

Guide for Saskatchewan Post-Secondary Institutional Planning for Fall 2020

Throughout the COVID-19 pandemic, the Saskatchewan post-secondary sector has worked together to safeguard our students and staff.

Due to the challenges presented by the COVID-19 pandemic, Saskatchewan's publicly-funded post-secondary institutions have committed to a blended delivery model for Fall 2020. This means that, where possible, institutions will deliver programs and services remotely to limit physical contact. Where remote delivery is not possible, limited on-site delivery must follow all necessary public health and occupational health and safety guidelines.

This document provides guiding principles, a planning decision tree, general protocols, and a checklist that are intended to help Saskatchewan's post-secondary sector prepare plans for any on-site delivery. These materials have been designed with input from the sector and the Ministry of Health. The checklist provided in Appendix A is designed to help institutions think through key considerations for the delivery of on-site programs and services in the Fall.

Post-secondary institutions are responsible for developing their plans. Once an institution's plan is complete, it can proceed with the implementation of its plan. To support information sharing, institutions are encouraged to share their plan with the Ministry. In the event an institution requires advice for a unique circumstance, institutions should contact the Ministry (see step #4 of Fall Planning Decision Tree on page 3).

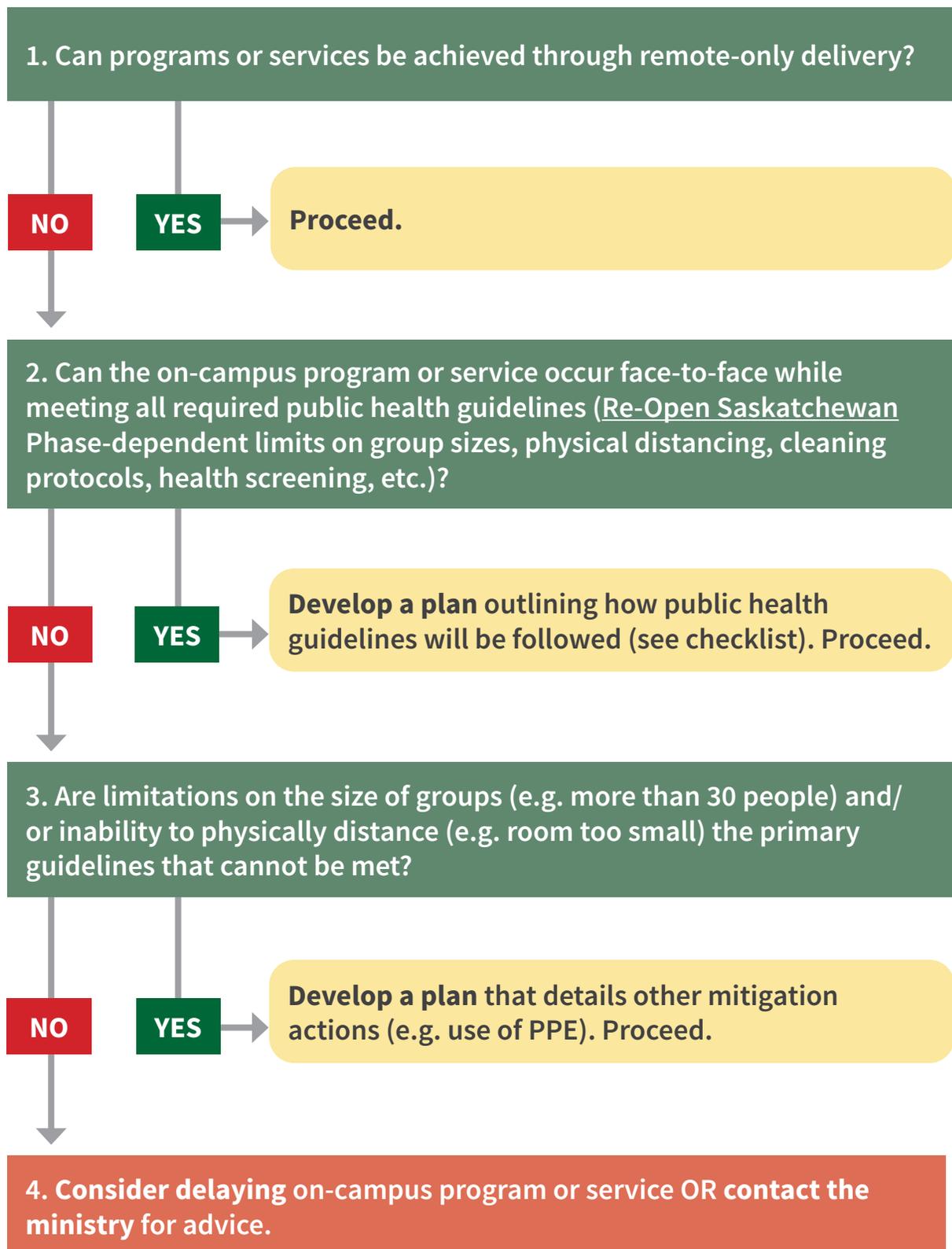
While each institution will face unique circumstances, all public institutions will use these guiding principles as a basis for planning and implementation of activities. The delivery of on-site programs and services for Fall 2020 will continue to be influenced by the public health environment in the province and our communities. These materials are intended to supplement public health orders outlined by the [Government of Saskatchewan](#); requirements set out by the [Saskatchewan Employment Act](#), which outlines occupational health and safety requirements; and the phased approach detailed in the [Re-Open Saskatchewan Plan](#).

