

VCAD COVID-19 Safety Plan

for Safe Campus Operations

This plan is designed to support safe levels of in-person teaching, learning, administrative and support services at VCAD while COVID-19 presents a risk to our community. The plan follows Go-Forward Guidelines for the post-secondary sector, WorkSafe BC Guidelines, Provincial Health Officer recommendations and other health and safety frameworks.

The protocols in this plan do not replace existing health and safety policies and procedures at the College, but instead work in tandem with them to keep our community safe.

This plan will be updated regularly to reflect changes in response to new information, updated procedures, or guidance from the Provincial Health Officer, WorkSafe BC or the Ministry of Advanced Education, Skills and Training.

Safe operations on our campus are guided by the following principles:

- Our top priority is the health and safety of our students, faculty and staff.
- We follow the guidance from Go-Forward Guidelines for the post-secondary sector and WorkSafe BC Guidelines for returning to in-person activities.
- We recognize that the COVID-19 pandemic situation is ever-changing and we must be flexible and adaptable in our approach, prepared to be able to relax or tighten restrictions as circumstances dictate

Reducing the Risk of COVID-19

COVID-19 is a respiratory infection that is transmitted through person-to-person contact.

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 and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia.

When selecting the most appropriate prevention measures, consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The collection of prevention measures chosen will depend on what the institution needs to function.

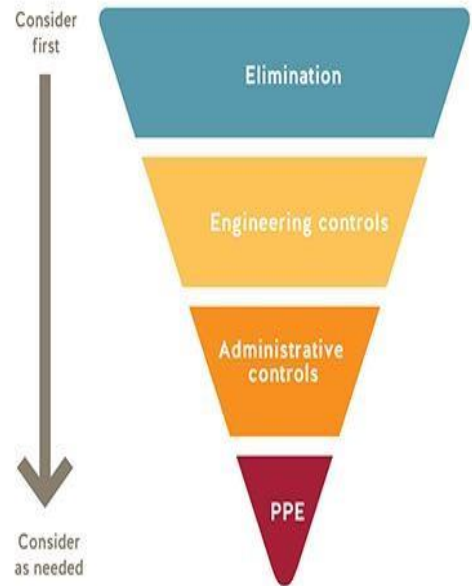
First level protection (elimination): Where practical, promote safe physical distancing between people as recommended by the Provincial Health Officer. Use policies and procedures to reduce the number of prolonged close contacts among faculty, staff and students. These may include creating assigned seating in classrooms.

Second level protection (engineering controls): In situations where physical distancing cannot be maintained **and** a large number of contacts are expected, install physical barriers to reduce the numbers of close contacts.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, advising faculty, staff and students not to share tools, or implementing one-way doors or walkways. Maintain hand hygiene stations and clean high touch surfaces.

Fourth level protection (protective Equipment or PPE): During periods of high levels of community transmission and when physical distancing is difficult to maintain, consider the use of PPE, such as nonmedical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure faculty, staff and students are using masks appropriately.

Note that PPE may be mandatory in certain post-secondary settings (e.g., clinical settings, laboratories). Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options should be included in planning.



Roles and Responsibilities

Safety is everyone's responsibility. To reduce the risk of COVID-19 transmission, all members of the College community have particular roles and responsibilities related to each level of protection.

As an institution, VCAD commits to:

- Ensuring our College is in compliance with all provincial and federal health and safety regulations
- Ensuring every campus returning to campus has a COVID-19 safety plan in place
- Ensuring common areas, classrooms and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted
- Ensuring necessary signage is posted at all entrances, washrooms and common areas
- Providing flexibility, tools and resources for employees to be able to work from home when necessary
- Installing physical barriers such as Plexiglas where physical distancing is not possible,
- Providing guidelines, training and signage for students and employees regarding safe conduct on campus
- Ensuring adequate handwashing and hand sanitizing supplies are available on campus

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Replaces all previous versions

- Ensuring enhanced cleaning protocols are followed
- Ensuring College relevant policies and practices (e.g., travel, illness, self-isolation, working from home etc.) adequately address COVID 19 and are clearly communicated

Campus Directors, Program Heads and other administrators are responsible for:

- Reading and understanding the College COVID-19 safety plan and related materials
- Ensuring their functional areas on campus or returning to campus have departmental-level COVID-19 safety plans in place if applicable

All employees and students are required to abide by the following safety protocols before coming to campus and/or while on campus:

- Self-assessing daily for COVID-19 symptoms
- Complete the Covid-19 health check declaration at reception
- Take temperature
- Reading and understanding campus or departmental COVID-19 safety plans.
- Attending health and safety meetings as required.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.

Campus visitors are required to abide by the following:

- Self-assessing daily for COVID-19 symptoms
- Registering at the reception and provide required information for the guest screen log
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.

