

# CONCORDIA UNIVERSITY OF EDMONTON

Return to Campus Plan – Fall 2021



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## **A MESSAGE FROM THE PRESIDENT**

The past year and a half has been filled with significant challenges and adversity, and I am incredibly proud of the resiliency that has been demonstrated by our campus community. Today, I am happy to share our Return to Campus Plan for Fall 2021—a guide to ensure we are able to welcome our students, faculty, and staff back to campus while continuing to prioritize the health and safety of our community.

As COVID-19 vaccination rates increase and restrictions loosen across the country, it is time to, once again, open our campus, reconnect with one another, and engage in the exceptional education and research activities that we are known for at Concordia University of Edmonton (CUE). At the same time, it is important to recognize that the world has changed—our doors have been closed for 18 months, and we have adapted, adopted new habits, and either embraced, or learned to detest, remote work and learning. Now, we are entering another period of change and it is my hope that this plan will lead to a smooth transition for our students, faculty, and staff.

In recent months, I have heard a variety of opinions from members of our community. Some have argued that we should remain online for the foreseeable future while others believe our doors should open immediately. It is important for me to hear these perspectives in order to determine the best approach as we move forward. After much consideration, we have decided to do what we do best: Listen to science, put our faith in research, and continue to innovate. Throughout the pandemic, we have followed the guidance of Alberta Health Services and we will continue to do so. This plan reflects that approach.

Once again, I'd like to thank you, our CUE community. Throughout the pandemic, CUE distinguished itself as a careful, flexible, generous, and understanding institution. We have been smart, put people first, and found ways to make it work, no matter the circumstances. It is my hope and belief that we will continue to distinguish ourselves moving forward by choosing to be part of the solution and getting vaccinated against COVID-19—not only is it the right thing to do but it is also the smart and sensible thing to do. The success of this plan, and our province's reopening plan, relies on people trusting the science and getting vaccinated.

I very much look forward to seeing you on campus soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Loreman', with a small horizontal line extending from the end of the signature.

Tim Loreman, PhD.  
President and Vice-Chancellor

# INTRODUCTION

This document provides a general plan for returning to CUE in Fall 2021. It should be considered a working document and, while detailed in many respects, should not be regarded as comprehensive. Certain aspects of this plan may differ according to the needs of individuals and/or groups, and parts of the plan may need to be adjusted as the situation in Alberta and across campus evolves.

This plan is intended to provide an overall picture of CUE's return to campus to build awareness and understanding. At the same time, this plan provides guidance to various administrative units and departments as they make their own preparations for the upcoming semester.

## GUIDING PRINCIPLES

- **Putting people and safety first.**  
The health and safety of our community continues to be our top priority. Although vaccinations will mitigate the effects of COVID-19, it is expected that the virus will continue to be present and will need to be managed on an ongoing basis. As such, certain controls and measures may still be required to maintain a safe and healthy learning, living, and working environment. We will continue to follow the guidance provided by Alberta Health Services and will adapt, as required.
- **Supporting student learning and research.**  
As a post-secondary institution, our mission is centred around student learning and research. Above all other campus activities and functions, we will prioritize scholarship and research.
- **Recognizing the value of our employees.**  
Our faculty, instructors, and staff are our most valuable resources, and are essential in supporting our mission and vision, and providing high-quality learning experiences to our students.
- **Introducing flexibility.**  
Our approach has historically been solely focused on in-person courses and interactions; however, as we emerge from the COVID-19 pandemic, we recognize and understand that a shift has occurred, and we need to respond accordingly to meet the needs and expectations of our students and employees.
- **Taking a holistic approach.**  
Planning for educational activities should encompass all aspects of the educational experience including learning within classrooms, lecture theaters, laboratories, workshops, performances, practicums, research settings, study spaces, and travel abroad/exchange programs.
- **Prioritizing student services.**  
Services and supports are an integral component of the student experience. Depending on the student and their particular needs, the type of services, supports, and student

accommodations required will vary.

- **Communicating regularly.**

We recognize that we are entering a period of change, and we are committed to ongoing and timely communication to ensure a successful return to campus.

