



Re-OPEN

Guide



**CAMBRIAN
COLLEGE**



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Introduction

Welcome to Cambrian College's Campus Re-open Guide for COVID-19. This guide will outline what we are doing to prepare our campus for re-opening and the safe return of students, employees, faculty, and visitors. It also outlines what you can do to protect yourself and others by reducing the risk of spread of COVID-19.

The purpose of this guide is to inform you of the activity that has taken place on your behalf, and provide you with assurance that Cambrian, in partnership with the Province of Ontario and public health authorities, has developed the necessary safety standards and procedures to ensure a safe return to learning and work. It is also your itemized, quick-reference 'go to' guide for what you need to know to return to campus.

Like the pandemic itself, the guide is an evolving document and as planning continues at all levels of government and the College, updated information will be added.



Please read through this guide carefully. We have designed it so that you can print all or parts of it and have it on you at all times.

Your safety and well-being are our top priority. We want you to feel confident that Cambrian College is doing everything within its power to ensure our campus is safe for you to work, learn, and visit. You also have a role to play in your health and safety on campus. Safety is everyone's responsibility.

Additional information on our re-opening plans and ongoing response to COVID-19 can also be found on our website, www.cambriancollege.ca/covid.

We look forward to seeing you on campus.

This guide is a distillation of the many plans, protocols and strategies Cambrian College has already created as part of our ongoing response to COVID-19. They include but are not limited to:

- Cambrian College Cleaning Protocol
- COVID-19 Staff and Student Training Module
- Fall Semester Academic Delivery Plan
- Cambrian College International Student Plan
- COVID-19 Case on Campus Protocol
- Cambrian College COVID-19 Residence Plan

Preparing our Campus for Re-Opening

A. Cambrian's Re-open Plan

We have prepared a full Re-open Plan. Depending on the COVID-19 situation at the time, Cambrian College will move through each phase of the plan, either forward or backward.

You can view the full plan [here](#).

We anticipate that we will be in Phase II of our Re-Open for the start of the 2020 fall semester, beginning in September.

Here are the highlights of Phase II

PHASE II – Hold the Line

GOAL: Re-open with controls to minimize on-campus population and activity while prioritizing academic delivery

Key features:

- Controlled access to campus
- In-semester hands-on learning resumes under physical distancing restrictions
- Remote teaching and learning delivery of theory
- Remote delivery of student supports, services and virtual recruitment
- Common areas remain closed (cafeteria, library, student gathering space, lunchrooms)
- No food services
- Remote work (working from home) continues
- Domestic and international business travel restrictions in effect
- Resumption of Joint Occupational Health and Safety tours
- Critical maintenance activity continues

Before the semester is over, we could be in **Phase III** of our Re-open Plan

PHASE III - Inching the Line

GOAL: Gradually broaden on-campus access

Key features:

- Limited access to campus
- Hyflex/blended delivery model in effect wherever available
- Limited access to student supports and services with virtual access still available
- Limited campus events and activities restricted to smaller gatherings
- Common areas re-open
- Resumption of limited food services (take-out, pick-up, delivery)
- Virtual recruitment continues with gradual return to in-person external activity
- Remote work continues where feasible with implementation of on-site work rotations
- Travel restrictions remain in effect – exceptions considered
- Resumption of capital projects in vacant areas

Note: In keeping with our Re-open Plan, Cambrian may progress forward or move backward from phase to phase as circumstances require.

B. Various Safety Measures

To ensure your health and safety while on campus, we are putting in place a number of measures to reduce the risk of exposure and spread of COVID-19. They will be in place during our initial pilot re-opening and also during subsequent phases of our campus re-opening.

Education and Training

- Cambrian has developed a mandatory safety-training module for students and staff returning to campus or Cambrian's satellite sites. The module can be found in Moodle.
- Select the link to the Moodle course below and self-enrol for the training, which will take approximately 20 minutes. Once you complete the H5P module fully, a Certificate of Completion will be available in the Moodle shell. You will need to print or download a digital copy of this certificate to share with College staff when asked

[COVID-19 Student Training](#) | [COVID-19 Staff Training](#)

Physical measures

- Controlled entrances. During Phases I and II you will only be able to enter and re-enter campus at the Main entrance, or at the Trades entrance.
- Controlled traffic flow within the building, including closed areas, and where possible, separate entrances and exits from the labs (except in case of emergency)
- Use of Plexiglas partitions where necessary
- Lab spaces and work spaces will be altered as much as possible to maintain physical distancing (minimum 2 metres/6 feet from the nearest person)
- Designated areas for eating
- Follow directions on the signage and decals (i.e. one person in the elevator at a time)

