

# Transitional Return to Campus Plan

November 12, 2021

## **Document Change Control**

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Given the constantly evolving situation during the COVID-19 pandemic, this document is subject to revisions as required.

## **Executive Summary**

Since the beginning of the COVID-19 pandemic, the Algonquin College community has adapted its activities in order to pursue its academic mission during these unprecedented times. Our Transitional Return to Campus Plan provides a comprehensive overview of resources available to the College community, including services available, guidelines and requirements during the reintegration phases and recommended best practices to ensure the health and safety of our community as our operations progressively return to normal.

On April 27, 2020, the Government of Ontario issued A Framework for Re-opening Our Province, which comprised of a three-stage plan for restarting and remobilizing businesses, services, and public spaces. The Government of Ontario's reopening plan includes a gradual, phased approach. Since then, the College has developed rigorous planning principles and specific protocols, in compliance with the Government of Ontario, and more locally, Public Health organizations restrictions, guidelines, and recommendations for a safe campus. These plans are regularly updated as we move through the re-opening stages and monitor the constantly evolving situation.

Since then, a moderate level of on-campus services and academic activities have successfully resumed. Careful recovery and reintegration planning by the various departments of the College has allowed for a gradual increase of on-campus in-person courses and other learning activities, while continuing to provide online and remote learning where most appropriate. Some services to students (registrar, ITS, services for international students, etc.) and employees (health, wellness and safety, training and support, ITS, etc.) are offered on-campus as well as in a hybrid mode, partly in-person and partly online, while other continue to be offered entirely remotely.

In Spring 2021, the Algonquin College Executive Team asked the Integrated College Development Planning Committee (ICDP) to oversee the development of a coordinated approach to our return to campus and recovery. The ICDP Committee was given clear goals:

- Develop a high-level strategy, framework and set of guiding principles in support of the College's ideal medium to long-term state following the return to campus.
- Coordinate the integration of all planning efforts with regards to the transitional return to campus
- Provide general guidance to College departments enabling them to increase their in-person on-campus academic and service activities, in support of the College's academic mission and strategic goals.

The Transitional Return to Campus Plan provides an overview of the comprehensive planning being undertaken by the various departments to gradually resume our on-campus activities. It aims to provide a general planning framework to administrative and academic leaders to achieve a coordinated, coherent and safe campus reintegration and gradual resumption of in-person on-campus activities as early as January, 2022, and in preparation for the 2022-23 Academic Year. The document is meant to be a compendium of existing and evolving plans, and as such, will be reviewed periodically to ensure up-to-date information is shared with the College Community.

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## **Introduction**

The purpose of this document is to provide general guidance to College departments enabling them to increase their in-person on-campus academic and service activities in support of the College's mission and strategic goals. More specifically, these guidelines are intended to:

- provide a general planning framework to administrative and academic leaders to achieve a coordinated, coherent and safe campus reintegration and gradual resumption of in-person on-campus activities as early as January, 2022, and in preparation for the 2022-23 Academic Year;
- ensure a safe learning and working environment on campuses that meets provincial regulations and local public health recommendations.
- leverage advancements, innovation and productivity gains made through the College's COVID-19 pandemic response.

As lab-based and applied learning activities have been largely resumed in accordance with earlier and current provincial reopening directives, this document is not intended to address lab reintegration.

The winter 2022 Term will continue to be a transitional period for the College, based on the current trajectory of the pandemic and the continuing influence of regulatory and public health controls on College operations.

## **Planning Framework**

The desired outcome of the next iteration of campus reintegration is for the College to continue to successfully and fully meet its academic mission for the 2021-2022 academic year and safely provide a full, enriching on-campus experience for the winter 2022 as we significantly increase the number of courses to be delivered in person or using hybrid formats. Assuming health guidelines continue to permit it, we will continue our progressive return to campus, with proactive pilot projects to test and evaluate different workplace configuration as well as program delivery modes.