## MANAGING EXPECTATIONS

As we begin returning to campus, we recognize that there is no single, unified opinion on how to best manage our reopening, and that the COVID-19 situation in the province will continue to change and evolve. While we cannot know with certainty what the future holds, we can set reasonable expectations for the CUE community:

- We will follow all guidelines, public health orders, and directives from Alberta Health Services and the Ministry of Advanced Education.
- We will engage in our own select enhancements of health recommendations to cater to the unique characteristics of our campus and position as a post-secondary institution.
- We will take reasonable measures to accommodate students and employees as we transition back to being an in-person community.
- We will ensure most services can be accessed in-person and virtually to support our students and employees.
- We will encourage our students and employees to get vaccinated against COVID-19, and we will frequently share information about COVID-19 and vaccines.
- We will ask any student or employee who is not feeling well and/or experiencing symptoms of COVID-19 to refrain from coming to campus for any reason.

It is important to note that there are also expectations that have been raised to date that have been deemed unreasonable, given our purpose and the current health situation in Alberta. It is important to clarify these expectations prior to our reopening:

- We are not an online university.
- We are not able to offer both online and in-person sections of our courses. We are introducing a number of [blended courses this fall](#); however, we cannot offer multiple sections of each course with multiple delivery methods.
- We will not allow students to participate in athletics, engage in non-academic performances, or live on campus if they choose to not receive the COVID-19 vaccine.
- We cannot guarantee that physical distancing will always be possible or that non-medical face masks will always be worn on campus. While some members of our community may choose to wear a non-medical face mask, they are no longer required per the most recent guidance from Alberta Health Services.

## GOVERNMENT GUIDELINES

Throughout the COVID-19 pandemic, CUE has strictly adhered to the public health guidelines provided by Alberta Health Services and the Government of Alberta.

On July 1, 2021, Alberta entered Stage 3 of its Open for Summer Plan—a three-stage roadmap for lifting public health restrictions and returning to normal. As such, the majority of mandatory public health restrictions have been lifted across the province, including capacity limits and physical distancing requirements. The remaining masking requirements are identified in [CMOH Order 34-2021](#), and isolation and quarantine requirements are identified in [CMOH Order 35-2021](#). These restrictions are currently being relaxed and, in the coming weeks, will be lifted.

It should be noted that municipalities and businesses are able to require the use of non-medical face masks and impose other restrictions according to their own bylaws and requirements. As of August 23, 2021, CUE is requiring the use of non-medical face masks in all indoor public spaces on campus.

Although restrictions have been lifted, it is important that Albertans and individuals entering Alberta remain vigilant, assess their personal risk, and continue with good public health practices to reduce the transmission of respiratory infections, including COVID-19.

### **What does this mean for post-secondary institutions?**

Currently, there are no public health restrictions in place to prevent post-secondary institutions from returning to in-person learning and activities. As such, CUE is able to resume in-person learning and scholarly activities, as well as other activities, programming, and services (including residence and food services).

Isolation and quarantine requirements continue to be in place until September 27, 2021, for individuals with COVID-19 symptoms, individuals who have tested positive for COVID-19, and individuals who are close contacts of confirmed COVID-19 cases. There are also [federal restrictions in place](#), including quarantine requirements, for international travellers (including international students). International students who have questions about the Government of Canada's restrictions should contact the [International Office](#).

### **Where can I get more information on the Government of Alberta's guidelines?**

We would encourage you to familiarize yourself with the [Government of Alberta's Open for Summer Plan](#), as well as their [COVID-19 vaccine program](#).

## PREPARING OUR PEOPLE

As we transition back to in-person learning, we recognize that there will be a number of challenges, including feelings of uncertainty and anxiety about returning to campus, that will require attention, empathy, and patience.

## SUPPORTING OUR STUDENTS

## **1. ENROLMENT SERVICES.**

Enrolment Services consists of the Admissions Office, the Financial Aid and Scholarships Office, and the Registrar's Office, including the Transfer Credit Office. These offices will resume all face-to-face services as of August 23, 2021, with most staff returning to campus the week prior. Online services that have been implemented during the pandemic, as well as the options of remote consultations with advisors, will continue to be available this fall.

As the Admissions Office interacts primarily with non-students, the office will continue to emphasize remote services.

## **2. STUDENT ACCOMMODATIONS.**

CUE is committed to access, equity, and inclusion. The Learning Accommodation Services (LAS) office assists in creating an accessible learning environment that encourages full participation in academic courses for students who are eligible for academic accommodations. Reasonable accommodations are tailored to the individual student, and the LAS office is open to prospective and current students in undergraduate and graduate courses. The LAS office is open for virtual and in-person assistance.