Protocols for Accessing Campuses Safely

COVID-19 self-assessment

All faculty, staff, students and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include:

- Fever or chills
- Loss of appetite
- Cough
- Difficulty breathing
- Sore throat
- Nausea or vomiting
- Loss of sense of smell or taste
- Headache
- Body aches
- Extreme Fatigue or tiredness
- Diarrhea

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 BC COVID-19 self-assessment tool is available online for conducting self-assessments: <https://bc.thrive.health/>.
- Signage posted at all building entry points communicates expectations for completing a self-assessment to all individuals before they enter the campus.
- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).
- In some circumstances, the College may require individuals to provide self-reporting declarations. This will be dependent on the risk presented, including contact intensity (e.g., healthcare practicums, etc.).
- Contact 8-1-1 or a medical provider if further health advice is required

If faculty, staff, or students develop symptoms while at the campus:

- Separate the symptomatic individual from others in a supervised area and direct the symptomatic individual to return to their place of residence. Arrangements for transportation should be coordinated if required.
- If symptoms persist, the individual should be instructed to contact 8-1-1 or their local healthcare provider for further direction.
- Staff responsible for facility cleaning must clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).

Protocol for Reporting Instructor/Staff/Students Presumptive / Confirmed Case

An instructor, staff or student with a probable or confirmed case for COVID-19 is expected to notify the College if:

- they test positive for COVID-19; or
- they are experiencing symptoms consistent with COVID-19. Symptoms include a fever exceeding 38.0°C (100. °F), and any of the following: shortness of breath, coughing or difficulty breathing, headache, muscle aches, sore throat and fatigue, or

- someone in their household or with whom they have had close contact tests positive for COVID-19 or is experiencing symptoms consistent with COVID-19

Instructor/Staff Reporting

If you develop symptoms of COVID-19, you will need to:

- contact your supervisor
- self-isolate for a minimum of 10 days so you do not potentially spread the disease to others. Sick employees can return to work when symptoms cease unless otherwise advised by the provincial health authorities.

Note: If you have tested positive for COVID-19, you will be required to self-isolate for a minimum of 14 days, track and report your symptoms, and be retested before being cleared to work.

Supervisors should follow the communication protocol as specified in the Company's Emergency Response Plan released in April 2020 and report the case to the next level in the Chain of Command. They must maintain the confidentiality of any such report to avoid any potential violation of privacy laws. The VP Operations or his appointed representative will be responsible for any contact with the government officials.

Student Reporting

- Students are asked to notify the Reception at the campus by email or calling the campus reception number. Student Services will follow up with the student.

Offices: Protocols for returning to operation

The following information provides guidance regarding office space including workplace operations, workstations, communal spaces, deliveries and elevator use, as well as working from home.

Building Access

Workplaces should stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 metres cannot be maintained. Alternatively, consider designating doors for entry and exit to prevent workers and others from coming into proximity with one another.

- Provide hand sanitizer to workers as they enter the building.
- Post signage indicating that employees, students, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

Workplace operations

- Alternate and/or add additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.

- Avoid meetings or gatherings where physical distances cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.
- Create cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.
- Establish one-way staircases to minimize worker contact – post signage to indicate direction.

Workstations

- If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 metres apart and away from communal pathways.
- If necessary, install effective [barrier](#) (e.g., plexiglass shields) between workstations.
- Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

Communal space

- If possible, make communal pathways one directional to reduce personal interactions.
- Limit the number of workers allowed in common areas at any one time. Stagger break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside.
- Distance the tables in lunch rooms.
- If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.
- Do not provide communal foods.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles.
- Establish [hygiene practices](#) that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

Outside visitors

- Visitors to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
- Post signage at the workplace to inform everyone of the measures in place.
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas should be arranged to maintain physical distancing requirement. Install [barriers](#) between receptionists and visitors (e.g., plexiglass). Place markings on the floor directing visitors where to stand when approaching front desk.

- Provide visitor-facing staff with hand sanitizer for their use only.
- Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.
- Beverages (coffee, tea, water) should not be offered at this time.
- Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

Deliveries

- Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
- Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
- Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

Elevator use

- Post occupancy limits on elevators.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Ensure elevator panels are routinely disinfected.

Safety Measures on Campus

The College supports a number of efforts to mitigate the spread of the virus.

Occupancy Limits and Physical Distancing

- The College has created an occupancy management plan to determine occupancy limits in common areas, offices, washrooms, and elevators, together with directional signage to promote and guide physical distancing throughout the campuses.
- All employees, students and visitors are expected to abide by the posted room occupancy limits and follow any directional or other signage. All persons on campus should attempt to maintain a two-meter distance from others at all times as directed by the Provincial Health Officer.