## **Guiding Principles**

The return to campus is guided by the Algonquin vision, mission and values:

**Mission :** To transform hopes and dreams into lifelong success.

**Vision :** To be a global leader in personalized, digitally connected, experiential learning.

**Our values:** Caring, Integrity, Learning, Respect

The planning is governed by the following principles:

- The safety of the College community will remain at the forefront of decision-making, in accordance with public health guidance and regulatory requirements in accordance with [Policy HS 16 COVID-19 Workplace Recovery](#).

- Activities that are planned to return to campus are necessary to support the continuity and quality of academic instruction, administrative and support functions.
- Ongoing planning will be agile, flexible and iterative

## Planning Assumptions

Based on the direction of the provincial government, the Step 3 regulations and the current public health guidance as of October 25, 2021, the following assumptions are made with respect to conditions that are likely to influence College operations as of January 3, 2022.

Physical distancing will not be required inside indoor instructional spaces, but will continue to be required outside of indoor instructional spaces

Mask-wearing inside College buildings will continue to be required, with limited exceptions in accordance with O. Reg. 364/20 and College [Policy Addendum HS 16 Mandatory Use of Masks](#). A continued focus on infection prevention and control measures will be applied in accordance with [Occupational Health and Safety COVID-19 guidelines](#).

The College [Policy Addendum HS 16 Mandatory COVID-19 Vaccination](#) will remain in effect

The requirement for daily active screening for employees will continue to remain in effect.

These assumptions are subject to change as provincial government regulations and public health guidance evolves.

## Planning Strategy

The Senior Vice President Academic, in collaboration with all academic and administrative leaders, will determine what operations should be completed in-person on-campus and at what level for the winter 2022 term. Although presence on campus has begun a phased approach in the fall of 2021, the efforts related to the winter term are most substantial in that they are designed to meet our shared objective of incrementally increasing on-campus activities to the largest extent possible. Once academic and administrative leaders determine the required operations and levels of in-person on-campus activities, they must apply the current public health protocols to their conceptual operations and assess the spaces and other resources intended for the planned activities. When needed, the Office of Risk Management (ORM) was available to consult on public health measures and their application to all operational activities.

Once the academic and support services areas have finalized their plans for Winter 2022 and identified the employees who will return to campus, they will be able to initiate a progressive reintegration, in terms of on-campus presence. There is no 'one-size-fits-all' model; each area should design a model of progressive return that meets the pillars and the principle for the return, their needs and the constraints of all applicable public health regulations at the time. The plans should be iterative, and present a target for the level of on campus activity.

## Roles and Responsibilities

A successful return to campus plan hinges on shared purpose, as well as close collaboration and coordination between various parties, including academic and administrative leaders, the office of risk management, human resources, facilities management, information technology, teaching and learning services, as well as financial administration. The ICDP committee provides the integration mechanism for each of these pillars. The ICDP committee provides a means of assessing the full range of dependencies and interdependencies between the units, alignment with policies and operational implications and impacts.

## Return Parameters and Considerations

In planning for return to campus, there are several groups of individuals to consider; it is imperative to consider each of these groups individually, and collectively, as plans for reintegration and resumption of activities are being developed:

- Individuals currently on campus
- Individuals whose work is student-facing or serving other groups and best delivered face-to-face to ensure a full student experience.
- Individuals whose work is best performed on campus for other reasons
- Individuals whose work is considered hybrid and requires occasional or periodic on-campus presence
- Individuals who require accommodations
- Individuals who prefer to work on-campus



## **Health, Wellness and Safety**

Recognizing that academic and support services environments typically require high density occupancy of available space across our three campuses, a key planning challenge faced by managers will be managing occupancy and density to ensure proper physical distancing and sanitary precautions while still being effective in the execution of assigned responsibilities. Considerations such as physical distancing requirements, access controls, shared workspaces and common areas, etc. must be taken into account as we develop our return to campus, including how, when and by whom workspace will be occupied.