## **3. ORIENTATION.**

This August, CUE will host orientation for new students, as well as students seeking to reorient to an in-person learning environment. Orientation will have online and in-person components. The online components will be available on Moodle and have been designed to familiarize students with important dates and information (IT, security, financial aid, student services, etc.), and serve students who cannot be on campus in late August. The in-person components will take place at CUE over two days, and students will be invited to engage with one another and build connections that will last throughout their time on campus. Both first- and second-year students will be invited to attend the in-person activities, recognizing many second-year students have not been on campus due to the pandemic.

## **4. STUDENT GROUPS.**

The Concordia Students' Association (CSA) oversees student clubs and unions for undergraduate students at CUE. The CSA and CUE are working together to ensure that student groups are able to engage through a wide spectrum of involvement activities while ensuring student health and safety. We encourage students to get involved in co-curricular activities, whether you are on campus or learning remotely. There are plenty of opportunities for students to make connections and gather safely. Event organizers must work closely with the CSA VP Finance, CUE's Director of Security and Custodial Services, and CUE's Conference Services Coordinator.

## **A MESSAGE FROM THE CSA**

The CSA encourages all clubs and unions to prioritize the health and safety of the students. We will ensure that all safety protocols are being followed when organizing on-campus and off-campus events. The CSA encourages all the executive members of the student clubs and unions to get vaccinated, and to promote vaccination on their club's social media channels.

Even with restrictions lifting, the CSA would like to continue using online events, and online meetings, as much as possible. Students who need help with planning an event are welcome to contact the CSA VP Finance one month prior to the event at [csavpfinance@student.concordia.ab.ca](mailto:csavpfinance@student.concordia.ab.ca).

With the upcoming return to campus, the CSA wants to ensure that all the executives are available for the support of our student groups, and will be available on campus and online to answer any questions or concerns. The return to campus may be challenging for some students due to schedule changes and adapting to another new normal. The CSA supports students, and wants to make sure that their back to campus transition is as smooth and manageable as possible.

### **5. STUDENT SERVICES.**

Student services will continue to be delivered safely to students, either in our Student Success Centre or virtually. Whether students are participating in virtual or in-person learning, they will be able to book appointments with staff in all service areas, including Learning Services, the Writing Centre, LAS, Career Services, and the Indigenous Knowledge and Research Centre (IKRC). The Student Success Centre and the IKRC will continue to be a hub where students can meet, chat with staff, and access services, and staff will monitor the number of students in the space to ensure safety and comfort.

Student Life programs and workshops, such as the CUE Commitment and Peer Coaching Program, will continue to run with a blend of synchronous and asynchronous content as well as in-person and virtual meetings to best accommodate students.

### **6. GRADUATE STUDENT SERVICES.**

All services will be delivered safely to students, either in our Student Success Centre or virtually. The health and safety of our graduate students is our top priority. The Graduate Students' Association (GSA) represents and advocates for CUE's graduate students, and regularly engages with CUE administration.

## **A MESSAGE FOR MISAM, MISSM, AND MScIT STUDENTS**

While we are planning for a near full return to in-person learning this fall, we recognize that there are currently barriers in place negatively impacting many students, including significant travel restrictions. With this in mind, we have an important update for Master of Information Systems Assurance Management (MISAM), Master of Information Systems Security Management (MISSM), and Master of Science in Information Technology (MScIT) students.

All MISAM and MISSM course sections will be delivered virtually. As such, our Graduate Diploma in Information Assurance and Graduate Diploma in Information Security programs will also be online for the fall semester. CUE will be opening both online and face-to-face MScIT course sections in the near future. Classes start on August 30, 2021, and students have until September 7, 2021, at noon MDT to register in their courses. We anticipate all courses will return to face-to-face in January 2022.

### **7. ATHLETICS.**

Athletics and Recreation attends regular meetings to discuss the safe reopening of fitness centres, athletic facilities, and sport. This fall, CUE is requiring that all student athletes show proof of vaccination in order to participate on teams. Athletes must show their proof of vaccination using the tool provided on Online Services, as well as their PRIVIT medical profile. There will also be daily screening through the month of September and coaches will keep daily attendance for team training.

