

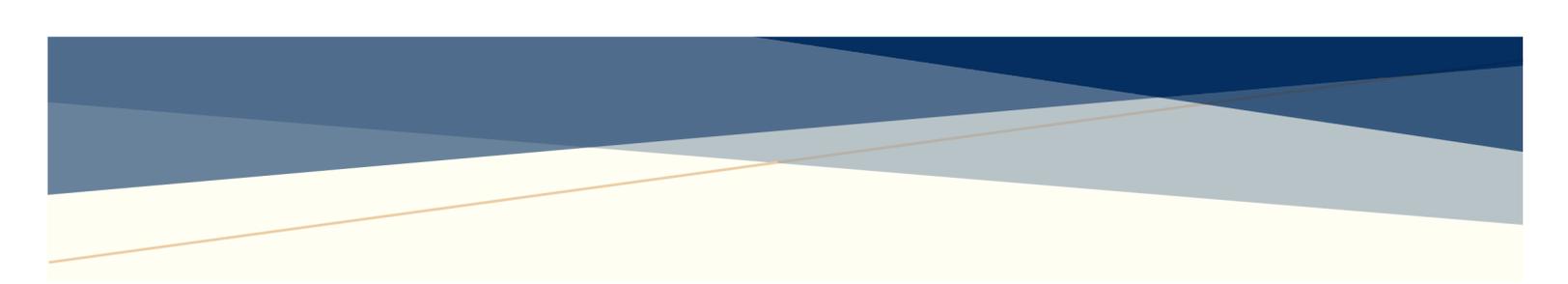
COVID-19 GUIDELINES

Balancing Community & Safety

November 2020

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Newman Theological College has developed this document with the guidance from the orders of the Chief Medical Officer of Health and the Alberta Government.

General Guidelines

All persons entering the premises must

- Screen for symptoms every day before entering the building.
- Wear a face mask when distancing is not possible.
- Maintain a 2-meter distance from others.
- Refrain from gathering in groups.
- Cover your cough and sneezes
- Sanitize and wash hands often.
- Avoid touching your face.
- Enter and leave classrooms one at a time.
- Disinfect all appliances, chairs, desks, etc... using the provided cleaning materials after each use.
- Avoid long line-ups.
- Be patient.

Anyone experiencing symptoms are required to stay home and self-isolate until proof of a negative test is provided.

What to do if you Feel Sick at the College

If someone is feeling sick while in the building they must immediately return home, report to student services at 780-392-2450 or reception@newman.edu for sanitizing of the areas where they were present, and self-isolate until proof of a negative test is provided.

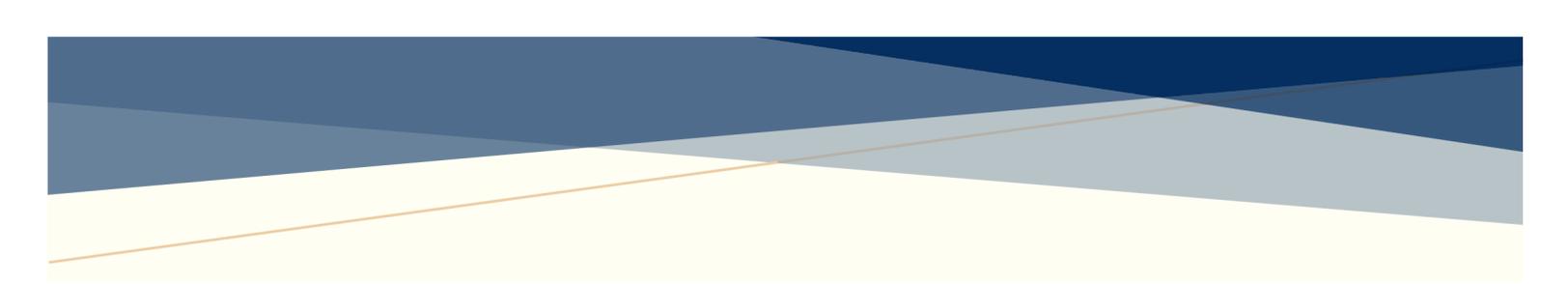
Students who have to self-isolate will be transferred to an online course if available. Otherwise if possible arrangements will be made with the professor to complete their class from a distance.

Classrooms

Many classes have been transferred to online delivery, some classes remain on-campus but enrollment for these classes has been restricted to accommodate social distancing guidelines.

Social Distancing

Our classrooms have been reorganized to accommodate for social distancing by removing excess tables and chairs and separating the workspaces by 2 meters to accommodate social distancing requirements.



Masks

Faculty and students must bring a mask and wear when distancing is not possible.

Daily Attendance

Professors will take daily attendance for their classes in case there is a potential exposure to the students. Those who have been in potential contact with COVID-19 will be informed.

Staggered Break Times and Dismissal

Break times will be staggered to avoid crowded hallways, students will be asked to disinfect their workstations before leaving the classroom and dismissing from the classroom will be conducted in a staggered orderly manner to reduce crowding around the exit.

