



LETHBRIDGE COLLEGE COVID-19 GUIDELINES FOR RE-ENTRY

VERSION 10 ❖ August 27, 2021

What is new in this version?

Changes from one version to the next will be highlighted here. External content that is linked within this document is updated continually. The college is not responsible for external content.

Changes from version 9 to version 10 | August 27, 2021

- as of August 27, 2021 the College is in near normal operation with select public health protocols in effect
- effective September 7, 2021 masks are required in all indoor public spaces, including classrooms, labs, office spaces and hallways

Changes from version 8 to version 9 | July 5, 2021

- as of July 5, 2021 the College is in phase 3 of its re-entry plan
- most of the restrictions are removed for students, employees and the public on campus
- masks are no longer required and may be used voluntarily

Changes from version 7 to version 8 | October 14, 2020

- addition of Phase 2+
- definition of employee and student with purpose has been modified
- recreational services facilities are open to employees and students
- face to face meetings allowed on campus

Changes from version 6 to version 7 | August 24, 2020

- in phase 2, members of the public may now access the daycare if they are registered there

Changes from version 5 to version 6 | August 10, 2020

- as of August 17, 2020, masks are required in public areas of campus buildings; some exceptions apply; see the Covid-19 [information page](#)
- in phase 2, students must scan their college ID upon entering a college building at one of the monitored building entrances; previously, this requirement was only in place for employees

Changes from version 4 to version 5 | August 1, 2020

- as of August 1, the college is in phase 2 of its re-entry plan
- in phase 2, employees must scan their college ID upon entering a college building at one of the monitored building entrances, and have college ID on their person at all times
- only indoor gatherings are limited to 100 people; outdoor gatherings, such as drive-in events, may have more than 100 people provided that provincial guidelines continue to be met

Changes from version 3 to version 4 | July 13, 2020

- gatherings are limited to 100 people, up from the previous 50 people; this matches the latest provincial guidelines for postsecondary institutions
- three exceptions to the “no public access” guideline have been approved for phase 2: members of the public may access the Garden Court, the massage clinic, and the Crooks School of Transportation

Changes from version 2 to version 3 | June 29, 2020

- the requirement for employees working on campus to complete an attestation was added to phases 1 and 2, along with a link to the attestation
- athletic facilities will be open to student-athletes during phase 2

Changes from version 1 to version 2 | June 15, 2020

- the Human Resources link on page 3 was updated to link directly to the benefits webpage
- information about travel for work-integrated learning was added to phases 1 and 2
- information about student exchanges was added to phases 1, 2, and 3

What is the purpose of the Guidelines?

These Guidelines establish the priorities and principles underlying our response to COVID-19, explain our response to COVID-19, and contain useful information for students, employees, and the public. Additional information about the college’s COVID-19 response can be found on the college’s COVID-19 [information page](#), while frequently asked questions about the upcoming academic semester can be found [here](#).

This is a living document

This is a living document: just as the COVID-19 situation evolves, so will our response. These Guidelines, the COVID-19 [information page](#) and the academic response [FAQs](#) will be updated as more guidance is provided by municipal, provincial, and federal governments and health authorities. Individuals should return to these Guidelines, the COVID-19 information page and FAQs from time to time for the latest information. The cover page states the version number of this document and the date that it was last revised. Changes from one version to the next will be highlighted in the “What is new in this version?” section.

Policies and procedures still apply

These Guidelines, the COVID-19 information page and FAQs may supplement but do not replace our policies and procedures, which continue to apply. Members of the college community are reminded that it is their responsibility to be familiar with our [policies and procedures](#).

Other sources of information

There are two main sources of information relating to COVID-19 and our academic plans.

Our COVID-19 [information page](#) includes details about college operations; information for employees; tips for health, wellness, and prevention; and information about COVID-19 itself.

Our [FAQs page](#) contains information for current, new and prospective students about academic plans for Fall 2020; residence operations; financial aid and student awards; and international students.

The Government of Alberta maintains a hub of information [here](#), as does [Alberta Health Services](#). Alberta's Relaunch Strategy is available [here](#). Guidance and supports for businesses and organizations are periodically updated and posted [here](#). The Government's guidance for postsecondary institutions is available [here](#).