Use of masks and Personal Protective Equipment (PPE)

- The wearing of non-medical masks will be encouraged and required when the recommended 2 metre/ 6-foot physical distancing cannot be maintained, as per recommendations from public health authorities. This is subject to change, and Cambrian will align with any changes to directives that may occur with federal, provincial or municipal government.
- PPE (i.e. gloves, face shields) will be required when necessary.
- Cambrian has purchased 5,000 non-medical, washable masks that will be provided to staff and students upon request (one per individual) as we progress through the phases
- Masks will be distributed along with our safety protocol and instructions at designated entrances to the College, and receipt of the mask recorded

Procedures

- Sign-in with Security, and carry appropriate ID (student or staff ID card/number). Please allow for additional time to enter the building as there may be lines at certain periods of the day
- Pre-screening. Before you are allowed on campus, you will have to undergo self-screening and verbal screening by Security. If you are showing any symptoms associated with COVID-19, you will not be allowed on campus.
Note: temperature checks are not part of our requirement to access campus
- Some of the symptoms of COVID-19 are, but not limited to: cough, fever, difficulty breathing, sore throat and/or difficulty swallowing, runny or congested nose, loss of taste and smell, digestive issues (nausea, vomiting, diarrhea, stomach pain). For more symptoms, visit www.ontario.ca/coronavirus
- If you have two or more of the symptoms of COVID-19, or have been in contact within the past 14 days with someone with a confirmed case of COVID-19, please do not come to campus and contact Telehealth at 1-866-797-0000 or a COVID-19 assessment centre.
- Sanitize your hands before entering and as you leave campus
- Use the nearest exit when you are finished your class or work. You are not required to sign out

C. Cleaning and Disinfecting

Surfaces frequently touched with hands are most likely to be contaminated by germs, bacteria, and any viruses. Regular cleaning and sanitizing of high-touch areas and surfaces will help prevent the transmission of viruses from contaminated objects and surfaces.

Prior to re-opening

- We are enhancing our regular cleaning and disinfection routines throughout campus
- Cleaning plans for shops, labs and public spaces have been developed and implemented
- We have developed detailed cleaning protocols to document the frequency and extent of our new cleaning and disinfection approaches.
- Faculty, lab technicians, and students will have a role to play to ensure lab spaces, work stations and tools are cleaned before and after each use. You will be provided with instructions on how to achieve this
- Areas on campus which students, faculty, and employees can access have been identified. These areas will be marked, as well as areas which are off-limits.
- We have stocked up on cleaning supplies
- As well, full-time and contractor staff have received training to ensure their own safety while conducting their very important roles

Enhanced Cleaning and Disinfecting

We are stepping up our cleaning and disinfecting throughout campus, with particular attention to high-use and high-traffic areas and high-touch surfaces:

- bathrooms
- food areas
- door handles and knobs
- handrails
- elevator buttons
- light switches
- cabinet handles
- faucet and fountain handles
- tables
- countertops
- electronics

Approaches for Cleaning Practices in Shops and Labs

Under the guidance of faculty, technicians or supervisors:

- Equipment and tools must be disinfected at the end of training sessions
- Instructors and/or students may be required to assist with cleaning of tools and equipment
- Equipment shall be de-energized prior to cleaning
- Use of tools/equipment will follow best practices for infection control, including limiting use to one person, where possible (no sharing), to avoid contact
- If tools and equipment must be shared, the user must disinfect pre- and post-use. Disinfectant will be available in each lab. Ensure all touch points are thoroughly cleaned
- Where multiple employees handle other goods, supplies or share other items, enhance sanitation/cleaning practices

Academic Delivery

As outlined in our full Re-Open Plan, we are planning to begin our fall semester with a hybrid model of delivery, meaning a combination of faculty-led remote teaching and learning for those components of our programs that can be delivered remotely, and in-person delivery of the hands-on learning experiences that must take place on campus.

Our decision to fully re-open our campus will be based on the COVID-19 situation at the time, and following the direction given by the federal, provincial, and local governments and public health authorities.

In the meantime, our campus will only be open for necessary on-site, hands-on learning (labs), under the strict measures and controls outlined in this guide.

