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Ivonne Mellozzi,  
Director, Postsecondary Accountability Branch  
Ministry of Colleges and Universities  
16th Floor, 315 Front St W,  
Toronto, ON M7A 0B8

Dear Ms. Mellozzi,

The University of Windsor would like to thank the Ministry of Colleges and Universities for its continued support of the University sector and its efforts to ensure the sustained academic excellence of our institutions in response to the challenges posed by the COVID-19 pandemic.

In the August 31, 2021, Postsecondary Education Health Measures Framework for Fall 2021, all publicly assisted colleges and universities were directed to have publicly-posted a Continuity of Education Plan (CEP) by September 3, 2021

As outlined in the Health Measures Framework, CEPs are expected to include:

1. Information about protocols (including health, safety, and outbreak management protocols) in place in the event of an emergency (e.g., evacuation protocols).
2. Information about continuity of education in the event of a disruption to in-person instruction.
3. Links to useful resources in the event of an emergency (e.g., emergency contact information).

Please find below, an overview of the plans and protocols the University of Windsor has developed in response to the COVID-19 pandemic:

### **1. Information about protocols in place in the event of an emergency**

The University of Windsor has planned the Fall 2021 term very carefully, balancing the health and safety of all of our students, faculty and staff, while maximizing opportunities for on-campus experiences. Robust safety plans and protocols have been in place since the beginning of the pandemic and continue to be enhanced as part of our COVID-19 response. Our approach to planning has been for a safe and measured return to campus life and community, while also remaining flexible, so that we may be responsive to evolving public health guidance.

With the return of students, faculty, and staff this Fall, a range of health measures will continue to be in place in September, ensuring the health and safety of the University community:

- Mandatory COVID-19 vaccinations for all students, faculty, staff, and visitors who attend campus, in addition to the submission of proof of vaccination. Those with exemptions to vaccinations will be required to provide two negative rapid antigen tests weekly if they are attending campus on a daily basis. Those who are attending occasionally will be required to provide proof of a negative test taken no later than 72 hours before the campus visit.
- Non-medical masks or face coverings are required on-campus when entering all campus buildings and common spaces.
- Enhanced cleaning will continue daily across campus.
- Daily self-assessment questionnaire through the “Safe Lancer Application” is required for those entering campus.

### Campus Safety:

As part of our Fall return to campus initiative, all Health and Safety protocols and signage has been publicly posted for our faculty, staff, and students (<https://www.uwindsor.ca/returntocampus/310/health-safety>).

### Zone and Flow Analysis:

All campus spaces have been analyzed and both zone (occupancy limits) and flow (movement through spaces) have been identified and signage has been incorporated to enable faculty, staff, and students to move freely while maintaining safe physical distancing. Occupancy of all campus spaces has been reviewed and occupancy rates allowing for distancing of at least 2 metres (6 feet) have been posted.

Where interaction may occur with less than 2 meters distancing protective devices have been installed (plexiglass) as well as other safety measures implemented.

Comprehensive Health & Safety guidelines and protocols, including adjusting schedules and occupancy of indoor spaces to ensure appropriate capacity limits are maintained.

### HVAC and Water:

Building services and utilities are independently tested and outfitted with the latest safety and preventative measures through the development of extensive Safety Action Plans.

### Monitoring Wastewater:

The University is proactively testing and monitoring wastewater in residences to detect presence of COVID-19 in sewage as an early warning system for COVID-19 outbreaks.

### Rapid Screening:

An on-campus saliva testing research pilot project to quickly identify COVID-19 cases in populations is in operation with no reported symptoms.

### Enhanced Cleaning:

The University is continuing with enhanced cleaning of high-touch points and providing disinfection supplies across campus as established by the COVID-19 Custodial Services Action Plan as recommended by health authorities.

### Campus Safety Plans:

Throughout the pandemic Windsor has continued to implement robust health and safety protocols based on the advice of health authorities. All areas where staff and faculty are returning in person have an approved Health and Safety Plan.

