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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. COVID Prevention Top 5 Checklist
- Stay at home if you are sick
- Wash/sanitize your hands frequently
- Maintain social distancing (minimum 2 m/6 ft. from nearest person)
- Use a face covering when social distancing can’t be maintained
- Cover your cough

B. COVID Symptom Checklist

Wondering if you may have COVID-19 or been exposed to it? Visit covid-19.ontario.ca for a self-assessment or to find an assessment centre near you.

If you have at least one of the following symptoms (severe difficulty breathing, severe chest pain, feeling confused or unsure of where you are, losing consciousness), call 911 and seek medical attention right away.

If you have any two of the following symptoms, do not come to campus. If you are an employee, notify your immediate supervisor. If you are a student, notify your faculty (and residence management if you live on residence). Self-isolate as quickly as possible, avoiding other people as much as possible.

If you are already on campus, stop what you are doing and self-isolate as quickly as possible (either leave campus or return to your residence room). Inform your supervisor/faculty/residence management electronically, not in person. Call your health provider, local public health authority, or Telehealth Ontario, 1-866-797-000.
COVID 19 Symptoms

- Fever *(feeling hot to the touch, a temperature of 37.8 degree Celsius or higher)*
- Chills
- Cough that's new or worsening *(continuous, more than usual)*
- Barking cough, making a whistling noise while breathing *(croup)*
- Shortness of breath *(out of breath, unable to breathe deeply)*
- Sore throat *(not related to seasonal allergies or other known causes or conditions)*
- Difficulty swallowing
- Runny, stuffy, or congested nose *(not related to seasonal allergies or other known causes)*
- Lost sense of taste or smell
- Pink eye *(conjunctivitis)*
- Headache that is unusual or long-lasting
- Digestive issues like nausea/vomiting, diarrhea, stomach pain *(not related to other known causes)*
- Muscle aches that are unusual or long-lasting
- Extreme tiredness that is unusual *(fatigue, lack of energy)*
- Falling down often
- Red, purple or bluish lesions on the feet, toes or fingers that do not have a clear cause
- In the last 14 days, have you been in close contact with someone who has tested positive for COVID 19 or is awaiting the results of a COVID-19 test *(less than 2 m/6ft. away in the same area, living in the same house)*
- In the last 14 days, have you been in close physical contact with someone who either is currently sick with a new cough, fever, or difficulty breathing; or returned from international travel and has symptoms of COVID-19? *(less than 2 m/6 ft. away in the same area, living in the same house)*
- In the last 14 days, have you returned from international travel
CAMBRIAN COLLEGE

C. 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.

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
- Use of face coverings will be required when inside campus buildings (except when alone in personal office space, open office space, storage room, classroom, or Student Residence bedrooms), outside on campus property (when physical distancing is not possible), and at our satellite sites. When another person comes into your occupied space, you are required to apply your face covering. A face covering includes a medical mask or non-medical mask or other covering including a bandana, scarf or cloth (including hijab and niqab) that covers the mouth and nose to ensure a barrier to limit community transmission
- In-semesterm 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

You can view the full plan [here](#).
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, prioritize academic delivery, and minimize on-campus traffic

**Key features:**
- Controlled access to campus – goal of minimizing on-campus traffic
- Enhanced screening protocols, at identified entrances, prior to granting of campus access (symptom screening, proof of ID, confirmation of mandatory COVID-19 safety training)
- Increased cleaning and disinfection protocols will continue, in particular for high-traffic areas and high-touch surfaces
- Classrooms, labs, workstations, offices, and common spaces will be configured to accommodate physical distancing (minimum 2 m/6 ft between people) wherever possible
- In situations where physical distancing cannot be maintained at all times, personal protective equipment (PPEs) will be used
- Use of face coverings will be required when inside campus buildings (except when alone in personal office space, open office space, storage room, classroom, or Student Residence bedrooms), outside on campus property (when physical distancing is not possible), and at our satellite sites. When another person comes into your occupied space, you are required to apply your face covering. A face covering includes a medical mask or non-medical mask or other covering including a bandana, scarf or cloth (including hijab and niqab) that covers the mouth and nose to ensure a barrier to limit community transmission
- Hyflex/blended delivery model in effect – required hands-on components on campus with theory delivered remotely
- Student services will continue to be provided in an online or remote format – exceptions on a case-by-case basis
- Students, staff, and faculty will be encouraged to leave campus once work or learning assignments are completed; congregating in groups outside of class will be discouraged
- Common areas remain closed except for:
  - academic purposes
  - designated virtual study/lunch spaces for students whose schedules require them to remain on campus for extended periods of time
- Possible 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 in order to minimize on-site traffic
- Travel restrictions remain in effect – exceptions considered
- Resumption of capital projects as required

