St. Lawrence College

Continuity of Education Plan

September 1, 2021

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Introduction

In a memo from the Deputy Minister, Ministry of Colleges and Universities, direction was given to all publicly assisted colleges and universities to have Continuity of Education Plans (CEPs) in place. Colleges and universities are to ensure that these plans align with local public health advice and any broader provincial public health measures.

CEPs must be publicly posted by September 2021 and must include the following:

- Information about protocols (i.e., health and safety) in the event of an emergency.
- Information on continuity of education in the event of a disruption to in-person teaching and learning.
- Links to useful resources in the event of an emergency (e.g., emergency contact information).

The information contained in this document shall serve to satisfy the requirements stipulated by the Ministry of Colleges and Universities regarding Continuity of Education Plans for St. Lawrence College.

How SLC will ensure all workers know how and are able to keep themselves safe from exposure to COVID-19:

Actions:
- Implementation of COVID-19 Vaccination Policy and requirement for proof of vaccination.
- Staff, students, contractors, visitors, and tenants entering SLC campuses are required to complete screening daily prior to entering campus.
- Procedures in place and communicated to inform all staff, students, and contractors that if they believe they have been exposed to COVID-19 or are experiencing symptoms of COVID-19 to stay home, complete the Ontario Government Self-Assessment and follow the directions of the assessment based on the answers they have provided.
- Maintaining and updating the SLC website with COVID-19 related information as appropriate to ensure it remains a source of current and credible information.
- Implementing measures and procedures to reduce the risk of transmission for COVID-19 where appropriate, to ensure compliance with current public health guidelines and government orders.
- Communicating important updates to the St. Lawrence College community via email, website, and social media channels.
- Posting current COVID-19 related information throughout the campus (i.e. signage and use of plasma screens).

How SLC will screen for COVID-19:

Actions:
- Prior to entering campus all staff, students, contractors, tenants and visitors will be required to actively self-screen before coming to campus.
- Once the health-screening questionnaire has been completed, verification is provided to the screened person, and they are required to present this verification to a security guard posted at the single-

entry points of the campus. The health screening questionnaire needs to be completed each time a person enters the College.

How SLC will control the risk of transmission in the workplace:

Actions:
- <u>Elimination Controls:</u>
  - o Students, faculty, employees, and visitors coming to our campuses or workspaces who can be, are required to be fully vaccinated for the fall term. This includes athletes representing SLC on varsity teams, students living in residence, and contractors working on SLC property.
  - o Anyone coming to campus who is not fully vaccinated must have a negative COVID-19 Rapid Antigen Test from within the past 72 hours.
  - o Students, contractors, tenants, and visitors will conduct a COVID-19 self-screening assessment prior to campus entry. This process is required to prevent anyone with COVID-19 symptoms or possible exposure to COVID-19 from entering the campus.
  - o Program delivery is offered in a variety of formats including:
    - o Face to face
    - o Off campus
    - o Alternative delivery
    - o Online

- <u>Engineering Controls:</u>
  - o Physical barriers (i.e. plexiglass) are installed in select areas to maintain separation.
  - o To ensure adequate ventilation, and in accordance with The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards, the College is implementing the following at all three campuses:
    - o Where feasible ventilation systems will have MERV 13 filters installed and where it is not feasible outdoor air will be maximized.
      - o Kingston Campus Specific – Filters in the Yellow Wing and Centre for Behavioral Studies – Increase

in airflow where MERV13 is not yet installed. Note: MERV 13 filters to be installed in late September.

- o Ventilation systems have a minimum outdoor air flow rate ranging from 20% to 33%. Depending on the time of year this can be higher to allow for control of humidity, efficiency, and temperature comfort.
- o Ventilation systems are maintained through a robust operation and maintenance program.
- o Dedicated staff who provide oversight to the ventilation systems and responds to issues.
- o The frequency of ventilation system inspections has increased from 4 times/year pre-pandemic to 6 times/year.
- o The frequency of the ventilation system filter changes has increased from 4 times/year pre-pandemic to 6 times/year.
- o Touchless fixtures for the sink taps and toilet handles have been installed in some washrooms.

- • Administrative Controls:
  - o Previously shared staff office spaces have been re-organized to allow for a distance of 2 meters between persons within the space.
  - o High touch surfaces (i.e. elevator buttons, stair rails, doorknobs, light switches, etc.) are cleaned and disinfected as often as necessary to reduce the transmission of the COVID-19 virus.
  - o Washrooms are cleaned and disinfected throughout the day.
  - o An adequate supply of liquid soap, disinfectant wipes, hand sanitizer and waste receptacles are located throughout the campuses.
  - o Signage and instruction that provides instruction regarding proper and frequent hand hygiene and proper coughing and sneezing etiquette.
  - o COVID-19 related information signage continues to be located throughout the campuses. The signage is posted to remind the College community of the current Public Health measures.
  - o Promotion of physical distancing (i.e. stickers, signage) is communicated throughout the campus in areas where physical distancing (i.e. non instructional spaces) remains a requirement.

