St. Stephen’s College
Protocol for Returning to On-Campus Work

Purpose and Principles of this Document:
This document outlines a plan for the resumption of on-campus work at St. Stephen’s College. 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 SSC to minimize the risk of transmission of COVID-19, to provide a rapid response plan should a SSC employee develop symptoms of illness, to outline our measures for maintaining high levels of sanitization and cleanliness among SSC employees and within our building, and to comply as much as possible with the public health guidelines put in place in the Province of Alberta.

Who Can Access Campus:
Effective July 20, 2020, the following resumption of work will take effect at St. Stephen’s College:
1. Staff and faculty will continue to work remotely, though they now have the option to return to campus on Mondays, Wednesdays, and Fridays to conduct College work. Business hours remain the same (9:00am–4:00pm). Staff and faculty who come to campus are required to record their presence on campus in the “Present On-Campus during COVID-19” calendar in the Google Calendar (including arrival and departure times). Staff and Faculty are asked to arrange their visits to campus one week in advance.
2. All courses continue to be delivered remotely, though students now 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).
3. 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 (whether on or off campus).
4. 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.

Further resumption of on-campus work will be considered as public health guidelines continue to evolve.

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 at myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx. If an individual is feeling sick, 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) fill out the AHS COVID-19 Self-Assessment and deposit it in the drop box at the entrance (confidentiality will be maintained), 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.

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 entire building is accessible except for the kitchen, which is closed except for the use of 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).
- Employees and students are asked to remain mindful and take due caution when accessing spaces that make physical distancing difficult (eg. hallways, stairwells). Employees must obey all signage around the St. Stephen’s building when moving throughout the building.
- The parking lot will be outfitted with hands-free pay-stations in July 2020 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). Visitors to 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 will be equipped with a plexiglass shield; until that shield is in place, the employee at that station will need to wear a mask when physical distancing cannot be maintained. Students will be assigned a workstation in the Lounge, Library, or one of the classrooms.

All visitors 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. As noted above, plexiglass will be installed at the lone communal workstation. 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 attend 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 accessible on Mondays, Wednesdays, and Fridays; the building will be cleaned by the cleaning service on Tuesdays, Thursdays, and Saturdays. This means that the building will be cleaned between each day it is used. 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, 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) or Fred Tappenden (frederick.tappenden@ualberta.ca).

Rapid Response Plan:
If an individual develops symptoms of illness while on campus they should immediately put on a mask and leave campus. They are encouraged to be tested for COVID-19.

In the event that someone who has accessed the St. Stephen’s campus contracts COVID-19, all St. Stephen’s employees will be moved off campus and return to remote work until further notice (off campus work will proceed as outlined in the “Protocol for Remote Work” (issued 31 March 2020; rev. 8 April 2020) document). The following measures will be taken: (1) all individuals with confirmed cases of COVID-19 will not be allowed back to campus until they have fulfilled all provincial health directives; (2) the “Present On-Campus during COVID-19” Google Calendar will be reviewed for the 14 days prior to a confirmed COVID-19 case, and all those who were potentially exposed to COVID-19 will be notified (with appropriate anonymity being maintained); and (3) on-campus work will not resume until all those potentially exposed to COVID-19 have fulfilled all provincial health directives.

In the event that on-campus work must cease again due to public health directives, all St. Stephen’s employees will be moved off campus and return to remote work (as outlined in the “Protocol for Remote Work” (issued 31 March 2020; rev. 8 April 2020) document).
FAQs

What if I am not comfortable coming to campus?
This is no problem. No one is required to come to campus to work. All staff and employees are free to continue working from home at their pleasure.

What if I want to continue working from home?
All the "Protocol for Remote Work" (issued 31 March 2020; rev. 8 April 2020) continue to be in effect while working remotely. Please consult the guidelines that were previously issued.

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” (available online: https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx) 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. All St. Stephen’s employees will be given access to the “Present On-Campus during COVID-19” calendar through their CCID. Simply use your CCID to log into the Google Calendar, create a "Full Day" event for the day you are on campus, and select "Present On-Campus during COVID-19". Students who come to campus for research purposes should register their visit with Shelley.

What about the phone lines?
We will continue the practice in place while working remotely; 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 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.