

General strategies

- Wash your hands with soap and water at every encounter.
- Keep work areas clean with enhanced rigor including Lysol wipes and hand sanitizer.
- Self quarantine as per recommendations.
- Don't come to work if ill.
- Follow [Alberta Health Services' \(AHS\) recommendations](#) for interactions with patients in ambulatory and in-patient settings.

Undergraduate classes

- Preparations are occurring to move rapidly to podcasts and Zoom meeting education (timing is being evaluated daily by UCalgary's Crisis Management Team).
- Social distancing and hand washing during lectures (ideally 2 metres between people)
- Undergraduate medical education (UME) has prepared a document with a full set of recommendations for UME leaders.

Postgraduate medical education (PGME)

- Play an important role in health-care delivery and a pandemic offers a unique opportunity for learners who shouldn't be excluded from participating during health care crises.
- UME, pre-clerkship students **will** be restricted from direct involvement.
- Clerks and PGY1 residents **may** be restricted from direct involvement at the discretion of the most responsible physician.
- All out of country electives have been cancelled for both incoming and outgoing residents.
- All offsite retreats or workshops are cancelled.
- Full information from PGME leadership has been shared with program directors.

Graduate students

- Travel is to be postponed at this time.
- The university is calling home all graduate students from Europe.
- Supervisors are asked to delay newly starting graduate students or postdoctoral fellows until after July 1, 2020.
- Full plans are available from the graduate student education office, including mitigation strategies for thesis defenses should UCalgary have to close temporarily.

Faculty and research travel

- Faculty are strongly advised to cancel out of country work-related travel.
- Health-care providers who travel for personal reasons are asked to have clinical coverage back-up available for the two weeks after returning in case of a need for quarantine.
- All travelers need to follow AHS guidance for the [returning traveler](#) with respect to illness reporting, self quarantine and testing

Events

- The Cumming School of Medicine is encouraging all faculty and staff to consider cancelling or postponing large group meetings (>100) and other non-essential meetings until the end of June 2020.
- If an event is deemed to be essential, then a template from main campus is to filled out and presented to the risk management group for evaluation. This will be available on UCalgary's website by Friday, Mar. 13, 2020.
- Convert smaller meetings to teleconferences or webinars where possible.
- If meetings occur, use a large enough room so that social distancing and hand washing can occur.
- Avoid usual greetings such as handshakes or hugs.

Human resource concerns

- Be flexible for allowing individuals to work remotely when possible.
- For individuals that are sick, be advised that they should stay home.
- For those concerned about having COVID-19 – call Health Link at 811 or follow advice on the [AHS website](#).
- We've updated our business continuity plans to include pandemic strategies in the event of university closure.

IT support

- UCalgary will obtain a site license for Zoom meetings in the next couple of days for those who wish to use this option for distance learning.