Class Cancellations

If a class cannot be held on-campus due to isolation requirements classes will be held on Zoom at the usual class time. Details will be provided when necessary.

Limited Use

The use of a classroom more than once a day has been limited.

Cleaning and Sanitization

Cleaning materials and hand sanitizer has been made available in all the classrooms.

Students and Professors are asked to disinfect their workstations after class using the cleaning materials provided.

Classrooms are scheduled for enhanced cleaning and disinfection before classes.

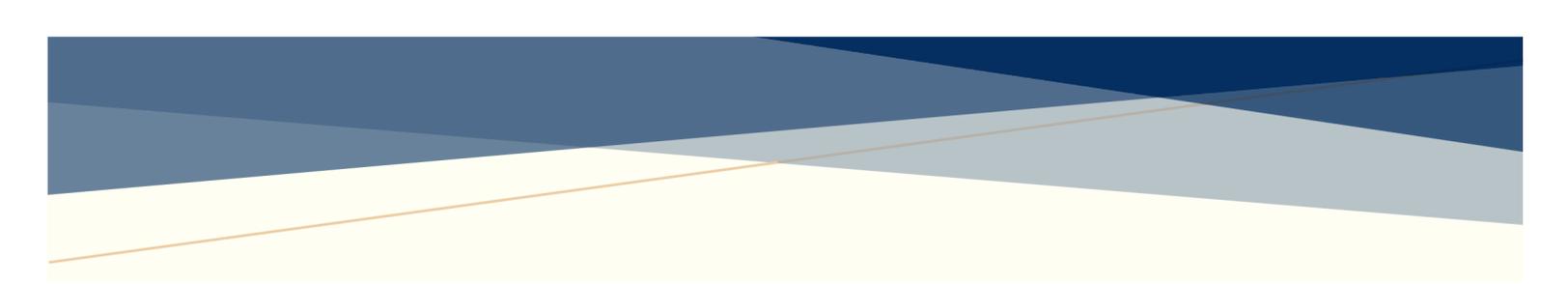
Public Areas

Cleaning and Sanitization

Enhanced cleaning and disinfecting of high-traffic areas has been scheduled.

Social Distancing

Public Areas have been reorganized to accommodate for social distancing by removing excess tables and chairs and separating the workspaces by 2 meters to accommodate social distancing requirements.



Use of Student Kitchen and Appliances

Public coffee and tea station has been removed until further notice to ensure public safety.

A person must sanitize before and after the use of the microwaves, fridges, vending machines, and water cooler using the provided cleaning materials.

Bathrooms

Bathrooms capacity is limited to 1 person at a time.

Elevator

Elevator capacity is limited to 1 person at a time.

Reporting System

A number will be posted to report sanitisation concerns, and response will be immediate.

Student Services

Student services will be open for students. Masks, sanitization, and social distancing will be required.

Library

Beginning Sept 8, 2020, the NTC library will open to NTC students only.

Library use is limited to retrieving resources for check-out.

Stack access allows for one student, per shelf range at a time.

All study, casual reading, photocopier, and computer station areas are closed.

If required, the library will limit access to 8 students at a time.

Circulation services

Standard due dates will resume for newly checked out items.

Overdue fines will either not be charged or be kept to a minimum.

Item returns are to be made via the book drop outside the library entrance.

Item Recalls and Item Hold requests

These services have been restored to participating libraries, which includes NTC. In most cases, the pickup location will be limited to NTC library.

Item Hold Pickup

Hold items will be checked out to the requestor and be made available on the pickup table just outside the library entrance. Items will be on hold for seven days. Requestors will be notified by email for pickup.

Copying, Scanning and Printing

Photocopying, scanning and printing are available upon request.

Requests will be accepted in person or by email.

In person requests will be filled on demand. Email requests will be printed and be made available on the pickup table. If time sensitive, please inform library staff.

There is no charge for copying, scanning or printing.

All copyright guidelines remain in force.

Item Quarantining

All returned, recalled or hold items will be quarantined for three days before being discharged or checked out to a student.

Returned items will be back dated to their actual return date when discharged.

Phase Three Reopening

When safe to do so, and in keeping with other NEOS libraries generally, the library will move into phase three of its reopening plans. This will mean the opening of study, casual reading, photocopier and computer areas, as well as allowing external and secondary borrower access. However, physical distancing guidelines will still be in place.

