



COVID-19 POLICY

Last update: August 11, 2020

LaSalle College has adopted the following policy (the “**policy**”) that relates to students attending classes in person on LaSalle College premises, or being on LaSalle College premises or in the vicinity during the COVID-19 pandemic. This policy has been drafted using up-to-date information from medical experts, public health authorities and government authorities. All students and teachers must comply with these government policies to prevent the spread of COVID-19 within and outside the LaSalle College community.

ATTENDING CLASSES IN PERSON

Québec’s Ministry of Education and Higher Education has set a goal for higher education institutions to ensure optimal student participation in classes on campus and in-person access to the available support services. To this end, students attending classes in person or who are on the premises of LaSalle College or nearby must be aware of and respect the requirements set by local public health authorities, particularly with regard to physical distancing and the use of non-medical masks. LaSalle College reserves the right to refuse any student or any other person access to in-person classes or its premises. For greater clarity, all references to “attending classes in person” or similar expressions in this policy are intended to have a broad meaning and include presence on LaSalle College premises or in the vicinity and transportation to and from LaSalle College and all of its campuses, premises and facilities, or being physically present at these locations.

SYMPTOMS OF THE DISEASE

Symptoms of COVID-19 include the following

- Fever (>37.8°C)
- Chills
- New or worsening cough
- Dry, hoarse cough, wheezing when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Runny nose that is not related to seasonal allergies or other known causes or conditions
- Stuffy or blocked nose that is not related to seasonal allergies or other known causes or conditions
- Loss of taste or smell
- Conjunctivitis
- Headaches
- Digestive problems: diarrhea, vomiting
- Muscle aches
- Extreme and unusual fatigue
- Frequent falls

If you have any questions about your health or symptoms of illness, if you are concerned about COVID-19 or if you have any of the above or similar symptoms, you can call 418-644-4545, 514-644-4545, 450-644-4545, 819-644-4545

or 1-877-644-4545 (toll free) elsewhere in Québec. If you are hard of hearing (TTY), call 1-800-361-9596 (toll-free). In case of a medical emergency, call your doctor or 911 immediately.

STUDENT OBLIGATIONS IN CASE OF SYMPTOMS OR COVID-19 INFECTION

If at any time you experience symptoms of illness that are indicative of COVID-19, or if you know that you have contracted COVID-19, you must stay home, comply with any physical distancing or self-isolation requirements imposed by local public health authorities, and take sufficient time to rest and recover. This applies even if your symptoms are mild. To this end, you must immediately contact the student coordinator assigned to you by the College to inform them if you have taken a screening test, and when you receive the test result.

In particular, if you experience symptoms of illness on LaSalle College premises, you must notify the closest College staff member who, in turn, will notify security staff. A member of security staff will take your temperature and ask you questions about your symptoms and your movements within the College. If you have a fever as well as other symptoms of the disease, security staff will ask you to go home. You must then contact your student coordinator to inform them of your return home. You must also contact one of the medical resources made available by public health authorities, the telephone numbers for which are listed above, in order to obtain an appointment at a testing center. You must notify your student coordinator as soon as you receive the test result.

If you experience symptoms of the disease off the College's premises, you must first contact the medical resources made available by the public health authorities, by calling one of the telephone numbers listed above, before returning to the College. If the public health authority asks you to go to a testing center, you must contact your student coordinator to inform them that you must stay home and be tested, and as soon as you receive the test result. Do not return to the College until you have received your test results.

In all cases, if you experience symptoms of COVID-19 and need to miss your classes, whether online or in person at LaSalle College, you must notify your student coordinator. You must report your test result to your student coordinator before beginning a period of self-isolation quarantine, if applicable. If you fail to contact your student coordinator, your absences will be considered unjustified and your academic record will be subject to the penalties normally applicable in the event of extended absence, including complete or partial failure of your semester.

