



Laurentian University
Université **Laurentienne**

COVID-19

CONTINUITY OF EDUCATION PLAN

September 2021

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1.0 INTRODUCTION

In compliance with the Ministry of Colleges and University's August 31, 2021, Postsecondary Education Health Measures Framework for Fall 2021, Laurentian's Continuity of Education Plan (CEP) includes information about:

- health and safety protocols;
- outbreak management protocol;
- emergency management protocol including evacuation protocol;
- continuity of education in the event of a disruption to in-person instruction; and
- useful resources in the event of an emergency.

2.0 HEALTH AND SAFETY PROTOCOLS

The University is committed to providing and maintaining healthy and safe working and learning environments for all workers, students, volunteers, visitors and stakeholders. This is achieved by observing best practices that meet or exceed the standards to comply with legislative requirements. Laurentian continues to take every precaution reasonable to ensure the health and safety of the campus community.

2.1 General Health and Safety Measures

Physical Distancing

- [Physical distancing](#) of at least 2m will continue to be required for all indoor non-instructional spaces on campus
- Physical distancing will not be required for indoor instructional spaces (i.e. classrooms, teaching laboratories, spaces where in-person experiential learning occurs)
- For the Fall 2021 Term (and until further notice), seating capacity in classrooms will be limited to 80% of traditional occupancy and classes with over 125 students will be held in hybrid rooms, or offered remotely.

Masking Policy

All persons entering any indoor facility will be expected to wear a mask or face covering in accordance with Laurentian's [Policy on Face Covering](#). The face covering must be worn inside the premises at all times unless it is reasonably required to temporarily remove the face covering to receive the services provided by the University.

Cleaning and Preventative Measures

- Laurentian is continuing with enhanced cleaning throughout campus and making cleaning supplies available in labs and shared office spaces.
- Teaching spaces, public spaces and high-touch areas will be cleaned routinely and at least daily.

- Facilities Management has implemented a thorough approach to ventilation operation and maintenance that is aligned with industry best practices and public health guidelines. Adjustments have been made to increase ventilation rates and reduce recirculated air by increasing outdoor air. Industry-standard filters have been installed and will be changed regularly.
- The University will continue to promote the importance of handwashing and hygiene protocols with extra hand sanitizing stations, signage and communication campaigns.

Waste Water Testing

Laurentian is participating in a Wastewater Testing program for on-campus residences in order to identify early signs of a potential COVID outbreak.

Testing for COVID-19

Laurentian is supporting COVID-19 testing on campus. Members of the Laurentian community that require a COVID-19 testing are able to make an appointment with the Health and Wellness clinic by sending an email to vaccineclinic@laurentian.ca. Individuals can also drop in for same day appointments. The following testing options are available:

- Rapid testing is available to any faculty, staff, or student who are asymptomatic
- PCR testing is available for individuals who are symptomatic

Designated Learning Centre

Laurentian is a designated learning centre to support the arrival of international students. When required, quarantine, COVID-19 testing, and COVID-19 vaccinations can be arranged.

Reporting Illness

If sick, individuals must stay home and contact their Physician, Public Health or Telehealth Ontario for further instructions: [Guidelines for Reporting Illnesses](#).

2.2 Vaccination Policy

Laurentian's [Policy on COVID-19 Vaccination](#) takes effect on September 7, 2021. Proof of full vaccination against COVID-19 is required for all individuals involved in any in-person activities on campus. Individuals who are not fully vaccinated by September 7 2021, will have until October 15, 2021, to be fully vaccinated. Individuals who are not fully vaccinated will be required to have a negative COVID-19 test within the previous 72 hour period in order to enter campus.

Individuals who are not able to be vaccinated for medical or other protected grounds under the Ontario Human Rights Code will be required to complete and

submit [an exemption form](#). In addition, those individuals will be required to also provide on an ongoing basis proof of a negative COVID-19 test within the previous 72 hours prior to entering campus.

Effective October 15, 2021 all individuals who wish to enter the University campus, and are eligible to be vaccinated, must provide the University proof that they are Fully Vaccinated against COVID-19. Individuals with a permitted exemption will continue to require a negative COVID-19 test in the previous 72 hours in order to enter campus.

To support the Policy Laurentian will continue to partner with Public Health Sudbury and Districts to host vaccination clinics on campus in September and October. Information on vaccine clinics in Sudbury and Districts can be found [here](#).