Orientation for student-athletes is scheduled for the end of August/beginning of September for all teams. Tryouts will be publicized and prospective athletes must show proof of vaccination to attend. Documentation will be verified by the Athletic Therapists to attend tryouts, and if the student makes the team they are only eligible to participate once their vaccination status is verified via Online Services.

### **8. INTERNATIONAL OFFICE.**

The International Office is responsible for all activities related to internationalization at CUE, including international partnerships and projects, international recruitment, international student support, and international mobility. The office will reopen for in-person services and support beginning August 18, 2021, and virtual services will also continue. Students should contact [international@concordia.ab.ca](mailto:international@concordia.ab.ca) to book an appointment or they can drop-in to the office (Library 282). Walk-in appointments will only be accommodated in the event of an emergency but students are welcome to drop in to schedule an appointment.

### **9. OUTBOUND MOBILITY.**

Services and activities related to outbound mobility will resume this fall. Students who are interested should book a meeting (either in-person or virtually) with the International Office. All events and activities related to the promotion of study abroad will be conducted in accordance with any existing protocols related to COVID-19. When CUE students or faculty/staff begin to participate in outbound mobility, it will be with additional

safety measures in place to prevent the further spread of COVID-19.

## 10. CENTRE FOR CHINESE STUDIES.

The Centre for Chinese Students (CCS) will begin delivering in-person language courses this fall, provided the visiting instructor is able to arrive in Canada. Otherwise, courses will be offered online until the visiting instructor is able to enter Canada. Tai Chi courses will be offered in-person and students who participate in Tai Chi from the community must follow all campus entry regulations. The Annual Art Exhibition will be displayed in AW 207 in October.

## 11. REPORTING ILLNESSES.

We all have a role in protecting the health and safety of our community. Anyone experiencing symptoms of COVID-19 should call 811 to speak to a health professional and refer to the most recent guidance provided by AHS. Students who are experiencing illness and/or symptoms of COVID-19 should avoid coming to campus for any reason.

### **I am not feeling well. What should I do?**

Students should reach out to their professors to disclose that they are unwell and unable to attend classes on campus. Students should work with their professors to make arrangements for missed classes and/or assignments.

### **I have received a COVID-19 diagnosis. Do I need to report it?**

Yes. All confirmed cases of COVID-19 should be reported to ensure appropriate notification and contact tracing to prevent an outbreak on campus. Please report your diagnosis to [studentlife@concordia.ab.ca](mailto:studentlife@concordia.ab.ca) to ensure we can support you.

## SUPPORTING OUR INSTRUCTORS

### 1. REORIENTATION.

As we transition from distance learning back to in-person learning, our instructors and teaching assistants will be faced with a new set of personal challenges, while also navigating and managing challenges related to the mental health of our students. We recognize and understand that some instructors are apprehensive and reluctant to return to face-to-face instruction, and we hope that, through reorientation, we will be able to address issues and concerns while supporting our community.

#### a. **Embracing Technology**

Over the past 18 months, our instructors and students have been introduced to new educational technologies and ways of learning. While we are transitioning back to in-person learning, there is still an opportunity to foster a technology-rich environment using virtual tools, platforms, and resources to generate interest and ease the transition for both students and instructors. Furthermore, flexible delivery is being piloted for the Fall 2021 semester. Instructors looking for more information should speak with their department chair and/or the Office of Teaching and Learning. The governance and approvals document is [available](#)

[online.](#)

**b. Assessing Student Abilities**

As students return to campus after completing the past academic year online, instructors should take time to get to know their students and assess their abilities using diagnostic assessment quizzes (available on Moodle). This data can be used to shape courses and drive instruction.

**c. Differentiating Content**

Differentiation (instruction to meet multiple learning needs) is always part of an instructor's repertoire, but it will be even more crucial as we transition from online learning back to in-person learning. Instructors should plan lessons that can be differentiated in content, process, or product. Understand that the data collected through diagnostic assessments may reveal that every student will not be ready to master certain standards and will need remediation.

**d. Monitoring Health and Wellness**

The COVID-19 pandemic has disrupted our landscape and negatively impacted the health and wellbeing of our community. As we return to campus, student mental health and wellbeing should always be top of mind, and instructors should strive to make their content relevant to students' lives. Many have experienced trauma and loss, and we must be mindful that students may have negative responses to certain topics. Instructional activities that cover COVID-19, grief, or other sensitive topics may be difficult for some students. Prepare your students for these activities in advance and be ready to connect students with Student Life and Learning resources, as needed. Instructors should also continue to monitor their mental health, and access resources and support, as required.

