



COMMUNICATION MEMO

Algoma U Pandemic Task Force

2021-09-07

MEMO: Return to Campus Safety and Information

TO: Brampton Employees

CC: OSSTF, OPSEU, Pandemic Task Force

FR: Brianne Pringle, Director, People & Culture

Welcome Back to Campus Thunderbirds!

We are so excited to welcome back both employees and students to campus tomorrow for the first official day of . We need your help to make this transition as safe and smooth as possible. This memo should have all the information you should need to make this possible.

Please start first by watching our [Welcome Back to Campus Safety Video](#).

We have also put together the following FAQ's to help Brampton faculty and staff with their return to campus:

[Faculty Classroom FAQ](#)

[Staff Fall FAQ](#)

Vaccine Policy

If you haven't had the chance to upload your proof of vaccine or request an accommodation (if required), please do so immediately via the links below:

[Proof of Vaccination](#)

[Request Accommodation](#)

To review the vaccine policy, please click [here](#).

To review frequently asked questions about the vaccine policy, please click [here](#).

Our Brampton campus will be hosting two vaccination clinics (open to the public):

September 9, 2021 from 10:00am to 6:00pm

September 27, 2021 from 10:00am to 6:00pm

Both locations will be held in Garden Square (12 Main St. N)

Brampton Campus Campus Hours:

Monday to Friday - 8:00 am to 10:30 pm

Saturday and Sunday - 9:00 am to 9:00 pm

All employees are required to screen in via SaniTrakr upon arrival. The how-to guide for SaniTrakr can be found [here](#).

Please see here for an updated [Brampton Campus Map](#).

In-person meetings/Gatherings:

We encourage all employee meetings and gatherings to remain virtual for the fall semester, as messaged last week. We have a limited amount of spaces available, and we are optimizing these for instructional needs.

Please find the updated Gathering Request Form for the Brampton campus [here](#), as well as the Gathering Information Resource Document [here](#).

Please note that you must use the gathering form to book any space, unless for instructional purposes, which can go directly to the Registrar.

Employees can have meetings in their offices if space permits 6 feet of physical distancing, but we encourage virtual meetings to continue.

On Campus Service Information:

IT Services/Computer labs will continue to operate Monday to Friday from 8:00 am to 7:30 pm. To connect with an IT Service Desk team member, call 905-451-0100 x3522 or visit the IT

office in room A-104 during our hours of operation (8:00 a.m. to 6:00 p.m). Search our solutions for self-serve options on the IT Support portal page or [submit an incident or service request](#).

All Computer Labs will be open and available during campus hours with capacity restrictions.

For a reminder of all Brampton campus processes and procedures please refer to the [Brampton Operations Cheat Sheet](#).

Employee Assistance Program

As a reminder, the EAP program is 100% confidential (personal information, including names, are not shared with Algoma University) and available 24/7 to our employees.

To access LifeBalance, visit <http://www.lifebalance.net> and login using username "auceap" and password "english" or call toll-free 1-877-630-6701/TTY: 1-877-371-9978

We thank all of you for your continued adherence to all measures in place. Our collective efforts **will** continue to make a difference.

For ongoing updates, please visit Algoma U's dedicated [COVID-19 page](#).

Thunderbirds protecting Thunderbirds - Thunderbirds protecting Community