

What to Expect with the Return to Campus

STUDENT HANDBOOK



Welcome home!

We're so glad to welcome you back to campus. We know the last two years of the COVID-19 pandemic haven't been easy, but thank you for being so adaptive. We're so proud of our students for always persevering.

Student success is always a priority, and this handbook will serve as a guide to help you navigate in-person and online resources as we move forward.

Please note: to protect the health and safety of our community, Cape Breton University requires all individuals who attend campus and who work and/or live in student residence to be fully vaccinated or exempt. Masks must also be worn at all times, except while actively eating or drinking.

You can view our Vaccination, Testing and Mask policy [here](#).






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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
- Adhering to **the Vaccination, Testing and Mask Policy**
- 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** and **the COVID-19 Student Code of Conduct Addendum**

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

- Practicing reasonable social distancing
- Practicing proper hygiene
- Keeping to the right while on campus, whenever possible

COVID-19 Self Assessment

Prior to accessing campus, please ask yourself the COVID-19 Self Assessment questions and stay home if you are experiencing any COVID-19 symptoms. The Self Assessment 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?

If the answer to any of these questions is **YES**, please do not come to campus. Book a COVID-19 test to ensure you do not have COVID-19.

If you begin to feel unwell while already on campus, notify your instructor through email or telephone and return home. Book a COVID-19 test as soon as possible if you are experiencing any of the above-listed symptoms.



Practice Social Distancing

All those accessing campus are encouraged to maintain a reasonable distance from others while on campus. While a social distance of two meters is no longer required by Public Health, the community is encouraged to be respectful of the personal space of others at all times.



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

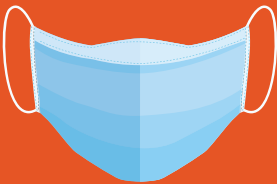
One of the best defenses against the spread of infection is proper hygiene. Students will be expected to wash their hands frequently with soap and water and use an alcohol-based hand sanitizer when soap and water are not available.

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



Mask Usage

Masks must be worn at all times while on campus. Individuals may only remove their mask when seated and actively eating or drinking.



COVID-19 Vaccine Requirements

As per [CBU's COVID-19 Vaccination, Testing and Mask Policy](#), Cape Breton University requires all individuals who work and/or attend campus for in-person classes, events or activities, and those living in student residence, to be fully vaccinated with a [World Health Organization-approved vaccine](#), administered 14 days prior to the start of classes.

All members of the campus community, including students, staff and faculty, are required to provide proof of full vaccination through AppArmor following the steps on [this page](#).



CBU's New Downtown Location: Cineplex Sydney

Cape Breton University is excited to announce our new downtown location at the Cineplex Cinemas Sydney - Prince Street!

Beginning in January 2022, students studying in CBU's Post-Baccalaureate Diploma Programs (Business Management, Business Analytics, Health Care Management and Supply Chain Management) will take some of their classes to the new space, located in the heart of downtown Sydney. There will also be an office space next door where students can meet with faculty members, student placement officers and their program manager. Student supports will also be made available on site to ensure students have everything they need at their fingertips.

For the Winter 2022 semester, the CBU and the CBU Students' Union are pleased to offer students with classes downtown a subsidized bus pass at \$60 for three months (January, February and March). To be eligible for a subsidized bus pass, students must:

- Show proof of student status with their CBU student ID card
- Show an active class schedule (not a screenshot) with proof of enrolment in classes at Cineplex Cinemax (CPLX)

Students must purchase their bus pass before January 31, 2022 by booking an appointment with the CBUSU. To book an appointment, please visit www.cbusu.ca and click 'Book an Appointment' on their homepage. All students must have an appointment before arriving to the CBUSU Building.

To learn more, visit CBU.ca/cineplex

Appointments and Services

Cape Breton University has a variety of student services available to help you throughout the semester. Please see the full list of student services below, including how you can access each.

- **Max Bell Health and Counselling Centre**

The Max Bell Health and Counselling Centre is a collaborative health care centre with nurses (including a mental health nurse), physicians and counsellors on site. The Max Bell Health and Counselling Centre is located in the Canada Games Complex (near Subway) and is open Monday to Friday from 8:30am - 4:30pm.

- **COVID-19 Vaccine Testing and Clinics**

To find a drop-in vaccine clinic near you, please visit [**www.nshealth.ca/drop-in-vaccine-clinics**](http://www.nshealth.ca/drop-in-vaccine-clinics)

To determine if you require a PCR or a rapid take home test, please complete the online assessment at [**www.covid-self-assessment.novascotia.ca/en**](http://www.covid-self-assessment.novascotia.ca/en).

