



Algoma University's Sault Ste. Marie and Brampton Campuses Safety Plan
COVID-19



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SAFETY PLAN STATEMENT	2
SCOPE	3
PURPOSE	3
THE PLAN	3
Education of and Ensuring Safety to all Sault Ste. Marie University Community Members During the COVID-19 Pandemic	4
How we stay up-to-date on new COVID-19 Guidelines	4
How we Communicate to our Community	4
Education	4
Return to Campus Training	5
Social Media Campaigns and Newsletter Updates	5
COVID-19 Protocols for Coming to Campus	5
Health Screening	5
Access to Campus	5
Additional Campus measures	6
Controlling the Risk of Transmission at Algoma University	6
How will Algoma University Manage Suspected/Confirmed Cases of COVID-19 on Campus?	7
Scenarios	8
Employee/Student has been around a suspected or confirmed case and awaiting test results:	8
Employee/Student has COVID-19 symptoms and test results are negative:	8
Employee/Student has a positive COVID-19 test:	8
How will Algoma University Action a Positive Case Result and Measures That are in Place to Help Public Health Officials With Contact Tracing	9
Measures that exist to assist with contact tracing	9
Notification to applicable stakeholder groups	9
Cleaning protocols	10
How will Algoma University manage any new risks caused by changes to the way we operate our business?	10
How will Algoma University make sure the plan is working?	11

SAFETY PLAN STATEMENT

Algoma University (*“University”*) is committed to taking proactive steps to ensure the safety and wellbeing of all our community members. As part of those measures, the University is implementing this Safety Plan (*“Plan”*) around the COVID-19 Pandemic (*“Pandemic”*) and the University’s approach.

The Plan will remain in effect as long as Ontario government and public health authorities recommend as such. This plan is subject to change as government and public health guidance directs and understanding of the Pandemic evolves.

SCOPE

This Plan applies to all members of the University community in Brampton and Sault Ste. Marie; students, staff, faculty, administration, members of the Board of Governors, tenants, visitors and guests. All members of the University community have a responsibility to uphold the principles outlined in this plan.

PURPOSE

The University has a responsibility to ensure the safety and wellbeing of all of our students, employees and visitors. The University recognizes the challenges that have been faced with the Pandemic and is doing its part to help keep our community safe. Our guiding principles are as follows:

1. The health, safety and well being of the Algoma University community, and our students' success, is the University’s primary focus.
2. The University will continue to align its approach with applicable government and public health directives and guidelines.
3. The University is committed to accessibility, equity and a respectful work/study environment, and has taken into consideration the unique needs of our different community members, including as needed, accommodating individual health needs.

THE PLAN

Education of and Ensuring Safety to all University Community Members During the COVID-19 Pandemic

The education of our COVID-19 protocols is a top priority to ensuring the safety of all members of our community. We take the health, safety and wellbeing on our campuses seriously and in order to ensure our success, we must have a proper education system in place. The following will outline all of our campus education and safety plans, to ensure the safety of our community during the pandemic.

How we stay up-to-date on new COVID-19 Guidelines

Since the start of the Pandemic, the University has been committed to taking proactive steps to ensure the safety and wellbeing of the University community and the academic success of our students. To assist with our efforts, we are in constant contact with:

- Universities Canada
- Council of Ontario Universities (COU)
- Ministry of Colleges and Universities (MCU), which continues to be in communication with the Ministry of Health (MOH)
- Other sector-specific committees and Public health units in all three communities where our campuses are located
- Consistent monitoring of case counts in our region(s) and provincial and federal updates as they occur

These ongoing efforts ensure that we are aligned with both provincial governance and sector specific directions for all pandemic related impacts and changes.

How we Communicate to our Community

The University is committed to ongoing communication on the current pandemic. The following outlines the multiple means of communication that are in place:

- Weekly updates to Senior Executive, biweekly meetings with the Pandemic Task Force
- Internal communications via email sent by the Director of Pandemic Planning/COVID-19 or designate
- Updated information in the President's weekly newsletter to both students and employees as required and updated by our Communications Team
- Collaborative work on our [COVID-19 webpage](#) to allow for up-to-date information as it happens
- Monthly updates to our Board of Governors by the Director of Pandemic Planning/COVID-19

- Ongoing communication with our respective Unions (employees and students alike)
- Departmental Team meetings

Education

Return to Campus Training

Prior to access being granted, all employees and tenants on both Brampton and the Sault Ste. Marie campus must participate in Return to Campus (RTC) Training. To sign up for a training session, employees must email covid@algonau.ca.

