

## Campus Access Instructions

To access the links below online:

1. Go to the main College website homepage [www.stclaircollege.ca](http://www.stclaircollege.ca)
2. Click on the “COVID-19 Info” under “Winter Updates”.
3. Along the right hand-side, click on “Campus Access Instructions”

Note: If you have recently registered, it will take 24 hours for you to receive your IT credentials. Once you receive your IT credentials, you can follow the instructions outlined below.

### **Step 1**

#### **Vaccine Policy – Upload vaccine selection on SIS**

<https://www.stclaircollege.ca/sites/default/files/inline-files/covid/vaccination-status-entry-instructions.pdf>

All students must upload their vaccine selection on SIS. The deadline for winter 2022 students who are new to campus is December 31, 2021.

If you are fully vaccinated (14 days past your second dose), select option 1 and enter in the requested information. Upload your vaccine receipt.

You can access your proof of COVID-19 vaccination on the Ontario government website at <https://covid19.ontariohealth.ca/>.

The Health and Safety team is performing audits on vaccine receipt uploads.

If you select #3, medical exemption, you must provide a written document, completed, and supplied by a physician or registered nurse in the extended class, that sets out: (i) a documented medical reason for not being fully vaccinated against COVID-19, and (ii) the effective time-period for the medical reason. This document must be provided to [covidtracker@stclaircollege.ca](mailto:covidtracker@stclaircollege.ca) when you make your election.

#### **Rapid Test Result (if you select #2, 3, 4 or 5 on your vaccine selection on SIS)**

In order to have access to campus each day, you will need to have, and attest to, a negative rapid test result. Each rapid test is valid for 72 hours.

You must attest to your rapid test result on SIS:

<https://www.stclaircollege.ca/sites/default/files/inline-files/covid/sis-rapid-test-instructions.pdf>

If you test positive on your rapid test, you must attest to this on SIS, self-isolate and book a PCR test at a COVID-19 assessment centre. Your access to campus will be blocked and you will need to show a negative PCR test before returning.

Rapid test kits can be picked up from Reception at the Toronto Campus (1440 Don Mills Rd) and the Mississauga Campus (131 Brunel Rd), between the hours of 9:00AM - 5:00PM, Monday through Friday. Approach the front door screener and explain that you are there to pick up a rapid test. The College staff will meet you at the door and have you sign for a kit. You must have already uploaded your election in SIS to be eligible to pick up a rapid test kit.

*Important note:*

*If you have recently tested positive for COVID-19, you will need to be exempt from rapid testing for 90 days. If this is the case, please notify the College Health Centre at 519-972-2727 ex 4484 so that we can put this exemption into SIS. If you do not follow this process, you will not be able to access the daily screening questionnaire and therefore, will not be able to come on campus.*

## **Step 2**

### **Daily COVID Questionnaire**

ONLY once the above are complete will you have access to the daily campus screening COVID-19 Questionnaire.

<https://www.stclaircollege.ca/sites/default/files/inline-files/covid/sis-daily-covid-questionnaire.pdf>

You need to show your “GRANTED Access” email to enter any building on campus along with either your student card or government issued photo ID.

Faculty will also be able to see, on their class rosters, that you were granted access to campus for that day. If you cannot present your “GRANTED Access” email, you will be asked to leave campus.

### **Safety Protocols**

The Pandemic Policy - Safety Procedures to Mitigate the Impact of COVID-19 on Campus can also be found on the web page under the COVID-19 link. All staff and students should read through this policy thoroughly. A summary of the safety protocols will be reviewed with you by your Faculty or Manager.

We ask everyone in our College community to show respect and patience to others and to adhere to the safety protocols as we continue to navigate through the pandemic.