**e. Promoting Distancing and Health Measures**

While mandatory public health measures and restrictions have been lifted, physical distancing and other measures may be desirable when in-person learning returns this fall. Instructors should seek innovative ways to maintain appropriate distancing, such as using technology, to maintain the health and safety of the community. Additionally, instructors should communicate with students regularly and ensure they have appropriate supplies, as community supplies may not be feasible or always available this fall.

**f. Preparing for Remote Learning**

While we are returning to campus, COVID-19 remains present and could lead to future disruptions. For this reason, instructors should think about how their courses could transition to a virtual environment, should there be a need to return to remote learning.

## **2. MANAGING WORKLOADS.**

### **What remains the same:**

- We are continuing to put students first.
- All formal faculty and staff assignments revert to their pre-pandemic state.

- Expectations of all faculty in relation to the parameters of the collective agreement for teaching, research, and service are in place.
- CUE's Academic Work Plan and Comprehensive Institutional Plan continue to outline expectations for all members of the CUE community. Our organizational shift towards research rigour, accessing external research funding, and innovation (i.e. flexible delivery, BMO Centre for Innovation and Applied Research, McNeil Centre for Applied Renewable Energy, Concordia Centre for Applied Artificial Intelligence, Office of Extension and Culture, International Office, financial tracking and reporting platforms, E-Forms) remains.
- Our focus on putting students first, and prioritizing institutional care, inclusion, mental health, and Indigenous education remains, as emphasized by President Loreman's recent Town Hall ([Vision 2027](#)).

#### **What has shifted:**

- As we emerge from the COVID-19 pandemic, there are several unknowns that could impact CUE and Alberta's post-secondary landscape.
- We are introducing flexible delivery and blended courses to students, as well as flexible working arrangements for employees. We recognize that there is a level of anxiety and nervousness, and that some members of our community have concerns due to their personal and/or familial health situations. Some implications may be the increased use of employee assistance programs and flexible working arrangements.
- Leaders have a role to play in maintaining calm and focus as well as directing faculty and staff to appropriate resources for support.
- The health concerns of immediate and extended families may be anxiety inducing. Issues related to child and elder care, although not new, may be exacerbated as we work our way into the full campus experience.

### **3. REMOTE DELIVERY SUPPORT.**

In 2021, CUE created a new office to support instructors in all aspects of course design and delivery, including remote delivery. As we return to in-person learning, the Office of Teaching and Learning (OTL) will continue to support instructors.

This fall, courses will return to their pre-pandemic syllabi; however, instructors may want to maintain some elements of online teaching and learning. The OTL offers two levels of support: consultation and partnership. Instructors seeking consultation can access support and resources from the OTL on an ongoing basis for course design, teaching, learning, and delivery. Instructors seeking more intensive support can work with the OTL's Instructional Designer and access software to create sophisticated, pedagogically-sound, interactive learning objects based on course learning outcomes and assessments.

With both levels of support, the OTL is helping CUE become more flexible and introduce blended courses to meet the changing needs and expectations of our students and instructors.

#### **4. STUDENT ACCOMMODATIONS.**

CUE is committed to access, equity, and inclusion, and our Learning Accommodation Services (LAS) office encourages full participation in academic courses for students who are eligible for academic accommodations. Reasonable accommodations are tailored to students based on their needs, and the LAS office is open to both prospective and current students in undergraduate and graduate programs.

It can take time to organize academic accommodations and funding for disability-related services, so students seeking accommodations are encouraged to [contact the LAS office](#) as soon as possible.

#### **5. HEALTH AND SAFETY IN THE CLASSROOM.**

As we continue to learn more about COVID-19, the emphasis has shifted from high touch surfaces to airborne transmission. This shift, tempered by the number of Albertans who have received at least one dose of the COVID-19 vaccine, have led to a shift in our approach to maintaining health and safety in the classroom.

- a. Classroom cleaning will now take place daily (excluding holidays).
- b. If we become aware of a case of COVID-19 on campus, the Rapid Response Protocol will be implemented.
- c. Sanitizing supplies will be provided in classrooms.
- d. If two or more confirmed cases of COVID-19 are traced to CUE from the same source, we will inform Alberta Health Services and they will provide guidance on our actions.
- e. There will be a checklist provided to instructors to protect the health and safety of the community with actions required prior to and after classes.