Guiding Principles for the Re-Opening of Saskatchewan's Post-Secondary Sector

1. Student, faculty, and staff health and safety is paramount.
2. All public health guidelines and protocols will be followed.
3. Institutions will continue providing quality educational experiences for learners and make best efforts to ensure the ongoing participation of vulnerable learners.
4. Institutions will strive to ensure academic and student health and wellness support services are available to all students.
5. Priority should be given to programs that support critical areas of the labour market, such as the health sector.
6. In-person, applied, hands-on programs and research should be given priority when considering a return to campus.
7. Saskatchewan institutions will make efforts to cooperate and collaborate to enhance program delivery and support students.
8. Institutions will communicate timely, consistent information to students, staff and the public.

Fall Planning Decision Tree

As institutions plan for fall programming and on-campus services, the following decision tree should be used.



General Protocols for Post-Secondary On-site Program and Service Delivery

These protocols are intended to provide guidance to post-secondary institutions as they plan for the delivery of on-site services and programs. Institutions are responsible for following all the requirements of public health orders and occupational health and safety guidelines.

Should institutions have questions or concerns about the necessary protocols for the delivery of any on-site service or program, or require support in developing plans, please contact the appropriate ministry deployment team lead identified in Appendix B.

1. Follow Established Rules

- When developing plans for Fall 2020, ensure that all activities and protocols align with:
 - » occupational health and safety legislation and regulations outlined in the [Saskatchewan Employment Act](#); and,
 - » restrictions established by the Government of Saskatchewan's public health orders, including any guidelines related to the five phases of the [Re-Open Saskatchewan Plan](#).

2. Health and Safety Awareness

- Ensure staff and students accessing on-site programs or services are aware of all current health and safety information on [Saskatchewan.ca](#). Please note, the site is updated frequently. A health and safety checklist for anyone visiting your institution is recommended before accessing on-site programs or services.
- Your institution's health and safety protocols must be communicated to staff, students and visitors.

3. Delivery Pre-planning

- Complete a health and safety risk assessment for each planned on-site program or service and outline the approach in your plan. The plan should include:
 - » Acknowledgement that the program/service will operate within any public health limitations currently in place;
 - » All appropriate mitigation measures (i.e. to ensure physical distancing, promote hand hygiene, provide protection when physical distancing is not possible, increase cleaning and disinfection, etc.);
 - » Name of program/activity that will take place on-site; and
 - » Number of students and staff involved.
- Keep in mind blended delivery opportunities to ensure on-site time is minimized and efficiently utilized.

4. On-site Management

- Establish and maintain daily activity tracking information to know which faculty, staff and students are on-site and which areas of the campus are utilized.
 - » This could be combined with a COVID-19 entry screening and sign-in process.
- Establish a process for alerting staff and students and implementing mitigation procedures should a COVID-19 case impact any on-site activities.

