



CONTINUITY OF EDUCATION PLAN

COVID-19 Recovery

Carleton University

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The content contained within this document is a compilation of information from the Emergency and Continuity Management Plan, Business Continuity and Resilience Framework, University Policies, and appropriate COVID-19 health and safety guidelines.

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HEALTH AND SAFETY PROTOCOLS AND MEASURES

Reporting Protocol

All faculty, staff, and students are required to submit a **COVID-19 Symptom Reporting Form** through cuScreen if they have been on campus in the 5 days prior to:

- the onset of symptoms potentially linked to COVID-19 and which are unrelated to pre-existing conditions;
- failing one or more of the COVID-19 screening self-assessment questions;
- going for a COVID-19 test; or
- receiving a positive COVID-19 test result (rapid antigen or PCR-based test).

Screening Protocol

Although screening is no longer required on campus, it is recommended that Carleton community members and visitors to Carleton University conduct daily screening prior to attending the campus. Screening can be completed through [cuScreen](#). Visitors to Carleton University may choose to complete the [Government of Ontario's screening self-assessment](#) in lieu of setting up a cuScreen account. Individuals on-campus should continue to self-assess and monitor for the onset of any symptoms throughout the day.

If a return to in-person screening is mandated to occur, in-person screening attendants will be available at strategic locations and the attendants will verify the completion of screening. If an individual does not have access to a device or the reporting portal, they may complete the screening with the attendant. The individual will be required to provide their name and a contact phone number for contact tracing purposes only.

Carleton Community Member Responsibilities

Students / Employees / Visitors are:

- Required to follow regular absence reporting processes;
- Required to complete the [symptom reporting form](#) in the event they meet the reporting protocol criteria; and
- If required to self-isolate, self-isolation guidelines by Public Health Officials, Health and Counselling Services (Students and Visitors), and Environmental Health and Safety (Employees and Contractors) are to be strictly adhered to.

All those requiring accommodations due to COVID-19-related matters are recommended to follow up with their manager, supervisor, Department Chair, or Faculty Dean. For those students that reside on-campus, Carleton University has developed plans and protocols to support those individuals while they are required to self-isolate or quarantine.

Reduce Your Risk

Stay Home If Sick and Report Symptoms

If a Carleton community member or visitor has screened positive or has tested positive for COVID-19, they should be following the appropriate reporting and self-isolation protocols, as well as any mandated isolation or quarantine requirements. Carleton University officials with Environmental Health and Safety and Health and Counselling Services will work with the impacted group(s) within the Carleton community that has had an individual test positive for COVID-19 to help determine if additional measures need to be taken after potential exposure.

Good Hand Hygiene

Carleton asks that all community members practice good hand hygiene through proper handwashing or the use of sanitizer.

Proper handwashing includes following these steps:

- Wet hands
- Use liquid soap
- Lather and rub for at least 15 seconds
- Rinse hands
- Towel or air-dry hands
- Turn off taps with a towel or your sleeve

As community members and visitors enter campus facilities, large, clearly marked sanitizer stations are available at most main entryways and high-traffic areas. Carleton University aims to ensure that all stations are filled regularly. If individuals discover an empty station, please report to the FMP Service Desk with the location for refilling.

Keep Up-To-Date with Vaccinations

Carleton University strongly recommends that all members of the Carleton community get their third and fourth dose booster of the COVID-19 vaccine as soon as possible.

Although proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Everyone must attest to their vaccination status and if vaccinated, upload proof of vaccination and subsequent booster doses in [cuScreen](#).

Wear a Mask

Carleton University continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. At this time, Health and Counselling Services and the Sports Medicine Clinic continue to require masks when attending their facilities.

Additional information on mask and face covering guidance can be located at:

<https://carleton.ca/covid19/health-and-safety/mask-guidance/>

Maintain Physical Distancing Where Possible

Physical distancing is one of several effective control measures that helps to limit the spread of COVID-19. Distance can be a significant factor when considering one's exposure level. We strongly encourage all members of our community to practice physical distancing where possible. Please be courteous with members of the community and visitors to campus and respect personal space. Take extra precautions when entering crowded and/or enclosed spaces where physical distancing is not able to be maintained.

