Capital   College

COVID-19 SAFETY PLAN

November 14th, 2020

Contents

COVID-19 Safety Plan

The College ensures the health and safety of all staff, students and community by following the official guidelines set out by the Government of Canada, the Province of British Columbia; local health and safety authorities.

The COVID-19 Safety Plan has been developed by the institution. The intent is to mitigate risks associated with the COVID-19 pandemic.

The plan applies to domestic and international students; faculty and staff; community and the public; and external contractors.

The institution has a *Health and Safety Committee*, consisting of the Director, the on-site administrator and a faculty representative. They meet once a week and more often if required. The institutional plans will be updated as additional information is available and as regional and provincial measures are amended.

Questions, concerns or suggestions should be directed the *Health and Safety Committee* - phone or email the College.

COVID-19

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face.   Higher risk situations require adequate protocols to address the risk.

Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold.

Symptoms can range from mild to severe. Most people with COVID-19 have mild illnesses, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea, and vomiting a few days after the onset of the above symptoms.

The risk of person-to-person transmission is increased the closer individuals come to other people, the amount of time they spend near them, and the number of people they come near.   Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Ref: WorkSafe BC guidelines

Key principles in developing the plans are related to how the COVID-19 virus spreads.

COVID-19 can be spread at the workplace/ campus in two main ways:

Person to person, by people who are in close contact
By surfaces or objects, when people touch their face with contaminated hands

The risk of getting COVID-19 is higher if individuals,

Spend more time with potentially infected people
Work in close proximity to others
Interact with more people
Work in enclosed spaces

Personal Safety and Responsibly

The following core personal protective practices that every individual should be observing are fundamental, and should continue throughout the COVID-19 response:

- Stay informed, being prepared and following public health advice;
- Practice good hygiene (hand hygiene, avoid touching face, respiratory etiquette);
- Stay at home or in a designated space (i.e., in residence, hotel, off-campus housing) and away from others if symptomatic/feeling ill - not going to school/social events/academic placements/work;
- Maintain physical distancing as much as possible when outside of the home (i.e., from non-household/co-living setting members);
- Clean and disinfect surfaces and objects, as appropriate;
- Stay away from others (e.g., remote learning) as much as possible if at risk of more severe disease or outcomes, which includes, older adults (increasing risk with each decade, especially over age 60); people of any age who have chronic medical conditions, including: lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, stroke, or dementia; people of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) or taking medications which lower the immune system (e.g., chemotherapy); and people living with obesity (BMI of 40 or higher);
- Based on jurisdictional requirements and/or when the local epidemiology and rate of community transmission warrant/require it, wearing of non-medical masks (NMMs) or cloth face coverings is recommended for periods of time

when it is not possible to consistently maintain a two-meter physical distance from others, particularly in crowded public settings on or off-campus (e.g., lecture halls, public transit);
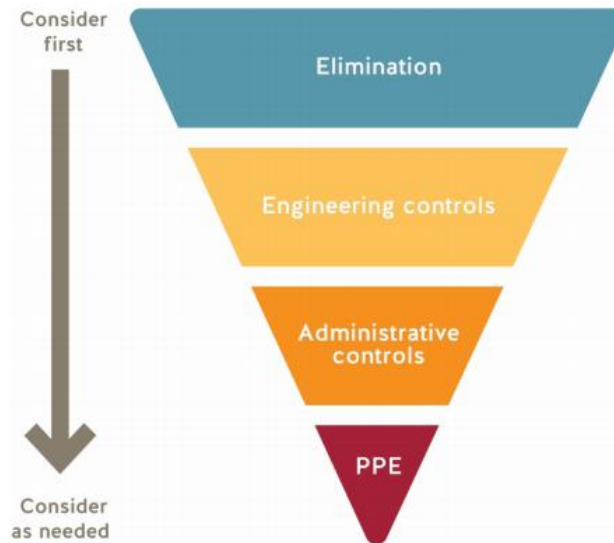
- Wear a medical mask, or if not available, a NMM or cloth face covering, if experiencing symptoms, and if in close contact with others or when seeking medical care;
- Reduce personal non-essential travel.
- For students, faculty and staff, this may mean restricting travel in/out of province, and not traveling outside of Canada while travel restrictions are in place.

Reference (modified from): [Guidance for post-secondary institutions during the COVID-19 pandemic](); 2020; Government of Canada

On Campus measures:

The institution safety plan requires all staff, faculty, students, visitors and contractors to understand and adhere to a range of safety measures. The plan is posted on the website and on campus. Concerns or questions can be directed to the administration office on campus or the *Health and Safety Committee* - phone or email the College.

The institutional plans are framed to meet the guidelines set out by health authorities.

Consider first ⬇ Consider as needed

Elimination

Engineering controls

Administrative controls

PPE

First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are selected and cared for appropriately and that workers are using masks correctly.

General criteria:

All faculty, staff, students, contractors and visitors must assess themselves daily for COVID-19 symptoms prior to arriving at the Campus.

Only registered students and College staff / contractors (i.e. cleaning) are allowed on campus; unless given prior approval by the College Director.

Anyone entering the Campus will have a temperature check and their attendance will be recorded. Use of mask and hand sanitation is required.

