

What to Expect with the Return to Campus

STUDENT HANDBOOK



Welcome home!

We're so glad to welcome you back to campus.

We know you've been working hard, studying from your kitchen tables, living rooms and makeshift offices throughout the pandemic and we want to thank you for being so adaptive. We know it wasn't easy, but our students will always persevere. 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 regularly attend campus and who work and/or live in residence to be vaccinated.

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:

- Completing the COVID-19 Self Assessment daily and staying home if you are sick
- Practicing reasonable social distancing
- Practicing proper hygiene
- Wearing a mask until October 15 or later if the policy is extended
- 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?

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**, 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

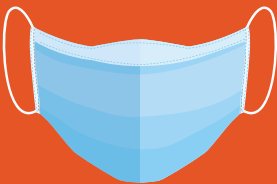
One of the best defenses against the spread of infection is proper hygiene. Students will be expected to wash their hands frequently with soap and water and use an alcohol-based hand sanitizer when soap and water are not available.

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



Mask Usage

Regardless of vaccination status, until October 15, 2021, or later if the requirement is extended, students are required to wear non-medical masks for the duration of their time on campus, including during class time. It is recommended that masks be worn at all times, but individuals may choose to remove their mask when seated at a meeting where the parties are able to physically distance and all parties to the meeting agree they are comfortable with masks being removed, or while actively eating or drinking.



Appointments and Services

While students are strongly encouraged to make appointments for services, they are no longer required to do so. 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 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 Testing (Entrance of the Canada Games Complex)

Monday - Friday

8:00am - 9:30am and 3:30pm - 5:00pm

Saturday and Sunday

11:00am - 2:00pm

COVID-19 Walk-In Vaccine Clinic

Tuesday, September 7 - Friday, September 10, 2021

10:00am - 3:00pm

Every Tuesday

10:00am - 12:00pm

Students are not required to have a Nova Scotia Health Card.

Please note, dates and times are subject to change without notice.

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 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 visiting the Circulation Desk or emailing **circ_desk@cbu.ca**.

Hours of Operation:

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

Friday
8:00am - 9:00pm

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



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.

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 one-on-one appointments virtually, by email, and now in-person. 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.

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 any time for in-person tutoring, or email mathsciencecentre@cbu.ca to book an appointment.

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 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. For more information, click [here](#).

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