Students will participate in mandatory orientation sessions which provide them with similar information to what is shared with employees.

Social Media Campaigns and Newsletter Updates

Throughout the Pandemic, the University's Communications Team have worked hard to raise awareness and education to our community. They continue to develop social media campaigns that provide education and tips on COVID-19 safety, such as how to wear a mask, social distancing, how to properly wash your hands, etc. Regular updates are also shared via our internal student and employee newsletters as well as on the Algoma University [COVID-19 webpage](#).

COVID-19 Protocols for Coming to Campus

Health Screening

Prior to arriving, or immediately upon arrival, those planning to access any campus building are required to complete a standardized daily health screening (students and employees) or trace screening (guests). Trained staff are situated near identified entrances of main buildings to monitor access and verify screening is taking place.

A screening pass must be shown to gain access to campus buildings; **anyone who fails the screening will not be permitted to access campus or will be asked to immediately leave.**

In order to efficiently manage contact tracing, the University has partnered with TrakrSuite to leverage their online [saniTrakr](#) tool to track health screening and contact tracing. The Director of Pandemic Planning/COVID-19 is responsible for monitoring the use and effectiveness of the system, adding and removing users and updating the health screening questionnaire, per government and public health directives.

Our policy on Mandatory Screening Policy can be found [here](#).

Access to Campus

Access to campus is limited and could be impacted by changes in government or public health directives such as declarations of a “state of emergency” or “stay at home order” or changes in status of assigned provincial zones based on COVID-19 case counts (green, orange, red, etc.).

At present, the following general access parameters are in place:

Brampton Campus:

- 24 Queen Street - Welcome Centre

Sault Ste. Marie Campus:

- Shingwauk Hall - only doors Z and U are open as entrance access points
- Convergence Center - main door is open as an entrance access point
 - Campus and building hours are subject to change. For the most up-to-date building information visit our [COVID-19 webpage](#).
- **If the campus(s) are on Lockdown** - the buildings listed above, will only accessible via card swipe access for those approved by the Director of Pandemic Planning/COVID-19 for work or research purposes
- The George Leach Centre - open when allowed based on government and public health directives

Additional Campus measures

- Signage is posted throughout campus including:
 - Social distancing reminders
 - Wayfinding and directional flow for stairways/hallways
 - Maximum capacity limits, such as in the washrooms, elevators and room capacity reductions
 - Restricted access signage
- **Masks are mandatory in all indoor public spaces.** Our Mandatory Mask Policy can be found [here](#)
- Hand sanitizer stations are located throughout the facilities
- Sanitizing wipes are available at all photocopiers/printers and those wipes can also be used to clean personal offices as needed
- Reminders around avoiding touching your eyes, nose, and mouth are posted in key locations
- **Employees:** May only access campus based on pre-arranged time schedules, approved by their Management Officer/The Academic Dean and the Director of Pandemic Planning/COVID-19. Should an employee need to adjust their schedule, staff should work directly with their management officer while faculty should contact the Dean’s Office. This will help minimize the number of people gathering on campus at any one time.

- **Students:** Access to campus should remain limited (examples, attending pre-scheduled appointments or accessing the computer lab or library). We ask that students do not loiter on campus, as all commons spaces have been closed.

Controlling the Risk of Transmission at Algoma University

A full risk assessment of space was conducted prior to the campus re-opening. A review of individual work areas, classrooms, meeting spaces, washrooms and commons spaces was conducted. Protocols were put in place to maximize physical distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene. The Director of Pandemic Planning/COVID-19 is responsible for ensuring that measures in place remain up-to-date. It is the responsibility of the Director of Physical Plant to ensure supplies are available and stocked and barriers are in place as required and it is the responsibility of all employees, students and guests to follow the measures that are in place.

The following measures are in place to help control the risk of transmission (*please note these measures are subject to change as we move through the Pandemic and enter different zones or direction by the provincial or federal governments or Public Health*):