To this effect, ICDP has requested the collection of data from people leaders to establish the necessary protocols related to health and safety, facilities and building maintenance, protection services and emergency management, as well as timely communication should health and safety issues arise as we resume our on campus activities.

### Occupational Health and Safety

As with all health and safety measures in the College, there is an integrated framework for managing the additional risk that is posed by COVID-19. This includes a governance structure through policies relating to workplace recovery, mask-wearing and mandatory vaccination that reflects the changing regulatory environment and identifies roles and responsibilities for a wide range of measures intended to help ensure the safety of the College community. Management responsibility for employee's health and safety is identified in the Occupational Health & Safety act and in policy [HS 01 Occupational Health & Safety](#) along with employee responsibilities to adhere to health & safety measures. In addition, health & safety guidelines have been developed to provide awareness and detailed information surrounding safety practices. [Online training](#) is also available for all employees who are required to return to campus to help support re-integration to the campus community, amid conditions that have changed since the beginning of the pandemic.

Risk Management also continues to maintain the [emergency management framework](#) that can be initiated in the event the trajectory of the pandemic changes in unanticipated ways that require a coordinated full-college response to ensure the safety of the College community and in response to direction from the provincial government or public health authorities. All other [emergency procedures for the College community](#) remain in effect and response services to day-to-day emergencies that might arise such as fire alarms or medical emergencies have been sustained since the beginning of the pandemic and continue unchanged.

The main [College website for Coronavirus](#) provides a wide range of FAQs and reference material for all College community members and is integrated with health & safety training and awareness materials through imbedded links.

The following summaries of relevant health & safety information are provided for general information. The supporting policies should be consulted for detailed information relating to these topics and additional information is available on the College website here.

#### Self-screening

Daily [self-screening](#) for symptoms of COVID-19 remains an important public health measure and is

required by all persons who require access to campuses. [The AC Mobile Safety App](#) is used as a platform to support these requirements and all persons entering College campuses must show that they have completed self-screening or participate in a manual self-screening process at the entrance.

### Physical Distancing

In accordance with provincial regulations, physical distancing inside indoor instructional spaces is no longer required. [Physical distancing](#), however, is still recommended outside of these areas across campus operations, with exceptions for certain types of operations such as bars, restaurants, theatres and recreational facilities. Physical distancing is not required in transient settings where people are briefly passing one another in hallways and aisles, however, should be practiced whenever possible. In outdoor operations, physical distancing is still preferred as a precautionary measure, noting that whenever physical distancing is not possible, masks should be worn.

### Mask-Wearing

[Mask-wearing](#) requirements are detailed in the Policy Addendum HS 16 Mandatory Use of Masks. Persons in indoor areas of the College must continue to wear masks, with limited, specific exceptions. Persons are not required to wear a mask if they are alone in a private space or area such as offices.

### Mandatory Vaccination

The College policy for mandatory COVID-19 vaccination continues to apply. All College community members who require access to on-campus or in-person instruction are required to show proof [of full vaccination](#) at entrances to campuses.

### Infection Prevention and Control Measures

The [infection prevention and control measures](#) identified in the Occupational Health & Safety COVID-19 guidelines continue to remain in place. Strong adherence to these measures, with enhanced hand hygiene at the forefront, are crucial factors in minimizing the risk of spread for infectious diseases.

### Access Control

The College has identified [designated public entrances](#) to be able to provide a means by which daily self-screening and proof of vaccination can be monitored upon entrance to the College campuses. These entrances are identified on the College website.

## Facilities Management

Facilities Management staff have been on site throughout the pandemic ensuring that our buildings and systems continue to operate in an efficient and effective manner. Following the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) recommendations all filters on our Heating Ventilation and Air Conditioning (HVAC) systems have been upgraded to the highest Minimum Efficiency Reporting Value (MERV) rating allowed by each system. The systems have also been reconfigured to draw in as much fresh air as possible. This increases our heating and cooling costs but it also increases the air exchanges in the buildings to mitigate the aerosol risk.