Library Assistance

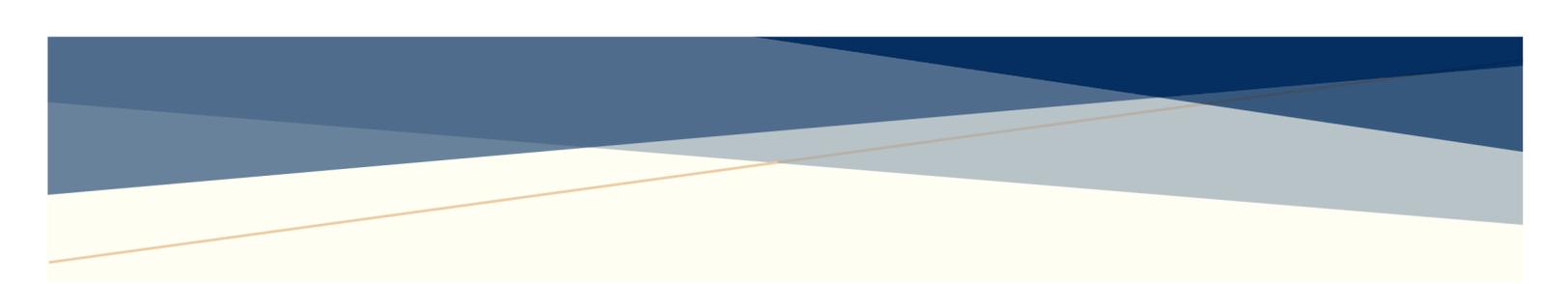
If you need assistance, please call the library at 780-392-2454 or email the librarian at jim.derksen@newman.edu

Bookstore

The Bookstore will be open for students. Masks, sanitization, and social distancing will be required and is restricted to 1 person at a time. Orders can be made in advance and is preferred by emailing bookstore@newman.edu or calling 780-352-2457 with your request.

Chapel

The chapel is restricted to 8 people and one priest for masses until further notice. No set mass schedule has been defined.



Social Gatherings

Social gatherings will be restricted until further notice, all organized gatherings must be approved in advance by the President and must adhere to the policy on gathering with Alberta Health Services.

International Staff and Students

Staff and students returning from international travel must self-quarantine for 14-days. The College will provide students with guidelines on how to prepare for quarantine before arrival and supervise their isolation via daily phone call and/or video chat. Non-compliance will be reported to Alberta Health Services and Alberta Education. If support is needed during this time please contact Michelle Maxwell at michelle.maxwell@newman.edu.

Student Counselling Services

Confidential student counselling services are available for eligible NTC students through Catholic Social Services (CSS) at the following locations, Edmonton, Camrose, Wetaskiwin, Lloydminster, Vermillion and Red Deer.

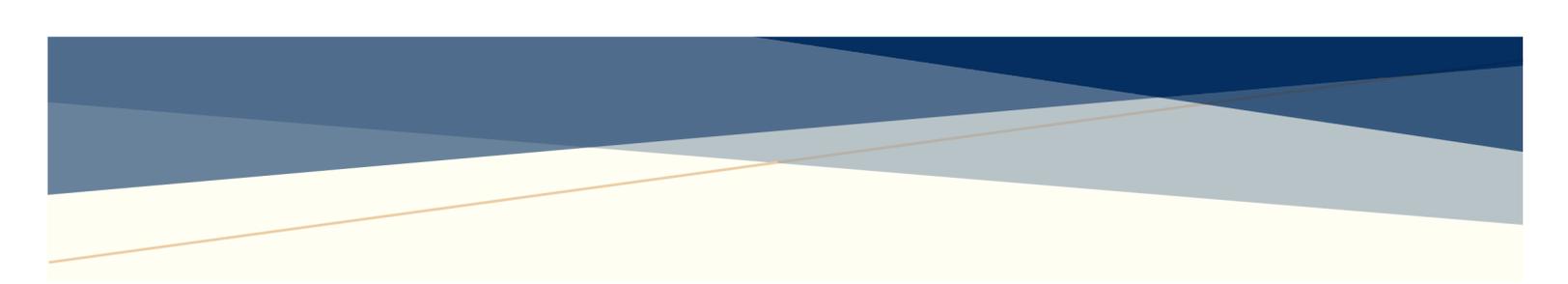
Eligible students include part-time and full-time NTC students of any denomination or faith tradition who are enrolled in the M.Th. M.Div., M.T.S., B.Th., Dip.Th., C.Th. or B.A. programs. Students in the M.R.E. program who are not sponsored by their school divisions are also eligible. Up to five counselling sessions are sponsored by NTC. Beginning with the sixth session, services will be at the student's expense. Students may set up an appointment with Mercy Counselling by emailing mercy@cssalberta.ca or by filling out an online form found at <https://www.cssalberta.ca/Contact-Us> or by phoning the CSS intake line at (780) 391-3233, Monday through Friday from 9:00 a.m. to 5:00 p.m. All emails and calls are returned within 24 hours during regular business hours. The intake worker will gather your information and work with you to set up an appointment in the location nearest you. The addresses for Mercy Counselling offices can be found on the Catholic Social Services website <https://www.cssalberta.ca/Contact-Us>

Reporting to Alberta Health

If two or more people from the college are self-isolating Alberta Health Services will be contacted at 811.

Outbreak Notification

If an outbreak occurs, a direct email will be sent to all students and staff and will also be posted on the website with instructions on how the College will proceed with classes.



Questions or Concerns

Questions may be directed to the president's office at 780-392-2455 or executive.assistant@newman.edu