

# What to Expect with the Return to Campus

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## STUDENT HANDBOOK

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Cape  
Breton  
University

[CBU.ca](http://CBU.ca)



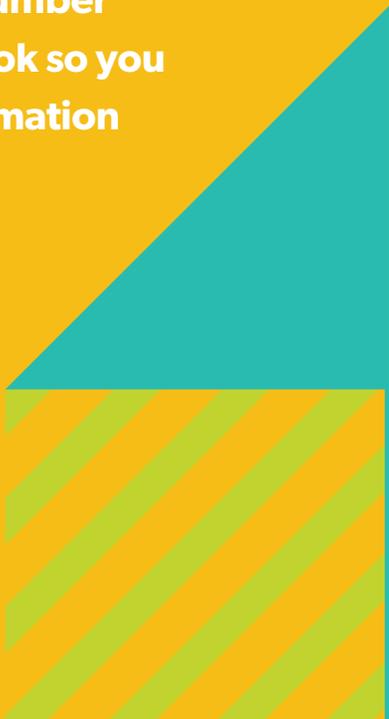
# Welcome home!

Welcome Home! We're so glad to welcome you back to campus, even if it is by appointment only for now.

We know you've been working hard, studying from your kitchen tables, living rooms and makeshift offices, and we want to thank you for being so adaptive. We know it wasn't easy, but our students will always persevere. We are now in Phase 2 of the return to campus plan, with priority being given to services that must be performed on campus to support student academic success, student health and well-being, or any other function essential to safe and effective operations of the University. This also includes the reopening of some campus facilities and services.

Your health, safety and well-being is our number one priority, so we've created this handbook so you can easily access and understand the information related to returning to campus.

**Please note: The CBU campus still remains closed to the general public and can be accessed by appointment only.**





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# Responsibilities

Cape Breton University is committed to the safety of the campus and will promote the health and safety of all members of the CBU community by taking all reasonable actions to provide and maintain a healthy and safe campus.

## Communication

Official communication regarding return to campus information will be sent directly to all students through the CBU email system. Resources and information will also be pushed through social media.

## Student Responsibilities

As a CBU student, you are expected to take every reasonable precaution to protect your own health and safety and that of other people at or near campus. This includes:

- Following the rules and guidelines included in this handbook
- Doing everything reasonable to protect the safety of yourself and others on campus
- Reporting anything that might be dangerous to CBU Campus Security
- Co-operating with CBU staff and faculty to protect and promote health and safety
- Abiding by the **CBU Code of Student Conduct**

In addition to the responsibilities listed above, you will have a number of daily responsibilities should you visit campus for an appointment. They include:

- Completing the Pre-Access Questionnaire daily
- Travelling directly to your approved appointment and directly back, without making any additional stops on campus
- Signing in and out of campus
- Practicing social distancing
- Practicing proper hygiene
- Wearing a mask
- Keeping to the right while on campus, wherever possible

## Pre-Access Questionnaire

Prior to accessing campus for a pre-approved appointment, you will be required to conduct a Pre-Access Questionnaire.

**It is important to remember if you are feeling unwell in any way do not come to campus.** The pre-access questions are:

In the past 48 hours, have you had or are you currently experiencing:

- Fever OR Cough (new or worsening)

**OR**

- Two or more of the following symptoms (new or worsening):

- Sore throat
- Runny nose
- Headache
- Shortness of breath

- Are you waiting for COVID-19 test results?
- Have you tested positive for COVID-19?
- Have you had close contact with someone who has or is suspected of having COVID-19?
- Have you travelled outside of Atlantic Canada within the past 14 days?

If the answer to any of these questions is yes, your team member will be required to notify you, go home or stay home and call 811 for further direction.

If you begin to feel unwell **while already on campus**, notify your supervisor through email or telephone and return home. Monitor your symptoms and refer to the self-assessment questionnaire above to determine whether testing is required.



## Signing in and out of Campus

When you access campus, you must sign in and out with the Campus Security Officers located at one of our designated entrances. Designated entrances currently include Campus Centre, the Marvin Harvey Building and the Great Hall.

## Practice Social Distancing

All those with an appointment on campus will maintain a distance of two meters (six feet) from others while on campus. When you enter campus, you are asked to go directly to your approved appointment location and keep time spent in common areas as brief as possible.



## Keep to the Right

When in hallways and common spaces, please keep to the right, just as you would if you were driving. Keeping to the right in these spaces allows us to leave enough space around us for those going in the other direction to pass by safely.

Please note that infrastructure at entrances won't always allow visitors to keep to the right as they enter or exit the building. In these instances, please respect physical distancing and use common sense.