- Personal Protective Equipment (PPE) Controls:
  - o PPE will continue to be supplied if it is an academic requirement.
  - o Gloves are not provided as an additional PPE measure as they do not provide any more protection than hand washing or using hand sanitizer. However, gloves are provided in lab spaces and can be used (although not mandatory) while cleaning and disinfecting shared tools and equipment because of the COVID-19 sanitizing requirements.

- Community Protective Controls:
  - Mandatory face coverings are required for anyone (staff, student, contractors, visitors, and tenants) while on campus.

How SLC will handle a potential case or suspected exposure, to COVID-19 at the workplace:

Actions:
- If staff, students, and contractors are experiencing COVID-19 symptoms while at home they are directed to stay home, self-isolate and take the government self-assessment immediately to help determine how to seek further care.
      - Response procedures for suspect or confirmed positive COVID-19 cases specific for staff, students (living on campus, living off campus, on placement) and contractors have been created and continue to be followed throughout the pandemic. These procedures are outlined on the College website. https://www.stlawrencecollege.ca/about/covid-19

How SLC will manage any new risks caused by changes to the way business is operated:

Actions:
- The College Safety Team reviews provincial and local Public Health guidance to ensure College protocols are up to date. Any new risks identified are discussed with the College's Incident Management Team (IMT) or the established COVID-19 related working group.
- Safety plans are maintained for currency as Government requirements and Public Health recommendations evolve. Modification to existing procedures or protocols are updated as additional information is received and is communicated to all students, employees, contractors, tenants, and visitors.
- New risks may be identified through workplace inspections and may be communicated to the following parties for follow-up action required:
  - The affected persons manager
  - The Health and Safety Team
  - The respective campus Joint Health and Safety Committee (JHSC)

How SLC will make sure the COVID-19 Safety Plan is working:

Actions:
- The College regularly reviews the measures and procedures related to COVID-19 and brings updates and issues forward to the IMT or COVID-19 working group for review and consideration.
- Multiple departments and stakeholders are involved in the development, review and implementation of the Colleges plans, policies, procedures and supporting documents.
- The IMT or COVID-19 working group meets regularly and is provided with opportunities to review and provide input.
- The JHSC is involved through monthly meetings, workplace inspections and review of policies and procedures prior to implementation.

Continuity of Education in the Event of Disruption to In-Person Teaching and Learning

Actions:

The college has academic and business continuity plans that are enacted as needed. Our plans focus on the need to ensure the health of our community, and the continuity of our courses and programs.

Overarching Goals:
- Ensure continuity of courses and programs
- Ensure graduating students can graduate in a timely fashion
- Ensure new and continuing students can progress appropriately in their program of study

Overarching Principles:

- The Student Learning Experience
  1. We want students to have a high-quality learning experience.
  2. Decisions regarding changes to the modality of course delivery will consider the type of learning outcomes and, when possible, will implement the most optimal teaching and learning process.
  3. All converted courses will meet basic AODA accessibility guidelines
  4. Wherever possible, all on campus services for students will continue to be provided (example: libraries, wellness and accessibility services, student services, cafeterias, fitness facilities, bookstores, etc.), unless otherwise directed by Public Health.

Integrity of Academic Programs
- The college commits to maintaining the integrity of all academic programs and will hold this tenet central when considering any changes to academic courses and programs and their delivery.
- The integrity of programs involves ensuring that key learning outcomes of courses and program are met and that learners have every opportunity to learn and demonstrate the required outcomes.

Academic Disruption
- The declaration of an academic disruption provides the framework that allows divisions to provide professors and departments with a broader menu of remedies to achieve their goals in courses and programs

- Shifts in modality will be decided collaboratively with program coordinators and/or faculty, based on current public health guidelines. Faculty will utilize available technology to ensure continuity of programing and course delivery (example: Microsoft Teams and Blackboard). Faculty will have access to required technology to assist with course delivery (example: computers, monitors).
- Where possible, and following Public Health guidelines, on campus/in person labs will continue, where necessary to achieve required learning outcomes. When not possible, online learning experiences or technology simulations will be provided.
- Regarding clinical and work-integrated learning placements, should a clinical experience or placement be restricted or postponed, an alternate completion plan will need to be created. This will be done on a program or course basis.

Marking Scheme

- Students have the right to expect transparency in how a grade is calculated
- The college has established a process for how changes to the assessment method and/or marking scheme can occur when professors judge this to be necessary. Amended Learning Plans, documenting any changes to delivery, assignments, grading, etc., will be approved as per the College's accepted process, and posted for students on the Blackboard site.

Useful Resources in the Event of an Emergency or Concern

Security and Emergency Procedures

Behavioural Intervention Team

Student Wellness and Accessibility

Student Rights and Responsibilities Office