ROBERTSON

COVID-19 Policy for Alberta Students, Instructors and Staff

Purpose

At Robertson, the health and safety of our students, instructors, and staff is our top priority. We want to ensure we are all working together to take effective action to limit the potential spread of COVID-19 when returning to campus. This policy outlines Robertson's campus reopening plan and describes the guidelines and protocols involved in safely returning to campus; it is intended for all Alberta Robertson students, instructors and staff.

Campus Reopening: Phased Approach

In June 2020 we began our phased approach to campus reopening for students and instructors, which entailed opening our Edmonton and Calgary campuses to students in select School of Health programs so students could complete the hands-on and clinical lab portions of their programs for graduation on or close to their targeted program end date. Phase 2 began on July 17, 2020 and involved inviting all students and instructors from all programs to return to campus on a designated half-day specific to their program of study. Since this time the province has experienced a second and third wave of the COVID-19 infection. Currently, Alberta is seeing a decrease in COVID 19 cases and the provincial government has lifted almost all restrictions. Masks remain mandatory on public transit and in government buildings.

As the next phase of our reopening plan in Alberta, Robertson College will no longer require students or staff to maintain the previously required 2 metre distance. Therefore, all hands-on classes will be able to go back to full capacity. However, the province has indicated that individual businesses are able to make their own decisions about which health protocols they wish to continue to enforce. Therefore, out of an abundance of caution and to ensure that students are able to complete the on site lab and clinical requirements of their program, we have decided to keep some health order protocols in place. These details are described below.

We are continuously monitoring provincial and federal health orders and will adjust our reopening plan accordingly.

Safe Return to Campus - Protocols and Guidelines

We will continue to adhere to the following guidelines.

1. **Mandating Masks**

Students, instructors and staff will continue to wear a mask on campus; this includes when coming into the main entrance of the building and College, walking in hallways, in classrooms, and while going to washrooms.

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2. Self-Assessment

Prior to returning to campus, all staff and students must continue to take the COVID-19 self-assessment to determine whether they are safe to return. The self-assessment tool can be found here:

[Alberta COVID-19 Self-Assessment](#)

For Students

- If the results of a self-assessment indicate a student may be at risk, this student is encouraged to notify his or her instructor so that an excused absence can be recorded.
- If a student chooses to disclose the results of their self-assessment, the instructor must notify their Manager or Lead immediately.
- The student is advised to quarantine and seek medical advice and information about COVID-19 testing.
- If the test results are found to be negative and all symptoms have subsided as per provincial health legislation, the student may return to campus.
- If test results are positive, this individual must self-isolate immediately and follow protocols from provincial health authorities; this individual may return to campus if they have isolated after testing positive for COVID-19 as is legally required in Alberta and are symptom free - whichever is longer (see mandatory isolation requirements for Alberta below).

For Instructors and Staff

- If the results of a self-assessment indicate an instructor/staff member may be at risk, this individual must cease any on campus activity and is encouraged to inform his/her manager/director.
- The instructor/staff member is advised to quarantine and seek medical advice and information about COVID-19 testing.
- If test results are found to be negative and all symptoms have subsided, this individual should notify his/her director/manager and will be permitted to return to campus if/when required.
- If test results are positive, this individual must self-isolate immediately and follow protocols from provincial health authorities; this individual may return to campus if they have isolated after testing positive for COVID as is legally required in the province in which they reside (see mandatory isolation requirements for Alberta and Manitoba below).

3. Mandatory Isolation

The province of Alberta has mandatory self-isolation requirements that are legally binding. These requirements describe the isolation measures one is to take if they:

1. have symptoms
2. live in the same household with someone who has symptoms
3. have been in close contact with someone who has tested positive for COVID
4. have tested positive for COVID
5. have traveled internationally

As per the Province of Alberta website, Albertans must follow the self-isolation guidelines as below:

General Guidelines

If you are not vaccinated, you are legally required to:

- isolate for 10 days if you have tested positive or have any core symptoms that are not related to a pre-existing illness or health condition.
- quarantine for 14 days if you are a close contact of someone with COVID-19 or if you have travelled outside of Canada.
- quarantine for 14 days. if you tested negative and have known exposure to COVID-19. *If you tested negative and have no known exposure to the virus, you are not legally required to quarantine, but you should stay home until your symptoms resolve so you don't infect others.