ACADEMIC ACCOMMODATION MEASURES OFFERED BY LASALLE COLLEGE

The College will make every reasonable effort to ensure that students who are absent due to contracting COVID-19 successfully complete their semester. When the student's state of health and the nature of the study program allow it, the student in self-isolation will be able to continue their study program remotely. In the event that the student's health does not allow them to continue their study program, or if the nature of the program does not allow it to be carried out remotely, the College may, where reasonable, implement an alternative study plan or hold alternative exam sessions to accommodate students infected with COVID-19. These accommodations are exclusively reserved for students who are able to justify their absence from College premises, when their presence is required, or in case of absence from online courses, if applicable, by sending their COVID-19 test results to their respective student coordinator.

A student who contravenes this policy is liable to disciplinary sanctions or expulsion (ref. Student Guide, 4.1 Student Behavior, 4.2 Disciplinary Sanctions, 3.25.2 Expulsion)

HYGIENE MEASURES AND RESTRICTION LIFTING PLAN IMPLEMENTED BY LASALLE COLLEGE

In accordance with the recommendations and directives of the local public health authorities, the College has developed a restriction lifting plan which provides for the application of strict hygiene and physical distancing measures. This plan has been reviewed and approved by the relevant authorities and includes the following measures:

- Spaces and schedules will be adjusted in order to promote optimal attendance in person on College premises, while respecting physical distancing factors;
- Implementing strict hygiene measures;
- Displaying and posting hygiene measures and behaviors to be observed;
- Implementing a filtering system at each entrance to the College's premises, which includes, in particular, taking temperatures using a touchless thermometer.

Lifting the restrictions and implementing hygiene and distancing measures will inevitably bring about changes and unusual delays for the entire College population. In this regard, students must be aware of and comply with hygiene and distancing measures at all times. In particular, students will be required to:

- Wear a mask at all times inside the College;
- Respect the distancing and hygiene guidelines posted on College premises;
- Allow for delays at College entrances and organize transportation accordingly, to arrive on time for classes;
- Consider the IT equipment necessary to attend online classes in case of a lockdown or self-isolation, if applicable.

HIGH RISK OF EXPOSURE TO COVID-19

Students and teachers cannot attend classes in person if they have a high risk of exposure to COVID-19. A person is at high risk of exposure if:

- a) During the previous 14 days, they have been in close contact with a person who is suspected or confirmed to have COVID-19. Close contact includes:
 - Living in the same house.
 - Being at a distance of less than 2 meters from a person for more than 15 minutes.
- b) They have returned from a trip abroad within the last 14 days.

POTENTIAL EXPOSURE AT LASALLE COLLEGE

This policy applies to persons attending classes in person or who are physically present on or near LaSalle College premises.

If you notice someone showing signs of COVID-19 at LaSalle College, such as a cough or breathing difficulties, inform LaSalle College staff as soon as possible. Our standard first aid protocols apply to anyone who requires immediate medical attention at LaSalle College.

PERSONAL TRAVEL

Students and teachers travelling outside of Canada must stay home and self-isolate for fourteen (14) days upon their return from their trip, before returning to LaSalle College.

REPORTING TRAVEL

Before returning to LaSalle College, email your student coordinator to report any past or future travel (including within the province). Include the following information:

- where you are going and/or passing through,
- the departure date and expected date of return from the trip,
- your expected date of return to LaSalle College, and
- confirmation that the area to which you travelled and/or passed through is not subject to a COVID-19 travel advisory on or prior to your return date.

SELF-ISOLATION RELATED TO THE COVID-19 PANDEMIC

Students who are required to stay home in self-isolation for fourteen (14) days and who do not have any symptoms of the illness should contact their student coordinator in order to attend the available online courses, if applicable. Please refer to the section “**STUDENT OBLIGATIONS IN CASE OF SYMPTOMS OR COVID-19 INFECTION**” above for more information.

Students who are unable to work or attend classes due to acute symptoms of COVID-19 should take time to rest and recuperate. In order to mitigate the consequences on your academic record that may result from a justified extended absence, you must contact your student coordinator and keep them informed of your test result, as per the section “**STUDENT OBLIGATIONS IN CASE OF SYMPTOMS OR COVID-19 INFECTION**” above.