Additional changes to operations on the Ottawa Campus include the creation of a Green Team within the cleaning service contract that moves throughout the facilities each day between 7am and 4pm to

sanitize touchpoints multiple times a day throughout campus. The cleaning service has also procured fogging machines that are used in classrooms if a positive case of COVID-19 has been reported. This fogging operation fully sanitizes the area and kills any residual virus particles. This service is on call when Risk Management identifies an on-campus case. A description of the cleaning standards at the Ottawa campus is described below. Protocols in Pembroke and Perth are consistent, with variations of timing depending on building usage.

#### Common areas and traffic areas

- Common areas are cleaned and sanitized once per evening, 6 days per week, overnight between the hours of 11:00pm and 6:30am.
- Common areas that do not require key access such as library tables and or areas like the rotunda seating, entrances, elevators, stairwell railings etc. are sanitized multiple times per day by our Green team between the hours of 7:00am and 4:00pm.
- The Library will be sanitized in the evenings as well by our porting services.
- Areas like the prayer room in E building, are serviced during the daytime by a day porter once in the morning hours and once in the afternoon.
- Washrooms are cleaned throughout the day as well as the evening.

#### Office Spaces and Conference Rooms

- Offices and conference rooms are cleaned, sanitized, with garbage removed once per week except for E building offices that are cleaned, and garbage is emptied 5 days per week.
- Cleaners will wipe down conference room tables but do NOT wipe down desks, computers and other areas that could be determined as personal or semi personal.

#### Scheduled Classrooms and labs

- Daily cleaning occurs throughout the day and evening based on schedules.
- Wipe down of desk areas are completed as part of this cleaning.
- Wipe down of tools or specialized lab equipment is NOT completed by the cleaners.

#### Hand sanitizers

- Hand sanitizer stations affixed to the wall are refilled by the cleaning staff as required.

#### Departmental Cleaning Materials

- As described in the [Procurement Memo](#) issued on March 24, 2021 all schools and departments are required to purchase the cleaning materials required to run their programs, operations and program support spaces.
- Appendix A of the memo provides a list of material and the appropriate points of contact to make these purchases.

#### Retrofitting workspaces and meeting rooms

As courses, programs and supporting operations are identified for a return to campus for Winter 2022 managers, chairs, deans and directors need to identify what staff will return to campus and for what duration of time. As the flexible work pilots are ongoing and data is being gathered there will be no renovations or allocation of additional office spaces to areas of the College. Schools and departments are to work with their teams to establish the required workspaces and use.

Use of meeting rooms will be at the discretion of managers. Meeting rooms should only be used if physical distancing can be maintained. It is anticipated that meetings will need to be hybrid to include those employees working remotely. If physical distancing cannot be maintained in the meeting room, managers are to determine who will join exit the meeting room and join via computer.

## **Supporting our Learners**

### **Courses and Learning Activities on Campus (Winter 2022)**

The College has gradually increased campus activity each term since participating in a provincial summer pilot program in 2020 and has a stellar health and safety track record – with no confirmed cases of on-campus transmission to this date. As of fall 2021, half of the College’s programs now have an in-person component. The fall term has also seen the return of a limited number of organized events and an increase in support services on campus, such as the re-opening of our libraries.

In light of this success, the College is lifting the capacity limits and physical distancing requirements in all indoor instructional spaces. In this next step toward a return and recovery from the COVID-19 pandemic, we will be inviting even more activity back to our campuses for the 2022 Winter term. Information regarding the delivery modality of programs in the Winter 2022 term can be found [here](#).

