

August 2021



NORTHERN LAKES
COLLEGE

NLC Relaunch Guidelines

To Support a Safe, Gradual Return to Campus Operations

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Purpose

This guideline communicates:

- Priorities and actions for working and learning on campus in support of our continued response to the COVID-19 pandemic.
- Protocols to be followed when attending campus, CALPs, and CAPs for work or learning.
- High-level details of the services resumptions in each stage.

Priorities

- Health, safety and well-being of students and employees.
- Student learning.
- Service to current and future students.
- Maintain and support community partnerships.

Four Staged Approach

Northern Lakes College (NLC) is taking a flexible approach to a gradual return to campus. To limit the potential spread of the virus and minimize its impact on students and employees, we have planned return to campus in a staged approach as follows:

- Stage 1: Remote work and classes, essential workers only on site.
- Stage 2: Hybrid approach to work and classes, only students and employees with purpose coming onsite.
- Stage 3: Face to face classes commence, with an increase in availability of services and an increase of Employees returning to campus.
- Stage 4: Return to normal operations with continued safety measures.

We are currently in Stage 4. However, we are required to adhere to the bylaws of each county and municipality while working in their region. For example, if there is a mask mandate we must comply. In addition, if you work for Northern Lakes College on the campus of another College (Lakeland College, GRPC, Athabasca University etc.) you are expected to follow the measures that have been implemented by that College. For example, if they require their Employees to wear a mask and socially distance, you are expected to do the same. Moving from one stage to the next stage is dependent on provincial health data and government direction. It is possible that we will revert to an earlier stage as conditions demand. Refer to Appendix A for the details on each stage.

General Health Protocols

Personal Measures to Prevent the Spread:

- Review the Northern Lakes College COVID-19 hazard assessment version 5.
- Anyone who feels ill, and particularly those with cold/flu-like symptoms of cough, fever, shortness of breath, runny nose or sore throat, or any of the other symptoms identified by AHS, must not come to campus.

- Continue to follow health guidelines for personal hygiene, such as washing your hands and /or use hand sanitizer frequently, coughing or sneezing into your bent elbow, and avoiding touching your face or rubbing your eyes. These measures are especially important before and after coming into contact with high-touchpoint surfaces like door handles, bannisters, kitchens and other campus equipment.
- For Stages 1 to 3 maintain a physical distance of two meters from others when possible. Masks must be worn at all times.
- Use automatic door buttons wherever possible to reduce touchpoints. Follow any “entrance” and “exit” signs posted on building doors to allow people to keep their distance. When there is only one door, yield to those exiting for Stages 1 to 3.
- For Stages 1 to 3 elevators should only be used when necessary. No more than one person may use an elevator at any time unless there is sufficient space for two people to stand two metres apart. When possible, use an object to press elevator buttons. After using NLC elevators, thoroughly wash your hands or use the hand sanitizer provided near the elevator. Use stairs whenever possible.
- For Stages 1 to 3 follow directional arrows when they are present. Walk on the right-hand side of hallways and stairwells wherever possible. If there is insufficient space to maintain a two metre distance, yield to oncoming traffic.
- Employees and students that have travelled internationally, including international students coming from out-of-country, are required to complete a mandatory 14-day quarantine and be symptom free before accessing campus if they have not been fully vaccinated.

Physical Safeguards for Stages 1 to 3:

- Foot traffic within buildings is regulated by closing buildings, restricting access points, and placing directional signage on walls and floors.
- Plexiglass barriers are placed at front-end service desks.
- Hand Sanitizer is provided throughout the College, including each campus entrance and exit point.
- Enhanced cleaning and disinfecting of high-traffic, high-contact, and common areas will be determined based on building occupancy.

Physical Safeguards for Stage 4:

- Vaccinations are encouraged.
- Masks are voluntary.
- Plexiglass barriers are in place on a voluntary basis.
- Physical distancing is encouraged.
- Enhanced cleaning protocols continue.

Administrative Safeguards:

- Plans are in place to respond to illness and outbreaks on campus.
- Ongoing communication ensures all Students and Employees are familiar with updates relating to the College’s COVID-19 documents. This includes information off our website, updates from the President’s office, Hazard Assessment, College’s International Student COVID-19 Plan and the Relaunch Guidelines.
- Employee Assistance Program is made available.
- COVID-19 awareness safety posters distributed throughout the campuses.

