

Seneca

Continuity of Education Plan (CEP)

Monday Oct. 4, 2021

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Overview

Emergencies can happen at any time. As we have all learned with the shuttering of postsecondary campuses across Ontario by the COVID-19 pandemic, they can have significant and longstanding effects on our teaching and learning activities.

The development of plans such as the Continuity of Education Plan (CEP) and the continuous monitoring of our activities are key to mitigating the impact on students, employees and operations.

Continuity of education

Our students come to Seneca expecting that their programs will be delivered meeting the learning outcomes we have established and within the published timeframes.

In the context of an emergency, to maintain this commitment to our students and to the employees who teach and support them, decisions regarding the continuity of education are made with the following guiding principles:

- The health and safety of our students and employees come first.
- Public health and emergency services protocols and guidelines will be followed.
- Decisions about academic programming will be made collaboratively with input from professors and administrators and with feedback from students.
- Virtual learning strategies will continue to be a part of Seneca's future to further support pivoting to online program and service delivery.
- Increasing the number of flexible delivery courses available to our students not only provides them with choice – to come to campus in person or access the course virtually – but also further limits the impact of a disruption if courses must be delivered online.

Disruptions to in-person delivery

In the event of a disruption to in-person learning – either a large-scale disruption requiring a full institutional-wide transition to remote delivery, or a program- or course-specific disruption – Seneca is prepared with the following protocols:

- We have the capacity to pivot to remote delivery quickly with no significant impact to programming. This is due to our professors' experience with virtual delivery, ongoing training and support for them, and our continual investment in technology platforms.
- Access to support services and academic learning services, including academic advising, counselling, accommodations, tutoring and others, will continue uninterrupted using virtual delivery options.

- Decisions about changes to delivery modes will be made collaboratively, with input from professors and academic administrators, and will ensure that the learning needs of our students are met.
- Moving to remote delivery may require changes to a program of study, the extension of an academic term, adjustments to deadlines, deferral of courses to future semesters and other mitigation strategies.
- Changes to work integrated learning experiences (field placements, co-ops and internships) may be required. Seneca will work with industry partners to accommodate learners. This may include extending the period of work-integrated learning or modifying hours.
- Access to internal and external mental health supports will be highlighted, with students and employees encouraged to take advantage of the services available to them.

Responding to emergency situations

Seneca has an incident management system framework for emergency response that brings together employees from various areas for oversight on communications, facilities, equipment and procedures.

The Incident Management Team, comprised of key stakeholders across Seneca, is in place to assess and respond to emergency situations, regardless of severity, and to address threats to operations. Plans are established for each emergency to assess situations, note specific objectives and identify resources, needs and actions.

Depending on the type of emergency, Seneca adjusts its operations to respond to or, if possible, avoid the situation. Mobilization may occur either at a specific campus location or institution-wide and include adjustments to academic and service delivery, the evacuation of spaces, which includes training of employees, and additional facility-related protocols to mitigate the impact on the community.

For more information, please visit [Seneca's Emergency Response Guide](#).

Communications

Notifications of emergency situations, and the impact to program and service delivery, are communicated to students and employees through various channels, including:

- virtually through email, social media, learning management system notices, student and employee intranets and the public website
- in person through messages on computer screens, digital displays and signage across campuses and by professors in class and employees on campus.

Crisis communications includes the development of dedicated contacts, web pages and email address(es) to make it easier for students, employees and the Seneca community to access the information they require and learn of developments as they unfold.

Seneca has an emergency mass notification system app (SenecaSAFE) providing real-time announcements and instructions that students and employees are required to upload. There are also on-site emergency notification systems at all campuses for making public announcements on in the event of an emergency.

Contacts and information

Communications department for internal and external communications	communications@senecacollege.ca 416.491.5050 ext. 22769 www.senecacollege.ca Twitter Facebook
Mental health supports for students	Counselling and Accessibility Services senecacnas@senecacollege.ca 416.491.5050 ext. 22900 Good2Talk : call 1.866.925.5454 or text GOOD2TALKON to 686868 Mental Health Helpline: call 1.866.531.2600
Security and Emergency Management Services	Security Services security@senecacollege.ca 416.491.5050 ext. 88 For emergencies requiring police, fire or ambulance services, dial 911
Vice-President, Academic	vpa.office@senecacollege.ca

COVID-19 Response Plan

Seneca's [COVID-19 return to campus guide](#) can be found online. A dedicated [COVID-19 web site](#) provides students, employees and the Seneca community with information on our vaccination policy, campus access requirements, health and safety protocols and frequently asked questions.