#### **6. REPORTING ILLNESSES.**

We all have a role in protecting the health and safety of our community. Anyone experiencing symptoms of COVID-19 should call 811 to speak to a health professional and refer to the most recent guidance provided by AHS.

##### **I am not feeling well. What should I do?**

Faculty should inform their supervisor of any illness.

##### **I have received a COVID-19 diagnosis. Do I need to report it?**

Yes. All confirmed cases of COVID-19 should be reported to ensure appropriate notification and contact tracing to prevent an outbreak on campus. Please report your diagnosis to your supervisor as soon as possible. Supervisors should then report confirmed cases to the [COVID-19 coordinator](#).

## SUPPORTING OUR STAFF

### 1. REORIENTATION.

As we transition back to campus, we recognize there are a number of staff positions that are required on campus while others can continue to complete their work virtually. All staff members should connect with their supervisors to develop a plan for the fall and do whatever is necessary to prepare for either on-campus or remote work.

All departments should:

- Identify which positions are required on campus, which positions will continue to work remote, and which positions will blend both on-campus and remote work.
- Determine which positions will have flexibility in hours and days of work, and determine schedules for employees that may need flexibility.
- Plan for what to do when an employee refuses to return to work due to hazard or unsafe work (hazard assessment process).
- Determine what steps to take should an employee wish to return to work on campus despite not being required to return to campus.
- Determine what steps to take should an employee not wish to return to campus despite being required to do so.
- Consult with Human Resources on plans for employees who may not be comfortable returning to campus at this time.
- Refresh remote work guidelines for supervisors ensuring tips and resources for leading remote teams are current.
- Ensure employees are engaged with online tools and resources, including our website and Inside CUE, and are informed on policies and procedures for returning to campus and/or working remote.

### 2. COMMUNICATION.

As we transition back to campus, communication will be important, especially considering many staff members will continue to work remote.

CUE will:

- Ensure regular communications are shared from the leadership team and that information is easily accessible online.
- Inform employees on any changes to COVID-19 protocols and what is being done to ensure a safe working environment.
- Remain committed to flexibility and, while CUE does not relinquish its rights as an employer or responsibilities as a university, work with impacted individuals to find reasonable accommodations as the pandemic continues.
- Refer employees to the COVID-19 Rapid Response Procedure document for details on our response.
- Offer support and guidance to employees and supervisors.

### 3. RETURNING TO CAMPUS.

Our plans for returning to campus have been made recognizing the accessibility and availability of COVID-19 vaccines. While vaccination is not mandatory, CUE strongly supports vaccination and, as a university that is rooted in critical thought and scholarship, believes in the science and efficacy of vaccines.

Anyone planning to work on campus or visit campus for any reason will need to monitor their personal health and take basic precautions to keep the community safe, including:

- Staying home if you are sick or have any symptoms of COVID-19.
- Following government requirements, guidance, and protocols.
- Practicing good hygiene:
  - Washing and sanitizing hands
  - Covering coughs and sneezes
  - Avoiding contact with your face
  - Maintaining distancing when needed
- Gathering safely in larger groups.
- Cleaning and disinfecting spaces on a regular basis.
- Educating others on how to limit the spread of COVID-19.
- Contacting security should there be issues with others not following protocols and ignoring precautions.

In addition, any employee who will be returning to campus full time will be required to return any furniture or equipment that was borrowed during the pandemic to IT services. Those who are continuing to work from home can continue using CUE property.

#### **4. REPORTING ILLNESSES.**

We all have a role in protecting the health and safety of our community. Anyone experiencing symptoms of COVID-19 should call 811 to speak to a health professional and refer to the most recent guidance provided by AHS.

##### **I am not feeling well. What should I do?**

Staff should inform their supervisor of any illness. Hourly staff who are scheduled to work on campus and cannot due to illness should inform their supervisor immediately.

##### **I have received a COVID-19 diagnosis. Do I need to report it?**

Yes. All confirmed cases of COVID-19 should be reported to ensure appropriate notification and contact tracing to prevent an outbreak on campus. Please report your diagnosis to your supervisor as soon as possible. Supervisors should then report confirmed cases to the [COVID-19 coordinator](#).