Courses will be delivered in a variety of formats in winter 2022:

- On-campus – courses are regularly scheduled and take place 100% in-person on campus
- Hybrid – courses are offered partly on campus, and partly online. This may be in the form of two hours of class, and one hour virtual or through Brightspace activities.
- Virtual – courses are scheduled, but take place 100% virtually, either through Zoom or MS Teams.
- Multi-modal – students may choose to attend their scheduled classes either on-campus or online. In some cases, there may be an option to complete the course through online only. The professor will indicate the options available in the courses, and students may choose the option that best suits their needs.

### **Information Technology Services**

All ITS Helpdesk will be offered through a combination of virtual and in-person service to support our learners. Specifically,

#### **Ottawa Campus**

ITS Helpdesk – 95% of ITS Helpdesk employees will be on campus for their shifts. However, they will continue to offer hybrid one-on-one services including a combination of virtual (Zoom and telephone) and in-person to respond to learner needs. These services will be offered by appointment or drop-in Monday to Friday from 7:30 am – 8:00pm, Saturday from 8:00 am – 4:00 pm.

#### **Perth Campus**

ITS employees – 100% of ITS employees will be on campus for their shifts. However, they will continue to offer hybrid one-on-one services including a combination of virtual (Zoom and telephone) and in-person to respond to learner needs. These services will be offered by appointment or drop-in, Monday to Friday from 8:30 am – 4:30pm.

#### **Pembroke Campus**

ITS employees – 100% of ITS employees will be on campus for their shifts. However, they will

continue to offer hybrid one-on-one services including a combination of virtual (Zoom and telephone) and in-person to respond to learner needs. These services will be offered by appointment or drop-in, Monday to Thursday from 7:30 am – 5:00pm and Friday from 7:30am to 3:30pm.

## Student Services

### Registrar's Office

The Registrar's Office will continue to offer hybrid services including in-person and virtual to meet learner needs.

- Services will be available in-person, by phone and online
- Hours of Operation: Monday to Friday, 8:30am to 4:45pm
- Location for In-Person: Ottawa Campus: Student Central (lower level in C Building); Perth Campus and Pembroke Campus
- Services include: general inquiries, admissions, transfer credit, registration, transcripts, records, financial aid and student awards, document drop-off/pick-up
- Happy or Not Kiosks for Student Feedback and Net Promoter Score are active for in-person and call centre services

### On-campus Registrar personnel in support services

- 100% of frontline service team is on-campus (welcome desk, call centre, email)
- All specialized service teams represented daily on-campus
- Registrar and Supervisor, Enrolment Support (frontline) on-campus daily; other manager rotating on-campus daily

### Mamidosewin Centre

Indigenous learners will continue to have face-to-face support from the Mamidosewin Centre. The Centre is open daily for students to meet, access medicines and use computer lab. Weekly events are offered remotely or in person. A schedule is always updated on the Mamidosewin Facebook page. Learners will continue to have support from Student Services as per their service plan for winter 2022.

### Student Support Services

Guiding principles underpinning the Student Support Services plan for the winter 2022 semester include;

- 100% of SSS employees will be on campus for part of their week
- All full-time employees will be on campus between 3-5 days per week, and part-time employees will be scheduled based upon the needs of each individual team
- All services will be open for face-to-face service provision 100% of the time
- Employees working remotely may need to come to campus at short notice to cover unexpected absences to ensure services remain open
- Employees on campus may be serving students face to face or virtually
- While striving for consistency, each team is unique, and the needs of students and employees will need to be considered team by team
- Student NPS feedback will continue to inform service provision and programming planning

Throughout the winter 2022 semester Student Support Services will provide the following services

and programming.

- Library – research desks, collection, silent study area, meeting rooms and presentation lab are all open 100% of the time
- Student Learning Centre – workshops and Peer Tutoring offered in a hybrid model
- CAL, Counselling, Project Lighthouse, Umbrella Project, Aspire AC – providing both face to face and virtual appointments, activities and workshops
- CAL Testing & Testing Services – open for on-site testing and support
- Health Services – offering a full suite of services face to face, limited virtual capacity, continue to offer Rapid Antigen Testing and Flu Clinic
- AC Hub, Mamidosewin Centre and Spiritual Centre are all open to students and providing face to face support's and programming
- Ombudsmen's Office – offering face to face and virtual support

Students attending the Pembroke Campus can access all student services either in person or remotely.