## Practice Proper Hygiene

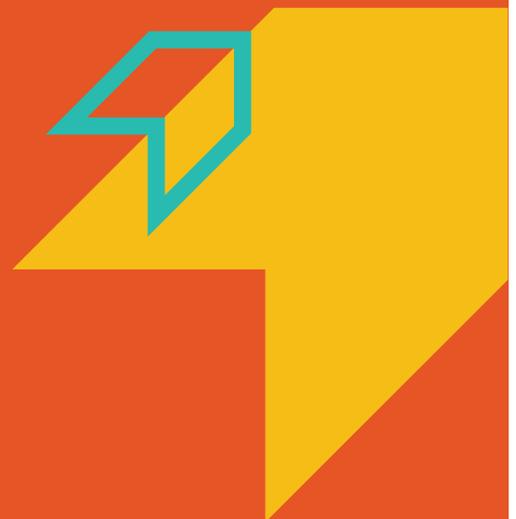
One of the best defenses against the spread of infection is proper hygiene. Students will be expected to wash their hands frequently with soap and water and use an alcohol-based hand sanitizer when soap and water are not available.

Remember to wash your hands after coming into contact with any shared surfaces or equipment.



## Mask Usage

To protect one another, students must wear non-medical masks in all public areas and common spaces on campus. It is recommended that masks be worn at all times, but individuals may choose to remove their mask when seated at their appointment if all participants are spaced at least two meters (six feet) apart, and both people are comfortable.



# Appointments and Services

While academic delivery is being provided to students remotely, some student services will be available on campus by appointment only. Please see the full list of services below, including how you can access each.

## Max Bell Health and Counselling Centre

The Max Bell Health and Counselling Centre is undergoing renovations and is temporarily located in the Marvin Harvey Building.

In order to further support students at CBU, the Max Bell Health and Counselling Centre is now seeing patients in-person by appointment only. There are no walk-ins at this time. Appointments will be assessed by phone to determine whether an in-person appointment is needed. Once confirmed, patients will be assessed for COVID-19 symptoms, re-assessed by phone again on the day of their appointment, then required to do a mandatory COVID-19 screening upon arrival to campus.

The Max Bell Health and Counselling Centre continues to operate remotely from 8:30am - 4:30pm AST. To make an inquiry or appointment, please call **902-563-1359** or email [healthservices@cbu.ca](mailto:healthservices@cbu.ca). For more information on Health Services at CBU, please click [here](#).

International students can also access health services through [Guard.me insurance](#), by using the mobile doctor app. Please be sure to have your Guard.me insurance number ready as you will need it to access these services.

## Bookstore

The CBU Bookstore is closed for in-person shopping, but books and merchandise can be [accessed and ordered online](#).

If you have a special request or are unable to place an order online, please email [2955mgr@follett.com](mailto:2955mgr@follett.com). The CBU Campus designated pick up is located at the Bookstore window, located in the courtyard in front of the Students' Union building.

## Library

The CBU Library is open by reservation only through our Book a Seat Program. This program allows CBU students to reserve a study seat, study room, computer station or study carrel (private desk and seat) in the library. Reservations can be made here.

Available services include access to the library Wifi, printers, scanners and physical collections. Anyone looking to take items out of the library is encouraged to do so through the Curbside Pickup process.

Requirements:

- Bookings must be made 24 hours in advance.
- Students must enter campus through one of the designated entrances (Campus Centre, Great Hall, Marvin Harvey) and sign in at the sign-in station before accessing the library.
- Please use hand sanitizer upon entering the library.
- Students must check-in and out using the code emailed to them, or by scanning the QR code found at the seat when they arrive.
- Masks must be worn at all times while in the common spaces of the library.
- Please do not move furniture: all seating has been arranged to respect physical distancing requirements.
- Students are encouraged to wipe down workstations prior to use and at the end of their session. Sanitizing wipes will be provided in these areas.
- If you are feeling unwell, please do not come to campus.



## **Appointments are Mandatory**

Students will not be permitted to enter the library if they have not booked an appointment.

## **Information on Moving Throughout the Library**

The flow of traffic in the library has been adjusted to reduce the likelihood of being in close proximity to others. Please follow the directional signage that lets you know which areas are one-way only. Please stay to the right at all other times, including when entering and exiting the library.

After you arrive in the library, please go directly to the circulation desk or to your assigned seat and booked location.

Library services continue to be offered digitally as well. Online services and supports include:

- **Online LiveHelp Chat, Email and AskUs**
- **Databases, Ebooks and Online Sources**  
(Remember to use the 'Off Campus' Access button under the popular tasks menu)
- **Curbside Pick Up Form** - If you are too far away from campus to use this service, we are excited to let you know that we are now offering a mailing service as well.

We encourage you to **register** with the CBU Library so resources are readily accessible to you when you need them. To speak with a library staff member, call **902-563-1320** or email **circ\_desk@cbu.ca**.

If you are returning your library materials, there is a return box located in Campus Centre, next to the Campus Security Office.



## Enrolment Services or the Registrar's Office

To book an appointment with an enrolment services professional or the Registrar's Office, please email [enrolment@cbu.ca](mailto:enrolment@cbu.ca) or call **902-563-1330**.