*Note: In keeping with our Re-open Plan, Cambrian may progress forward or move backward from phase to phase as circumstances require.*
D. 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, and to provide to Security in order to gain access to campus.

   COVID-19 Student Training | COVID-19 Staff Training

Physical measures

- Controlled entrances. During Phases I, II and III, you will only be able to enter and re-enter campus at designated entrances
- 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
- In our washrooms, we are temporarily switching from air-powered hand dryers to paper towels, to help reduce the risk of airborne spread of COVID-19
- Classrooms, labs, workstations, offices, and common spaces will be configured to accommodate physical distancing (minimum 2 m/6 ft. between people)
- In situations where physical distancing cannot be maintained at all times, for work or academic purposes, other measures will be put in place, including the use of Personal Protective Equipment (PPE) as required, staggered schedules, continuation of remote work, and relocation of work spaces
- Designated areas for eating and for connecting to virtual classes for students whose schedules require them to be on campus for extended periods
- 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)

- Use of face coverings will be required when inside campus buildings (except when alone in personal office space, open office space, storage room, classroom, or Student Residence bedrooms), outside on campus property (when physical distancing is not possible), and at our satellite sites.

- A face covering includes a medical mask or non-medical mask or other covering including a bandana, scarf or cloth (including hijab and niqab) that covers the mouth and nose to ensure a barrier to limit community transmission.

- PPE (i.e. gloves, face shields) will be required when necessary.

- There are some exceptions to the face covering requirement if:
  - the person is a child under the age of two years, or a child under the age of 5 years either chronologically or developmentally and refuses to wear a face covering and cannot be persuaded to do so by their caregiver
  - the person is incapacitated and unable to remove their mask without assistance
  - wearing a face covering would inhibit the person’s ability to breathe in any way
  - for any other medical reason, the person cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information;
  - for any religious reason, the person cannot wear a face covering, or cannot cover the face in a manner that would properly control source.

- 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 two symptoms associated with COVID-19, you will not be allowed on campus.** Refer back to our COVID Symptom Checklist. Note: temperature checks are not part of our requirement to access campus.

- Wash/sanitize your hands before entering campus, when you go from place to place on campus, after eating and going to the bathroom, after using tools and other equipment, and when you leave campus. Remember: “Don’t bring any germs in; don’t take any out!”

- Only stay on campus long enough to complete your required tasks, and then leave immediately. Do not stay to socialize.

- Use the nearest exit when you are finished your class or work. You are not required to sign out.
E. 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 powered down 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
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.

<table>
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<th>On-Campus Learning (Labs)</th>
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(Individualized timetables will vary by student)
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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.

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.
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**

- Resident Advisors and front desk staff will be available to assist you with your needs in residence. Our front desk will continue to be open 24/7. You can contact them at info@cambrianresidence.ca, (705) 566-8101, extension 7583, or in person once you are back on campus.
- 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
- Enhanced cleaning in common and high-traffic areas and high-touch surfaces
- All residents and staff will be required to wear a mask or covering while in Residence common areas and on-campus, aside from in your student residence bedroom. Wearing a mask at all times when you are outside of your private bedroom (in suites and townhouses) is recommended to help promote a safe living environment for all
- Visitors are not allowed in residence during the 2020 fall semester
- Lounges will be closed. Avoid lingering in common areas and instead connect with friends virtually
- Parcel pick-up and mail services will continue to occur. You will be notified by e-mail when there is a package ready for you to pick up at the front desk. The residence will only accept deliveries from mail and delivery services. We are unable to hold items left by friends and family or fast food delivery services.
- 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:
  • The College will make the determination, based upon up-to-date public health information, what measures are to be taken, including but not limited to deep cleaning of the area, closure of the area, cancellation of classes, or campus closure, etc. as required.
  • 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 contract 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.