

## **Returning to the College During the Fall Practicum Period**

The fall practicum periods are as follows:

- September 8 – 18 (Year 3)
- September 21 – October 2 (IMG 1)
- October 5 – 16 (Year 2)

During the College closure, the maintenance and facilities teams have been working hard to ensure the proper protocols have been put in place to ensure the health and safety of the CCNM community. As you prepare to return to the College as either a student attending a practicum or staff or faculty supporting the practicum period, please make note of and adhere to the following:

### **Before Going to the Building**

- Prior to entering the building **daily**, you must complete the COVID-19 Self-Assessment form here: <https://www.ccnm.edu/COVID-19>
- Enter the building via the main entrance through the marked doors and swipe your student ID card on the card reader.
- Please be sure to swipe your ID card upon exit. Doing so is an essential step in the College's system for tracking contacts, should that be required.

### **Your Responsibility While in the Building**

- Wear a mask/face covering in common areas (hallways, lobby, cafeteria, etc.), and when visiting, traversing through other workspaces. If you do not have a mask/forget, they will be available at the front desk
  - How to use a non-medical mask or face covering: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>
- The College's policy on mask wearing is [attached](#).
- Do not share food, drinks and other personal items including mobile phones
- Obey directional signage
- Follow physical distancing directives
- Clean your workspace before and after use in the cafeteria, library, seminar rooms/study spaces
  - Spray bottles and paper towels will be placed at these locations
  - Please follow the instructions on the spray bottle or accompanying instruction sheet
  - If you require more spray/paper towel, please email Daisy Itoc at [ditoc@ccnm.edu](mailto:ditoc@ccnm.edu)
- Washrooms doors have been propped open where possible to reduce touch surfaces. Interior locks will be added to those where the door cannot be removed. Washrooms with more than one stall will still be accessible but certain sinks have been disabled to allow for proper physical distancing and to reduce touch surfaces.

*In light of health and safety, we ask that students exit the College as soon as their practicum session ends for the day. There is a timely gap in between morning and afternoon practicum sessions, set for cleaning spaces and to allow students to leave and arrive safely.*

*Hearty Catering will be open, however cafeteria and courtyard seating is limited to allow for physical distancing measures. We encourage you to take your food to-go when seating availability reaches capacity.*

### **How the College Is Keeping You Safe**

- Increased cleaning and disinfecting in high traffic areas.
- Maximum occupancy signage has been determined and posted for the elevator and room occupancy and set up pictures will be posted in all classrooms
- In high traffic areas (Clinic Reception, Cafeteria, etc.) decals to ensure physical distancing have been installed.
- Plexiglass barriers have been, or are planned to be, installed at high traffic areas (Front Desk, Clinic Reception, Student Services). Half-doors are being installed in other open workspaces (finance, receiving, etc.)
- Hand sanitizers have been provided and sinks operated by foot have been installed in common areas for hand washing.
- Some sinks in washrooms have been disabled to ensure proper physical distancing.
- Hand dryers have been disabled and replaced with paper towels to reduce the spread of air-borne germs.
- The availability of disinfectants has been increased throughout the building for cleaning.
- Chairs and desks have been removed from common areas to ensure physical distancing.
- Common area computers have been removed.
- Patients in the Clinic are pre-screened.

### **Accessing Different Areas of the College**

#### **Cafeteria**

- The cafeteria has been set up to adhere to physical distancing protocols. No more than 2 people are permitted at a table.
- The cafeteria is cleaned 3 times a day. Students are encouraged to wipe down their area before and after use
  - Spray bottles and paper towels will be placed in the cafeteria
  - Please follow the instructions on the spray bottle or accompanying instruction sheet
  - If you require more spray/paper towel, please email Daisy Itoc at [ditoc@ccnm.edu](mailto:ditoc@ccnm.edu)

#### **Courtyard**

- The CCNM courtyard is accessible by student ID cards. Please swipe your card when exiting and re-entering through the cafeteria doors
- Physical distancing must be maintained while sitting at picnic tables and on the ground

#### **Library**

- The library has been set up to adhere to physical distancing protocols. No more than 2 people are permitted at a table.
- The library is cleaned twice a day. Students are encouraged to wipe down their area before and after use
  - Spray bottles and paper towels will be placed in the library
  - Please follow the instructions on the spray bottle or accompanying instruction sheet
  - If you require more spray/paper towel, please email Daisy Itoc at [ditoc@ccnm.edu](mailto:ditoc@ccnm.edu)

- [Contactless pick up of library books](#) is currently available Tuesdays and Thursdays between 9:30 a.m. - 3:30 p.m.
  - The drop off box is located inside the main entrance to your right

#### Seminar Rooms/Study Spaces

- There are designated study spaces which will require students to wipe down their area before and after use
  - Spray bottles and paper towels will be placed at these locations
  - Please follow the instructions on the spray bottle or accompanying instruction sheet
  - If you require more spray/paper towel, please email Daisy Itoc at [ditoc@ccnm.edu](mailto:ditoc@ccnm.edu)

#### Clinic (as a patient)

- The RSNC is not taking any walk-in appointments at this time. You must book an appointment by emailing [rsncinfo@ccnm.edu](mailto:rsncinfo@ccnm.edu)
- You must complete a COVID-19 screening before your appointment and wear a mask at all times.

#### Accessing Different Services at the College

For Departments in the Administration Wing (Student Services, Information Services, Finance, Facilities):

1. Student to request face to face meeting via email through department or individual(host) email account
2. On the morning of the meeting the department will notify Suri of expected guests.
3. Upon arrival the student will request Suri notify their host
4. Student will be met at the administration doors by the host and conducted to a safe meeting space

For Departments in the Academics Wing (Office of Academic Affairs, Office of Clinical Education, Continuing Education):

#### Academics

Most services from the Office of Academic Affairs are maintained on-line:

- **Faculty**
  - Faculty may reach OAA by emailing [academics@ccnm.edu](mailto:academics@ccnm.edu)
  - Dutch doors will allow "walk-ups" from Faculty that may need assistance regarding practicums while they are on-site.
- **Students:**
  - Students may reach OAA by emailing [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu)
  - Should your query require an appointment booking, an appointment may be requested or offered through [studenthelpdesk@ccnm.edu](mailto:studenthelpdesk@ccnm.edu).
  - Appointments may be offered Mon-Fri during regular business hours.
  - Depending upon the nature of the meeting, your host may recommend meeting in person OR via MS Teams.

#### Office of Clinical Education

- Students may reach OCE by emailing [OCE@ccnm.edu](mailto:OCE@ccnm.edu)

#### Continuing Education

- CPR courses will be taking place during the practicum period. Any questions regarding upcoming courses or suggestions for future courses can be directed to [continuing\\_education@ccnm.edu](mailto:continuing_education@ccnm.edu).

We know this has been a lonely and isolating time for some. While you may be excited to see your friends and classmates when you return to the College and the city, we ask that you abide by the health precautions put in place, both on and off campus, in order to limit your exposure and the risk for your classmates, faculty and staff.