



COMMUNICATION MEMO

Algoma U Pandemic Task Force

2021-09-07

MEMO: Return to Campus Safety and Information

TO: Sault Ste. Marie Employees

CC: OSSTF, OPSEU, Pandemic Task Force

FR: Brianne Pringle, Director, People & Culture

Welcome Back to Campus Thunderbirds!

We are so excited to welcome employees and students back to campus tomorrow for the first official day of the fall term. 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 by watching our [Welcome Back to Campus Safety Video](#).

We have also put together the following FAQ's to help faculty and staff with the 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 using the links below:

[Proof of Vaccination](#)

[Request Accommodation](#)

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

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

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

Tuesday September 14, 2021 - 12:00pm - 3:00pm

Tuesday October 5, 2021

*more details to follow closer to the date on time and location on campus

Sault Ste. Marie Campus Campus Hours:

Shingwauk Hall

Monday to Friday - 8:00 am to 11:00 pm

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

The following doors will be open for access: G, Q, R, U, Z

Convergence Center

Monday to Friday - 8:00 am to 11:00 pm

Employees will be able to access both East and West doors via swipe during open and closed hours. If your swipe access is not working, please submit an IT ticket.

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

In-person meetings/Gatherings:

As messaged last week, we encourage all employee meetings and gatherings to remain virtual for the fall semester. We have a limited amount of space available, as we are optimizalizing it for instructional space.

Please find the updated Gathering Request From [here](#), as well as the Gathering Information Resource Document [here](#).

Please note, you must use the gathering form for booking 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 do encourage virtual meetings to continue.

On Campus Service Information:

The Wishart Library Hours:

Monday to Thursday 8:30am to 10:00pm

Friday 8:30am to 8:00pm

Saturday and Sunday 11:00am to 4:00pm

Research help is available by emailing reference@algonau.ca or via the [Ask a Librarian](#) online chat service.

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 705-949-2301 x4450 or (888) 902-7866 during our hours of operation or start a chat session. On the IT Support portal page, search our solutions for self-serve options or submit an incident or service request.

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

The Bookstore is open Monday through Thursday, 9:00 am to 3:00 pm, no appointments necessary. The maximum number of customers allowed in the store at a time will be 3. Online orders can be picked up in store or will be shipped out.

The GLC is open, but you will need to book a time to use the weight room or courts. There will also be a limited fitness class schedule. For hours and links to our covid policies and appointment booking, please click [here](#). Please note that as of September 22nd, provincial regulations for fitness facilities will mean that only fully vaccinated individuals will be allowed to book appointments to use the facility or attend fitness classes.

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