Appendix A - Check List to Consider in Fall Plan Development

General

- Does the institution have a **written institutional plan** that details the reopening of physical campuses and the institutional response if a COVID-19 outbreak requires further closures?
- Has the institution identified a **lead person** responsible for ensuring adherence to the plan?
- Has the institution provided **contact information** for questions around the plan?
- Does the plan meet **Saskatchewan Employment Act and Regulations**, Occupational Health and Safety requirements?
- Does the plan **adhere to public health orders** and applicable Re-Open Saskatchewan guidelines currently in place?
- Does the institution have a specified leadership team to respond to changes related to the COVID-19 pandemic?
- Does the campus have **student health centers**? If so, health care protocols in the [Medical Professionals Guidelines](#) should be adhered to.
- Does the institution have a process in place for **regular review of the plan** as the situation evolves?

COVID-19 Containment and Monitoring Capabilities

- Does the plan **apply to all staff/students and visitors**? It is expected that the plan applies to all individuals on campus.
- Does the plan identify COVID-19 **screening procedures** for anyone coming on to campus (e.g. everyone must [self-monitor](#); if using a screening questionnaire, it must align with [provincial screening information](#); procedures indicating what happens when someone fails screening).¹
- Has the institution identified how it will deal with an **individual that becomes symptomatic** while at the institution? The individual should be sent home or isolated immediately, and should be directed to call 8-1-1.
- Has the institution identified **cleaning and disinfection protocols in the event of an individual becoming symptomatic on campus**?
- Does the plan include procedures for **daily tracking** of student/staff/visitor activity on campus and for maintenance of this information so Public Health can conduct contact tracing?
- Has the institution identified how it will provide a quarantine area for any **students living on campus**?

¹ Specifics will be dependent on the Phase of the Re-Open Saskatchewan plan that the province is currently in.

Communications

- Does the institution have a **communications plan** related to their response to COVID-19?
- Do students and staff have **easy access to information** on the COVID-19 response by the institution?
- Does the plan identify how staff and students will be made aware of health and safety procedures **prior to arriving on campus** (e.g. information on physical distancing requirements, handwashing upon entry, requirements to stay home when sick, on-site cleaning and sanitizing information, classroom/lab personal protective equipment (PPE) requirements, arrival and departure requirements, etc.)?²
- Does the plan identify processes and key contacts for working with local public health officials to alert staff and students and implement **mitigation procedures should a COVID-19 case impact any on-site activities**?
- Are **public health notices and prevention strategies posted in high visibility areas** regarding adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, face covering, etc.?
- Is it clear to students, staff and campus visitors **what types of, if any, PPE are required**?
- Has the institution identified ways to support **vulnerable populations** (students and staff), who may need to physical distance for a more prolonged period of time?

Instruction and Learning Environments

- Where possible, is programming being provided by distance?
- Has prioritization for in-person delivery been given to courses that cannot be measured or achieved through distance delivery (e.g. labs, performance-based education, clinical placements)?

For all in-person programming:²

- Does the plan identify **staff/student illness/absence policies** to ensure people aren't coming on-campus when sick and, when someone goes home sick, the work area is cleaned and disinfected?
- Does each course or research activity have a **physical distancing plan** to identify how students and staff will be protected?
- Are there **mitigation plans** for programs that do not permit physical distancing and/or involve activities of higher risk (e.g. clinical settings, theater, performing arts, dance)?
- Are there **mitigation plans** for programs that exceed the limits on the size of groups as set out in the current Phase of the Re-Open Saskatchewan Plan?

² Specifics will be dependent on the Phase of the Re-Open Saskatchewan plan that the province is currently in.

- Is there **monitoring and tracking** of in-person attendance and seating arrangements to facilitate contact tracing if necessary?

Workforce

- Are the Re-Open Saskatchewan [General Workplace Guidelines](#) followed for all on-site office settings (spaces not related to student program delivery)?³
- Is it identified how faculty and staff will be **trained and adequately prepared for returning to an in-person environment**?
- Is it identified **what PPE will be provided** to staff that require it for their role?
- Have **written guidelines** been provided to staff to ensure they understand how to work in an in-person environment and protect themselves and students?
- Have cleaning staff been provided with PPE and **guidelines on appropriate techniques for cleaning and disinfecting** common spaces?

