

Dear Colleagues,

The Fall term has always been a time for change – a time for new beginnings, discovery and innovation, a time for setting new goals and renewed determination . . . a time for coming together as a college community.

Due to the COVID-19 pandemic, both that spirit of change – and the need for community – are even more profound this year. We are entering a Fall term unlike any other in Algonquin College's history. It will be a time of unique challenges, but also a time of unique opportunities.

Our values of Caring, Learning, Integrity and Respect will be more important than ever. Respect and care will mean looking out for one another – and each of us doing our part to keep the community safe.

As you know, our Fall academic plan minimizes face-to-face instruction and promotes remote learning whenever possible. Only specific students and critical employees will be permitted on our campuses — when necessary — as part of their work and learning activities. A limited amount of people will be allowed on campus at any given time. Those employees returning to work onsite will also have staggered start dates in August and September. The health and safety of our employees and learners remains front-and-centre in all that we do.

To that end, we have created a **Campus Access guide** that highlights health and safety measures for those required to be onsite. It includes guidelines on everything from travel and building access to prevention measures. It also features links to Algonquin College resources on physical distancing, cough etiquette, elevator use, hand washing, hand sanitizing, protective equipment and more.

It is important to know that the College has implemented a variety of COVID-19 precautions to help assure a safe and healthy return to campus for all. Before you attend the campus, it is mandatory that you participate in **Health and Safety Awareness Training for Employees** in order to familiarize yourself with these measures and your role in contributing to the safety of the College community – in accordance with Policy HS 16 COVID-19 Workplace Recovery and Occupational Health & Safety Guidelines. The wearing of masks is also now mandatory and supported by an addendum to this policy, in accordance with the City of Ottawa bylaw. Temporary removal of masks while indoors is permitted in limited situations (e.g. eating and medical emergencies; employees can also remove their mask in their office if it is not shared).

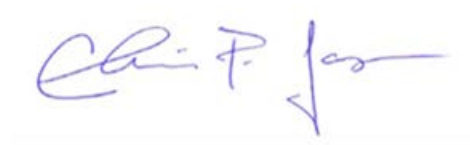
Our Campus Access guide and COVID-19 training can both be found on our **Return to Campus** site for employees, which includes a provincial **Self-Assessment Tool**, campus safety **signage**, and new **FAQs** related to health, safety precautions, academic accommodations and more.

Our COVID-19 site also includes a page for general **Employee Resources** – including convenient links to vital information on Health Services, Human Resources, Professional Development, Learning and Teaching Services and virtual events. Our **Employee Toolkit** also includes resources for those employees working remotely. (You can also watch these videos to learn more about the **remote** and **on-campus** experience).

If you have any questions or concerns, please submit them through this **form** on our COVID-19 website.

By working together this fall in a spirit of caring, respect and integrity, I believe we can help create safe, dynamic and successful learning – and working – environments for everyone.

Sincerely,



Chris Janzen
Senior Vice President Academic