

St. Stephen's College

## Protocol for Safe On-Campus Work during COVID-19

### Purpose and Principles of this Document:

This document outlines the policies and procedures in place for safely conducting on-campus work at St. Stephen's College during COVID-19. It is in line with the guidelines put in place by the Province of Alberta, is informed by the guidelines put in place by the University of Alberta, and has been reviewed by AHS. This document outlines the plans in place at St. Stephen's College (a) to minimize the risk of transmission of COVID-19, (b) to provide a rapid response plan should someone who accessed the St. Stephen's campus be legally required to self-isolate and/or have a confirmed case of COVID-19, (c) to outline the College's measures for maintaining high levels of sanitization and cleanliness among St. Stephen's employees and within our building, and (d) to comply as much as possible with the public health guidelines put in place in the Province of Alberta.

### Who Can Access Campus:

As of July 20, 2020, the following working practices are in effect at St. Stephen's College:

1. Staff and faculty continue to work remotely. Only those who must complete essential tasks on campus are required to come to campus. Business hours remain the same (9:00am–4:00pm).
2. Staff and faculty have the option to work on campus on Mondays, Wednesdays, and Fridays to conduct College work. 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 to complete the "[Here@UAlberta](#)" web tool. Staff and Faculty are asked to arrange their visits to campus one week in advance.
3. All courses continue to be delivered remotely. Students have the option to come to campus by appointment on Monday, Wednesday, or Friday, and only for the purposes of conducting research. Appointments must be made with Shelley and will be on a first-come-first-serve basis (the presence of more than one student on campus at a time will depend on sufficient booking space). At least one St. Stephen's employee (or more if requested) must be present on campus when a student visits. Students can book either morning or afternoon visits, and they will be assigned a workstation on campus in either the Lounge, Library, or other classroom (note: students needing to use a College computer will be assigned to the Lounge; access to theses and dissertations is by request only). Hand sanitizer and cleaning products will be available for the students to use while on campus. While on campus, students must follow all the protocol outlined in this document and obey all signage posted at the College. If a student comes to campus, their presence will be recorded by a staff member in the "Present On-Campus during COVID-19" (including arrival and departure times) and they will need to complete the "[Here@UAlberta](#)" web tool.
4. The College campus remains closed to the general public. The front doors will remain locked at all times. Each employee remains responsible to check their voice mail regularly.
5. All St. Stephen's meetings and other gatherings will continue to meet online (eg. Board meetings, Senate meetings, program committee meetings, faculty council, etc.). In the event that staff members are on campus when a meeting is taking place, they can either join remotely from their computer, or participate in-person so long as all physical distancing and other health guidelines are maintained.

### Screening for Symptoms and What to Do When you Come to Campus:

Those who access the St. Stephen's College campus are asked to do the following:

- Before coming to campus: use the [AHS assessment screening](#) tool to assess your fitness for coming to campus. 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, do not come to campus.
- When arriving to campus: all who access the St. Stephen's building must (1) sanitize their hands upon entering the building (sanitizer will be provided at the entrance), (2) check-in using the "[Here@UAlberta](#)" web tool, which includes within it a question about the AHS screening assessment, and (3) ensure their visit is recorded in the "Present On-Campus during COVID-19" Google Calendar.

- While on campus: all are asked to practice good hygiene, including frequent washing of hands, coughing and sneezing into one's arm, avoid touching one's face, and use of hand sanitizer. Helpful on-campus guidelines are available on the University of Alberta's [Campus Safety Checklist](#) page.
- When departing from campus: Be sure to check-out using the "[Here@UAlberta](#)" web tool.

### **Restrictions on the St. Stephen's Campus:**

The following restrictions are in place on the St. Stephen's College campus:

- Masks must be worn by all who access the following communal spaces: hallways, stairwells, and the kitchen. Masks are also required when/if more than one person is present in the lounge, classrooms, and offices.
- The kitchen is closed, except for the use of the microwave and the sink to allow employees to fill a water bottle (note: employees must supply their own water bottle, since the rest of the kitchen will be closed). The kitchen can be accessed by one individual at a time.
- All washrooms are open and can be accessed by one individual at a time (as usual).
- All individuals who access campus are asked to remain mindful and take due caution when accessing spaces that make physical distancing difficult (eg. hallways, stairwells). When moving throughout the building, all signage around the St. Stephen's building must be obeyed.
- The parking lot has been outfitted with hands-free pay-stations to promote contactless transactions.

### **Distancing Measures and Personal Protective Equipment:**

While on campus, employees and students must follow the guidelines currently in place by the Province of Alberta regarding both physical distancing and the use of Personal Protective Equipment (PPE). Those who access campus are encouraged to work within their designated workspaces as much as possible. Whenever possible, all interactions between individuals must abide by physical distancing measures and be conducted in spaces that permit two metres between each person. If physical distancing cannot be maintained, masks or some other form of PPE that covers nose and mouth must be worn until appropriate distancing can be re-established.

The reality that all employees (except one) have personal offices allows the majority of employees to maintain appropriate physical distancing at most times. The one workstation that is communally accessible has been equipped with a plexiglass shield. Students who come to conduct research will be assigned a workstation in the Lounge, Library, or one of the classrooms.

All who come to campus are encouraged to provide their own masks or other personal protective equipment that covers the nose and mouth. The College will maintain stock of a limited number of disposable masks which will be made available to anyone in the building who needs one. All washrooms will be equipped with anti-bacterial soap.

