

Information Memo Re. Estrie Transition into Covid-19 Red Zone

To: All members of the Champlain College Lennoxville Community

From: Nancy Beattie, Director

Date: Nov 10, 2020

As of 12:01 a.m. on Thursday, November 12, 2020 (Wednesday midnight), the Estrie administrative region will be re-classified as a **Red Zone** under the provincial colour-coding system for the Covid-19 pandemic. Educational institutions are granted a brief additional delay and, in our region, will be implementing red zone measures **effective 12:01 am Friday, November 13 (Thursday midnight)**. The Red Zone designation is the maximum alert category. Along with governmental directives for post-secondary institutions in a red zone and the College's emergency plans, this has the following implications for Champlain-Lennoxville:

ACADEMICS:

- As of Thursday, November 12, a maximum of teaching activities are to be conducted via a distance mode of delivery through to the end of the semester;
- Only in those cases where student presence is essential for the acquisition of a competency (ie. Science labs, nursing courses and visual arts studio courses) or for the purposes of evaluation may in-person learning activities persist.
- Use of other classroom spaces for in-person courses other than above will not be permitted and any reservations will be cancelled. However, bookings for exams will remain;
- Internships (stage) and laboratory activities are to be maintained;
- Learning activities requiring the use of specialized equipment only available on campus and which would otherwise not be accessible to students may continue;
- In-presence exams and evaluations are permitted but the College strongly encourages all faculty to reconsider in-person exams and, as much as possible, offer a distance mode of assessment. When in-person exams are conducted, the exam protocol previously established must be followed;
- Additional PPE (personal protection material) needed for laboratories, learning activities and evaluations by given academic departments may be requested by emailing maintenance@crcmail.net specifying the course(s), frequency and numbers of individuals for whom PPE is required;
- Teachers continue to have access to their offices during regular working hours;
- Should teachers wish to avail themselves of a classroom equipped with cameras to deliver courses to students virtually, may request a reservation to this end through roombooking-lennox@crcmail.net;
- Teachers with any questions about specific situations should direct these to Mr. Yotam Baum, Interim Academic Dean, at ybaum@crcmail.net.

ACCESS TO FACILITIES & CIRCULATION ON CAMPUS

- Masks should be worn at all times when moving within a building;
- Hygiene measures must continue to be observed upon entering any building (hand washing or hand-sanitizing);
- Physical distancing must be maintained at all times;
- As per the most recent information from CNESST employees must wear ocular protection (such as the visors provided at the beginning of the semester or glasses) are required when circulating or in those situations where physical distancing cannot be maintained;
- Circulation indoors and between buildings on campus should be kept to a minimum;
- Students in need of services or support may continue to access campus with scheduled appointments;
- Residence remains open;
- Library services, health clinic and physio therapy clinic services will be maintained;
- All employees will continue to have access to their habitual workspace;
- No new reservations for meetings or in-person course delivery will be accepted;
- All governance and committee meetings shall take place virtually via Zoom or Teams.

EMPLOYEES:

- All employees will continue to have access to their habitual work space but, depending on the service offered and in accordance with departmental plans and following discussion with their direct supervisor, may work primarily from home;
- Those who share an office should continue to schedule alternate times to be in the space so as to minimize contact;
- Teachers should communicate with all of their classes to confirm the mode of delivery that will be used effective as of Thursday, November 12;
- Meetings should be conducted via on-line platforms (Zoom or Teams);
- Absences and / or illness during which an employee is unable to work should continue to be reported in the usual fashion, likewise any other situation which might prevent an employee from being able to work should be communicated with the College;
- If it has not already been done, employees should verify that their College-assigned computer and peripherals are functioning properly at home. For any IT requests, please email IT-Support-Lennox@crcmail.net;
- Employees who are working on-site at the College must wear appropriate PPE when circulating (mask and ocular protection) and when 2 metres of physical distancing from others cannot be maintained. Requests for additional PPE should be directed to maintenance@crcmail.net.
- Employees who may have additional specific needs not previously addressed should communicate with their immediate supervisor;
- Employees are reminded of the information on ergonomics that was distributed on behalf of the Health & Safety Committee on Oct 30th and are encouraged to review this material.

STUDENTS:

- Students should verify messages from teachers regularly to ensure they have the most recent information regarding the delivery of specific courses;
- Support services will continue to be available to support students, in-person and on-line; **appointments are required** to see members of the Student Services team;
- Students needing access to a workspace on campus are invited to communicate with Student Services StudentServices-Lennox@crcmail.net such that this can be arranged;
- Academic Advising will be conducted on-line;
- The Academic Dean's Office, Business Office and Bookstore also remain accessible to students. Virtual transactions and communications are strongly encouraged. However, under exceptional circumstances, in-person appointments are possible.
- Residence remains open with support available to students both in-person and on-line. The additional cleaning and sanitation measures in place since the start of the semester remain;
- Students are reminded of the information that may be found in the on-line **Wellness Hub** to support health and wellbeing at <https://www.crc-lennox.qc.ca/services/student-hub/> and are strongly encouraged to reach out to a member of student services for additional support as needed.

SPORTS & ACTIVITIES

- All organized sports and recreational activities are suspended and no competitive play is permitted;
- Individual training and practices are allowed;
- Activities that may be conducted individually or in pairs are permitted providing public health measures are followed;
- Physical fitness and training centres will be closed;
- Upcoming on-line activities for students will be announced through Omnivox.

As additional information becomes available, it will be communicated via Omnivox and / or email to all members of the Champlain Lennoxville community.