



Northern Lights
College

Regional Administration
Access Services
11401 – 8th St., Dawson Creek, BC
V1G 4G2
Phone: 250-784-7502
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COVID-19 STUDENT FACE COVERING EXEMPTION FORM

Background and who should use this form:

This Face Covering Exemption Form is to be used by **students** that require an exemption to wearing a face covering in common areas and classrooms at NLC. Students requiring this exemption should follow the instructions below.

NLC recognizes that, for medical or other reasons, it may not be possible for some students to wear a face covering while at NLC, as per the current Order of the BC Public Health Officer dated September 2, 2021. NLC must also ensure there is a balance between the rights of people who cannot wear a face covering on the basis of the protected grounds in B.C.'s Human Rights Code (such as disability) and the public health risks, especially for people who are at risk of severe illness due to COVID-19.

If you have a face covering exemption, NLC asks that you utilize alternative risk mitigation strategies (listed below) where possible in order to protect the health and safety of students and employees around you.

If you are not able to wear a face covering, please minimize your time on campus.

If you live in NLC Student Housing, please work with the [Student Housing Manager](#) to identify how your face covering exemption will be managed.

Alternative Risk Mitigation Strategies for those unable to wear a face covering:

1. **The following NLC COVID-19 transmission prevention methods help to protect the health of you and of those around us.**
 - a. Avoid being on campus if you are sick and stay home even when symptoms are mild.
 - b. Assess yourself: conduct a COVID-19 daily self-assessment for each day you require access to a NLC campus. You may use the [ThriveBC assessment tool](#) or other tools that you find useful. You are no longer required to share your results.
 - c. If you are unable to wear a face covering, avoid, as much as possible, public and common areas at NLC where face cover use is mandatory. Access to these locations will not be restricted, however, please continue to:
 - i. Maintain a physical distance of 2 meters from other people at all times
 - ii. Clean shared equipment before and after use (e.g., shared computer workstations, photocopiers)
 - iii. Practice good hand hygiene including cleaning your hands on entry to and exit from all NLC Buildings and common areas that are accessed
 - d. Practice sneeze/coughing etiquette.
2. Below you will find examples of options available at NLC to continue to access services while minimizing the risk to others. Please review the following options and determine which will best work for your individual needs.
 - a. **Attending in-person classroom learning**
 - Notify your instructor of your face covering exemption. Access Services will email a letter to you providing confirmation of your NLC face covering exemption. **NLC faculty or employees, including campus security may require you to show**

confirmation of your exemption. Please have this document accessible while on campus.

- Whenever possible physically distance from other class members and instructor(s).
 - Trial alternative face covering options such as neck gaitors, plastic face masks or different fit/materials.
- b. Purchasing items at the Bookstore**
- Pre-order books over the phone to limit time at the store.
 - Follow the above guidelines in the event that you need to visit the store in person.
- c. Access library materials, resources, services and equipment**
- Contact the library if you need assistance. [Phone and email service is available Monday-Friday.](#)
 - Access our library catalogue and electronic resources online through our [Library home page.](#)
 - Book virtual research help appointments with your [librarian.](#)
 - Use [Askaway](#) online research help during posted service hours
- d. Access a computer**
- Talk to your instructor about short term computer loan options
- e. Study on campus**
- If you require a private study space, contact Library staff
 - Wear a mask or alternative face covering to and from the study room if possible
 - Attend campus outside of peak hours when possible
- f. Access the printers or photocopiers in the library**
- Limit trips to common printers and photocopiers
 - Wear a mask or alternative face covering to and from your work station if possible
 - Follow existing policies (hand washing/disinfecting, sanitizing equipment before and after use)

FACE COVERING EXEMPTION FORM - STUDENT

Please complete and submit this form to [Access Services](#). Employees seeking a face covering exemption should contact their Human Resources Advisor.

First Name: _____

Last Name: _____

Student ID #: _____

Home Campus: _____

Reason for face covering exemption request:

I am a person who is unable to wear a face covering because of a psychological, behavioral or health condition or a physical, cognitive, or mental impairment

I am a person who cannot put on or remove a face covering on their own

I am a person who needs to remove their face covering to communicate due to a hearing impairment

By submitting this form, you confirm that you meet at least one of the above noted reasons for a face covering exemption and agree to follow the NLC requirements as outlined above or communicated by NLC, including the requirement in some cases to provide additional information to support your request for an exemption. You agree to cooperate with NLC to develop methods to access educational resources and you will minimize the risk of COVID-19 exposure to others by following the steps outlined above. You also agree to have the information in this form shared with the following parties: Access Services, Health and Safety Services, Security and applicable department Instructors.

The personal information requested on this form is collected under the authority of Section 26(c) of the [Freedom of Information and Protection of Privacy Act \(British Columbia\)](#) and will be protected under Part 2 of that Act. It will be used for the purposes of face covering exemptions under [Ministerial Order M012](#) under the *Emergency Program Act*.

Direct any questions about this collection to: Lorelee Mathias, Director of Student Services Northern Lights College, 11401 8th Street, Dawson Creek, BC V1G 4G2, Email: lmathias@nlc.bc.ca Telephone: 250-784-7555.