## Campus Services

Similar to the Fall Term 2021, all our Campus Services will have front-line services available for the Winter Term. An overview of these services can be found below.

### Food Services

- Three locations open at full capacity.
- The Marketplace Food Court and The Fix Eatery (ACCE) will be open
- Monday to Thursday 7:30 a.m. – 7 p.m.
- Friday: 7:30 a.m. – 6 p.m.
- The 35<sup>th</sup> Street Market Café in Residence will be open from 9 a.m. to 10 p.m. daily.

### The Campus Store

- The Campus Store and The Print Shop will be open for in-person shopping weekdays from 9:00 am – 5:00 pm.
- At the start of term, extended hours will be offered for curbside/order pick-up.
- Online shipping and curbside pick-up will continue, along with Click & Collect pick-up in the H Building hallway.

### Printing

- Printing will continue to be available at on-campus printers.
- The printer support team, comprised of student employees will be expanded to support increased on-campus activity.

### Card Services

- The AC Card/U-Pass Service Centre will be open January 4 – January 21, 2022 Monday-Friday from 8:00 am – 4:00 pm. In December, service will be available in E120. Appointments are required for card pick-up.
- U-Pass opt-out will continue to be available for students participating in remote learning.
- There will be a mailing option for cards, upon request.

## Parking

- The Parking Services office in E Building (E120) will be open for in-person support, as well as by phone/email.
- Parking options for the Winter 2022 term are now available for online purchase.
- There are a variety of short- and long-term options including pro-rated annual permits (January – August), and Multipacks (10 daily parking permits at a discount).

## Residence

- The Ottawa Campus Residence is anticipated to be at full capacity for Winter Term.
- Approximately 250-280 residents are expected to move-in for the Winter Term.
- Move-in for Winter Term will take place January 8, 2022.

## Lockers

- Lockers will be available for rent on ACSIS.



## Supporting our Employees

### Training and Support – Employee Learning Exchange (ELX)

- The Digital Learning Environment Team, responsible for Brightspace technical support, will continue to provide virtual service via [booking](#).
- The audio/video recording studio service will be provided via booking and staff will be present onsite for any recording sessions.
- ITS ELX employees have been on campus throughout the pandemic to offer in-person service to respond to employee needs. This in-person service will continue to be offered by appointment or drop-in, Monday to Friday from 8:00am to 5:00pm.
- The Centre for Organizational Learning (COL) will have employees on-site and remotely to provide employee learning support and deliver employee learning programs such as ALEI, Management and Support Staff Academies, Leadership mentoring, IT and compliance training etc. In a variety of modalities including in-person, online and multimodal. Employee learning is available via our Employee Learning catalogue and all inquiries can be directed to [employeelearning@algonquincollege.com](mailto:employeelearning@algonquincollege.com).
- Learning and Teaching Services will be offering hybrid services in the winter term with on-site services available by drop in or appointment, and virtual services available through [MS bookings](#).

### Human Resources

Human Resources will continue to deliver services in hybrid mode (Virtual and on-campus) with HR staff available both onsite and virtually.