The following chart outlines which programs will require hands-on learning on campus this September

Program	Virtual Learning	On-Campus Learning (Labs)
ADMH Addictions and Mental Health	✓	
APPD Advanced Care Paramedic		✓
ANPG Animation		✓
LDGC Applied Learning Disability Studies	✓	
AFPG Art and Design Fundamentals		✓
BSCN Bachelor of Science in Nursing		✓
GEBU Business	✓	
BUAP Business – Accounting	✓	
BUAD Business Administration	✓	
ACBU Business Administration – Accounting	✓	
BAPG Business Analytics	✓	
BFPG Business Fundamentals	✓	
BFPO Business Fundamentals – Online	✓	
CRTQ Carpentry Renovation Techniques		✓
CHLP Chemical Engineering Technology	✓ (Year 1 and 2)	✓ (Year 3)
CYCP Child and Youth Care		✓
CVTN Civil Engineering Technician		✓
CVTY Civil Engineering Technology		✓

Program	Virtual Learning	On-Campus Learning (Labs)
CJSP Community and Justice Services		✓
CHSN Community Health Services Navigation	✓	
CPIN Computer Programming – Internet Of Things	✓	
CETN Computer Systems Technician	✓	
CETY Computer Systems Technology	✓	
CSSP Corporate Safety and Security		✓
CAGC Crime Analytics	✓	
DENA Dental Assisting (Levels I And II)		✓
DHYG Dental Hygiene		✓
ADSP Design and Visual Arts		✓
DSWP Developmental Services Worker		✓
DSAD Developmental Services Worker – Alternate Delivery	✓	
USPG Diagnostic Medical Sonography – Ultrasound		✓
ECEP Early Childhood Education		✓
ECAD Early Childhood Education – Alternate Delivery	✓	
EETN Electrical Engineering Technician – Industrial		✓
EETY Electrical Engineering Technology – Industrial		✓
EMTN Electromechanical Engineering Technician – Mechatronics		✓
EMTY Electromechanical Engineering Technology – Mechatronics		✓
EMPD Environmental Monitoring and Impact Assessment		✓
EVTN Environmental Technician		✓
FPRO Fitness and Health Promotion		✓
EAPP General Arts and Science – English for Academic Purposes	✓	
GAPG General Arts and Science Certificate		✓ (Individualized timetables will vary by student.)
GAIN General Arts and Science Certificate – Indigenous Specialization		✓
GASP General Arts and Science Diploma	✓	
PAGD Graphic Design		✓
HAGC Health Analytics	✓	
HVTN Heating, Ventilation, and Air Conditioning Technician		✓
HDTN Heavy Equipment Technician		✓
HMPD Human Resources Management	✓	
BAGC I.T. Business Analysis	✓	
IMTN Industrial Mechanical Millwright Technician		✓
IBGC International Business Management	✓	

Program	Virtual Learning	On-Campus Learning (Labs)
MRIP Magnetic Resonance Imaging		✓
MASG Massage Therapy		✓
METN Mechanical Engineering Technician	✓ (Semester 1 only)	✓
MMTN Mechanical Technician/Manufacturing – Machining		✓
METY Mechanical Engineering Technology	✓ (Semester 1 only)	✓
MCOM Media Communications	✓	
MDLY Medical Laboratory Technology		✓
MRPG Medical Radiation Technology		✓
MNTN Mining Engineering Technician		✓
MNTY Mining Engineering Technology		✓
MAPD Mobile Application Development		✓
VMTN Motive Power Technician – Service and Management		✓
TCTN Motive Power Technician – Truck and Coach		✓
PATM Music – Performance		✓
OTPA Occupational Therapist Assistant and Physiotherapist Assistant		✓
MOGC Organization Management	✓	
PARA Paramedic		✓
PSPG Personal Support Worker		✓
PFPG Police Foundations		✓
PWTN Power Engineering Technician		✓
PETQ Power Engineering Techniques		✓
PWTY Power Engineering Technology		✓
PLTN Powerline Technician		✓
PNDP Practical Nursing		✓
PHPG Pre-Health Sciences Pathway to Advanced Diplomas and Degrees		✓
PSFP Pre-Service Firefighter Education and Training		✓
PRET Pre-Trades/Technology		✓
PMPD Project Management	✓	
PSIP Protection, Security, and Investigation		✓
PRPD Public Relations – Graduate Certificate	✓	
SSPG Social Service Worker		✓
SSIS Social Service Worker – Indigenous Specialization		✓
SCGC Supply Chain Management	✓	
WFTN Welding and Fabrication Technician		✓
WSPG Workplace Safety	✓	

International Students

To our new and returning international students joining us for the 2020 fall semester in September, welcome to Cambrian College.

