

# Continuity of Education Plan

Last updated Sept. 10, 2021

## Introduction

This Continuity of Education Plan is directly related to the Georgian College (Georgian) [Emergency Management Plan](#). The purpose of the Emergency Management Plan (EMP) is to provide the college community direction in the event of a major disruption to college operations. This includes a serious disruption that may impact academic program delivery. The college is well prepared to provide alternate and effective means of academic and service delivery to ensure the continuity of education for all programs in progress or scheduled during the disruption.

Flexibility and preparedness are key to success in overcoming a serious disruption to college operations including academic delivery. Georgian is prepared to move quickly to restore educational program delivery and educational support services almost immediately, as evidenced during the recent global COVID-19 pandemic crisis.

In the event of a significant incident resulting in disruption of academic delivery or provision of service, the college will immediately communicate its plan to deliver both learning and related services in a variety of ways including: remote, online, synchronous and asynchronous delivery. The college [Crisis Communication Plan](#), is available here.

During a serious or protracted academic program disruption, the college is able to immediately move to remote learning models for all academic programs and will institute plans to facilitate the continuation or recommencement of required in-person learning. These are outlined as a part of Georgian's EMP and listed below for convenience. Depending on the event and the scope of the disruption, these strategies may involve:

## 1. A temporary postponement of academic delivery

In a situation where the greater community at large is impacted, or in the event there is a provincial declaration of a state of emergency, or in an instance where there is a catastrophic building failure, there may be a need to temporarily suspend all college activities including program delivery. In an instance such as this, the college will monitor the situation closely and if the matter is protracted in nature, move to remote learning and activate the plan for in-person lab recovery periods.

## 2. Acceleration of academic delivery

The college is prepared for unforeseen and known world events such as a global pandemic or other major contagious disease threats; severe weather; or other local, national or international geopolitical or socioeconomic factors. If a situation arises whereby the college believes that the academic semester

may be at risk, the college is prepared to accelerate the semester to ensure its completion prior to the event impacting the academic cycle. This strategy may involve scheduling changes to ensure the required learning outcomes can be achieved. The college will work closely with the students, faculty and staff to provide the necessary support.

### 3. Lab recovery periods

Some learning outcomes in select academic programs require in-person and hands-on instruction, such as various skilled trades like carpentry, welding, culinary, hairstyling and hospitality, and health science programs such as nursing and oral hygiene. In a situation where in-person labs are disrupted, the college will reschedule these as soon as the situation allows. In order to achieve learning outcomes, lab recovery schedules may require adjustments such as extending lab hours during the week and on weekends. Labs may also be moved to alternate locations if the situation is such that no other options are available. Every effort will be made to ensure minimal disruption to students and employees should this be required.

### 4. Semester delay, semester advancement

Depending on the timing of the situation and the week(s) of the semester affected, the college may choose to advance the start of the semester or conversely, delay the commencement of a semester. Very careful consideration will be made with respect to not inadvertently creating a backlog of academic program commencements and completions and avoid the negative impacts on students when their semester does not start or finish as originally scheduled.

### 5. Health and Safety

Health and safety must drive college decisions related to its operations. This is a key guiding principle in all emergency events. Health and safety will be a top consideration in the design, modification, and activation of any emergency protocol or procedure.

All of the strategies listed above were used by Georgian during the recent and ongoing COVID-19 global pandemic. Impacts on students, faculty and staff were mitigated to the greatest extent possible. As stated above, the college's primary guiding principle is centred around the health and safety of its college community. The college conducts environmental scans, monitors evolving threats, consults with community and industry experts as a part of its emergency and business continuity planning efforts. Select teams are authorized and equipped to activate the college's emergency plans and to take the most appropriate course of action. These teams have been delegated the responsibility to ensure continuity of our educational delivery mandate while preserving the health, safety and welfare of all concerned.

## 7. Related Documents

As a part of the EMP and the related Continuity of Education strategy, the college created a set of guiding principles and a variety of health and safety related protocols in our response to the COVID-19 pandemic crisis. The following is an overview of these documents:

- Health and Safety Protocols

*Links to webpages*

- [Protocol for the Prevention of COVID-19 Transmission](#)
- [COVID-19 Reporting Protocol](#)
- [Protocol for Cleaning and Disinfecting During COVID-19](#)
- [Return to campus Training Video](#)
- [Return to Campus Training documentation, and Safe@Georgian safety app and Screening Tool](#)

- Other Documents

*Links within document*

- [Guiding Principles](#)
- [COVID-19 Room Bookings Protocol](#)
- [Resuming on Campus](#)
- [Standard Operating Procedure for active screening](#)

## 6. Additional Resources

As a part of the college's overall emergency preparedness and business continuity program, a reference guide was developed and made available to all community members. This [Emergency Response Guide](#) contains emergency contact information, tips on preparedness as well as valuable resources in the event of an emergency.