Continuity of Education Plan

September 23, 2021

ALGONQUIN
COLLEGE

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Introduction

This document describes Algonquin College's emergency response mechanisms and the measures put in place in the event of an emergency in order to ensure the health and safety of students and employees and the continuity of academic program delivery at Algonquin College. The specific measures taken during the COVID-19 pandemic are included as exemplars.

This Algonquin College educational continuity plan is aimed particularly at students and employees.

This document is available on the College's website.

This document is organized into five sections:

1. Emergency Management Framework and Policies;
2. Resources and Protocols Related to COVID-19;
3. Communication;
4. Emergency Contact and Communication;
5. Detailed COVID-19 Response Plan.

Section 1: Emergency Management Framework and Policies

Emergency Management Framework

Algonquin College has a well-established framework for response to emergency situations. A high-level depiction of the response framework can be found here. Detailed emergency reporting and response procedures for each campus are available on the College Emergency Procedures website.

Emergency Management Policies

Algonquin College has a robust collection of policies and directives designed to guide operational decision-making. Emergency and COVID-19 response is primarily governed through the following integrated policies:

HS02 Emergency Response

HS06 Fire Safety & Emergency Evacuation

HS07 Emergency Campus Closing and Class Cancellations

HS16 COVID-19 Workplace Recovery

HS16 Policy Addendum – Mandatory Use of Masks

HS16 Policy Addendum – Mandatory COVID-19 Vaccination

A complete list of College policies can be found here.

Section 2: Resources and Protocols Related to COVID-19

Throughout the COVID-19 pandemic, Algonquin College has kept the health and safety of all of our people (including students, employees, and community members) the number one priority in its decision-making. All information pertaining to the College's response to this health emergency can be found on our Coronavirus web page. Contained within this page are links to a wide range of resources to inform, guide, and support students and employees through the pandemic.

Links include:

    a) Details of Academic Program Delivery
    b) Instructions for gaining access to our physical campuses
    c) Health and Safety Measures

d) [Mandatory Mask Requirement](#)
e) [COVID-19 Health & Safety Awareness Training](#)
f) Algonquin College's [Vaccine Mandate Policy & User Guide](#)
g) [Student Services](#)
h) [Employee Resources](#)
i) [Campus Services Information](#)

Section 3: Communication

Algonquin College has developed and deployed various communication strategies to inform and engage the College community in the event of an emergency. The College is committed to timely and regular communication to employees, students, and community members regarding the College's response to any evolving emergency. These communication mechanisms have been successfully utilized during the COVID-19 pandemic. Among the active and effective communication mechanisms are:

A) Critical emergency communication
In the event of an emergency that requires exiting buildings promptly, the College deploys an emergency broadcast system for immediate messaging to on campus population. The system includes a public address system, automatic notice to all campus telephones, and visuals on screens throughout the campus.

B) The [Algonquin College Website](#)
The website centralizes all the information available on the impact of COVID-19 at Algonquin College. Open to all, easy to access and available 24 hours a day, the website is regularly updated to keep the community informed as the situation evolves. Any critical breaking news is shared via a banner on the homepage.

The College has also created several collections of [answers to Frequently Asked Questions](#).
a) [Students](#)
b) [International Students](#)
c) [Employees](#)
d) [Human Resources](#)
e) [Health and Safety](#)

Algonquin College also publishes the cumulative number of [active cases](#) on its campuses (if applicable) in order to communicate clearly and transparently on any reported, positive COVID-19 tests by College community members that impact a campus.

C) Electronic Communication
The College strives to keep its community informed of developments to emergency situations through regular communiqués. Since the onset of the pandemic, The President and other senior leaders have communicated about every week to update the

College Community on the College's response to the pandemic. These messages are emailed and also shared via the College website. Each communiqué is archived and is available [here](#).

Employee news portal: In addition, an Algonquin College news feed called **[MyAC](#)** is published to the web and is distributed Monday-Friday to all employees as a daily email newsletter. MyAC is used to reinforce messages contained in these communiqués and to increase overall readership.

Social Media: The Algonquin College [Mobile Safety App](#) is also used as a means to provide information and awareness surrounding emergency procedures as well as emergency push notifications as part of the AC Alert Emergency Notifications program that also engages the Emergency Broadcasting System, dependent on the nature of the emergency. All College-wide COVID-19 updates and messages are also cascaded across our social media channels, including Facebook, Instagram, Twitter and LinkedIn; in addition, these channels are used to reinforce key messages around COVID-19 health and safety procedures, and to promote everything from the Mobile Safety App to the College's Mandatory Vaccination Policy.

General Questions: The College responds to all comments and questions on social media related to COVID-19. In addition, a tab on the main COVID-19 page allows the community to [submit questions](#). All responses to College-wide communiques to employees and students are sent to algcomms@algonquincollege.com and questions are triaged from there.

Student Learning Portal: AC's student learning portal, Brightspace, also links off to the College's COVID-19 website and vaccination policy in a banner on the main entry page. This page is accessed daily by students and academic employees.

Campus Signage: In order to inform the college community regarding the health and safety measures and protocols to be observed, the College has placed a variety of signage in a wide range of locations on campus. These signs include guidelines for a range of infection prevention and control measures such as physical distancing, hand hygiene, proper mask wearing, access protocols, etc.

Digital signs reinforce key safety messages and link off to information on COVID-19 and our mandatory vaccination policy.

Section 4: Emergency Contact and Communication

In the event of an emergency on campus, College Community Members are directed to call extension 5000 or 911 from any campus phone.

Or dial   613-727-4723x5000

In the case of an emergency on site,

Students:
Students are invited to consult the College's [webpage](). During an emergency, the home page is regularly updated with any breaking or urgent messages.

For any specific question related to their current courses or their study program, students are invited access their course and program Brightspace pages or contact the course teacher through Brightspace or via email.

For questions about future courses or programs of study, students are invited to access the Registrar's Office web page, in particular the page devoted to [program delivery updates.]()

Employees:
Employees are invited to regularly consult the College's [webpage](). The home page is regularly updated with any breaking or urgent messages.

For any specific question related to the pursuit of activities and their working conditions, they are invited to contact their immediate supervisor by phone, email or Microsoft Teams.

In the event that employees and/or students are on campus, and it is necessary to evacuate the campus, the college emergency plan will be then activated.

For any questions regarding campus security, students and / or employees may consult the Security & Emergency Services website or contact Security Services directly by phone at extension 5010 or extension 5000 for emergencies, 24 hours per day.

Section 5: Detailed COVID-19 Response Plan.

As required by the Reopening Ontario Act, the [Algonquin College COVID-19 Safety Plan]() is posted on our website.

In addition, the College's [emergency procedures website]() includes details that apply to a variety of emergency situations, including COVID-19. Information related to these procedures is routinely distributed to staff and students through orientation programs, awareness materials and more comprehensive training efforts. General Emergency Procedures have been developed for each campus and can be downloaded by clicking on the following links.

[Ottawa Campus]()
[Pembroke Campus]()
[Perth Campus]()

More details on AC's campus safety plan can be found [here.](#)