#### **5. MANAGING REFUSAL TO WORK.**

Should an employee raise concerns about safety in the workplace, supervisors should inquire to determine the specific hazard and work to address and eliminate the hazard. If the supervisor cannot address or eliminate the hazard, the COVID-19 Coordinator or Laboratory Manager will perform a Hazard Assessment. During the completion of a Hazard Assessment, the worker must be present as well as a neutral party with an understanding of hazard and occupational health and safety. Hazard Assessments must

be documented and a determination must be made before supervisors can work to eliminate or reduce the hazard. If the Hazard Assessment indicates that there is no hazard, then the worker should return to work.

## **6. MANAGING REMOTE WORKERS.**

All employees working remote must be familiar with CUE's [Remote Work Policy](#). As detailed in the policy, a staff member may request remote work arrangements when the staff member's position is suitable for remote work. The staff member, supervisor, and vice president must all agree to the arrangement. CUE retains the discretion to modify or end the remote work arrangement at any time, as detailed in the policy.

# **RESEARCH AND INNOVATION**

CUE is committed to exploring what is possible through research and innovation. Due to the COVID-19 pandemic, the majority of research activities were put on hold or moved to virtual environments; however, on-campus activities will resume without restrictions on September 1, 2021 (pending any changes to government restrictions). A lab orientation session will be scheduled in August for those planning to conduct research activities on campus.

## **LAB REACTIVATION**

Plant Operations at CUE has been in charge of the facilities during the restrictions due to COVID-19, and will continue to ensure they are in normal working order, including supply lines for water, vacuum, and air. Lab research at CUE occurs at two different levels: Curricular research and extra-curricular research. In all cases, activities will resume in accordance with the guidelines from Alberta Health Services, and abiding by all public health measures.

Considering that all of the research laboratories at CUE are shared spaces, in some cases there may be a preference to wear non-clinical masks. All students and staff will receive information on what requirements will be in place at the beginning of the semester and such information will continue to be updated as needed throughout the course of their activities per public health guidelines. All lab benches and workstations will be available for use, as designed, and chemical, biological, and other material and equipment safety precautions are to be taken, as per regular conditions.

### **1. CURRICULAR RESEARCH.**

This includes any activity related to course programs. These activities will resume in the laboratories located in G101, G102, G103, G109, G111 and G115 in Guild Hall, and S102 and S107, in Schwermann Hall. In addition to information related to public health measures, students participating in these activities will receive training on hazardous materials (WHMIS), and other training, as applicable to the research.

### **2. EXTRA-CURRICULAR RESEARCH.**

This includes any activity occurring in one of three shared laboratories: Environmental Sciences, Chemistry, and Biology. Since July 2, 2020, researchers, their staff, and

students have required authorization to work on campus; this requirement will be removed on August 31, 2021, and the shared lab spaces will resume regular activities.

### **3. HEALTH AND SAFETY.**

Except when otherwise mandated by public health measures, researchers using shared lab spaces at CUE must follow regular health guidelines, including hand washing, wearing gloves, goggles and any other personal protection equipment (PPE) as necessary, and using biosafety cabinets, fume hoods, and laminar flow hoods, as needed, depending on the type of research and the materials being handled.

Researchers working in the field will be asked to observe regular health and safety practices for field work, along with enhanced hygiene measures. Those exhibiting symptoms will be asked to remove themselves from the labs, monitor their health, and not return to the lab until their symptoms have resolved.

Access to the shared lab spaces will continue to be determined on an as-needed basis, and regulated by the Lab Managers in the Faculty of Science, with the logistical assistance of Plant Operations. There will be no time or space restrictions in place for research activities, but researchers and their staff and students will be encouraged to coordinate with other groups, so that the shared space available is used according to safety and fire code guidelines.

For research that requires travel, this will be conducted with the public health restrictions in place at the time, including those related to international travel, and international collaborations. The restrictions on travel put in place for our internal research grant funding will be updated for competitions occurring after September 1, 2021, to reflect existing public health measures at that time.

## **TECHNOLOGY CENTRES**

The BMO Centre for Innovation and Applied Research (BMO-CIAR), Centre for Applied Artificial Intelligence (CAAI), and McNeil Centre for Applied Renewable Energy (McNeil CARE) are available both in-person and virtually to CUE and the extended community.