## The Writing Centre

**CBU's Writing Centre** offers free one-on-one appointments virtually, by email, and now in-person, by appointment only. The Writing Centre helps students understand assignments, make writing plans, learn formatting styles, incorporate citations and more. You can **book an appointment online**, email questions or book an in-person appointment by emailing [writing\\_centre@cbu.ca](mailto:writing_centre@cbu.ca).

## The Math and Science Centre

**CBU's Math and Science Centre** offers free tutoring services for current CBU students who require help in introductory-level math, science and business courses. The Centre is now using a digital platform called Discord for virtual tutoring. **Set up an account** and connect with tutors as you need to. If you require an in-person appointment, please email [mathsciencecentre@cbu.ca](mailto:mathsciencecentre@cbu.ca).

## Academic Success Coaching

**Academic Success Coaching** is currently available by email, video chat, or in-person by appointment. To book an appointment, click **here**.

## Career Services

**The Career Services team** at CBU is here to work with you before, during and after your time as a student as it relates to your academic and career planning decisions. To book an appointment with our Career Services team, email [career\\_services@cbu.ca](mailto:career_services@cbu.ca) or phone **902-563-1818**.

## Accessibility Services

**The Jennifer Keeping Centre** works to provide the necessary supports and accessibility accommodations for students with a medically documented disability. To find out if you are eligible for services related to your disability, or to book an in-person appointment, email [jkc@cbu.ca](mailto:jkc@cbu.ca) or phone **902-563-1208**.

## **International Student Services**

International students who require more information or have questions about immigration, student work permit eligibility or medical coverage can connect virtually with one of our **International Student Advisors**, including a **Certified Immigration Consultant** via email. To book an in-person appointment, please email **[internationaloffice@cbu.ca](mailto:internationaloffice@cbu.ca)** or phone **902-563-1278**.

## **IT Services**

**CBU's IT Help Desk** is the first point of contact for IT Services and offers a variety of technical services, such as login access and troubleshooting, email support and more. All Help Desk services are currently being offered via email.

## **Fitness Centre and Outdoor Track**

The Cape Breton Health Recreation Complex (The Dome) is now open for residence students only, by appointment only. To book an appointment, please call **902-567-2808**.

## **Beaton Institute**

The Beaton Institute is open for research by appointment only. Please follow the same guidelines listed above, including booking appointments 24 hours in advance. **Reservations can be made here.**

## **CBU Art Gallery**

The CBU Art Gallery's regular operating hours will resume in November 2020. Gallery exhibitions will be accessible for visits by appointment only from Monday - Friday, 10 am - 4 pm, excluding a midday closure from 12noon - 1 pm. Appointments may be made by contacting the Gallery by email at **[art\\_gallery@cbu.ca](mailto:art_gallery@cbu.ca)**, or by phone at **902-563-1342**. Requests to view works from the permanent collection will be by appointment only. These should be made at least one week in advance. For further details on our programming, exhibitions and collection, please **click here.**

# Cleaning

Facilities Management will ensure that a schedule of increased cleaning and disinfecting is implemented. Cleaning practices will comply with the Health Canada recommendations and will include the use of disinfectants approved by Health Canada for use against COVID-10. An increased schedule of cleaning of high-touch surfaces such as elevator buttons, door handles and stairwell railings will be prioritized.

# Mental Health Resources

We are committed to your health and well-being and recognize that you may be experiencing increased anxiety or other health impacts. Health services, supports and resources, including [Healthy Minds NS](#), [keep.meSAFE](#) and access to [personal counselling](#) are available on [our website](#).

# COVID-19 Cases

## What to do if you become symptomatic:

CBU students who are symptomatic with COVID-19 are to self-isolate at home and take the [811 Self-Assessment](#). Please do not visit the Max Bell Health and Counselling Centre or anywhere else on campus if you are symptomatic.

Student information will be treated confidentially with the understanding that we are required to assist Public Health in their investigations in accordance with the Nova Scotia Health Protection Act. Contact tracing and notification are performed by Public Health and are not the responsibility of individuals at Cape Breton University. However, maintaining attendance records and ensuring proper hygiene must be part of routine operational procedures.

If you test positive for COVID-19, Public Health will contact you directly and work with you to identify contacts and conduct risk assessments to determine whether those contacts need to self-isolate and be tested.

If someone who has visited campus tests positive for COVID-19, special cleaning of the area will be completed, and all those who have visited campus must closely monitor their personal health whether identified as a contact of the case or not.

In the event of a confirmed case of COVID-19 on campus, CBU will consult with Public Health, the Department of Labour and Advanced Education, and occupational health and safety experts to decide on best practices for closures and disinfection of the affected areas.

## Resources

### **Max Bell Health and Counselling Centre**

**902-563-1359**

**healthservices@cbu.ca**

### **Campus Security**

Cell phone (call or text) **902-578-2316**

Office **902-563-1133**

**security@cbu.ca**

**[www.cbu.ca/covid-19](http://www.cbu.ca/covid-19)**

**[www.novascotia.ca/coronavirus](http://www.novascotia.ca/coronavirus)**