We are requiring the wearing of non-medical face masks when entering all campus buildings and in common spaces where physical distancing may be difficult (entrances, exits, hallways, stairwells, lounges, washrooms and elevators). In addition, the University has announced mandatory COVID-19 vaccinations for all staff, faculty, students and visitors to campus.

### Safe Lancer Application

Mandatory self-screening prior to arrival on-campus through the Safe Lancer Application. Those without symptoms, as reported through the Safe Lancer application, will be provided a green code. Prior to entering any building, screening will take place to ensure the student has been cleared to enter with a green code. This is being updated to include questions on both vaccination status and testing results.

## **2. Information about continuity of education in the event of a disruption to in-person instruction**

Given the University's approach to Fall planning, we do not anticipate any change to our in-person course delivery as a result of COVID-19. We are maintaining both capacity limits and distancing in classrooms.

The following provides a summary of our continuity of education protocols and plans in the event of a disruption to in-person learning. More detailed information is available on our website (<https://www.uwindsor.ca/returntocampus/>) on the ways the University of Windsor is keeping our campus safe while providing a rich and engaging learning experience for our students:

#### Course Delivery Modes:

Courses will be delivered in a variety of formats including Face-to-Face, Online, Hybrid and HyFlex:

- Approximately 20 percent of the student body will attend a course with a face-to-face component. These courses were planned in cooperation with the academic deans to ensure that learning outcomes for programs requiring a higher face-to-face component could be met (e.g., Dramatic Arts, Music, Clinical Psychology, Nursing).
- Hyflex courses include students attending synchronously in either an in-person or online section. Should it be necessary, the class can revert to fully online. Alternatively, if the province reduces the distancing of 2 meters required, additional students can move into the classroom. All exams in hyflex courses will be offered in an online format.
- Hybrid courses are those that have both an online and face-to-face component for each student (e.g., lecture online, lab face-to-face).

Students who are unable to return face-to-face are being accommodated and registration in online course is being facilitated to ensure program level learning outcomes are being met.

Classes are staggered so that students exiting class will leave the building prior to students entering for the next class, and additional time has been scheduled between classroom use to ensure the ventilation system can refresh the air in the room

#### Residence Students:

Residence students will be in single rooms only for the Fall term. Move-in is being done by appointment and being triaged from a central location. All visitors to campus will complete either the Safe Lancer App self-assessment or a paper assessment prior to entering any residence buildings. An on-site rapid antigen testing centre will be available for those who are not fully vaccinated or exempt from vaccination.

#### International Student Intake Protocols:

Modified quarantine upon arrival on-campus with enhanced support and services from Residence Life staff. The University of Windsor's COVID-19 Readiness Plan received government approval to ensure it protects the health and safety of all students, staff and the community.

International student arrivals are being fully supported by our International Student Centre.

### **3. Links to useful resources in the event of an emergency**

The safety of our students, faculty, and staff while on campus is the University of Windsor's most important priority. The University has undertaken many steps to ensure that the community is protected in the event of any crisis.

#### **Emergency Preparedness**

Emergency preparedness for our community consists of a wide variety of strategies designed to keep the whole of our university community safe. The following are some examples of strategies, initiatives, and policies we have implemented that are designed to keep the campus community safe and secure:

- Emergency Mass Notification System (UWindsor Alert):  
The University of Windsor can provide instant alert mass notification to the community via cell phone, email, text messaging, and flat-screen notification panels throughout campus. Community

members are strongly encouraged to register their cell phone and other contact information using UWindsor Alert. [Find more information on UWindsor Alert.](#)