Physical Buildings⁴

- Does the plan include **clear cleaning and disinfection protocols (including frequency)**, in line with the provincial [Environmental Cleaning and Disinfection Guidelines](#)?
- Does the plan take into account: **physical distancing** protocols (2 meters apart), procedures to prevent large gatherings in **common areas/hallways**, and identify how people will **move through the facility**?
- Are essential common areas **well signed with directional movement** information?
- Have **common areas** been reconfigured to adhere to physical distancing requirements or closed?
- Have **barriers** been installed in high-visitation areas such as reception desks or check-in points?
- Have chairs and desks been removed to ensure proper **physical distancing**?
- Do rooms/elevators have **maximum capacities for people clearly posted**?

Student Supports (including International Students)

- If student supports cannot be provided by distance, are **protocols developed around in-person contact**?
- Are resources in place to support the **well-being and mental health of students and staff**?
- If you are an **International Student Program (ISP) designated institution**, are you meeting the requirements set out by Immigration, Refugee, Citizenship Canada or have you contacted the ministry's International Education and Inter-Jurisdictional Liaison Branch for support? (see Appendix B International Education)

³ Efforts should be made to keep groups limits within the range set out in the current Phase of the Re-Open Saskatchewan Plan. Where this is not possible, specialized mitigation plans need to detail how student and staff health and safety will be maintained.

⁴ Specifics will be dependent on the Phase of the Re-Open Saskatchewan plan that the province is currently in.

International Travel

- Is there a clearly communicated directive on **international travel** for students, faculty and staff?

Student Housing (if applicable)⁵

- Do residents have **private accommodations and bathrooms**? If not, is it detailed how physical distancing will be supported?
- Are protocols in place for **common spaces**, like shared kitchens, to promote physical distancing, limit sharing of common items, and provide for increased cleaning and disinfection? See Re-Open Saskatchewan [Workplace Food and Accommodations \(including Work Camps\) Guidelines](#) and [Environmental Cleaning and Disinfection Guidelines](#).
- Are personal **face coverings** required in common areas?
- Are **health prevention strategies** such as proper hand hygiene well communicated in common areas and rooms?
- Is **hand sanitizer** widely available?
- Are enhanced **cleaning protocols** identified for common areas and high-touch surfaces (consistent with the rest of campus)?
- Are there clearly-posted restrictions** on events and social activities as per current physical distancing guidance?
- Are there restrictions on building access for **non-residents**?
- Are there **contingency plans** in the event a resident becomes sick or needs to self-isolate?

Transportation (if applicable)

- Are Re-Open Saskatchewan [Transportation Guidelines](#) being followed?

Food Service (if applicable)

- Are Re-open Saskatchewan [Workplace Food and Accommodations Guidelines](#) being followed?
- Are on-campus dining services following, at a minimum, the same re-opening rules as restaurants (Re-Open Saskatchewan [Restaurants and Licensed Establishments Guidelines](#))?

Retail Stores (e.g. campus book stores)

- Are on-campus retail establishments following, at a minimum, the Re-Open Saskatchewan [Clothing and Retail Guidelines](#)?

⁵ Specifics will be dependent on the Phase of the Re-Open Saskatchewan plan that the province is currently in.

Gyms and Fitness Facilities (if applicable)

- Are on-campus gyms and fitness facilities following, at a minimum, the Re-Open Saskatchewan [Gyms and Fitness Facilities Guidelines](#)?

Childcare Facilities (if applicable)

- Are on-campus childcare facilities following, at a minimum, the Re-Open Saskatchewan [Child Care Facilities Guidelines](#)?

Religious Services (if applicable)

- Are spaces for religious services following the Re-Open Saskatchewan [Places of Worship Guidelines](#)?

Other Considerations Specific to Your Institution (e.g. libraries, athletics, choirs, etc.).

Note: new guidelines are added regularly to the [Re-Open Saskatchewan Guidelines](#) website.

Appendix B - AE COVID-19 Deployment Team Leads

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