ONLINE CLASSES

When attending online classes using electronic or telecommunication means, all students and teachers are required to comply with LaSalle College’s **policies**.

CONTACT PERSONS

LaSalle College has established a team responsible for monitoring, implementing, reviewing and updating this Policy (“**Contact Person**”, this term includes one or more of them). A Contact Person is assigned to you.

You must contact your Contact Person directly:

- if you have one or more of the symptoms of COVID-19, or if you know that you have contracted COVID-19;
- if you have a high risk of exposure to COVID-19;
- when you are required to report travel, if applicable; and
- if you need to self-isolate due to COVID-19.

Your Contact Persons are:

If you are...	contact...	by:
A student	A student coordinator	email

FORCE MAJEURE

LaSalle College (including its administrators, directors, employees and contractors) is released from any liability, prejudice, loss, damage or expense arising from the COVID-19 pandemic, the illness of its personnel (i.e. if a teacher presents symptoms of illness or is ill) or any act of governmental authority or restrictions imposed on LaSalle College’s activities by governmental authorities (including public health authorities) in connection with the COVID-19 pandemic and cases of force majeure or acts beyond the reasonable control of LaSalle College, including if LaSalle College is unable to fulfill its contractual obligations to you as a result of the foregoing. For the sake of clarity, any effect or consequence or new effect or consequence or worsening of the current effects or consequences of the Coronavirus (COVID-19) (or any other related epidemic or pandemic) or any measure or restriction or new measure or restriction taken or imposed by a government entity (including government and public health authorities) in response to the Coronavirus (COVID-19) health crisis (or any other epidemic or pandemic related thereto) is considered a force majeure event for the purposes of the contractual relationship between LaSalle College and its students and teachers. More specifically, in the event of the occurrence of the foregoing, LaSalle College may, at its sole discretion and without liability, (i) suspend programs, classes and related activities, in whole or in part, on its premises and/or online, and/or (ii) offer programs, classes and related activities (with the necessary modifications), in whole or in part, solely by electronic or telecommunication (online) means.

LaSalle College cannot guarantee that programs, classes and related activities online will be accessible at all times, without interruption, or that they will be free from errors. LaSalle College cannot be held responsible for any damage that may result from the inaccessibility of the online programs, classes and related activities, or for any difficulty you may experience while accessing or using them, including but not limited to: service disruptions; a network failure; equipment, computer hardware or software malfunctions; or any defective, incomplete, incomprehensible or erased transmission, whether or not such difficulties have been brought to the attention of LaSalle College.

LEGAL DISCLAIMER

We make every effort to ensure that LaSalle College is safe for its students, teachers and administrative employees and that the recommendations, protocols and requirements issued by the competent public health authorities are

implemented and respected at LaSalle College. Despite our efforts, we cannot guarantee that individuals visiting the institution will not be infected with COVID-19 while attending classes in person or while on or near LaSalle College premises during the COVID-19 pandemic. By attending classes in person or by being on LaSalle College premises or in the vicinity during the COVID-19 pandemic, LaSalle College cannot be held responsible if you are infected by COVID-19.

You are provided with in-person classes and access to LaSalle College premises and the surrounding area without any guarantees and at your own risk. LaSalle College makes no representation or warranty as to the safety of its in-person classes or of LaSalle College premises and the surrounding area. There is a risk of being infected with COVID-19 when you attend classes in person at LaSalle College or when you are on LaSalle College premises or in the surrounding area.

You are responsible, at your own expense, for having all the necessary protection (including masks, gloves, face shields or other devices) when you attend classes in person at LaSalle College or when you are on LaSalle College premises or in the vicinity, and for complying with all recommendations, protocols and requirements issued by the relevant public health authorities when you attend classes in person at LaSalle College or when you are on LaSalle College premises or in the vicinity.

