



Code of Conduct Addendum: COVID-19

As a response to the COVID-19 crisis, NSCAD has added specific criteria to the Code of Conduct for our operations during this period. Below you can read the detail of how we are complying with government guidelines, and how we have developed our capabilities and services to reflect the new public health reality.

The risk of spread and contraction of the disease will vary between and within communities, and the risk to Canadians is considered high. For most people, contracting COVID-19 will cause mild illness; however, it can make some people very ill and, in some cases, it can be fatal. In efforts to keep the community safe, vigilance is needed to curb transmission.

NSCAD's highest priority is to protect the health and safety of its community members on our three campus sites (Fountain, Academy and Port). In order to advance this priority, there is a clear need for NSCAD to adhere to the recommendations of Nova Scotia Public Health (NSPHA) that have consistently required physical distancing, facility cleanliness (including minimizing touch points), and personal hygiene to contain the spread of the pandemic. You can find the latest NSPHA guidelines [here](#).

All NSCAD community members are expected to follow the COVID-19 Code of Conduct, "the Code". The Code explains expected rules of behaviour, states values, provides guidance and recommends action so that everyone knows exactly what is expected of them and others.

Following the Code creates an environment that encourages an appropriate standard of behaviour, lessens confusion and promotes a common understanding within the university. Failure to abide by these guidelines risks creating an unsafe working and learning environment for the NSCAD community and could result in consequences for individuals who fail to follow "the Code".

To whom does the Interim Code apply?

The COVID-19 Code applies to all members of the NSCAD community and includes working and learning from remote locations, during the period covered by this addendum. The Code is supplemented by COVID-19 code guidelines and the COVID-19 Campus Response Plan.

NSCAD Community includes:

Faculty	Visitors,
Staff,	Alumni
Students,	Contractors,
Board of Governors,	Volunteers.

Compliance

NSCAD is strictly compliant with COVID-19 guidelines from the provincial government. If the guidelines change, we commit to announcing the change and the impact on the Code.

NSCAD also operates within its own strict COVID-19 Code of Conduct policy that covers:

- The role of NSCAD in ensuring the health and safety of its community

- Access to Campus and Remote Working
- Individual responsibilities

Resilience

NSCAD retains its operational capability and will be ready to return quickly and seamlessly to normal programme delivery as soon as the situation permits. NSCAD is committed to maintaining open and transparent communications with our community in a supportive and constructive spirit.

Access to Campus and Remote Working

NSCAD is developing its capabilities to offer its programs and services remotely and digitally. We recognize that access to campus will still be required. When accessing the campus, specific rules will be followed in order to mitigate risks associated with the spread of COVID-19:

- Access to NSCAD campuses will require a process of approval
- While on campus practice physical distancing of 2+ meters
- Practice proper personal hygiene. Wash hands often.
- Be aware to reduce unnecessary contact with surfaces
- Follow all cleaning protocols for studios, classrooms and offices

- Wear a mask or other PPE when required.
- Follow directional arrows and signage at all campuses

NSCAD members working remotely are expected to work safely. The elimination of hazards and ensuring safety while working remotely is the employees' responsibility. NSCAD has prepared a remote work checklist to support those working remotely to evaluate their surroundings.

Individual Responsibilities

It is the responsibility of each member of the University community to follow NSPHA guidelines. NSCAD takes seriously the provincial requirements for self-isolations. The University requires that extra caution be taken to safeguard the community. In accordance with this addendum,

You need to self-isolate if you:

- Are waiting for your COVID-19 test results
- Have tested positive for COVID-19
- Have had close contact with someone who has or is suspected to have COVID-19
- Have been told by NSHA that you may have been exposed to COVID-19 and are directed to self-isolate
- Are returning from travel from an area that requires self-isolation, even if you don't have symptoms
- Are in close contact with someone who is self-isolating, even if you or they do not have symptoms.

You can find more information regarding self-isolation guidelines [here](#).

NSCAD expects that anyone needing to self-isolate will have a written self-isolation plan before arriving. Self-isolation plans must include confirmation of where they will be living and how they will be resourcing food, the dates of the self-isolation period along with a contact number to be reached. Students who are required to self-isolate are to provide their self-isolation plan to the University.

Members of the NSCAD community should report anything covered by this code (including illness or suspected illness) to their-supervisor, manager, technician or faculty as soon as it becomes known.

Prohibited conduct

Prohibited conduct under the Code includes but is not limited to:

- Endangering the health or safety of others
- Supplying false information to the University about health status to gain entry to campuses
- Violating provincial or university health and safety guidelines or policies
- Encouraging, aiding, or conspiring in any prohibited conduct
- Failure to self-isolate as prescribed by the University or NSPHA.
- Failing to comply with a disciplinary measure or disciplinary measures imposed under the procedures of this Code

Bystanders, or witnesses to breaches of this code of conduct are responsible to report to a NSCAD supervisor or directly to Director of Human Resources and/or the Dean.

**Remember, all Municipal, Provincial and Federal Laws apply on campus.*

Disciplinary measures

The Office of the President is responsible for implementing and interpreting the policy as described in the Code of Conduct. Investigation and disciplinary action for contraventions of the Code of Conduct (or addendum to the Code of Conduct) will be undertaken by the Human Resource Department when a contravention involves an employee and by the Dean in the case of a student contravention.

The Health and Safety Coordinator will assist all NSCAD management and faculty representatives by monitoring compliance and providing guidance with occupational health and safety practices.

Disciplinary measures will be based on the severity of the behaviour(s). Measures may include:

- Education and training
- Written warning or reprimand
- Loss of certain privileges
- Restriction, prohibition or exclusion of access to, or use of, NSCAD campuses, facilities, services, activities or programs
- Fines or loss of university fees

- Suspension
- Expulsion

- Discipline up to and including termination (employees)

Employee and Student resources

- NSCAD Code of Conduct (full version)