International Students

International Students who arrive within Canada must have the following in place:

- Hold a valid study permit.
- Attend a Designated Learning Institution (DLI) in a province that has appropriate safety measures in place to ensure students can successfully quarantine.
- Must quarantine for 14 days upon arrival to Canada regardless if they are asymptomatic or symptomatic.
- Have an approved quarantine plan in place prior to arrival to Canada.

During a Student's 14-day quarantine within their arrival to Canada they need to adhere to the following:

- Ensure they have accommodations to quarantine and monitor themselves for COVID-19 symptoms.
- To avoid public and/or shared spaces.
- Ensure they are practicing physical distancing.
- Avoid contact with individuals who may be at increased risk for severe illnesses, such as the elderly and those who have underlying medical conditions.

For up to date information on the Government of Canada's COVID-19 International Students arriving from abroad, please consult [COVID-19: A Guide for International Students in Canada Arriving from Abroad](#).

Additional Information

Occupational Health & Safety and Facilities and Ancillary Services departments have COVID-19 safety measures in place at all campuses, illustrated in Version 5 of the Re-entry COVID-19 Hazard Assessment. Each employee is expected to review this document and forward the completed Acknowledgement Form to Human Resources.

The NLC Relaunch Guidelines document is a living document and will be updated as guidance is provided by the Senior Leadership Team, the Alberta government, and health authorities.

Other sources of information include:

- [The COVID-19 information page on the College website](#)
- The COVID-19 information tile on the NLC Connect app
- [The Government of Alberta COVID-19 information site](#)

External groups or organizations with space on any NLC campus

- Must adhere to all NLC COVID-19 protocols

Exposure Prevention and Response Plan

Students/Employees in Campuses

I Have Symptoms of COVID-19 and/or a Positive Test Result (Non- Vaccinated)

If you have symptoms of COVID-19 and/or test positive for COVID-19:

- AHS states that you are legally required to self-isolate for 10 days from the onset of symptoms or until your symptoms resolve, whichever is longer. However, the College requires that your symptoms must have fully resolved before you may return to any NLC campus so that you do not potentially infect other individuals at the campuses.
- All students and employees are required to immediately notify the College if they have accessed a campus within 10 days of the onset of symptoms and/or have tested positive for COVID-19.
- All students, including international students, are to contact their Instructor, and/or Coordinator. The Chair and/or Dean will contact Student Success at (780) 849-8633. Employees are to contact Human Resources at (780) 849-8715. Human Resources and/or Student Success may request further information in relation to date(s) and any close contacts.

Negative COVID-19 Test Results (Non-Vaccinated)

If AHS has tested you for COVID-19 and your results are negative, you are not legally required to self-isolate if you are symptom free and have not been in contact with a known case of COVID-19 or have not returned from travel outside of Canada within the last 14 days. However, if you have symptoms, the College will expect you to stay home until your symptoms fully resolve.

For guidance on AHS requirements regarding a negative/positive COVID-19 test result, please consult the Government of Alberta's [Advice for People Tested for COVID-19](#).

Close Contacts to COVID-19

AHS defines a close contact as any individual who has:

- Lived with or was within 2 meters of a person with COVID-19 for 15 minutes or more of direct contact, (multiple interactions for a total of 15 minutes or more, even if a mask was worn during that contact), or
- Has had direct contact with bodily fluids of a person who has COVID-19 (was coughed or sneezed on), or
- Provided direct care for a person who has COVID-19, or
- Has physical contact with a person who has COVID-19, such as handshake, hugging, kissing, or sexual activity, or
- Shares items with a person who has COVID-19 such as drinks, personal hygiene items, cigarettes, vapes, lipstick, eating utensils.

AHS mandates that a close contact to an individual who has tested positive for COVID-19 self-isolate for 14 days from the time of exposure, and to monitor for symptoms if you are not vaccinated. A first COVID-19 test should be booked as soon as the person is notified of being a close contact of another individual who has tested positive.

As required, both Student Success and Human Resources will contact any Students and Employees that are defined as a close contact by AHS. As such, close contacts shall adhere to their legal responsibility to self-isolate for 14 days and be tested for COVID-19. If you are fully vaccinated and symptom free you are not required to self-isolate.

