

## St. Stephen's College

### Updated Health and Safety Measures on the St. Stephen's College Campus

3 September 2021

#### **Campus Status:**

Effective September 7, 2021, the St. Stephen's College campus is open for on-campus work and study. All students, faculty, staff, and the broader public can access our campus.

Unless otherwise indicated, all St. Stephen's courses will be offered online via remote delivery until December 2021. All courses will resume to in-person delivery in January 2022.

#### **Campus Sign-In for Purposes of Contact Tracing:**

Staff and faculty who come to campus are required to record their on-campus presence in the "Present On-Campus during COVID-19" Google calendar, and they are encouraged to do the same using the [Here@UAlberta](#) web tool.

Students, Volunteers, and Visitors to campus are asked to record their presence on-campus in the paper sign-in sheet at the door. This information is used only for the purposes of contact tracing in the event of a confirmed COVID-19 case on the St. Stephen's campus.

#### **Vaccinations and Campus Access:**

Beginning September 7, 2021, all faculty, staff, students, and volunteer committee members are required to do the following before coming to campus:

- Self-declare their vaccination status using a [confidential Vaccination Declaration questionnaire](#), and
- Present proof of either full vaccination or a negative COVID-19 test result (not older than 48 hours) by email or in person to the St. Stephen's College Registrar's Office.

These requirements are part of our Campus Access Policy, which seeks to foster safe work and educational spaces by minimizing the risk of COVID-19 virus transmission on the St. Stephen's College campus. This policy states that all St. Stephen's faculty, staff, students, and volunteer committee members (e.g., board, senate, program committees, etc.) are required to undergo a rapid COVID-19 test before coming to campus. Those who are fully vaccinated with a Health Canada approved COVID-19 vaccine are exempt from this requirement. Proof of either vaccination status or negative COVID-19 test result is required. Exemptions to this testing requirement can be sought based on a medical, religious, or other protected ground recognized by the Alberta Human Rights Act.

More information can be found on our Testing and Vaccination Requirements on the St. Stephen's College Campus page, including information regarding access to testing.

St. Stephen's College supports public health vaccination efforts and strongly encourages all who can get vaccinated to do so. Vaccinations have proven very effective at reducing the risk of infection, and they minimize risk of severe outcomes due to the COVID-19 virus. The widespread use of the vaccine is our best protection against the virus, and our best strategy for returning to a more normal and safer on-campus experience.

#### **Screening for Symptoms before Coming to Campus:**

Those who access the St. Stephen's College campus are asked to consider their general health before coming to campus. Individuals who are feeling sick, have symptoms of COVID-19, have been in close contact with

someone who has symptoms of COVID-19, or who suspects they have contracted COVID-19, are not permitted to come to campus. Individuals who feel unwell should consult Alberta Health Service's Self Health Check, and follow any additional instructions from AHS.

### **On-Campus Guidelines:**

While on campus, the following is required of all staff, faculty, students, volunteers, and visitors:

- Face masks are required indoors at all times on the St. Stephen's College campus, including classrooms, communal spaces, hallways, the kitchen, and any room where two or more people are present. Exceptions include, (a) when individuals are working alone in a single-user workspace, (b) when individuals are working alone in a shared space, or (c) when eating or drinking with appropriate physical distancing. Individuals are encouraged to provide their own masks; the College will maintain stock of a limited number of disposable masks which will be made available to anyone who requests one.
- All individuals are asked to be mindful of physical distancing (2 metres) and to take care when accessing spaces that make physical distancing difficult (e.g., classrooms, hallways, stairwells).
- Access to the kitchen is limited to one person at a time.
- When eating or drinking, individuals should maintain two meters of physical distance from others, be mindful of the need to quickly re-mask, and practice good hand hygiene when finished.
- All who come to campus are asked to practice good hygiene, including frequent washing of hands, coughing and sneezing into one's arm, and avoid touching one's face.
- Individuals on campus are encouraged to open windows and other ventilation points, to allow for fresh air circulation.
- Hand sanitizer will be available throughout the College building. Disinfectant wipes are also available (as needed) for the purposes of wiping down workspaces and to clean surfaces.

### **Responsibilities:**

It is the responsibility of all who access the St. Stephen's building to ensure that we are working together to maintain a healthy and safe work environment. All visitors to campus are asked to ensure their compliance with the guidelines outlined here. It is the responsibility of supervisors to ensure these guidelines are being followed by all staff and faculty. It is the responsibility of staff and faculty to ensure that students are following these guidelines.

### **Questions?**

Questions about COVID-19 protocol and procedures as listed in the document can be directed to either Shelley Westermann ([westerma@ualberta.ca](mailto:westerma@ualberta.ca)) or Fred Tappenden ([frederick.tappenden@ualberta.ca](mailto:frederick.tappenden@ualberta.ca)).

### **Rapid Response Plan:**

St. Stephen's College is in close contact with the University of Alberta and will work together with the University in the event of confirmed COVID-19 cases on either of our campuses. If an individual develops symptoms of illness while on campus they should immediately: put on a mask, perform hand hygiene, leave campus and isolate as soon as possible. They are encouraged to be tested for COVID-19. All surfaces that may have come into contact with the symptomatic attendee will be immediately cleaned and disinfected.

In the event that someone who has accessed the St. Stephen's campus either is legally required to self-isolate or has a confirmed case of COVID-19, the following steps will be taken: (1) all individuals who are legally required to self-isolate and/or have a confirmed case of COVID-19 will not be allowed back to campus until they have fulfilled all provincial health directives; (2) the College will notify the University of Alberta of our campus status; (3) the College will work together with AHS and the University of Alberta to conduct the relevant contact tracing and to notify those who were potentially exposed to COVID-19 (appropriate anonymity being maintained); and (4) all common areas of the College and the workstation(s) of the symptomatic individual(s) will be immediately cleaned and disinfected.

In the event of an outbreak on campus (ten or more confirmed cases of COVID-19 among those who have accessed the St. Stephen's building), the following steps will be taken: (1) all St. Stephen's employees will be moved off campus and return exclusively to remote work until further notice; (2) the College will notify Alberta Health Services; (3) the College will notify the University of Alberta of our campus status; (4) the College will work together with AHS and the University of Alberta to conduct the relevant contact tracing and to notify those who were potentially exposed to COVID-19 (appropriate anonymity being maintained); (5) all common areas of the College and the workstation(s) of the symptomatic individual(s) will be immediately cleaned and disinfected; and (6) opportunities for on-campus work will not resume until all those exposed or potentially exposed to COVID-19 have fulfilled all provincial health directives.

In the event that on-campus work must cease due to public health directives, all St. Stephen's employees will be moved off campus and return to remote work. In all matters relating to University of Alberta students and/or staff, St. Stephen's will comply with the University's Rapid Response Plan.

In compliance with the protocol regarding accepting international students, St. Stephen's College will notify Alberta Advanced Education in writing of any changes to the Rapid Response plan or if the College decides to withdraw from the list of institutions designated to receive international students by emailing [ae.campusalberta@gov.ab.ca](mailto:ae.campusalberta@gov.ab.ca).