Isolation period

- You are legally required to isolate for 10 days minimum if you have tested positive for COVID-19.
- Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Return to work or school

- Proof of a negative COVID-19 test and/or a medical note is not required to return to school, work or activities once the isolation period is complete.

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Exceptions

If you are fully-vaccinated* and are exposed to a COVID-19 case:
- If you have no symptoms, you are not required to quarantine.
- If you do have symptoms, you must isolate for 10 days and should get tested – your isolation can end early if you test negative.

If you are partially vaccinated* and are exposed to a COVID-19 case:
- If you have no symptoms, you must quarantine for 10 days from last exposure and should get tested.
  - Your quarantine can end early if you test negative on day 7 or later from last exposure.
  - If you test negative before day 7, you must remain in quarantine unless you get a second negative test on day 7 or later to end quarantine.
- If you do have symptoms, you must isolate and should get tested.
  - If you test negative before day 7, you must continue to quarantine (10 days total from last exposure).
  - If you test negative on day 7 or later and your symptoms have resolved, your quarantine can end.

You are considered fully vaccinated 14 days after receiving: a) both doses in a 2-dose vaccine series; or b) 1 dose in a 1 dose vaccine series. You are considered partially vaccinated 14 days after receiving the first dose in a 2-dose vaccine series.

Retrieved from the Province of Alberta Self-Isolation requirements, which can be found [here.](#)

4. General Campus Safety Protocols

We will continue to follow the protocol below to ensure safe service while on campus. These include:

- Adhering to vigilant cleaning and sanitizing measures in classrooms, labs, offices, hallways, and washrooms; professional cleaners with clear protocols will service each campus. Frequently touched surfaces will be disinfected regularly and vigorously.
- Providing cleaning supplies to instructors in their classrooms and requiring them to frequently clean and disinfect workspaces and commonly touched surfaces.
- Mandating the use of hand sanitizer upon entry, exit, and as needed in each classroom, common areas and office spaces.
- Ensuring that students, instructors, and staff who are not scheduled to return to campus are not permitted to enter the building during regular class time to reduce the number of occupants.
- Scheduling textbook and laptop pick up for designated days by appointment only.

Last updated - July 15, 2021

- Opening windows as weather permits and when possible to facilitate ventilation.
Mandating the use of masks on all campus locations by all students, instructors, and staff.

- Contactless QR code sign in system for contact-tracing upon entrance.
- Required hand sanitizing for 20 seconds upon entering the building.
- Encouraging washing and sanitizing hands frequently while on campus.
- Avoid touching one's face.
- Avoid greetings that involve touching such as a handshake.
- Avoid sharing supplies or other items with fellow students, instructors and staff.
- Avoid the unnecessary touching common surfaces (desks, counters etc.) whenever possible.

Students and staff in some programs will be required to wear Personal Protective Equipment (PPE).

Non-compliance

Students, instructors and staff who do not adhere to the protocols above may:
- be asked to vacate the campus
- may be subject to applicable provincial and federal fines and penalties

What to do if you feel sick at home

If students, instructors or staff get sick with fever, have a cough or are experiencing trouble breathing they should:
1. Avoid contact with others; quarantine immediately.
2. Inform their instructor or director/manager immediately that they are experiencing symptoms if they are comfortable doing so.
3. Quarantine and seek medical advice and information about COVID-19 testing.
4. Continue to quarantine until required (as per the MB and AB self-isolation requirements stated above).
5. Inform their instructor/director/manager if their test results are positive if they choose to disclose.
6. Provincial Health authorities will follow up and notify individuals who may have been in close contact with the individual infected. Robertson will also communicate to those students, staff and instructors who may be impacted. Only pertinent information about the exposure will be shared to protect the privacy of the individual infected.