- HR Client Services will be a hybrid service with the HR Client Representative on-campus ~2-3 Days per week. This service will be available in January of 2022. A general email inbox is available to employees, retirees, etc., if they require support at [humanresources@algonquincollege.com](mailto:humanresources@algonquincollege.com)
- Talent Advisement services will continue to be available in hybrid mode with Talent Advisors onsite 2-3 days per week. Talent Advisors and key contacts are available at the following link: [Our Team Groups | Human Resources \(algonquincollege.com\)](#)
- Diversity and Inclusion Specialist will be available on-campus 2-3 days per week.
- The Centre for Organizational Learning (COL), located in the Employee Learning Exchange (ELX), will have employees on-site and remotely to provide employee learning support and deliver employee learning programs such as ALEI, Management and Support Staff Academies, Leadership mentoring, IT and compliance training etc. In a variety of modalities including in-person, online and multimodal. Employee learning is available via our [Employee Learning catalogue](#) and all inquiries can be directed to [employeelearning@algonquincollege.com](mailto:employeelearning@algonquincollege.com)
- HR Systems and Reporting will be a primarily virtual service with resources working off campus.
- AC Way / Continuous Process Improvement services will be a hybrid service with resources on campus 3 days per week or as required. HR is currently in the staffing process to fill the

- Manager and Specialist roles.
- Total Compensation will continue to operate in hybrid mode with resources both on-campus and virtually. Employee inquiries can continue to be sent to the following email in-boxes, [Compensation](#) and [Pension and Benefits](#)
- Employee Abilities and Wellness resources will be available virtually. Employee inquiries can be sent to the following email inbox: [abilities and wellness](#)
- Employee and Labour Relations will operate in hybrid mode with additional flexibility for resources on campus as required by clients.

## Working on Campus / Working from home

### Work Model Pilot

Currently, HR is conducting a Work Model Pilot in selected areas of the College to gather insights, best practices, and lessons learned that will serve as a key input into the College-wide roll out of the Flexible Work Program. To view the latest status of this initiative, please access the project websites for additional information: [External Webpage](#) and [Internal Webpage](#)

A total of 15 areas of the College are participating in the pilot and will be accessing various work model options. Key findings will be tabled in the new year, including recommendations for the roll out College-wide of a Flexible Work Model Option Program for all employees.

### Transitional Return to Campus

As a result of this increased on-campus activity, People Leaders will determine which employees will need to be on-site based on their position assessment. There is an expectation that some employees will need to come on-site fully (five days on-site) or in a hybrid capacity (one to four days on-site) to support increased levels of activities for the Winter 2022 term.

People Leaders will be required to have discussions with their employees regarding a potential return to campus in advance of the start of the new term. To support this activity, the ICDP Committee will be seeking to collect data at the position and employee level to identify who will be returning on-campus. This information will be leveraged as part of efforts to ensure that adequate levels of service are provided to learners and all employees at the College.

Additional Resources are available via the following links:

- [HR COVID-19 Toolkit](#)
- [Tips and Resources While Working from Home](#)
- [Tips for Working Remotely](#)
- [Remote Working: Setting Yourself and Your Teams Up for Success](#)
- [Supporting Your Team as Offices Open](#)
- [Leveraging Virtual & Hybrid Teams for Improved Effectiveness](#)
- [Organizing Your Remote Office for Maximum Productivity](#)
- [Working From Home: Strategies for Success](#)

### ITS – Equipment Support and Supply

No additional ITS equipment is available to support hybrid workstations on campus. As part of the position analysis completed by schools and departments, Deans and Directors will need to work with

their employees on returning of monitors, docking stations, keyboards, etc. to support the on-site and hybrid workstations. Newly established hybrid workstations will consist of a desk and a chair with employees using their own College laptop for full-time employees and personal laptop for part-time employees.

### Facilities Management – Office Allocation

Schools and Departments will work within their existing space allocation to accommodate the return of employees for winter 2022. Deans and Directors will use the Human Resources' positional analysis document to determine how workstations will be allocated and used in their areas. If a school or department is still facing a space deficiency they are unable to resolve the ACLT member will request assistance from the Executive Director, Facilities Management. Facilities Management will review your positional analysis and assist in developing a space solution.

There is no additional furniture available to fit up existing workstations. Schools and departments will need to have office chairs returned to campus to support on site and hybrid workstations. College equipment was to be accounted for by responsible managers and the return of the equipment is required to by December 10, 2021 to ensure sufficient equipment is on site to support College requirements. Managers are to work with their teams to ensure this is accomplished.