There are special considerations for international students during the current COVID-19 global pandemic.

We encourage you to visit the [webpage](#) of Immigration, Refugees, and Citizenship Canada, an official ministry of the Government of Canada. Here, you will find rules and updates as they relate to international students, including travel restrictions, study permits, and eligibility for Post-Graduation Work Permit Program (PGWPP).

You can also contact Cambrian's International Department at international@cambriancollege.ca for more information.

New International Students

- You are permitted to travel to Canada for classes beginning in the 2020 fall semester (September) if:
 - you have a valid study permit that was issued **before** March 18, 2020, and
 - your program requires hands-on learning (labs) that can only be completed on campus

See the chart starting on page 6 of this guide to determine if your program requires hands-on labs during the 2020 fall semester

- If your study permit was issued before March 18, 2020, but your program does not require hands-on learning on campus for 2020 fall semester, we are requesting that you remain in your home country to begin your studies
- If your study permit was issued to you after March 18, 2020, you are not yet permitted to travel to Canada. Your studies will begin in your home country
- If you are showing any symptoms of COVID-19, you will not be allowed to travel to Canada. [Click here](#) to learn more about COVID-19, including symptoms and how to stay safe
- If you do not have symptoms, upon arrival in Canada, you must still self-isolate for a period of 14 days, and you must have a self-isolation plan. That plan should include where you are going to be staying and how you are getting there, whether by yourself or if someone is picking you up. You should not come to Canada unless you have a self-isolation plan
- If you have not arranged a destination where you will be staying for your 14-day self-isolation period, Cambrian can provide you with a room at a designated hotel. Please let Cambrian's International Department know what your plans are (international@cambriancollege.ca)

- If you have already been in Canada for more than 14 days and have completed your mandatory self-isolation with no symptoms, you do not need to undergo a further 14-day self-isolation period to begin your studies at Cambrian College.
 - If however, you have developed symptoms of COVID-19 during or after your initial 14-day isolation period, or been in contact with someone who has, you will then have to undergo another 14-day isolation period from the onset of symptoms or potential contact
 - After you have completed your mandatory 14-day self-isolation in Canada, we recommend that you book our Student Residence to stay for the first semester. Please [visit our Residence page](#) or let Cambrian College International know what your plans are (international@CambrianCollege.ca). You may want to provide proof of your self-isolation
 - If you are going to be on campus for labs, please be sure to complete the COVID education and training module found in Moodle. You can access it using your Cambrian ID number and password
 - You will receive a certificate of completion for finishing the module. You will require this certificate to come onto campus
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Current International Students

- If you have already been in Canada for more than 14 days and are returning to Cambrian for classes this September, you do not need to undergo an additional 14-day self-isolation period
- If however, you have developed symptoms of COVID-19 during or after your initial 14-day isolation period, or been in contact with someone who has, you will then have to undergo another 14-day isolation period from the onset of symptoms or potential contact
- See the chart in the ACADEMICS section of this guide to determine if your program requires hands-on labs during the 2020 fall semester
- If you are going to be on campus for labs, please be sure to complete the COVID education and training module found in Moodle. You can access it using your Cambrian ID number and password
- You will receive a certificate of completion for finishing the module. You will require this certificate to come onto campus

Student Residence

Our Student Residence will be open to students during the 2020 Fall Semester. Our Residence is managed on a day-to-day basis by Campus Living Centres, which operates college and university residences across Canada.

We are working in full partnership with Campus Living Centres to ensure everything possible is done to ensure the safety and well-being of our students who call Residence home.