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What to do if you feel sick while on campus

If students, instructors and staff develop symptoms on campus they should:

1. Inform their instructor/director/manager immediately.
2. Ensure their face remains covered with a mask.
3. Quarantine themselves in a vacant space or as per the directive of their instructor/director/manager.
4. Arrange to go home immediately; call emergency contact or a member of their household to arrange a ride; avoid public transportation (bus, taxi).
5. Maintain a two metre distance from other students, instructors, and staff while exiting the building.
6. The student is advised to quarantine and seek medical advice and information about COVID-19 testing.

Possibility of Positive Case on Campus - Communication Protocol

The following process applies to a Robertson student, instructor or staff member who tests positive for COVID:

- If a student discloses a positive result to an instructor, the instructor must inform their director/manager immediately.
- If an instructor or staff member discloses a positive result to their director/manager, the director/manager must inform senior management immediately.
- When a positive case on campus is confirmed, local public health officials will lead the response.
- The local public health authority will advise the institution if a confirmed case of COVID-19 was present on campus during the person in question's infectious period, and assess the need for the institution or part of the institution to be closed for a period of time, and provide any other further direction.
- Local public health authorities will identify close contacts of a positive case and contact those individuals who may have been exposed.
- Health authorities will advise on whether to close off areas used by the infected person and will advise as to whether cleaning and disinfecting protocols must be enacted.
- Robertson will work with provincial health authorities, following their processes and protocols for tracking and informing specific individuals who may be at risk of infection. All individuals who were at risk of exposure will be required to self-isolate as per the provincial self-isolation requirements specified above.
- Students will continue to learn virtually until they have been notified by their instructor/director/manager that it is safe to return to campus.

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Possibility of Close Contact - Communication Protocol

Students, instructors, and staff are legally required to self-isolate for 14 days (as per AB guidelines) and monitor for symptoms if they come in close contact with a person who has tested positive for COVID-19. Exposure may have resulted from providing care to another individual, living with or having close physical contact without appropriate use of personal protective equipment, coming into direct contact with infectious body fluids, or other (Province of Alberta, 2020).

The following process applies to a Robertson student, instructor, or staff member who has a member of their household tests positive or who has been in contact with someone who has recently tested positive:

- If a student discloses a possible exposure to an instructor, the instructor should inform their director immediately.
- If an instructor or staff member discloses a positive result to their director/manager, the director/manager must inform senior management immediately.
- When a positive case on campus is confirmed, local public health officials will lead the response.
- The local public health authority will advise the institution if a possible exposure was present on campus during and assess the need for the institution or part of the institution to be closed for a period of time, and provide any other further direction.
- Local public health authorities will identify close contacts of a potential exposure and contact those individuals who may have been exposed.
- Health authorities will advise on whether to close off areas used by the infected person and will advise as to whether cleaning and disinfecting protocols must be enacted.
- Robertson will work with provincial health authorities, following their processes and protocols for tracking and informing specific individuals who may be at risk of infection. All individuals who were at risk of exposure will be required to self-isolate as per the provincial self-isolation requirements specified above.
- Students will continue to learn virtually until they have been notified by their instructor/director/manager that it is safe to return to campus.

Privacy of Health Information

Robsertson is committed to protecting the private health information of its students, instructors and staff as per provincial health information legislation; individuals who choose to disclose private health information related to COVID can be assured that only pertinent information will be shared in an effort to keep our students, staff and instructors safe and healthy.

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Staying Informed

Students, staff, and instructors are encouraged to review the COVID-19 related information on our website and from official, credible sources as below:

[Robertson College - Important Information about COVID](#)

[Centers for Disease Control (CDC)](#)

[Public Health Agency of Canada (PHAC)](#)

[World Health Organization (WHO)](#)

[Province of Alberta: COVID-19 Information for Albertans](#)

Robertson will continue to actively monitor the COVID-19 situation closely and revise our COVID Policy according to provincial and federal protocols.

Approved by: Paul Holden, President and CEO, Education Canada Group

Date Approved: July 17, 2020

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