### Mail Services

No mail delivery is planned mail for the winter 2022 term.

## Domestic and International Travel

### International Education Centre

- AC is currently implementing externally funded international capacity development projects. In each case AC is responsible for the training of Technical Vocational Education and Training (TVET) instructors at partner institutions and, in the case of Kenya, nationally.
- IEC manages, through third party contractual relationships, overseas offices and representatives which are responsible for ~70% of Algonquin's international student recruitment. Due to COVID related travel restrictions, it will soon be 2 years since IEC staff have been able to undertake remote overseas office management visits.
- In-person student recruitment events in priority market countries are currently being planned for 2022 in priority markets. Such events are likely to be well attended by both Canadian and international competitor institutions and Algonquin risks losing market share if not present.

### Recommendation for Critical Business Interests/Needs Internationally

IEC recommends, consistent with the purpose and intent of AD-17: International Travel and Safety – Employees, that beginning January 2022, on a case-by-case basis, international travel by IEC administrative staff, and in certain circumstances, other AC staff, be allowed under the following circumstances:

- That staff who intends to travel have been fully vaccinated with the full regimen – with at least 14 days elapsed since their second dose - of a Health Canada approved vaccine
- That guard.me travel health/medical insurance, with COVID coverage, be in place for the

- staff for the full duration of travel and across and all countries/regions involved in travel
- That adequate risk mitigation measures are in place and all other reasonable safety and security precautions, including social distancing and, where necessary, mask wearing, be taken by staff at all times during international travel
- Travel is clearly related to and necessary for critical international business interest(s)

#### Recommendation for Non-Critical Travel

IEC recommends, consistent with the purpose and intent of AD-17: International Travel and Safety – Employees and A44 International Travel and Safety - Students, that beginning January 2022, on a case-by-case basis, international travel by students and staff, to countries and/or regions with a GAC Level 2 “Exercise a high degree of caution” advisory be allowed under the following circumstances:

- That students and staff who intend to travel have been fully vaccinated with the full regimen – with at least 14 days elapsed since their second dose - of a Health Canada approved vaccine
- That guard.me travel health/medical insurance, with COVID coverage, be in place for the students and staff for the full duration of travel and across and all countries/regions involved in travel
- That adequate risk mitigation measures are in place and all other reasonable safety and security precautions, including social distancing and, where necessary, mask wearing, be taken by staff and students at all times during international travel

## **Supporting our Community**

### Advancement

The Advancement Division will continue to engage alumni, secure donor support and facilitate strategic industry and community partnerships in a hybrid mode. Notwithstanding Advancement's participation in the Work Pilot Project, the office will remain open during the week to be responsive to alumni, donor and partnership enquiries.

In the winter term, Advancement employees will also be more active in the community, attending industry and community functions, meeting alumni and donors in spaces that are convenient for them, and having a greater presence in the Ottawa community.

### The Office of Truth, Reconciliation and Indigenization

The Office of Truth, Reconciliation and Indigenization (TRI), and Indigenous Services and Partnerships will continue to deliver services to the College's community in a hybrid mode with additional flexibility for resources on campus as required by ACET and ACLT. Staff is on-site 2-3 days a week between regular office hours Monday to Friday and the whole team is available online.

"Standing Up The Tree" a new multi-year Indigenization Strategic Framework will be developed by Fall 2022 to support the College's Strategic Plan Goal 3: Create an Equitable, Diverse, and Inclusive Work Environment. The Strategic Framework will clarify what role Algonquin College Leadership has towards Reconciliation and what responsibilities the College has to exploring ways to embed Indigenous Knowledge and traditional ways of knowing into the fabric of the institution.

Starting winter 2022, TRI will host more face-to-face internal and external events and meetings, following all College's Covid-19 protocols.

All College's employees currently have the opportunity to further Indigenous Professional Development through the Centre of Organizational Learning: Building Relationships: Learning About Truth and Reconciliation