- **Departmental Emergency Plans:**  
Every large facility across campus and all departments are required to have an alert plan that identifies emergency procedures as well as key emergency personnel on campus. Business continuity plans for each department are also required.
- **Public Education and Awareness**  
Educational programs that teach the University community what to do in an emergency are pivotal to saving lives and keeping our staff, students and faculty safe. The University of Windsor is committed to awareness through education initiatives and resources that allow the campus community to learn how to respond in a crisis. [Emergency Management Ontario](#) always provides the campus with the latest developments and trends in emergency planning and response that in turn is brought to you.
- **Emergency Operations Software:**  
Key University decision-makers can collaborate and respond to a campus emergency online through the campus' use of virtual alert software, WebEOC. This allows the University to respond and communicate with emergency responders throughout Windsor and Essex County as well as the State of Michigan.
- **Documents available for download related to emergency preparedness protocols:**  
The University of Windsor, through our Emergency Preparedness website, has made available a number of documents available for download by the University community related to various emergency situations. Examples include:

[Bomb Threats](#)

[Evacuation](#)

[Explosion](#)

[Fire](#)

[HazMat/Shelter in Place](#)

[Medical Emergency](#)

[Severe Weather](#)

[Suspicious Package](#)

[Utility Outage](#)

For more information, please visit the Campus Community Police - Emergency Preparedness website (<https://www.uwindsor.ca/campuspolice/305/crime-preparedness>).

### **Fire Safety Procedures**

The University's [Fire Safety Procedures website](#) provides an information source for students, faculty, and staff to learn about the University of Windsor's fire and evacuation plans and procedures:

- **Fire Drills:**  
The Ontario Fire Code requires fire evacuation drills to be conducted annually at a minimum. These drills are important for building occupants to practice safe evacuation. They also provide an opportunity for the Fire Evacuation Committees to evaluate their procedures. All building occupants are expected to participate in fire evacuation drills.
  - i. A list of the University's Building Fire Evacuation Committees can be found using the following link: <https://www.uwindsor.ca/humanresources/safety/firecommittees>.

- ii. The University's protocol governing the [Emergency Procedures for Persons Requiring Assistance in Evacuation](https://www.uwindsor.ca/humanresources/525/fire-safety-procedures) can be accessed through the Fire Safety Information website (<https://www.uwindsor.ca/humanresources/525/fire-safety-procedures>). Included in this policy document are protocols governing the [Personal Exit Plan for Persons Requiring Assistance](#) and [Guidelines for Assisting Persons in Evacuation](#).

For more information, please visit the Fire Safety Information website - <https://www.uwindsor.ca/humanresources/525/fire-safety-procedures>

### **Student Emergency Services**

The University of Windsor has prioritized student emergency services. All of the following services can be accessed by students through the University's Student Emergency Services website (<https://www.uwindsor.ca/emergency-services>):

- **Sexual Misconduct Office:**  
The University's Sexual Misconduct Office (<https://www.uwindsor.ca/sexual-assault/>) provides support to members of our campus committee who have been subjected to sexual misconduct. The Office provides a space for members of the campus community to report an incident of sexual misconduct, get help and support, and acts as source of information on how to provide support. The Office is also responsible for coordinating campus-wide sexual assault awareness campaigns, developing training for staff and faculty, and implementing best-practice educational programs for students.
- **Sexual Assault Crisis Centre:**  
The Sexual Assault Crisis Centre of Essex County (SACC) provides crisis intervention, counselling, and public education services to Windsor-Essex region (<https://saccwindsor.net/>).
- **UWindsor Student Counselling Centre:**  
The Student Counselling Centre at the University of Windsor provides registered students free, confidential mental health counselling delivered by trained mental health professionals (<https://www.uwindsor.ca/studentcounselling/>).
- **My Student Support Program (MySSP)**  
Through the My Student Support Program (<https://myssp.app/ca/home>), students can access to free confidential counselling '24/7/365' by licensed counselors.

For more information, please visit the Student Emergency Services website - <https://www.uwindsor.ca/emergency-services>

Sincerely,

Dr. Patricia Weir  
Provost & Vice-President, Academic  
University of Windsor

cc. Dr. Robert Gordon, President & Vice Chancellor, University of Windsor