The College is subject to strict reporting responsibilities with provincial health and safety legislation. Most importantly, by reporting immediately to us, it helps the College keep our community safe.

Monitoring Symptoms when at a Campus

If you have onset of COVID-19 symptoms when at a campus, you must leave immediately. At such time you must wear a face mask and maintain physical distancing of 2 meters from all other individuals.

- Any individuals providing assistance to others must also wear a face mask and adhere to the physical distancing protocol.
- If you require immediate medical attention for any reason, call 911, and tell someone.
- Those waiting for assistance to leave the campus may be asked to enter an isolation section of the campus. Isolation sections are not occupied by employees or students.
- Students leaving the campus must notify their Instructor and/or Coordinator.
- Employees leaving the campus must notify Human Resources.

Partially Vaccinated

A person is considered partially vaccinated 14 days after receiving the first dose of a COVID-19 vaccine. Partially vaccinated students and employees are encouraged to wear masks and maintain physical distancing of 2 meters from other individuals and adhere to all other COVID-19 campus safety measures.

- Individuals who are partially vaccinated, who have been exposed to a case of COVID-19, but have no symptoms are to quarantine for 10 days, and should get tested. Your quarantine may end early if your results are negative after seven or more days. If you test negative before day 7, you must remain in quarantine and complete a second test with a negative result on or after day 7 to end quarantine.
- Individuals who are partially vaccinated, who have not been exposed to a case of COVID-19, must isolate if they have symptoms, and should get tested. If you test negative before day 7, you must remain in quarantine for a total of 10 days from exposure date. If you test negative on or after day 7 and your symptoms have resolved, your quarantine can end.

Fully Vaccinated

A person is considered fully vaccinated 14 days after receiving the second dose of a COVID-19 vaccine. Fully vaccinated students and employees can voluntarily wear masks and maintain physical distancing of 2 meters from all other individuals and adhere to all other COVID-19 campus safety measures.

- Students and Employees who have been fully-vaccinated and have been exposed to a case of COVID-19 but who are without symptoms, are not required to isolate. If symptoms manifest, individuals should isolate for 10 days, and should get tested. Isolation can end after receiving a negative result.

All students and employees are required to notify the College immediately, if they have accessed a campus within 10 days of the onset of symptoms and/or have tested positive for COVID-19. All students, including international students, are to contact their Instructor, and/or Coordinator. The Chair and/or Dean will contact Student Success at (780) 849-8633. Employees are to contact Human Resources at (780) 849-8715. Human Resources and/or Student Success may request further information in relation to date(s) and any close contacts.

For up to date information on Alberta Government requirements regarding partially and/or fully vaccinated safety measures, please consult [COVID-19 Vaccine](#).

Deep Cleaning and Closure

In the event of a confirmed case of COVID-19, Facilities & Ancillary Services will deep-clean the campus and/or affected area. This area will remain closed as per Alberta Health Services and/or Alberta Occupational Health and Safety guidelines.

Pre-existing Health Conditions

Students with COVID-19 symptoms related to a pre-existing health condition or illness are to contact Student Success at (780) 849-8633. If employees have any COVID-19 symptoms related to a pre-existing health condition or illness, they are to discuss this confidentially with Human Resources. As a preventative measure to ensure the safety of the College community, you may be required to provide a medical note from a health care provider in order to gain access to a campus.

Students/Employees in NLC Residences

NLC housing has single, shared, and family units. In Stages 1 to 3 only Students will be allowed to occupy NLC residence units. During stage 4, Students and Employees living in residence are expected to follow all NLC COVID-19 safety protocols at all times. In Stage 4 masks and physical distancing are encouraged, but not required.

Stages 1 to 3

Residence Common Areas & Visitors

All common areas, including fitness facilities and television rooms, will remain closed.

Students must adhere to the 2 metre physical distancing protocol when possible. If this is not possible, students/employees must wear a mask.

Members of the public, visitors, or guests are not permitted in NLC residence buildings.

Single Residence Units

Residence units with a single washroom will be restricted to one student occupant.

Students in single residence units are expected to thoroughly and routinely clean their residence. The College recommends using disinfecting wipes.

Shared Residence Units

Shared residence units will be limited to two student occupants.

Students are expected to maintain a physical distance of 2 meters whenever possible when in the residence unit. When this is not possible, students must wear a mask.

