

March 26, 2020

Dear Colleagues and Learners:

The City of Ottawa recently declared a [State of Emergency](#) in response to the escalating seriousness of COVID-19 and its global impact. The College continues to align its response in terms of physical access to facilities and physical distancing measures, and to the guidelines and recommendations provided by [Ottawa Public Health](#).

To this end, considerable work is being done to ensure that only those College employees who are identified in a critical role that is required to maintain necessary, critical functions will be permitted on our campuses. Our existing interim COVID-19 related directives will be enhanced by the following measures effective as of Monday, March 30, 2020:

**Ottawa Campus:**

- Only critical staff who have been identified are permitted on site.
- Only staff who have received permission from their supervisor to attend campus for a valid purpose are permitted on site. Written authorization must be provided to Security Services by your Chair / Manager in advance of your visit. Security can be reached at [security@algonquincollege.com](mailto:security@algonquincollege.com).
- Students are not to attend campus, unless it is to attend an appointment with Health Services. You are encouraged to visit the [Student One Stop website](#) or the [College FAQ website](#) for further information.
- Health Services remains open for appointments in accordance with their posted [instructions](#).
- Only the Main Entrance of C Building will be accessible. You may be required to show your College identification card, and log in and out of the campus.
- There will be no “through-traffic” allowed through Campus buildings to traverse from surrounding areas to the Baseline station or College Square.
- Other key entrances will be monitored by Security Services.

**Pembroke Campus:**

- Only critical staff who have been identified are permitted on site.
- Only staff who have received permission from their Chair / Manager to attend campus for a valid purpose are permitted on site.
- Access to the campus is only permitted through the Main Entrance (Monday to Friday, 8 am – 4 pm).
- You may be required to show your College identification card and log in and out of the campus.

- The Employment Services Office located at 141 Lake St., Pembroke, is currently closed to the public and is offering [virtual services only](#).

**Perth Campus:**

- Only critical staff who have been identified are permitted on site.
- Only staff who have received permission from their Chair / Manager to attend campus for a valid purpose are permitted on site.
- There is no general access permitted at Perth Campus.
- Students may only pick-up / drop off materials for academic continuity if they have made prior arrangements with their Chair.
- The Employment Services Office located at 40 Sunset Blvd., Suite 102, Perth, is currently closed to the public and is offering [virtual services only](#).

Sincerely,

A handwritten signature in blue ink, appearing to read "Claude Brulé", with a long horizontal flourish extending to the right.

Claude Brulé  
President and CEO