Facility Signage

"Reduce Your Risk" signage has been implemented across Carleton University facilities within high-traffic areas and main entryways. This signage provides Carleton community members and visitors with recommendations to reduce their risk related to COVID-19.



CONTINUITY OF EDUCATION

Emergency and Continuity Management

As part of the Emergency and Continuity Management Plan, Carleton University currently has in place Emergency Management Teams that support Carleton's Emergency Management and Continuity of Operations efforts during a critical event, incident, and/or disruption. Further working groups are then tasked with specialized preparedness, response, and recovery tasks. Carleton's Emergency Management Teams consist of the following:

- Steering Committee
- Academic Continuity Committee
- Operations Committee

For the COVID-19 pandemic, Carleton University also has identified these Working Groups:

- Carleton University Scenario Planning (CUSP) Working Group
- Carleton University Flexible Arrangements (CUFA) Working Group
- Return to Campus (RTC) Working Group

As well, two sub-committees under the RTC Working Group were formed:

- Academic Department Preparation Working Group
- Return to the Classroom (RTCR) Working Group

Business Continuity and Resilience Planning

Continuity of Operations at Carleton University is currently guided by our Emergency Management Teams (Steering Committee, Academic Continuity Committee, and Operations Committee) and our Business Continuity and Resilience Framework. This framework guides the organization and the university community in the event of any disruption. As part of the overall framework and University [policy](#), each unit is responsible for having its own Business Continuity and Resilience Plan. Within each plan, each unit identifies critical function(s) and prioritizes them appropriately to help guide their recovery based on their unit's unique needs. Recovery strategies have further been identified to support operations during significant disruptions. Each unit will activate its Business Continuity & Resilience Plan, as deemed necessary in the event of a disruption.

Research Resumption Planning

The Office of the Vice-President (Research and International) has put in place [guidelines and a structured process](#) that allows for the continuation and/or resumption of research should a disruption to research occur. This planning also incorporates health and safety measures and ensures that appropriate supplies are considered and readily accessible.

Gradual and Safe Return to Campus

The Carleton University Scenario Planning (CUSP) Working Group provided recommendations during the COVID-19 response and recovery phases providing a structure for a gradual and safe return to on-campus learning. This allowed the University to adapt appropriately as the situation surrounding COVID-19 evolved. The guidelines, standards, and processes that have been developed to support returning to campus will be integral to the management of any future interruptions to on-campus learning.

Teaching Online and HyFlex

Carleton University is committed to delivering high-quality education, both in-person and through remote delivery methods. Several resources have been developed to support online teaching and learning. In addition to these resources, Teaching and Learning Services regularly makes available consultations, online workshops, and training to support the needs of the Carleton community.

Carleton University also makes use of a Hybrid-Flexible (HyFlex) teaching model which allows students to attend either in-person or online via Zoom. Carleton has updated many learning spaces to accommodate the HyFlex teaching model, equipping areas with additional cameras and monitors where needed. This teaching model not only supports teaching and learning needs but allows for a quick transition to remote learning in the event of a disruption.

Online Platform Availability

Carleton University currently makes use of various online platforms that support and allow for a rapid transition to remote delivery of education, should it be required. These platforms include, but are not limited to:

- Brightspace
- Microsoft Teams
- Zoom
- BigBlueButton

All platforms allow for broad communication and integration of course materials for the Carleton community.

Transition to Remote Delivery

Carleton University will continue to work in partnership with public health authorities when any positive case(s) are identified related to on-campus operations. In response - and as required - a move to partial or fully remote instruction will be made. This transition will be supported by the infrastructure and services of our Teaching and Learning Services and will take into account the needs of the various courses and learners.

Remote delivery will be utilized where appropriate to maintain continuity of education, whether as a result of a localized outbreak or a large-scale transition as deemed necessary by public health authorities.

In the event of a large-scale transition of all academic courses, time will be allocated to prepare and transition the courses over to full remote delivery.

Courses will continue to maintain their space allocation on-campus. If it is deemed safe by public health authorities to return to in-person learning, courses will be transitioned back to face-to-face delivery with appropriate safety measures in place.