Students are required to thoroughly clean their bedrooms and any shared spaces on a routine basis. The College recommends using disinfecting wipes.

Each student will be assigned a washroom. Students must thoroughly and routinely clean their washroom.

Shared residence units will have a common kitchen for use by the two student occupants. Students must stagger use of the kitchen to ensure adherence to the physical distancing protocol.

Family Residence Units

Family residence units are limited to immediate family only. It is recommended that family residence adopt a frequent cleaning disinfecting schedule.

Stage 4

Residence Common Areas & Visitors

- Masks are voluntary.
- Physical distancing is encouraged.
- Enhanced cleaning protocols continue.

Single Residence Units

Students and/or Employees in single residence units are expected to thoroughly and routinely clean their residence. The College recommends using disinfecting wipes.

Shared Residence Units

Students and/or Employees are required to thoroughly clean their bedrooms and any shared spaces on a routine basis. The College recommends using disinfecting wipes.

Family Residence Units

Family residence units are limited to immediate family only. It is recommended that family residence adopt a frequent cleaning disinfecting schedule.

For all Stages if you have symptoms of COVID-19 and/or test positive for COVID-19 while living in NLC housing:

- Students and/or employees are required to immediately notify the Senior Director of Facilities and Ancillary Services at (780) 849-8751 or the Student Housing Coordinator at (780) 751-3278. Students, including international students, must also notify their Instructor and/or Coordinator. The Chair and/or Dean will contact Student Success at (780) 849-8633. Employees must also notify Human Resources at (780) 849-8715.
- Student Success and/or Human Resources may request further information in relation to date(s) and any close contacts.
- If the student/employee lives in a shared housing unit, they will be directed to an isolation unit within the residence building. The other occupant will be relocated to another housing unit.
- Student/Employee in single housing must isolate in their unit.
- Family residents must isolate in their dedicated isolation room within their family unit, and not leave the residence until they are symptom free.
- AHS states that people are legally required to self-isolate for 10 days from the onset of symptoms or until their symptoms resolve, whichever is longer. If you are fully vaccinated and symptom free you are not required to self-isolate. However, the College requires that your symptoms must have fully resolved before you can return to shared NLC residence units.

Negative COVID-19 Test Results

If your COVID-19 test results are negative, you are not legally required to self-isolate as long as:

- you are symptom free
- you have not been in contact with a known case of COVID-19
- you have not returned from travel outside of Canada within the last 14 days.

If you have symptoms, the College will expect you to stay in residence until your symptoms fully resolve.

Positive Test Result for COVID-19

If you have tested positive for COVID-19 while living in NLC Housing immediately notify the Senior Director of Facilities and Ancillary Services at (780) 849-8751 or the Student Housing Coordinator at (780) 751-3278. Students, including international students, must also notify their Instructor and/or Coordinator. The Chair and/or Dean will contact Student Success at (780) 849-8633. Employees must also notify Human Resources at (780) 849-8715. Human Resources and/or Student Success may request further information in relation to date(s) and any close contacts. If the individual lives in a shared housing unit, they will be given an isolation unit within the residence building and the other occupant will be relocated to another housing unit. Family members living within the same unit will be given separate isolation units.

The College requires that symptoms fully resolve and AHS guidelines are followed before returning to shared NLC residence units.

For guidance on AHS requirements regarding COVID-19 test results, please consult the Government of Alberta's [Advice for People Tested for COVID-19](#).

Deep Cleaning and Closure

In the event of a confirmed case of COVID-19, Facilities & Ancillary Services will deep clean the residence or the areas impacted. These areas will remain closed according to guidelines from Alberta Health Services and/or Alberta Occupational Health and Safety.

Support Services

The College will provide on-going support to students who have tested positive for COVID-19 during their self-isolation in student housing, including the safe delivery of groceries and essential supplies.

Please be advised that students must pay the cost of supplies delivered by the College.

International students will be supported in accordance to the College's International Student COVID-19 Plan.