We make every effort to ensure that LaSalle College respects the highest standards of confidentiality and privacy with regard to its students' and teachers' personal information. However, LaSalle College is subject to the protocols and instructions prescribed by the competent public health authorities. Therefore, if you are infected with COVID-19, we may be required to share some of your personal information with the competent authorities. If this is the case, LaSalle College will only share this information to the extent required by the applicable protocols and instructions, and in accordance with applicable privacy laws and regulations.

The information on COVID-19 provided in the "Symptoms of the disease" and "High risk of exposure to COVID-19" sections of this policy is for information purposes only. While we strive to keep this information up-to-date and correct, updated recommendations, protocols and requirements issued by the competent public health authorities are and shall remain the primary source of information regarding COVID-19.

This policy is not intended to constitute medical or public health advice, or to be used for diagnostic purposes. Always seek the advice of your doctor or other qualified healthcare professional to determine the available information's relevance to your specific situation and before making any decisions regarding your treatment or medications. Never disregard professional medical advice or delay your request based on a self-assessment made using available information. Always follow and comply with the recommendations, protocols and requirements issued by the competent public health authorities, which may be updated from time to time. While this policy provides recommendations and protocols and recommends certain behaviors with respect to COVID-19, this policy itself will not protect you from COVID-19.

This policy shall be governed by and construed in accordance with the laws of the Province of Québec, Canada and the applicable laws of Canada. *La présente politique a été rédigée en français, à la demande expresse du Collège LaSalle et de vous-même. Il est le vœu expressif de LaSalle College et de vous que cette politique soit écrite en français.*

LIABILITY EXCLUSION

By accepting or signing (including electronically) this Policy and the terms and conditions contained herein, or by attending classes in person or by being on LaSalle College premises or in the vicinity, you acknowledge that you have read, understood and accepted all the provisions contained herein. If, after reading this Policy, you do not accept or agree with the terms and conditions contained herein, you may decide to terminate your teaching contract with the College and not attend classes in person or otherwise be on LaSalle College premises or in the vicinity. In this case, you must inform your student coordinator in writing of your intention to terminate your contract with LaSalle College. Please note that cancelling your semester after the date of confirming your class choices, or cancelling your contract with the College, will give rise to the fees and penalties defined in your contract. The College will not issue any refunds or discounts for tuition fees and services.

By accepting or signing (including electronically) this Policy and the terms and conditions herein, or by attending courses in person or by being on LaSalle College premises or in the vicinity, you, on your own behalf and on behalf of your successors, beneficiaries and insurers (hereinafter collectively referred to as the "Forfeitters", this term includes one or more of them), irrevocably and unconditionally release LaSalle College and its affiliates and their respective successors, beneficiaries and predecessors, as well as their respective current and future shareholders, members, administrators, directors, employees, agents, consultants and their respective successors, personal representatives and beneficiaries (collectively, the "Forfeitters") from all actions, causes of action, charges, debts, rights, claims, accounts, obligations, agreements, contracts, demands, proceedings and claims for injuries, losses, damages, interests, costs, indemnities, fines, penalties, legal and professional fees and expenses and assessments or amounts of any kind (including any loss or damage not yet ascertained) which any Forfeiter has or may have, will have or may have thereafter for or because of or arising in any way from any cause, matter or thing related to COVID-19, including if you are infected with COVID-19, if you infect someone else, if LaSalle College is unable to fulfill its contractual obligations to you because of COVID-19 or in connection with any cause, event or risk mentioned in this Policy or related to COVID-19 (collectively, the "Claims"). For greater clarity, the above "Release and waiver" applies to all Claims arising from COVID-19 or from your participation in in-person classes or presence on LaSalle College premises during the COVID-19 pandemic.

You further covenant and agree that you will not, directly or indirectly, join, assist, aid or act in concert in any way with any other person in making any claim or demand or in commencing any proceeding or action in any manner whatsoever against the Forfeitters or any one of them in respect of any Claim.

I have READ, ACCEPTED AND RECOGNIZED this policy in Montreal, on _____ 2020.

[NAME OF THE INDIVIDUAL]