The following are also in place to promote physical distancing and to help prevent the spread of COVID-19:

- 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.
- Signage will be placed around the College that instructs about physical distancing, the direction of human movement in high-traffic areas, and reminds of all public health guidelines and best practices.
- Employees are encouraged to open windows and other ventilation points, to allow for fresh air circulation.

### **Cleaning Measures:**

The St. Stephen's building will be cleaned between each day it is used (the building will be accessible on Mondays, Wednesdays, and Fridays, and will be cleaned by the cleaning service on Tuesdays, Thursdays, and Saturdays). Our cleaning service has been asked to ensure high traffic areas receive a deep cleaning each time, including front doors and handles, light switches, stairwells (including handrails), hallways, the photocopier, supply room, the computer in the lounge, the kitchen sink, the kitchen microwave, washrooms, front desk ledge.

All public items have been temporarily removed from communal spaces; this includes magazines, puzzles, course/program flyers, College brochures, etc. Hands-free garbage bins are already available at the entrance of the College and in communal areas (such as the lounge). Chairs in the lounge, Library, and Green Room should be spaced to allow for physical distancing.

Each employee will be provided with: (1) a cleaning kit to wipe down their workspace and to clean surfaces they interact with around the College building (as needed), and (2) a bottle of hand sanitizer. Hand sanitizer will also be available throughout the College building.

### **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 in this document. 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 review the "Present On-Campus during COVID-19" Google Calendar and the "Here@UAlberta" tool for the purposes of 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; and (5) 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 of an outbreak on campus (two 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 (811); (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 review the "Present On-Campus during COVID-19" Google Calendar and the "Here@UAlberta" tool for the purposes of 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).

## **FAQs for SSC Faculty and Staff:**

### **Are the faculty and staff of St. Stephen's College working remotely?**

Yes, except for a few essential tasks that require presence on campus, all work of the College continues via remote delivery until further notice. Remote work continues according to the guidelines set out in the "Protocol for Remote Work" document (issued 31 March 2020; rev. 8 April 2020).

### **What if I need or want to work on-campus?**

Effective July 20, 2020, faculty and staff have the option to work on campus only on Mondays, Wednesdays, and Fridays. All visits to campus must follow the guidelines set out in the "Protocol for Safe On-Campus Work during COVID-19" document.

### **Am I expected to work on-campus?**

Only those who fulfil essential tasks are required to come to campus. All other work can be accomplished remotely.

### **If I need/want to work on campus, when can I come?**

St. Stephen's faculty and staff can access the St. Stephen's building only on Mondays, Wednesdays, and Fridays. Every visit to campus must follow the guidelines set out in the "Protocol for Safe On-Campus Work during COVID-19" document, including recording your visit in both the Google calendar and the "[Here@UAlberta](#)" web tool.

### **Is the St. Stephen's College building open to the public?**

No. The building is closed to the public and remains locked at all times.

### **Can I come to campus if I am feeling sick?**

If you are feeling sick, please do not come to campus. Please complete the "[Alberta Health Services COVID-19 Self-Assessment Tool](#)" and take whatever next steps are required of you.

### **How do I record sick and/or holiday days?**

Please follow the same process as normal. If you are sick, please let your supervisor know. If you are wanting to take a holiday day, please arrange this in advance with your supervisor. In both instances, please advise Shelley for record-keeping purposes.

### **What about St. Stephen's College mail?**

All College mail continues to be held at the UAlberta mail room for pick-up. Mail will be picked up by a designated staff member as scheduled.

### **How do I register my presence on campus?**

This is as simple as creating a calendar event in the Google Calendar and completing the "[Here@UAlberta](#)" web tool, both of which are accessible using your CCID.

### **What about the phone lines?**

We will continue the practice outlined in the "Protocol for Remote Work" document; namely, each employee is responsible for checking the messages on their own phone line.

### **Can I store my lunch in the kitchen or use a plate/cup/cutlery?**

No. The kitchen is closed until further notice, except for use of the microwave and the sink to fill a water bottle. This means that the fridge, cutlery, cups, plates, etc. cannot be used. Employees are required to bring their own water bottle.

## **FAQs for SSC Students:**

### **Can I come to campus?**

Students of St. Stephen's College can access campus on a limited basis, for the purposes of conducting research only. Students need to contact Shelley to make an appointment to come to campus.

**Is St. Stephen's College holding in-person courses in Fall 2020?**

All Fall 2020 courses will be delivered via remote, online delivery. The only exception to this is student practicum placements, which are permitted to be in-person in accordance with the Practicum Plan during COVID-19.

**Can I come to campus if I am feeling sick?**

If you are feeling sick, please do not come to campus. Please complete the "[Alberta Health Services COVID-19 Self-Assessment Tool](#)" and take whatever next steps are required of you.

**How do I register my presence on campus?**

Students who come to campus for research purposes should register their visit with Shelley and complete the "[Here@UAlberta](#)" web tool.

**Can I store my lunch in the kitchen or use a plate/cup/cutlery?**

No. The kitchen is closed until further notice, except for use of the microwave and the sink to fill a water bottle. This means that the fridge, cutlery, cups, plates, etc. cannot be used. Students are required to bring their own water bottle.

**Do I have to touch the parking meter when paying for parking at the College?**

No. The parking lot will be outfitted with hands-free pay-stations in July 2020 to promote contactless transactions.

**Will I be able to access and use hand sanitizer at the College?**

Yes. For the duration of their visit to campus, each student will be provided with: (1) a cleaning kit to wipe down their workspace and to clean surfaces they interact with around the College building (as needed), and (2) a bottle of hand sanitizer. Hand sanitizer will also be available throughout the College building.