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## COVID: In-person Meeting Standard Operating Procedure

<b>1.0</b>	<b>POLICY STATEMENT/PURPOSE</b>
	<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 <a href="mailto:covid@algonau.ca">covid@algonau.ca</a>.</p> <p>Students are asked to work directly with the department they need support from to see if in-person meetings are an option at this time.</p> <p><b>No walk-in appointments will be allowed at this time.</b></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>
<b>2.0</b>	<b>RESPONSIBILITY/RISK</b>

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	<b>PROCEDURES</b>
3.1	<b>Booking a Meeting</b>
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><b>*Reminder, that no walk-in appointments are allowed at this time.</b></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"> <li>● <a href="#">SSM Campus Gathering Booking Form</a></li> <li>● <a href="#">Brampton Campus</a></li> </ul> <p><b>*We currently have limited space on both campuses - as all spaces are being used for instructional space. It is possible that we may not be able to accommodate gatherings at this time.</b></p>
4.2	<b>Health and Safety Requirements</b>
4.2.1	<p><b>Access to Campus:</b></p> <ul style="list-style-type: none"> <li>● All employees, students and guests will be required to screen-in.</li> <li>● All guests will be required to provide proof of vaccination to be able to access campus after September 22, 2021.</li> <li>● All employees and students must provide proof of vaccine and/or be provided an approved accommodation that will require frequent testing.</li> </ul> <p>Please visit our COVID-19 dedicated <a href="#">webpage</a> for up-to-date information on access to campus procedures.</p>
4.2.2	Masks are <b>required in all indoor public spaces on campus</b> . Removal of masks may only occur while actively drinking or actively eating in designated eating locations on campus, or in private office spaces.

4.2.3	Please adhere to all <b>posted signage</b> 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><b>Cleaning of space:</b> 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	<b>Contract Tracing</b>
4.3.1	<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 <a href="mailto:brianne.pringle@algomau.ca">brianne.pringle@algomau.ca</a> immediately.</p>
5.0	<b>REFERENCES DOCUMENTS</b>
	<p>Sault Ste. Marie Gathering Resource <a href="#">Document</a>  Brampton Gathering Resource <a href="#">Document</a></p>