- The University has adopted a hybrid approach to employee scheduling, with staff/faculty working from both home and campus, based on assigned schedules and responsibilities. This measure is intended to help reduce the number of employees on campus at any given time
- Schedules have been developed based on specific work areas, to ensure employee presence on campus is distributed throughout the work week
- Barriers have been put in place for areas where distancing cannot be adhered including personal work spaces that are more open to the public (examples, library circulation desk, the security desk, the screener desk, all Executive Assistant desks, etc.)
- Sanitizer is located throughout all buildings, reminders on proper hand washing techniques are posted in all washrooms
- Sanitizing wipes are available to clean equipment before and after use and in personal offices
- Medical grade, 3-ply masks are available at entrance points, should any community member require one
- Ongoing and frequent cleaning of all touchable surfaces by the custodian team continues
- Custodial staff are utilizing cleaning products designed to better combat the virus, including the use of foggers to help sanitize large areas in a shorter period of time. Adjustments to schedules for cleaning shared office spaces have been developed as required
- Virtual meetings are encouraged. If a meeting **must** take place in person, standard operating procedures have been developed to ensure consistency and safety. Procedures can be found [here](#). **During a lockdown period, no face-to-face meetings will occur.**
- Limited and restricted movement between buildings and centralized access points
- Ensuring all HVAC systems are in proper working order, including no forceful flow, proper ventilation and regular maintenance of equipment

- Health screening measures are in place to prevent those who should not be coming to campus, from doing so
- Additional risk assessments conducted for areas of greater concern such as Biology Labs and the Library
- Course instruction continues to be offered through technology assisted methods to minimize movement on campus

How will Algoma University Manage Suspected/Confirmed Cases of COVID-19 on Campus?

It is the responsibility of the Director of Pandemic Planning/COVID-19 to work with applicable stakeholders to ensure all suspected and confirmed cases are managed in a safe, timely and confidential manner. For any student related COVID-19 matters, the Student Experience and Student Success teams will be available to assist the impacted student(s).

The University will work directly with Algoma Public Health on all areas of case management.

Any employee or student impacted by COVID-19 by one of the scenarios outlined below (or any other COVID-19 related concerns) is asked to work directly with the Director of Pandemic Planning/COVID-19 and the Director of Student Life and Ancillary Services, respectively.

Scenarios

The following outlines particular scenarios regarding employees who are off work for COVID-19 related reasons or students who may not be able to attend campus or classes (*please note, scenarios are subject to change, following any provincial or public health directive*):

Employee/Student has been around a suspected or confirmed case and awaiting test results:

- Employee/student will not access campus during the mandatory isolation period
- If the student is in residence, they must remain in their residence room pending test results. The Student experience team will support their needs during this period.
- If an employee/student receives a negative COVID-19 test and are symptom free, they may return to campus, if directed by public health officials to do so
 - If an employee/student has a **household member who tests positive**, the employee will not be able to access campus for the fourteen day (isolation period) and they will be required to provide a negative COVID-19 test upon return.

Employee/Student has COVID-19 symptoms and test results are negative:

- Employee/student will not access campus during the mandatory isolation period (while awaiting test results)
- If the student is in residence, they must follow protocol above while waiting test results. Once a negative test result is provided, they must limit their contact with others in residence until they are symptom free.
- Provide a negative test result; and,
- Employee/student will not come to campus until they are symptom free for 24 hours

Employee/Student has a positive COVID-19 test:

- Employee/Student should follow all public health directives
- If student is in residence, they must isolate in their room until cleared by public health to leave isolation. The student will be supported during this isolation period by the Student Experience team. Food will be delivered outside of their door along with basic necessities. Garbage will be picked up from outside of their room. If laundry service is required, a scheduled time will be given for sole access to laundry facilities with a dedicated cleaning afterward before any other students access. Algoma University will follow public health directives regarding isolation of contacts in residence.
- Mandatory 14 day quarantine period, 24 hours symptom free and confirmation of a negative test will be required prior permission being granted to return to campus.

If an employee or student is on campus and begins to not feel well, they should leave campus immediately. If symptoms are severe enough that emergency assistance is required, security should be notified. Employees should notify their management officer and students should speak to the Student Experience team as soon as possible.

Ensuring employees and students are able to work and learn from home is a priority during this time. If anyone requires an accommodation or support in order to effectively do so, please reach out to brianne.pringle@algomau.ca to begin the discussion on support required.

How will Algoma University Action a Positive Case Result and Measures That are in Place to Help Public Health Officials With Contact Tracing

Measures that exist to assist with contact tracing

- Health Screening - required for all employees, students and visitors to complete prior to or upon entry

- Limited access points being monitored to ensure screening is complete
- Outside of campus hours, or for locked buildings, all employees who have approved access will enter using their access/swipe control card, therefore logging all entries to designated building(s)
- Employee schedules and one-off campus tracking system in place for all staff and administrative employees
- Additional access control and area tracing to help track the movement of employees/students/guests on campus to applicable areas
- Video surveillance footage if required
- During lockdown periods
 - All campus doors remain locked
 - “Permission to be on campus” lists are accurately maintained outlining days/times employees would normally be on campus
 - Permission for one-off visits approved by the Director of Pandemic Planning/COVID-19
 - Restricted access to students and the public