Appendix A: NLC Staged Approach to Relaunch

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5 2021
Northern Lakes College Campus, CALP, and CAP Access			
No general public access - employees only with Senior Leadership approval.	No general public access - employees (with Senior Leadership approval) & current students only.	Students, employees, and members of the public must sign upon entry and exit.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Employees work remotely if possible.	Approx. 25% of employees with Senior Leadership approval on campus with purpose: those who need to be onsite to work, where demand exists. The rest work remotely.	Working from home order is lifted but still recommended. Some positions may be required to be on campus as per operational needs.	
Single point of entry – Employees sign in must be done by Security or designated College personnel where applicable. Spaces that are not to be used will marked and, where possible, locked.	Single point of entry - Employees and students must be signed in and out by Security/Access Facilitator or designated College personnel where applicable. Spaces that are not scheduled or to be used will be marked and, where possible, locked. Students that need to access a campus must schedule time with Security/Access Facilitator or designated College personnel at that campus as needed.	All Students, Employees & guests are to use single point of entry, and must be signed in and out by Security/Access Facilitator or designated College personnel where applicable. Spaces that are not scheduled or to be used will be marked and locked when possible.	

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5, 2021
Northern Lakes College Campus, CALP, and CAP Access - Continued			
Gym, fitness centers, kitchen/eating areas, libraries and Student & Employee lounges/public seating and common areas are closed.	Gym, fitness centers, kitchen/eating areas, libraries and Student & Employee lounges/public seating and common areas are closed. Access to closed areas is limited to program use only. Marten Lakes will be utilized for only internal purposes as approved by Senior Leadership Team.	Gym and fitness centers may be open for solo and drop in activities and indoor fitness classes with 3 meter physical distancing. Libraries may be open at 1/3 of the room capacity. Kitchen/eating areas are open with no more than 6 people per table. Lounges/public seating and common areas are open to a maximum of 1/3 room capacity. Marten Lakes will be utilized for outdoors events to a maximum of 20 people.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Washrooms are limited to 1 person at a time. Bathrooms with multiple stalls will have the main door remain open at all times.	Washrooms are limited to 1 person at a time. Bathrooms with multiple stalls will have the main door remain open at all times.	Washrooms are limited to 1 person at a time.	
Course Delivery			
All classes continue online. No face-to-face delivery, with the exception of experiential learning labs.	All classes continue online. No face-to-face delivery, with the exception of experiential learning labs.	Face-to-face instruction is permitted.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5, 2021
Course Delivery – Continued			
Continuing Education and Corporate Training - online only.	Continuing Education and Corporate Training - online only unless approved by Senior Leadership Team.	Continuing Education and Corporate Training: face-to-face classes are permitted.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Program Areas will provide information to Students about additional PPE use protocols if necessary.	Program Areas will provide information to Students about additional PPE use protocols if necessary.	Program Areas will provide information to Students about additional PPE use protocols as necessary.	
Service Delivery – NLC Campus			
Recruitment/onboarding: online/phone.	Recruitment/onboarding: online/phone.	Recruitment/onboarding: Face to face interviews and onboarding possible	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Registration/Finance Services: <ul style="list-style-type: none">• online/phone. Limited employees on campus. Payments to be completed <ul style="list-style-type: none">• online or by mail.	Registration/Finance Services: <ul style="list-style-type: none">• online/phone. Limited employees on campus. Payments to be completed <ul style="list-style-type: none">• online or by mail.	Registration/Finance Services: <ul style="list-style-type: none">• online/phone.• in person may be available upon request. Payments to be completed <ul style="list-style-type: none">• online/mail.• in person may be available upon request.	
Financial Aid: <ul style="list-style-type: none">• online/phone. Limited employees on campus.	Financial Aid: <ul style="list-style-type: none">• online/phone. Limited employees on campus.	Financial Aid: <ul style="list-style-type: none">• online/phone.• in person may be available upon request.	
Advising: <ul style="list-style-type: none">• online/phone. Limited employees on campus.	Advising: <ul style="list-style-type: none">• online/phone. Limited employees on campus.	Advising: <ul style="list-style-type: none">• online/phone.• in person may be available upon request.	