What we are doing to reduce the risk of COVID-19 on Residence

- Setting aside designated rooms for emergency self-isolation when required
- Prepare for contact-less or reduced-contact check-in with appropriate barriers
- During move-in, designated per-floor times and days, and limiting the number of visitors, to control and reduce the number of people on site
- Ensure that appropriate directional signage, and physical distancing markers are installed to assist with the flow of pedestrian traffic in and out of the building
- Educate students on appropriate cleaning & sanitization measures
- Students will be required to sign a COVID-19 Protocol Acknowledgement form prior to moving into residence, which outlines their responsibilities as a member of the residence community

What measures we will take if we have a suspected or confirmed case of COVID-19 on Residence

Self-isolation/quarantine is a requirement for a suspected or confirmed case of COVID-19. A student may wish to return home or go to the home of a friend/family member for the mandatory minimum 14-day self-isolation period. If that is not possible, a quarantine room in Residence may be the only option

Supporting a student in Residence who has COVID-19 (we are here to help)

- Assist the student in relocation to designated quarantine dorm room or townhouse (if necessary)
- Provide education on how to self-isolate/quarantine
- Ensure an adequate supply of food/meals available
- Assist with any financial aid that may be required
- Assist with any required medication arrangements and delivery, and physical health supports and services
- Assist with academic supports and mental health supports

Cleaning and Disinfecting Residence

If a student has quarantined in residence, the following steps will be taken:

- If the student is moved to a special quarantine suite, the student's regular suite will be closed
- The student's suite will then be cleaned and disinfected thoroughly
- Close and secure any common spaces that the student has recently used (i.e. kitchen, laundry) to allow for cleaning and disinfection. Common spaces will only be re-opened when safe to do so

What Happens if we have a Confirmed Case of COVID-19 at Cambrian?

Your health and safety is what matters most. If there is a confirmed case of COVID-19 involving a member of the Cambrian community, we will do everything in our power to reduce the spread.

What we will do

- We'll assess the situation and determine the potential risk to other members of the Cambrian community (students, faculty, employees, visitors)
- If the risk is sufficient (the person was on campus, the person had contact with other students, faculty, support staff, the student is living in Residence), we'll take the appropriate measures to reduce the risk of exposure and spread:
 - Classes will be cancelled and the campus will be closed for at least one day
 - A deep cleaning and disinfection will be done of the campus and Residence, with particular attention paid to areas where the infectious person may have been
 - Public Health Sudbury and District may complete an inspection, if requested, to determine if additional measures should be taken or if additional enhanced safety measures or personal protective equipment should be considered.
 - We will inform the Cambrian community of the situation, as best we can, including our plans for the resumption of on-campus teaching. We will do this through e-mail, myCambrian and our COVID landing page on our website (www.cambriancollege.ca/covid)

Note: Should you be diagnosed with COVID-19, follow Public Health Sudbury and District criteria for self-isolation. Do not present yourself at the College before obtaining written medical approval to return to the College, and present this to your supervisor or Dean.

Things to keep in mind

- If a person is diagnosed with COVID-19, that diagnosis is part of their personal, private health information
- Cambrian College is legally bound not to reveal this information in a manner that could lead to the person's identification
- We will provide as much information as possible to allow others to protect themselves from contracting or spreading COVID-19. You may also garner medical advice by calling Telehealth Ontario at 1-866-797-0000 or, if local in Sudbury, call the Health Sciences North COVID-19 Assessment Centre at (705) 671-7373 daily between 9 a.m. and 5 p.m.
- In the event of a confirmed case, Public Health Sudbury & Districts (PHSD) will be the lead agency, and conduct contact tracing with anyone who may have come into contact with the person diagnosed with COVID-19. PHSD will only release general information and nothing that would identify the person as a student/faculty/employee of Cambrian College

What should I do if I think I have COVID-19 or been potentially exposed to someone who does

- Wherever you are, stop what you are doing.
- If you are experiencing severe symptoms (severe difficulty breathing, severe chest pain, feeling confused or unsure of where you are, losing consciousness), call 911 and/or seek medical attention right away
- If your symptoms are not severe or you have no symptoms, isolate yourself from others as quickly as possible
- If you live off-campus, go home right away and stay there, and try to avoid other people as much as possible. That means avoiding public transportation (i.e. transit bus)
- If you live in Residence, go to your room right away and stay there
- You can take a COVID-self assessment at www.ontario.ca/coronavirus. You can also use that website to contact the nearest COVID-19 assessment centre in Ontario and book a COVID-19 test
- Employees – contact your immediate supervisor
- Students – contact a faculty member, program coordinator, Security, or Student Council

Thank you for taking the time to read our Campus Re-open Guide. We hope you found it helpful. Please refer to it often to help you prepare for your studies at Cambrian and for the eventual return to on-campus learning and working.

If you have any questions, you can send them to covid@CambrianCollege.ca.

Thank you for being a part of the Cambrian community.