



JOINT COMMUNICATION MEMO

Office of the President & Algoma U Pandemic Task Force

2020-08-28

MEMO: Important Return To Campus Update - Fall & Winter Terms

TO: Students - Sault Ste. Marie Campus

CC: AUSU & SASA Executive

FR: Asima Vezina, President & Vice-Chancellor

Brianne Pringle, (Chair) Pandemic Task Force

As President of the University and Chair of the Pandemic Task Force, we want to take this opportunity to share with you, our students, important information about the planning that is taking place to prepare for a successful Fall 2020 term. As we move into the sixth month of the pandemic, here in Ontario, Algoma University continues to adjust its strategy, while at the same time taking proactive steps to ensure the success of the students we are serving and the safety and wellbeing of our University community (SSM, Brampton, Timmins).

As part of a phased approach, a number of Return to Campus (RTC) measures have been put in place to address the impacts of the global pandemic on our academic and non-academic operations. It is **imperative** that we all learn about and follow these measures.

This memo outlines specific RTC details relevant to those studying on our **Sault Ste. Marie campus**. Please review the information shared below and if you have any related questions or concerns, do not hesitate to email covid@algonau.ca or connect with the specific departments referenced in this memo.

We will continue to adjust our plans as needed and appreciate your ongoing understanding as we navigate the evolving nature of the pandemic. Don't forget that all key updates, including copies of memos and student FAQs, are available on our [website](#).

Finally, we anticipate the positive outcome of our phased approach to RTC plans will support our intention to deliver face-to-face programming **where possible** starting in January 2021. As we consider our academic program delivery mix for the Winter 2021 term, we must continue to work together, be creative and be adaptable. We will also work closely with the student

leadership of AUSU and SASA to ensure the views of our students help shape our decision making. A virtual Town Hall will be announced in the coming weeks to continue this discussion. More information will follow from the Office of the Dean over the next several weeks.

Thank you in advance for your adherence to these RTC guidelines as we continue to welcome an increasing number of individuals back to campus. Our collective efforts are making a difference.

SAULT STE MARIE CAMPUS - FALL 2020 TERM UPDATE

Starting **September 9, 2020**, the Sault Ste. Marie Campus will be 'open' from Monday to Sunday (8:00 am - 12:00 am). Service hours for designated areas are noted below.

We ask that you **only access the campus for particular reasons** (use of computer lab, library, attend pre-scheduled meetings, etc.) and leave campus once you are done. This will help minimize the number of people gathering on campus at any one time. Please note that there are appointment requirements - see below for details.

COVID-19 PROTOCOLS FOR COMING TO CAMPUS

The **video message** linked [here](#) provides you with an overview of the key protocols in place to support the health and well-being of those returning to campus.

Before coming to campus, you **must** ask yourself the following questions:

- Have you arrived home from international travel (including the United States) in the last 14 days?
- Have you been around someone with a suspected case of COVID?
- Have you been around someone with a confirmed case of COVID?
- Are you feeling sick?

If you answer '**Yes**' to any of the above questions, you **must** remain home. If you have symptoms that you believe to be COVID-19 related, contact the Algoma Public Health Unit.

If you answered '**No**' to the above questions, you may access campus. Please follow the rules outlined below:

1. Follow all posted signage in relation to COVID-19. This includes following signage on what doors to enter and exit, the direction of stairways and hallways, and capacity limits in rooms, washrooms, and elevators.
2. Always maintain social distancing when possible.
3. **Masks are mandatory** in all indoor public spaces in the Algoma region. You **must** wear a mask or face covering anytime you are moving through the facilities or using

washrooms, printers, and elevators. Wear your mask properly at all times, covering both your nose and mouth, including when speaking with others. **Students will be provided with a free mask** (distribution details to be shared in a separate communication), **but are encouraged to purchase their own as well.**

4. Hand sanitizer stations are located throughout the facilities, and employees are encouraged to use them before entering spaces or after touching common equipment.
5. Avoid touching your eyes, nose, and mouth and wash your hands often.

Your cooperation in following these guidelines is appreciated and important as we protect the health and safety of everyone on campus. *Thunderbirds protecting Thunderbirds: Thunderbirds protecting Community.*

Please note that it is now required under the Non-Academic Student Code of Conduct that all students follow Algoma University Health and Safety rules. If you have questions or are concerned you may have been exposed to COVID-19, please contact healthservices@algomau.ca.

The following section provides further details on specific services and guidelines that will be in place as of September 9, 2020. Updates will be provided as additional services transition to face-to-face.

COMPUTER LABS/IT SERVICE

NW 203 will be open for computer use (8:00am to 12:00am)
NW 204 will remain open for printing and scanning purposes
NW 205 will remain closed for remote access for students as needed

The mezzanine (computer area) in the library will be available during library hours (see below).

The number of computers is limited to ensure appropriate social distancing.

