



Sault Ste. Marie Campus Gathering Resource Document

The following document will outline the COVID safety protocols put in place to protect not only yourself but others while you are on campus.

Prior to scheduling a gathering, all gathering requests must be submitted through the online [Gathering Form](#).

All gatherings on campus **must be approved** before they can proceed. This will allow us to ensure that we are maintaining the total number of people we are allowed on campus and that gatherings are able to distance from each other.

February 19, 2021 update: Until further notice, gatherings greater than 10 will not be approved.

Prior to coming to campus all employees are required to complete the [Health Screening Tool](#) and receive a pass, if you do not pass, please do not come to campus.

Guests will be required to check-in at the applicable check-in location:

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

As a note to all guests, if you are not feeling well please do not come to campus and notify your organizer that you will not be in attendance.

Access to the buildings: [Campus Map](#)

Campus Hours:

Shingwauk Hall: Monday - Friday: 8:00am - 6:00pm, Saturday - Sunday: 1:00pm - 9:00pm

Convergence Centre: Monday - Friday 8:00am - 4:00pm

Main Building:

Enter through 'Z' door by security. Try to use minimal contact with door handles (ie. use your elbow to activate the electronic door opener).

Accessibility parking is available at the front loop. You may **Enter through door 'U'** to access the elevator (*maximum one person occupancy unless accessibility support required*).

Exit through door's A, U, Z G, H, K, Q, R and W.

In case of an emergency, please use your closest exit.

CC Building:

Enter the Convergence Centre (CC) through the main door during open hours or the east doors (via swipe). If you do not have swipe access (individually assigned) you will need to be signed in via security by calling ext. 4444 or your event organizer and they will let you in.

Exit the CC through the front or west side door or after close, through the main door.

In case of an emergency, please use your closest exit.

Mask Requirements:

Masks are **required in all indoor public spaces on campus**. Where physical distancing can be consistently maintained (E.I when able to ensure 2 meters/ 6 feet distance (while seated) masks may be removed.

Signage:

Please adhere to the signage posted throughout the building, including directional signage. Both buildings have floor decals indicating if there is one way or two way traffic. Please maintain six (6) ft / two (2) meters distance as you move throughout the building. You will also note that stairwells also have direction flow. Please pay close attention as you enter a stairwell.

Please pay close attention to [maximum capacity signs](#), particularly in elevators and washrooms (**one person at a time**), exemptions for accessibility reasons are in place.

Entering/Exiting Gathering:

Names and phone numbers of all attendees must be tracked. It is the responsibility of the gathering organizer to maintain this list and submit it to covid@algonau.ca at the end of the gathering.

Please sanitize your hands upon entry and exit of the space.

Seating in the gathering space must be set-up for social distancing (6 feet/2 meters) and participants are asked not to touch the allocation of seating upon arrival.

Once the gathering is complete, we ask that you leave campus immediately, should you have no other business. Should you start to feel unwell and receive a positive covid test between the date of the gathering and 14 days after, we ask that you notify brianne.pringle@algonau.ca immediately.

General Housekeeping Items:

Hand Sanitizer is located throughout the building and will be available in all gathering spaces. We encourage all participants to sanitize their hands frequently and avoid touching your eyes, nose and mouth at all times.

Washrooms: All washrooms are open but they are currently maximum one person occupancy (*unless accessibility support required*).

Water Fountains are currently not in use. We encourage participants to bring their own drinks, however vending machines are available if needed.

Food: Both the Cafeteria and Tim Horton's are currently closed.

Self Serve Food in Buffet style is not permitted at gatherings following Public Health Guidelines. Food must be either individually packaged or served by someone wearing a mask and gloves. Food must be prepared in a certified facility by certified staff. Participants must wear masks when getting food.

How to properly wear a mask



Cover your mouth with a disposable tissue when coughing or sneezing. If a tissue is not available, cough or sneeze into your upper sleeve

It is important to note that should you abuse and/or fail to follow the gathering procedures you may lose your ability to book future gatherings during COVID-19.

Should you have questions about your gathering please email covid@algonau.ca.

ThunderBirds Helping ThunderBirds - ThunderBirds Helping Community.

