



## St. Stephen's College

### Memo: Move to Phase 3 and Revision to On-Campus Work Protocol

**To:** All St. Stephen's College Faculty and Staff

**Regarding:** Phase 3 and Revised On-Campus Work Protocol

Dear St. Stephen's Faculty and Staff,

Beginning next Tuesday, August 3, 2021, St. Stephen's College will move to Phase 3 of our Return to Campus plan. In this phase, the following changes take effect:

- SSC employees return to on-campus work in accordance with Protocol for On-Campus Work; the option to continue remote work is available upon request (no approval needed).
- All SSC meetings continue to be conducted virtually, though individuals on-campus can gather and participate together in compliance with public health measures.
- The St. Stephen's campus remains closed to the general public. Students and visitors can access campus by appointment only. All courses continue via remote delivery.
- Travel for SSC purposes is permitted in compliance with relevant provincial and federal guidelines.

In addition to the above, the following changes to our On-Campus Work Protocol will take effect on August 3, 2021:

- **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. If an individual is feeling sick, has symptoms of COVID-19, has been in close contact with someone who has symptoms of COVID-19, or if they suspect they have contracted COVID-19, please do not come to campus
- **On-Campus Work Guidelines:** While on campus, all staff, faculty, students, volunteers, and visitors are asked to do the following:
  - Masks are recommended for use in communal spaces in the College building. 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 and to take care when accessing spaces that make physical distancing difficult (eg. hallways, stairwells).
  - At most, the kitchen can be accessed by one person at a time.
  - 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 workspace and to clean surfaces.

- **Campus Access:** Campus remains closed to the general public.
  - 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 (including arrival and departure times) and are encouraged to complete 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.

These on-campus work guideline replace the current guidelines [posted on our website](#); the revised protocol will be posted to our website within the next two weeks.

Looking ahead, the next step in our Return to Campus plan will take place on August 23, when staff and faculty will need to approve ongoing remote work with their supervisors.

With thanks,  
Fred Tappenden,  
Principal and Dean,  
St. Stephen's College