Online Supports

As COVID-19 impacted business operations within organizations across the globe, Carleton University took the opportunity to broaden its service availability and accessibility. In addition to remote delivery of education, service units across the University adapted and are now offering services online. Many services have continued with and will maintain a hybrid service model which allows supports for students and the Carleton community through both in-person and virtual mediums.

RESOURCES

Carleton Resources

On-Campus Contacts

Campus Safety Services	Phone: 613-520-4444 (Emergency) 613-520-3612 (Non-Emergency) Hours: 24-Hours/Day, 7 Days/Week
Office of Risk Management <ul style="list-style-type: none"> • Emergency Management & Continuity of Operations • Environmental Health & Safety • Risk & Insurance 	Phone: 613-520-2600 ext. 3000 Hours: Mon-Fri 7:30 a.m. to 4:30 p.m.
Facilities Management and Planning (FMP)	Phone: 613-520-2600 ext. 3668 Hours: 24-Hours/Day, 7 Days/Week
Health and Counselling Services	Phone: 613-520-6674 Hours: Mon-Fri 8:30 a.m. to 4:30 p.m.
ITS Service Desk	Phone: 613-520-3700 Hours: Mon-Fri 8:30 a.m. to 4:30 p.m.

Carleton's COVID-19 Website Resources

COVID-19 Website: <https://carleton.ca/covid19>

Building Preparations https://carleton.ca/covid19/safe-return-to-campus/building-preparation/	COVID-19 Website for Students https://carleton.ca/covid19/students/
Building Updates https://carleton.ca/covid19/updates/building-updates/	cuScreen https://carleton.ca/covid19/cuscreen/
Carleton Community Updates https://carleton.ca/covid19/updates	Frequently Asked Questions https://carleton.ca/covid19/faq/
COVID-19 Symptom Reporting https://carleton.ca/covid19/covid-19-symptom-reporting/	Policies and Protocols https://carleton.ca/covid19/policies-and-protocols/
COVID-19 Vaccines https://carleton.ca/covid19/health-and-safety/covid-19-vaccines/	Reducing Your Risks https://carleton.ca/covid19/health-and-safety/reducing-your-risks/
COVID-19 Website for Faculty and Staff https://carleton.ca/covid19/faculty-and-staff/	Research Resources https://carleton.ca/covid19/research-resources/

Official Government & Public Health Resources

Government of Canada - Coronavirus Disease (COVID-19)

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

This site provides links and resources related to Canada's outbreak update and response, data trends, vaccines, travel information, and the latest announcements.

Province of Ontario - COVID-19 (Coronavirus) in Ontario

<https://covid-19.ontario.ca/index.html>

This site contains links and useful information regarding:

- Self-Assessments
- Testing Locations
- Vaccines (Booking, Safety, and Program Information)
- Provincial Resources and Updates

Ottawa Public Health - Novel Coronavirus (COVID-19)

<https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>

This site provides information, links, and resources that are relevant to the City of Ottawa population. The information contained on this page consists of:

- Latest News and Data
- Testing, Treatment, Symptoms, and Isolation Instructions
- Vaccine Information
- Staying Safe, Supports, and Resources
- Schools, Workplaces, and Professionals
- Media Statements from Officials
- Important Contact Information

Off-Campus Contacts

Emergency Services	9 - 1 - 1 for life-threatening emergencies
Provincial Vaccine Information Line	1-888-999-6488 TTY: 1-866-797-0007 Hours: 8:00 a.m. to 8:00 p.m., 7 days/week
Ottawa Public Health COVID-19 Line	613-580-6744 Hours: 8:00 a.m. to 4:30 p.m. (Mon to Fri)
By-Law and Complaints	3 - 1 - 1
How to Access Help During COVID-19	2 - 1 - 1 Help Finding Financial and Social Support

REVISION HISTORY

Revision History			
Revision #	Revised By	Details	Revision Date
1	Return to Campus Working Group	Compilation of Plans/Strategies into Formal Continuity of Education Plan	August 30, 2021
2	Return to Campus Working Group	Updated to Reflect Public Health Guidance and Legislation Changes	February 1, 2022
3	Return to Campus Working Group	Updated to Reflect Current Public Health Guidance and Recommendations	August 16, 2022
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