Notification to applicable stakeholder groups

The University is committed to ensuring the safety of our community at all times. Following the public health directive, the University will ensure all contacts have been followed-up with and applicable notifications sent as required. Notifications could include both internal and external stakeholder groups, including but not limited to employee unions (Ontario Public Service Employee Union (OPSEU), Ontario Secondary School Teachers Federation (OSSTF)), the student unions (Algoma University’s Student Union (AUSU), Shingwauk Anishinaabe Students Association (SASA)), Joint Health and Safety Committee (JHSC), Pandemic Task Force, the Board of Governors, internal university stakeholders, tenants, landlord (Brampton) the Ministry of Colleges and Universities, local Members of Parliament (MP), Members of Provincial Parliament (MPP), the Mayors and external media as required.

The University is committed to ensuring confidentiality of those who have received a positive test result while doing its part to ensure proper and timely communication to impacted individuals.

Cleaning protocols

When the University is notified that an employee, student or guest (who was on university property) reports a probable or confirmed case of COVID-19, cleaning and disinfection of the affected area will be completed in compliance with public health guidelines.

- Public areas where a person has passed through and spent minimal time (such as corridors) do not need to be specially cleaned and disinfected as they are already being cleaned on a daily basis

- A prompt cleaning of areas of prolonged contact will be completed. Note, the affected space, not the entire building, may need to be shut down for a period of time until cleaning is completed

How will Algoma University manage any new risks caused by changes to the way we operate our business?

The University is committed to ensuring there is risk mitigation across all areas impacted by COVID-19. It is the responsibility of the Director of Pandemic Planning/COVID-19 and the Pandemic Task Force to work together to be proactive in identifying such risks and finding efficient and timely solutions to the risks identified.

At present, working and learning from home and COVID-19 fatigue pose the greatest risks to employees and students and the University continues to provide ongoing and regular education to help alleviate these risk areas. Regular team meetings, virtual check-in's, sharing helpful tips and tricks in weekly newsletters, and ongoing reminders of key supports in place such as the Employee Assistance Program (EAP) and those offered through Student Success Central are key to reducing risk.

The health and safety associated with COVID-19 is also an area of focus for risk mitigation. Risk mitigation includes ensuring employees and students are educated upon arrival to campus, and ensuring they have the proper personal protective equipment (PPE) required to perform their job or their studies (ie. work in Biology Labs). Risk mitigation also includes ensuring that the University does their part to ensure health and safety concerns are dealt with immediately and safely.

The University asks all members of the community to bring forward concerns immediately to help keep everyone safe. Concerns can be raised via email (covid@algomau.ca), to a Union Representative, to the JHSC, a management officer or the Pandemic Task Force.

How will Algoma University make sure the plan is working?

Since the onset of the Pandemic, the University has noted that the institutional response will be fluid due to the ever-evolving nature of the situation. In order to stay on top of all required changes and to ensure that measures in place are accurate and up-to-date, the following has been established:

- The University created a new role, the Director of Pandemic Planning/COVID-19, who is responsible for leading the institution through the current pandemic and for the strategic implementation of all Pandemic related concerns and authorizes measures on safety and wellbeing, such as training, policies and procedures.
- The University has established a Pandemic Task Force. The Pandemic Task Force is a collaborative committee, composed of Administration, Staff, Faculty and Students and is responsible for helping to efficiently guide and review decisions regarding any active pandemic

to ensure that the safety of the University community and the academic success of our students is at the forefront of all decisions. The Pandemic Task Force meets biweekly and has a sub committee specific to Return to Campus Activities, who meet weekly.

- The Senior Leadership Team, Human Resources and the Director of Pandemic Planning/COVID-19 meets with employee unions on a biweekly basis to discuss any COVID-19 related matters/issues.
- Weekly meetings with Senior Executive and the Director of Pandemic Planning/COVID-19
- The campus is currently holding monthly JHSC meetings, to ensure regular and ongoing updates and discussions are taking place regarding COVID-19.
- COVID-19 is a topic at all Leadership Meetings and departmental meetings. Discussions/questions from those meetings are to be brought forward to the Pandemic Task Force for review and consideration.
- Virtual Suggestion Box available on the COVID-19 webpage

How are we doing?

Tell us through this anonymous [Google form](#)

Thunderbirds protecting Thunderbirds - Thunderbirds protecting Community