Staff will be available in person beginning August 18, 2021, and the majority of workshops and seminars for this fall are being planned for on-campus; however, we will continue to offer virtual options, when applicable. Additionally, facilities (labs, offices, and computing resources) will be accessible in-person. The return of staff on campus will happen in phases and in accordance with the needs of each centre and their activities. Please contact Isha Katyal, Director, Innovation and Industry at [isha.katyal@concordia.ab.ca](mailto:isha.katyal@concordia.ab.ca) for more information.

## **KEEPING OUR CAMPUS SAFE**

Throughout the COVID-19 pandemic, our top priority has been maintaining the health and safety of our community. As we return to campus, we will continue taking measures to prevent the further spread of COVID-19; however, it is important to reinforce the individual responsibility of all members of the CUE community.

**CUE is encouraging all members of its community to get vaccinated prior to returning to campus this fall.** Vaccination is safe and effective in preventing serious illness, and it is required for students wishing to live in residence, participate in sport, and participate in non-academic performances.

## **1. FOLLOWING PUBLIC HEALTH RESTRICTIONS.**

Our reopening plan for services, physical spaces, and collections will align with public health orders and guidelines. As of July 29, 2021, Alberta is in Stage 3 of its Open for Summer Plan, and all public health measures have been lifted except in specific settings. CUE will continue to work closely with Alberta Health Services and the Government of Alberta, and will adjust our approach as required. All changes will be communicated to the CUE community.

## **2. CLEANING AND HIGH TOUCH SURFACES.**

Public spaces will be cleaned daily and high touch and high-volume areas such as building entry doors and washrooms cleaned more frequently. Students are encouraged to bring personal sanitary wipes to clean study carrels and tables. Cleaning supplies will also be provided for this purpose at the library service desk. Library HVAC systems have been assessed and are operating effectively and efficiently to provide appropriate airflows, air exchanges, and air quality.

The frequency for high touch surface cleaning is as follows:

- Washrooms: Minimum of three times daily, excluding holidays.
- Entrances: Minimum of three times daily, excluding holidays.
- Athletic Facilities: Minimum of three times per day when heavy usage.
- Classrooms and Labs: Daily
- Study Spaces and Lounge Areas: Daily
- Office and Meeting Spaces: Daily
- Food Service Areas: Daily

Sanitizing supplies will be provided in office and food areas. If there is a shortage of custodial staff with increased absences due to self-isolation or quarantine requirements, or surges within the institution or community that may impact family members, a cleaning company will be contracted to ensure continuity of service.

## **3. ACCESS TO COMPUTER ROOMS.**

This fall, computer labs L110 and L264 will be available on a first-come, first-served basis during library hours of operation. Computer labs A205, A208, T101, T103 will also be available subject to classroom bookings. Computer stations will not be socially distanced, according to Stage 3 guidelines. Disinfectant and paper towels will be provided for users to clean equipment (monitors, keyboards, etc.) and users will be encouraged to use them. Students will be encouraged to bring personal sanitary wipes to clean off study tables or work surfaces. IT Help Desk Services are available during

CUE Library building hours, starting August 24, 2021.

#### **4. HVAC SYSTEMS.**

Where possible, Plant Operations has adopted the most recent recommendations of the CDC. Specifically, we have increased our filtration to MERV 13 filter sets and we further plan to extend building system operational hours beyond the current occupancy time settings to ensure adequate air change occurs when the buildings are again fully occupied. Filtration has been upgraded to MERV 13 filter sets in Alumni Hall, Alumni House, the Arnold Guebert Library, the Faculty Annex, Guild Hall, the Hole Academic Centre, the Ralph King Athletic Centre, the Robert Tegler Student Centre, Schwermann Hall, Wangerin House, and 7310-111 Avenue.

#### **5. OUTBREAKS OF COVID-19.**

If notified of an outbreak the area will be disinfected as part of the Rapid Response Plan.

#### **6. RESIDENCES.**

CUE's Residence buildings will be open at full capacity in Fall 2021. CUE requires all student residents to be vaccinated to be eligible to live on campus; proof of vaccination will be uploaded in Online Services and verified. The Housing Services Coordinator and team of residence assistants will promote a "We're all in this together" mentality to encourage respect for public health while also fostering a strong sense of community. Regular cleaning of all common residence areas will be completed by the custodial team and larger gatherings of residents will be closely monitored by staff to ensure safety.

Please see the [Residence Reopening Plan](#) for further details.