## COVID: In-person Meeting Standard Operating Procedure

### 1.0 POLICY STATEMENT/PURPOSE

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.

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 covid@algomau.ca.

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.

**No walk-in appointments will be allowed at this time.**

*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.*

### 2.0 RESPONSIBILITY/RISK
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 PROCEDURES

3.1 Booking a Meeting

3.1.1 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.

*Reminder, that no walk-in appointments are allowed at this time.

3.1.2 If you are an employee, student led group or tenant of Algoma University please refer to the campus specific booking rules:

- SSM Campus Gathering Booking Form
- Brampton Campus

*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.

4.2 Health and Safety Requirements

4.2.1 Access to Campus:

- All employees, students and guests will be required to screen-in.
- All guests will be required to provide proof of vaccination to be able to access campus after September 22, 2021.
- All employees and students must provide proof of vaccine and/or be provided an approved accommodation that will require frequent testing.

Please visit our COVID-19 dedicated webpage for up-to-date information on access to campus procedures.

4.2.2 Masks are required in all indoor public spaces on campus. Removal of masks may only occur while actively drinking or actively eating in designated eating locations on campus, or in private office spaces.
<table>
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<tr>
<th>4.2.3</th>
<th>Please adhere to all <strong>posted signage</strong> 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.</th>
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| 4.2.4 | **Cleaning of space:** 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.  

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. |
| 4.3  | **Contract Tracing** |
| 4.3.1 | Once the gathering/meeting 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/meeting and 14 days after, we ask that you notify brianne.pringle@algomau.ca immediately. |
| 5.0  | **REFERENCES DOCUMENTS** |
Brampton Gathering Resource [Document](#) |