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5, 2021
Service Delivery – NLC Campus - Continued			
Accessibility Services: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Accessibility Services: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Accessibility Services: <ul style="list-style-type: none"> • online/phone. • in person may be available upon request. 	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Student Association: <ul style="list-style-type: none"> • online/phone. 	Student Association: <ul style="list-style-type: none"> • online/phone. 	Student Association: <ul style="list-style-type: none"> • online/phone. • in person as required. 	
Other student support services: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Other student support services: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Other student support services: <ul style="list-style-type: none"> • online/phone. • in person may be available upon request. 	
Pearson Vue Testing Centre: closed. Accuplacer testing - suspended.	Pearson Vue Testing Centre: closed. Accuplacer testing: remote invigilation on-site or off-site.	Accuplacer testing: <ul style="list-style-type: none"> • online. • onsite may be available upon request. Remote invigilation: <ul style="list-style-type: none"> • onsite maybe possible. 	
Student Wellness & Counselling: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Student Wellness & Counselling: <ul style="list-style-type: none"> • online/phone. Limited employees on campus.	Student Wellness & Counselling: <ul style="list-style-type: none"> • online/phone. • in person may be available upon request. 	

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5, 2021
Service Delivery – NLC Campus - Continued			
<p>Computer Help Desk (IT Call Centre & Centre for Teaching and Learning) support via:</p> <ul style="list-style-type: none"> • online/email/phone only. <p>Equipment pickups/drop-off with prior appointment only and must adhere to NLC COVID-19 safety protocols.</p>	<p>Computer Help Desk (IT Call Centre & Centre for Teaching and Learning) support via:</p> <ul style="list-style-type: none"> • online/email/phone only. <p>Equipment pickups/drop-off with prior appointment only and must adhere to NLC COVID-19 safety protocols.</p> <p>Project, system management and maintenance operations will continue remotely. Site visits by IT employees where absolutely necessary will require Senior Leadership Team prior approval.</p>	<p>Computer Help Desk (IT Call Centre & Centre for Teaching and Learning) support via:</p> <ul style="list-style-type: none"> • online/email/phone • in person may be available upon request. <p>Equipment pickups/drop-off with prior appointment only and must adhere to NLC COVID-19 safety protocols.</p> <p>Project, system management and maintenance operations will continue remotely. Site visits by IT employees as needed.</p>	<p>Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.</p>
Libraries: closed Library services delivered online.	Libraries: closed Library services delivered online.	Libraries: May be open with 1/3 room capacity.	
	International students will be supported in accordance with the College's International Student COVID-19 Plan.	International students will be supported in accordance with the College's International Student COVID-19 Plan.	Follow direction of the Government of Alberta.
Work Related Meetings/Travel/Events – All Campuses			
No face-to-face meetings or gatherings of more than 4 people unless prior approval is received from Senior Leadership.	No face-to-face meetings or gatherings of more than 4 people unless prior approval is received from Senior Leadership.	Face-to-face meetings are permitted with restrictions (1/3 room capacity).	<p>Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.</p>
If meetings cannot accommodate required physical distancing, masks must be worn.	Masks must be worn at all times when attending meetings and physical distancing must be adhered to.	Masks and physical distancing are mandatory in meetings.	

Stage 1 – August 2020	Stage 2 – Sept 2020	Stage 3 – June 14, 2021	Stage 4 – July 5, 2021
Work Related Meetings/Travel/Events – All Campuses - Continued			
No face-to-face College events.	No face-to-face College events unless approved by the Senior Leadership Team; all College safety protocols must be followed.	Face-to-face outside College events restricted to a maximum of 20 people. Approval must be obtained from the Senior Leadership Team; all College safety protocols must be followed.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
No external bookings for use of College property.	No external bookings for use of College property.	No external bookings for use of College property.	
No domestic travel: unless approved by Senior Leadership.	No domestic travel: unless approved by Senior Leadership.	No domestic travel unless approved by Senior Leadership.	
No international travel.	No international travel.	No international travel.	As per Government guidelines.
Student Residence			
Limited occupancy: only students & employees with no other options for accommodations. Fitness facilities - closed. No visitors are permitted in residence space.	Limited occupancy: only students & employees with no other options for accommodations. Fitness facilities - closed. No visitors are permitted in residence space.	Students: Occupancy permitted. Employees: Limited occupancy. Fitness facilities: Open with restrictions. No visitors permitted in residence space.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.
Capital Projects & Contractor Maintenance			
Continue with appropriate protocols in place.	Continue with appropriate protocols in place.	Continue with appropriate protocols in place.	Students and Employees are encouraged to follow safety measures as indicated under the General Health Protocols section on page 3 & 4 of this document.