



September 3, 2021

Dear Students:

Pursuant to my memo dated August 13, 2021 regarding emergency delivery plans, in the event that an emergency lockdown is initiated by the local or provincial Public Health due to COVID-19 during the Fall 2021 semester, St. Clair College has already prepared an emergency remote delivery plan which will include fully online or hybrid delivery of your program. The Fall 2021 Emergency Remote Delivery Plans are posted on your program webpage via the College website at www.stclaircollege.ca.

You are encouraged to review the plans now so you are prepared. The following process will take effect in the event that St. Clair College must invoke the emergency remote delivery plans:

- 1) An email communication will be sent by the Vice President, Academic to all St. Clair College staff (part-time and full-time) identifying the date that the emergency delivery plans will commence.
- 2) An email communication will be sent by the Vice President, Academic to all students (via St. Clair College email or preferred email) identifying the date that the emergency delivery plans will commence.
- 3) Faculty will post an announcement on the Blackboard course site to inform students. The communication from your professor will confirm the delivery of your course as per the plan whether it will be in-person, online, or in a hybrid format.
- 4) A formal communication will be sent to all media outlets from the Marketing and Recruitment Department.
- 5) A copy of the communication will be sent to all St. Clair College stakeholders including Board of Governors, Student Representative Council, Thames Students Inc., Saints Student Athletic Association Inc., etc.
- 6) St. Clair College's Marketing and Recruitment Department will utilize social media to make the above announcements.

- 7) St. Clair College's website will be updated with all information and communication.
- 8) Students can opt into our emergency broadcast system, Alertus, which is utilized by the College to communicate all disruptions to course delivery. For further opt in information, please visit:

<https://www.stclaircollege.ca/security>

Please note:

- Your course schedule will not change. This alternate delivery plan will remain in effect until the end of the semester.
- If your course is converted to 100% online delivery, your professor will deliver the course material via video conferencing and record the session utilizing Blackboard at the same time your course was scheduled face-to-face.
- If your course is converted to hybrid delivery, your professor will advise you via a Blackboard announcement when to attend the face-to-face portion of your course. However, your scheduled time and date of your course for both the face-to-face delivery and online delivery will not change.
- If your course is to remain in the face-to-face format, please attend the campus as per your scheduled date and time.

As we navigate through our first in-person semester since the start of the global pandemic in March 2020, we ask that you are diligent in keeping yourselves informed of all announcements and communications by monitoring your St. Clair College email and the College's website for all up-to-date information.

Thank you,

Waseem Habash
Vice President, Academic