Elimination

The institutional plan removes the risk of exposure when possible from the workplace / campus:

The institution is supporting non essential workers to work from home.
When possible courses are being delivered online to reduce the number of students / staff who need to attend the campus.
Institutional management has worked with employees to set out on-site and off-site work plans. The intent is for staff to work off site or remotely when possible and

minimize the number of people on campus. This plan requires:

- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of visitors to only registered students, staff and approved visitors (by appointment only)

The College has "work from home" protocols in place.

Engineering controls

The institution has made physical changes to separate workers / students and to support physical distancing; disinfecting and hygiene protocols.

Installing of barriers to separate persons on campus + one way movement.
Separating persons by identified seating more than 2 meters
Remove surfaces that people would normally touch (i.e. doors are kept open - thereby eliminating touching door handles)
Occupancy limits for classrooms, offices and elevators are posted

Where physical distancing is not possible, one-way directional traffic patterns with physical distancing markers have been established in hallways, corridors, and stairwells.   If impractical for one-way traffic, counter-clockwise, two-way traffic with physical distancing markers, have been established.

Information is clearly posted on campus.

There are clearly identified safely staff to ensure compliance; for example who can be on site, monitoring the safety protocols / compliance / enforcement if needed. Safety staff   are also available to address questions/ concerns/ suggestions.

Administrative controls

When planning to be on Campus, staff and students are required to adhere to a number of requirements:

All staff, students, and visitors will be required to take a health self-assessment before entering the College. The self-assessment questionnaire can be found here; https://sharedhealthmb.ca/covid19/screening-tool/

Individuals will take the self-assessment at home. If any individuals respond "yes" to any of the questions, they should stay at home, as they will not be admitted into the

College.

If feeling unwell or if they have any symptoms associated with COVID - 19 or have been exposed to someone who has tested positive for Covid-19, the individual must not come to the campus. The individual must go directly to their accommodation and self isolate. They should contact the College by phone or email and they will be advised you what to do.

The administrative area will be protected by having essential staff only and a physical barrier to ensure distancing.

Personal Protective Equipment (PPE) and correct use.

PPE is used on campus to protect the wearer and can includes such things as masks and gloves. Information on the correct use of masks is posted and monitored by safely staff.

Face coverings are required:

- Before putting on a mask, clean hands with hand sanitizer or soap and water;
- Wear a mask that covers both the mouth and nose;
- Avoid touching the mask while using it. If the mask is touched, clean hands with hand sanitizer or soap and water.
- Remove the mask from behind. Do not touch the front of the mask. Discard it immediately in a closed bin and clean hands with hand sanitizer or soap and water.
- Staff, faculty, and student users must supply their own face coverings unless required due to specific planned instances of close physical interaction due to instruction or work activities.

On Campus protocols:

Only registered students and College staff / contractors (i.e. cleaning) are allowed on campus; unless given prior approval by the College Director.

- COVID 19 symptoms pre-screening questionnaire at all entry points are completed prior to entry.

    There will be a temperature check on arrival.
    Individuals will be required to sign a disclosure that they are not experiencing any covid-19 symptoms.
    Individuals will be registered as being on campus   (information will kept in a data base).
    All persons will apply the hand sanitizer provided at the front door; and as needed in other areas.
    All persons will maintain at least 2 meters distance from others when possible

on campus.

Individuals will wear an approved face mask in the correct way
Individuals will comply with one way paths, selected seating and so on.
Individuals will not enter closed off areas.
Individuals will not physically share equipment or resources with others.
Individuals will not loiter (hang out) at the College.

Kitchen / social rooms / some other areas will be off limits to students/ staff.

Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) will not be available at this time.

Cleaning protocols:

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be observed, using hard-surface disinfectants as approved by the Public Health Agency of Canada.

Public spaces and communal areas shall be cleaned and disinfected multiple times per day, with emphasis on high touch surfaces, such as:

- Light switches,
- Computer keyboards and mouse
- Faucets
- Elevator buttons
- Door handles
- Copiers /Printers
- Phones
- Counter tops /Desktops
- Equipment controls (i.e., Remote controls)
- Staircase handrails
- Armrests
- Keypads
- Kitchen appliances
- Resource equipment
- Filing cabinets
- Washrooms will be cleaned and disinfected daily, with more frequent cleaning of high-touch washroom surfaces (e.g. flush handles, faucets.) throughout the day.
- Kitchen / social rooms will be locked and off limits to students.
- Communally used objects (e.g. coffee-makers, shared utensils/plates, microwaves) will not be available at this time.

Responsibility: Cleaning contractors, allocated duties for staff during the day, all staff when needed.

Teaching delivery / settings

Instructors and staff will follow the directives below:

- Seat students at least 2 meters apart when in-person (e.g., taping off every other seat in classrooms, placing markers on the floor in a lab, spacing desks appropriately during in-person exams).
- Offer virtual lectures simultaneously or asynchronously to limit the number of individuals in classrooms / on campus.
- Offer online exams and using remote proctoring as necessary or other alternative testing formats when possible.
- Offer activities in outdoor environments to further increase distancing and reduce the likelihood of transmission (weather permitting).
- Increase ventilation in learning environment by adjusting the AC system or opening windows (weather permitting).

Provide hand hygiene facilities (e.g., hand sanitizer stations) throughout campus buildings/lecture halls/labs/workshops/studios etc.).

Notices on Campus - samples

https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus/resources#.X4RlUe17nc s