Decision-making

The Executive Leadership Team ("ELT") and the College Leadership Council ("CLC"), acting as the steering committee, have struck various task teams to plan a comprehensive response to COVID-19. These teams are cross-functional, with representation from Deans' Council and expertise from many college departments. Teams meet regularly. Team leads report to the Provost who informs and coordinates with CLC and ELT.

Exceptions to the Guidelines

Departments may request that they be allowed to depart from the Guidelines in specific ways, due to the specific circumstances of their department. Requests must be supported by rationale and are adjudicated by a committee established by the College Leadership Council for this purpose.

Our priorities

1

To promote the health, safety and wellbeing of the college community

We support the physical and mental health, safety and wellbeing of members of the college community. Individuals are encouraged to access the various supports available to them through [Wellness Services](#) and [Human Resources](#).

2

To continue to deliver on our mission as a postsecondary institution

We provide high-quality education and learning opportunities to students, and conduct applied research to meet economic and social needs.

3

To support the economic recovery of our city, region and province

We support the economic recovery by creating job-ready graduates and participating in applied research initiatives that benefit our local and regional community, businesses and health agencies.

4

To be sustainable

We have a duty to our stakeholders to deliver on our mission in an economically and environmentally responsible way.

Our guiding principles

1

An effective response is based on expert advice and evidence

We will follow the directives of government and health authorities, adapt their advice to our context, make evidence- and risk-informed decisions, and collaborate with other postsecondary institutions across the country to promote best practices in our sector.

2

An effective response requires engagement with the college community

We believe that the best response to COVID-19 will consider the perspectives of students, faculty, staff and the broader community. We have been engaging with these stakeholders and welcome their feedback to continuously improve our response.

3

An effective response depends on frequent, timely, clear communication

We will actively communicate our response to stakeholders. Multiple communication platforms and channels will be used to ensure that information is delivered frequently, when it is needed, and in a way that is easy to understand.

4

An effective response is predictable but flexible

The best response is one that balances flexibility and the need for individuals and departments to plan for the future. Significant changes to our response will be communicated to stakeholders along with rationale.

5

An effective response is innovative

We will take advantage of opportunities to be innovative in how we deliver our services and conduct our operations. We will lead and transform education through innovation that fosters sustainability.

A phased plan

We are currently in near normal operation with select public health protocols in effect. Most of the restrictions are removed, students and employees are allowed on campus without limitation. Effective September 7, 2021 masks are required in all indoor public spaces, including classrooms, labs, office spaces and hallways. COVID-19 vaccinations are recommended to all members of the college community.

The College will closely follow AHS and government authorities guidelines. Depending on the province's health statistics and the potential for the next waves of COVID-19, we may have to revert to previous phases before moving forward again.

Public health protocols for phases 1, 2 and 2+

Personal measures to prevent the spread of COVID-19

- complete the college's online orientation for re-entry
- complete a [self-assessment](#) before arriving on campus each day and monitor yourself for flu-like symptoms such as fever, cough, runny nose, nausea, sore throat or muscle aches
- consider downloading Alberta's [contact tracing app](#)
- practise good hand hygiene and respiratory etiquette
- observe physical distancing of at least 2 metres / 6 feet between yourself and other people, including when waiting in lines
- as of August 17, 2020, masks are required in public areas of campus buildings; some exceptions apply; see the Covid-19 [information page](#)
- stay home / go home immediately if you begin to feel unwell, and notify your instructor or supervisor; follow Alberta's [isolation](#) and quarantine requirements; the college reserves the right to require individuals to leave campus if they are displaying symptoms of illness
- students in isolation or quarantine should contact [Accessibility Services](#) for support; employees should refer to the college's [information page](#)

Physical safeguards

- traffic within buildings is regulated by restricting access points, cordoning off hallways, placing directional signage on walls and floors, and erecting barriers in large common areas
- maximum capacity for rooms is reduced and posted at room entrances; indoor gatherings are limited to 100 people
- plexiglass barriers are placed at front-end service desks
- furniture is removed or relocated to enforce physical distancing
- hand sanitizer is provided throughout the college
- enhanced cleaning and disinfecting of high-traffic, high-contact and common areas is completed