2.3 Screening Protocol

Faculty and staff are required to complete a [Screening Tool](#) before accessing campus. Others who attend campus complete a passive screening, seeing the questions posted at the main entrance points to campus and on classroom doors. The questionnaire is used for self-screening and contact tracing purposes only and includes the following questions:

1. Are you currently experiencing **any** of the following symptoms (If you received a COVID-19 vaccine in the last 48 hours and are experiencing symptoms that only began after vaccination, select “No.”):
 - fever,
 - sore throat,
 - cough,
 - shortness of breath
 - malaise (fatigue or feeling of being generally unwell),
 - runny nose, and/or
 - other symptoms of COVID-19 including but not limited to: Aches and pains, diarrhoea, conjunctivitis, headache, loss of taste or smell or a rash on skin.

2. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If you are fully vaccinated (it has been 14 or more days since your final dose of either a two-dose or a one-dose vaccine series), select “No.”

If the person got a COVID-19 vaccine in the last 48 hours and is experiencing a mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”

3. In the last 14 days, have you travelled outside of Canada and been told to quarantine (per the federal quarantine requirements)?

2.4 Outbreak Management Protocol

Laurentian University has updated its Outbreak Management Protocol and is prepared to act if required. The Health and Safety Manager and the Manager of the Health and Wellness Clinic will collaborate with Public Health Sudbury and Districts.

The University may not be made aware of a case linked to campus unless the individual(s) involved shares the information or Public Health Sudbury and Districts (PHSD) contacts the University while doing contact tracing. PHSD is not able to share personal medical information about an individual with anyone other than that individual. PHSD will manage cases inclusive of contact tracing and case isolation measures. The university administration will support and provide information to public health officials to enable the contact tracing while maintaining the confidentiality of confirmed cases.

See the [Guidelines on Reporting Illnesses](#) for more information

2.5 Emergency Management Protocol

The University's Emergency Management Team, through the [Emergency Management and Response Plan](#), is responsible for managing the institution's response to any emergency, including situations that may arise as a result of the COVID-19 pandemic.

3.0 CONTINUITY OF EDUCATION PLAN

For the purposes of the Continuity of Education Plan (CEP), an Emergency is defined as a potential COVID-19 exposure or confirmed COVID-19 case.

Public Health Sudbury and Districts (PHSD) will notify individuals if they have a confirmed case of COVID-19 and perform contact tracing. Individuals who are a close-contact with a COVID-19 positive case will be contacted by PHSD and provided direction on the steps they are required to take. The University may be contacted if there was a potential exposure at a public event or evidence of an outbreak. Laurentian University will take direction from Public Health Sudbury and Districts. The University's Emergency Management Team will determine the appropriate response, based on the advice of public health, to ensure a coordinated and centralized response.

3.1 Reporting Illness

Individuals with a confirmed case of COVID-19 are asked to follow guidelines for reporting illnesses.

Students

If a student has [symptoms](#) consistent with COVID-19, they are required to stay home and asked to follow directions in the [Guidelines for Reporting Illnesses](#) and refer specifically to the section on [Procedures for Students Reporting Illness](#) for more information.

Instructors

If an instructor has [symptoms](#) consistent with COVID-19 they are required to stay home and follow directions in the [Guidelines for Reporting Illnesses](#). Instructors are also required to contact their Chair and/or Dean to determine the appropriate approach to ensure course continuity.

Staff

If a staff person has [symptoms](#) consistent with COVID-19 they must stay home and follow directions in the [Guidelines for Reporting Illnesses](#)

3.2 Process to Support Continuity of Education

A disruption to in-person teaching and learning may occur as the result of the diagnosis of COVID-19 infection in students, staff, faculty and/or instructors.

Continuity of Education: Student

An impacted student will need to advise their Dean as well as their Instructor(s) that they will not be able to attend campus for a prescribed period of time. All in-person courses have a D2L shell that will permit access to the course content by the impacted student. If the case occurs during the examination period, the student will need to reach out to the Registrar's Office in order to have the final exam, if attached to a course, deferred.

The Instructor(s) is asked to be flexible and to assist the student in developing a CEP for the course. In some cases the Instructor(s) may wish to seek guidance from the student's Chair/Director/Program Coordinator and Dean. A case-by-case approach is recommended as some classes may already have a hybrid option, or course materials readily available through the D2L platform.

