number, in addition to the date, time, and location of the meeting and send them to covid@algomau.ca once the meeting/gathering is over.
4.3.2	<p>Once the gathering/meeting is complete, we ask that you leave campus immediately, should you have no other business.</p> <p>Should you start to feel unwell and receive a positive covid test between the date of the gathering/meeting and 14 days after, we ask that you notify brianne.pringle@algomau.ca immediately.</p>
5.0	REFERENCES DOCUMENTS
	Sault Ste. Marie Gathering Resource Document