Administrative safeguards

- plans are in place to respond to illness and outbreaks in educational, residential, food service, and recreational settings on campus



High-risk students and employees

- students who consider themselves or someone they're living with to be at high risk of contracting COVID-19 or of developing complications from it should contact [Accessibility Services](#) if they have in-person classes
- employees who consider themselves or someone they're living with to be at high risk of contracting COVID-19 or of developing complications from it should speak to their supervisor or Human Resources

Definition of Students on campus “with purpose”

In certain phases, students are only permitted on campus “with purpose”. This means:

- students who are living in student residence on campus
- students who require access to computer, internet or printing facilities
- students who are attending labs or experiential learning on campus
- students who have booked an appointment on campus, including booked fitness sessions

Definition of Employees on campus “with purpose”

In certain phases, employees are only permitted on campus “with purpose”. This means:

- employees whose presence on campus is deemed essential for the maintenance of campus operations, e.g. caretaking, facilities, security, occupational health and safety, and some finance staff
- employees whose presence on campus is deemed essential for the support and delivery of course content and student services and who are identified in a departmental risk assessment
- employees who cannot work remotely for reasons of their personal mental or physical health and who have been approved to work on campus by their College Leadership Council member

employees who have an appointment on campus, including booked fitness sessions



Enhanced public health protocols are in effect

Access to campus

- no public access
- students are only permitted on campus “with purpose” (see above) and must have college ID on their person at all times; class attendance will be taken
- employees are only permitted on campus “with purpose” (see above) and must complete an [attestation](#), sign in with Security, and have college ID on their person at all times
- students and employees are encouraged to park in lots closest to the building they are entering to allow for quick entry and exit, regardless of the lot indicated on their parking pass

Course delivery

- courses are delivered in a flexible model (for more information, refer to the [FAQs](#))
- work-integrated learning students must follow the procedures of their workplace
- incoming and outgoing student exchanges are suspended

Service delivery

- front-end services are either suspended or delivered online or over the phone, not face to face
- no food services
- no athletics or intramurals – facilities, including the gym, are closed
- library and student gathering spaces are closed
- daycare is closed

Residence and international students

- students in residence are encouraged and supported to find other accommodations



Meetings, travel and events

- in-person meetings on campus are avoided and, where necessary, involve as few people as possible
- travel for work-integrated learning placements is allowed with dean approval; no other travel on college business, non-local domestic or international, is approved except in extenuating circumstances, by the President
- all travel must follow the protocols instituted by Institutional Compliance
- no college events

Capital projects

- capital projects and contractor maintenance continue with appropriate protocols in place

2

Enhanced public health protocols are in effect

Access to campus

- no public access, except that members of the public:
 - may dine in the Garden Court restaurant
 - may access massage clinic services during massage clinic operating hours
 - may have their vehicles serviced by the Crooks School of Transportation, by appointment
 - may access the daycare if they are registered there
- students and employees are only permitted on campus “with purpose” (see above), must scan their college ID upon entering a college building at one of the monitored building entrances, and must have college ID on their person at all times
- class attendance will be taken
- employees must complete an [attestation](#) before attending campus; the attestation need only be completed once, not daily
- students and employees are encouraged to park in lots closest to the building they are entering to allow for quick entry and exit, regardless of the lot indicated on their parking pass

Course delivery

- courses are delivered in a flexible model, with only labs and experiential learning occurring on campus (for more information, refer to the [FAQs](#))
- instructors take attendance for in-person classes
- work-integrated learning students must follow the procedures of their workplace
- incoming and outgoing student exchanges are suspended

Service delivery

- most front-end services are delivered online or over the phone, with select services occurring face to face if appropriate protocols can be observed (e.g. curbside pickup or pre-booked appointments)
- limited food services offered in the cafeteria; no buffets or food stations
- no intramurals; athletics facilities are only accessible to Kodiaks student-athletes; the gym is used for labs
- library and student gathering spaces are closed
- daycare is open to children of students, employees and public