Continuity of Instruction: Instructor/Staff

If an Instructor is advised by PHSD to isolate or the individual is ill with symptoms of COVID-19 they must not enter campus. The Individual should complete the [Guidelines for Reporting Illnesses](#) form and advise their supervisor.

The Instructor and Dean should consider the period of time that the Instructor may be required to be off campus and the ability for the course to be taught remotely for a temporary period of time. If the Instructor is not experiencing symptoms of illness or disability rendering them unable to teach, the course could move to remote instructional delivery for a period of time. Classes pivoting to remote delivery would keep their scheduled meeting days/times as per the timetable to permit faculty and students to continue to meet synchronously over Zoom, and to then return to regular on-campus instruction once the instructor/staff is deemed to be able to do so. Class-specific changes will be communicated to students from their instructor.

3.3 Plans to Support Continuity of Education in the Event of an Outbreak

In the event of a declared outbreak on campus the University will work with PHSD to:

- determine whether self-isolation of a work or residential cohort, cancellation of affected in-person classes and/or closure of affected buildings/facilities is required
- ensure that infection prevention and control guidelines and protocols are implemented to protect the health and safety of employees and students
- determine the extent and length of closure that will be required
- determine when employees and students can return to work/school and what additional steps are needed for the community

Remote delivery of instruction will be utilized where appropriate to maintain continuity of education, whether as a result of a localized outbreak or a large-scale transition as deemed necessary by public health authorities. If necessary an alternative method of determining final grades will be submitted by the Instructor and approved by the Dean. All changes would be communicated to students registered in the impacted course(s).

On-campus courses will continue to maintain their space allocation on-campus during the remote period. In the event that it is deemed safe by public health authorities to return to in-person learning, courses will be transitioned back to face-to-face delivery with appropriate safety measures in place.

3.4 Plans to Support Continuity of Education in the Event of Community Spread

In the event of significant community spread of COVID-19 on the Laurentian University campus, all in-person classes will pivot to remote teaching and learning. This decision will be made by the Emergency Management Team with input from

the Executive Team, and direction from PHSD. The Provost will work with the Deans to implement Continuity of Education Plans.

In the event of campus closure to in person learning, continuation of critical research and scholarship activities will be managed in accordance with the University’s [Research Recovery Plan](#). Return to research and scholarship activities will follow guidance in [Laurentian University’s Phased-In Return to On Campus and Field-Research Plan](#).

3.5 Protocols for In-Person Classes

Laurentian has developed a guidance document ([Fall 2021 Protocols for In-Person Classes](#)) to support instructors and students returning to the classroom. The document provides guidance on classroom capacity, start and stop times for classes to decrease interactions when entering and exiting classes, and important information for instructors and students with respect to compliance with Laurentian’s policies on health and safety.

4.0 RESOURCES

Laurentian University

On campus resources at Laurentian University and contact information is provided in the Table below.

| Department/Resource | Contact Information |
|----------------------------|---|
| Health and Wellness Clinic | healthservices@laurentian.ca vaccineclinic@laurentian.ca Phone: (705) 673-6546 |
| Accessibility Services | accessibilityservicesinfo@laurentian.ca Phone: 705-675-1151, ext. 3324 |
| Campus Safety & Security | campussafety@laurentian.ca Phone: 705.673.6562 |
| Health and Safety | Phone: 705-675-1151 ext. 3061 |
| Information Technology | it@laurentian.ca Phone: 705.675.1151 ext. 2200 |

Up to date information on COVID-19 and Laurentian Policies can be found on the COVID-19 Website: <https://laurentian.ca/COVID-19> including:

- [Policy on COVID-19 Vaccination](#)
- [Program on COVID-19 Vaccination](#)
- [Policy on Face Covering](#)
- [Mask Use Guidelines](#)
- [Guidelines on Reporting Illness](#)

- [Procedures for Students Reporting an Illness](#)
- [COVID-19 Self Screening Questionnaire](#)

Public Health Sudbury and District

Individuals are also encouraged to visit the [Public Health Sudbury and District website](#) for up to date information on COVID-19 in the Sudbury region.

Ontario Government: Resources to Prevent COVID-19 in the Workplace

<https://www.ontario.ca/page/covid-19-workplace-health-safety>

Federal Government: Coronavirus Disease

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>