Please use cleaning supplies provided both before and after use and do not move equipment, as it is set up for social distancing.

The IT Service Desk has been temporarily moved to NW 202, should you need assistance, please call IT @ 705-949-2301 ext. 4450 or 1-888-902-7866. Students can submit a ticket via the student portal [here](#).

The IT Service Desk will be open the following hours:

Monday to Thursday: 8:00 am - 7:30 pm
Friday: 8:00 am - 4:00 pm
Saturday and Sunday: 1:00 pm - 4:00 pm

ARTHUR A. WISHART LIBRARY

The Arthur A. Wishart Library will be open the following hours:

Monday - Wednesday: 9:00 am - 4:00 pm
Thursday: 9:00 am - 8:00 pm
Friday: 9:00 am - 4:00 pm
Saturday and Sunday: Closed

The 3rd floor will be open for socially distanced study.

The 2nd floor will remain closed - Library staff will retrieve books as needed.

In-person and curbside book pick-up will be available.

Reference services will be available virtually by emailing reference@algomau.ca or by using the Ask a Librarian service.

Digital interlibrary loan services will be available by emailing ill@algomau.ca or by making a request through RACER.

BOOKSTORE

How do I get my textbooks for the Fall?

The bookstore will be opening with a limited capacity. Stay tuned for further details. You are welcome to come to see us as long as you are wearing your mask!

Have your books shipped to your home! You can order your textbooks at www.algomashop.ca and have the books and supplies shipped to your home.

Order your books online and select curbside pick-up. We will email you the instructions once your order is ready for pick-up. We will be available Monday to Friday, 9:00 am to 3:00 pm.

Go digital! We are working on making as many digital books available as possible. Save on money and time by purchasing your books digitally at www.algomashop.ca.

What if I need to return a textbook?

Textbook returns will be accepted until Friday, September 25th as long as they are in the same condition! Need to ship your books back? Make sure the package is postmarked on or before September 25th. This way, if the package arrives a little late, you won't be penalized. Please note: digital books are non-returnable.

What if I want to keep a book I rented?

Textbooks rented for the Fall term will be due back December 23rd, 2020. If you wish to keep your rented textbook, just follow these easy steps:

1. Visit www.algomashop.ca and log into your account
2. Click on the account icon and select rentals
3. Scroll down to your active rentals and click buy
4. Proceed to your cart and complete the purchase

Questions? Email us at 0922mgr@follett.com

CAFETERIA AND TIM HORTONS

The Cafeteria and Tim Hortons will **remain closed** for the Fall semester. Students living on campus should have received information regarding available food options. If you did not receive this information, please contact housing@algomau.ca.

Students are encouraged to bring a filled water bottle with them for use while on campus. Water fountains that have a water bottle filling station will be accessible. Water fountains that do not have this feature are not accessible at present.

Vending Machines will still be available.

GEORGE LEACH CENTRE

The George Leach Centre is open by appointment only. The GLC Membership Ancillary Fee is not being charged to students this semester. Students who wish to access the GLC during the fall semester will need to purchase a membership. The cost is only \$38.23 for the semester. For questions on membership, hours of operation, and services available, please visit www.algomathunderbirds.ca or email glcdesk@algomau.ca.

MEETING SPACE

Meetings are to remain virtual. However, designated spaces have been allocated should an in-person meeting with a staff member be absolutely required. Any such meetings are by appointment only. **No walk-in appointments will be allowed.**

The library will have space open for personal study. Spaces are limited to ensure appropriate social distancing. Study rooms can be booked by students as per protocols.

COMMON SPACES

All common spaces (student lounges, public gathering spaces) for students remain closed until further notice.

ON-CAMPUS SERVICES

Many campus services will remain virtual, with in-person appointments scheduled only when absolutely necessary. To directly connect with the service area/department you are looking for, please utilize the email or telephone contacts listed below. All phone extensions can be accessed via 705-949-2301 or for those living outside Sault Ste. Marie, please call toll free: 1-888-ALGOMA-U (1-888-254-6628).

Advising Questions: advising@algonau.ca or x4238	Financial Services Questions: accounts@algonau.ca or x4723
Immigration Questions: immigration@algonau.ca or x4238	Financial Aid: fao@algonau.ca or x4219
Learning Centre: learning@algonau.ca or x4225	Registrarial Services Questions: regoffice@algonau.ca or x4227
Health and Wellness Services: healthservices@algonau.ca	IT Service Desk: submit a ticket via the student portal here or x4450

COVID-19 RELATED UPDATES

Algoma University will continue to actively monitor the evolving situation and remain in contact with health officials. We will continue to provide ongoing updates to students as needed and ensure that the appropriate prevention and response measures are taken.

For ongoing updates, please visit the www.algonau.ca website dedicated [COVID-19 page](#).

Thanks once again for reviewing and adhering to the measures outlined within this update.

Thunderbirds protecting Thunderbirds - Thunderbirds protecting Community