If you require testing, please visit [**www.nshealth.ca/visit-covid-19-testing-site**](http://www.nshealth.ca/visit-covid-19-testing-site) to book an appointment for PCR and take home rapid test pick up.

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.

- **Well Women's Clinic (Monthly)**

Call the Max Bell Health and Counselling Centre for more information and to book an appointment.

- **Blood Collection and/or Anonymous STI Testing**

Every Wednesday and Thursday (by appointment only) from 11am-2pm. Call or email the Max Bell Health and Counselling Centre to book an appointment.



Bookstore

The [CBU Bookstore](#) is open Monday - Friday from 8:30am - 4:00pm, no appointment necessary. Books and merchandise can also be [accessed and ordered online](#).

If you have a special request or are unable to place an order, please email 2955mgr@follett.com.

Library

The [CBU Library](#) has resources and staff available to provide access to the information you need for your studies, along with study pods, group and single study rooms and quiet areas.

Students do not require an appointment to visit the library, but do require an appointment to book a study room or group room. Students can book an appointment for a study room by clicking [here](#) or by clicking 'Book a Room' on the Library homepage.

Hours of Operation:

Monday - Thursday 8:00am - 10:00pm

Friday 8:00am - 9:00pm

Saturday and Sunday 9:00am - 9:00pm

Hours are subject to change. Please click [here](#) for updates.

Online Services and Supports:

- Online LiveHelp Chat, Email and AskUs
- Databases, Ebooks and Online Sources (Remember to use the 'Off Campus' Access button under the popular tasks menu)

[Website Tutorials](#)

[Curbside Pick Up/Remote Request Form](#)

(For CBU students living within Canada, but not close to CBU or another Novanet library)

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.

To speak or make an appointment (virtually or in-person) with a librarian, please use the following contact information:

Cathy Chisholm, Liaison Librarian,
School of Education and Health & School of Nursing
902-563-1993 or Cathy_Chisholm@cbu.ca

Martin Chandler, Liaison Librarian,
School of Arts and Social Sciences
902-563-1996 or Martin_Chandler@cbu.ca

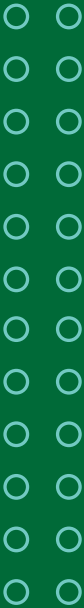
Jasmine Hoover, Liaison Librarian,
School of Science and Technology & Scholarly Resources
902-563-1231 or Jasmine_Hoover@cbu.ca

Courtney Vienneau, Copyright Librarian & Liaison Librarian,
Shannon School of Business
902-563-1692 or Courtney_Vienneau@cbu.ca

Remember, your CBU Student ID is your library card. This card allows you to utilize all services of the library, like borrowing books, laptops, phone chargers, headphones, calculators, printing, booking study rooms and ordering books from other libraries.

If you are returning your library materials, there is a return box located at the back door of the library and can be accessed 24/7.

To speak with a library staff member, call **902-563-1320**, email circ_desk@cbu.ca or use the [Ask Us Live Chat Service](#).



Beaton Institute

The Beaton Institute is the official repository for historically significant records of Cape Breton University. It's also a cultural heritage archive mandated to preserve the social, economic, political and cultural history of Cape Breton Island.

Students can visit the Beaton Institute Tuesday - Friday from 9:00am-4:00pm and are encouraged to make an appointment by emailing beaton@cbu.ca.

The Writing Centre

CBU's Writing Centre offers free individual and small group appointments virtually and in-person (by appointment only). The Writing Centre helps students understand assignments, make writing plans, learn formatting and citation styles, incorporate research into their writing and more. You can [book a virtual appointment online](#), email questions or book an in-person appointment by emailing 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 can be found in CBU's Learning Commons. Drop-in tutoring is available Monday to Thursday from 9am-8pm and Friday from 9am-4pm. Online tutoring is available Monday to Thursday from 4pm-8pm. For inquiries or to book an appointment, email 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, email fyac@cbu.ca.

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 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 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 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.

Cleaning

Cleaning practices at Cape Breton University will comply with the Health Canada recommendations and will include the use of disinfectants approved by Health Canada for use against COVID-19.

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.

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, Public Health guidelines will be followed and any potential exposures will be reported by Public Health. Each exposure is sorted into a risk category and Public Health will follow up in different ways depending on that category.

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

www.novascotia.ca/coronavirus