Residence and international students

- residences operate at reduced capacity with supports and designated spaces for students in isolation or quarantine
- residential space is provided for international students living in residence to self-isolate for at least 14 days upon arrival in Canada
- students must notify Residence Life staff if they become ill or symptomatic
- common residence halls are closed

Meetings, travel and events

- in-person meetings on campus are avoided and, where necessary, involve as few people as possible
- travel for work-integrated learning placements is allowed with dean approval; other domestic travel is approved by the appropriate Executive Leadership Team member; no international travel on college business is approved except in extenuating circumstances, by the President
- all travel must follow the protocols instituted by Institutional Compliance
- no college events unless appropriate protocols can be observed

Capital projects

- capital projects and contractor maintenance continue with appropriate protocols in place

Enhanced public health protocols are in effect with increased access to certain areas and services

Access to campus

- no public access, except that members of the public:
 - may dine in the Garden Court restaurant
 - may access massage clinic services during massage clinic operating hours
 - may have their vehicles serviced by the Crooks School of Transportation, by appointment
 - may access the daycare if they are registered there
 - may register and book appointments with college community programs such as Be Fit For Life.
- students and employees are only permitted on campus “with purpose” (see above), must scan their college ID upon entering a college building at one of the monitored building entrances, and must have college ID on their person at all times
- class attendance will be taken
- employees must complete an [attestation](#) before attending campus; the attestation need only be completed once, not daily
- students and employees are encouraged to park in lots closest to the building they are entering to allow for quick entry and exit, regardless of the lot indicated on their parking pass

Course delivery

- courses are delivered in a flexible model, with only labs and experiential learning occurring on campus (for more information, refer to the [FAQs](#))
- instructors take attendance for in-person classes
- work-integrated learning students must follow the procedures of their workplace
- incoming and outgoing student exchanges are allowed in compliance with the provincial and federal guidelines

Service delivery

- most front-end services are delivered online or over the phone, with select services occurring face to face if appropriate protocols can be observed (e.g. curbside pickup or pre-booked appointments)
- limited food services offered in the cafeteria; no buffets or food stations

- athletics facilities are accessible to Kodiaks student-athletes. All students and employees must follow current reservation protocols through recreation services to access facilities
- library and student gathering spaces are closed
- daycare is open to children of students, employees and public

Residence and international students

- residences operate at reduced capacity with supports and designated spaces for students in isolation or quarantine
- residential space is provided for international students living in residence to self-isolate for at least 14 days upon arrival in Canada
- students must notify Residence Life staff if they become ill or symptomatic
- common residence halls are closed

Meetings, travel and events

- in-person meetings for employees on campus are allowed with observance of health and safety protocols involving as few people as possible
- travel for work-integrated learning placements is allowed with dean approval; other domestic travel is approved by the appropriate Executive Leadership Team member; no international travel on college business is approved except in extenuating circumstances, by the President
- all travel must follow the protocols instituted by Institutional Compliance
- no college events unless appropriate protocols can be observed

Capital projects

- capital projects and contractor maintenance continue with appropriate protocols in place

3

effective
September 7,
2021

Near normal operation with select public health protocols in effect

Access to campus

- effective September 7, 2021 masks are required in all indoor public spaces, including classrooms, labs, office spaces and hallways
- no restrictions on access to campus
- COVID-19 vaccinations are encouraged for all members of the college, but not mandatory.

Course delivery

- some courses may continue to be delivered in a flexible model (for more information, refer to the [FAQs](#))
- incoming and outgoing student exchanges resume

Service delivery

- most front-end services are available face to face, although physical barriers and other protective measures may still be used, while other services may continue to be offered online and over the phone
- full food services
- athletics and intramurals can resume – facilities, including the gym, are open to all
- library and student gathering spaces are open
- daycare open to the public

Residence and international students

- residences operate normally

Meetings, travel, and events

- no restrictions on the number or size of in-person meetings
- no bans on domestic or international travel on college business

Capital projects

- capital projects and contractor maintenance continue