Signage

- Comprehensive COVID-19 safety signage is being implemented at all campuses. All members of the College community are expected to abide by this signage.

Examples of signage:

- *Refer to appendix at the end of this document*

Reducing the number of service visits

- To facilitate efficient campus visitation by students, service areas may implement "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all service areas.

Limiting Visitors

- The College is open to employees and students to facilitate essential on-campus learning and working, and to support the remote working and learning environment.

Hand Hygiene

- The College provides and stocks adequate washroom and hand-washing facilities on site for faculty, staff and students. Capacity limits are posted for washrooms to ensure physical distancing.
- Faculty, staff, students, and visitors should wash their hands with soap and water for at least 20 seconds, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, after handling cash or other materials, before and after handling common tools and equipment, etc. Supervisors and Instructors are to provide the ability for frequent handwashing or sanitizing.
- A number of hand sanitizing stations are located throughout the campus, at entry points, within departments and service areas, and in hallways to facilitate hand hygiene.
- Keep your hands away from your eyes, nose, and mouth, to help prevent infections.
- Respiratory/cough etiquette must be observed at all times.

Disinfecting and housekeeping of services

The College is cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#).

- An enhanced cleaning schedule focuses on cleaning high-traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, communications devices, equipment, and common areas.
- Proper cleaning and precautions must be taken between class shifts including disinfecting surfaces such as doorknobs, keyboards, chairs, table, pens, etc. Upon arriving, students and staff members will be required to disinfecting their own tables and chairs. Upon leaving, please wipe down these services again. Instructors should disinfect their instructional space when they arrive and before they leave - chairs, mouse, keyboard, table, stapler and white board pens.
- Always use caution when using cleaners and disinfectants and follow product recommendations.
- Ensure those engaged in cleaning have adequate supplies (e.g., soap and water/hand sanitizer and disinfectant wipes).
- Public washrooms will be disinfected regularly and should have a notice for users indicating limit capacity to ensure physical distancing and asking them to use with caution.
- Remove shared items where cross-contamination is possible (e.g., shared office supplies, coffee and water stations, and snack bins).

Personal Protection Equipment (PPE)

Masks have a role to play in preventing the spread of COVID-19. Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Masks help protect you and the people around you when you are sharing a space with people you don't live with. They work best when everyone who can wear a mask is wearing one.

Masks are most effective when fitted, worn and handled correctly. Masks should:

- Cover the mouth and nose and go under the chin
- Fit tightly with no gaps (consider adjustable masks)
- Be made of three layers of fabric, including two layers of tightly woven fabric, with a filter or filter fabric between layers.
- If there are two layers with a pocket for a filter, use a filter

How to wear a mask

A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it.

- It is important to make sure the mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. If it is not comfortable, you won't want to wear it consistently.
- Masks should only be used by one person and should never be shared.
- Wash or sanitize your hands before and after putting on and taking off a mask.

Please see the [How to wear a face mask poster](#) for information on how to properly put on and take off a face mask or watch the video: <https://www.youtube.com/watch?v=gvLA--hGU70>

Cleaning and disposing of masks

Medical masks should not be cleaned and reused because putting them in the washing machine may damage the protective layers, reducing their effectiveness. All masks should be changed frequently. Fabric masks should be cleaned frequently. If a mask is wet or visibly dirty it should be thrown-out or cleaned. A wet mask should not be used for an extended period of time.

To dispose of medical masks after use:

- Wash or sanitize your hands before and after taking your mask or face shield off.
- Disposable face shields should only be worn once.
- Put the used masks in a garbage bin. Do not litter.
- After taking off your mask, wash or sanitize your hands again.
- When emptying garbage bins, don't touch used masks or tissues with your hands. All waste can go into regular garbage bins.

Homemade or cloth masks should be cleaned and changed often:

- To clean a homemade cloth mask, wash it using the directions on the original material. You can wash by hand or in a washing machine. Warmer water is better. Dry the mask completely.
- If dirty cloth masks have been in contact with someone who is sick they can still be washed with other people's laundry.
- Any damage, fabric break down or change in fit will reduce the protection of cloth masks.
- Reusable face shields should be cleaned and disinfected after each use.

Mandatory Masks

All staff, instructors, students and visitors must wear a mask when entering the campus. There is no entry allowed to the premises without a mask. Posters indicate the need for masks throughout the campus.

Masks are not required if you are working at your work station and where there is appropriate social distancing in place. In general we recommend you wear a mask at all times for the safety of your coworkers, students, visitors, your family and yourself.

Non-compliance with these requirements will result in a staff member, instructor, student being refused entry to the campus and possible disciplinary action.

Exemptions are made for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own

The following information is available to staff when choosing a masks and masks are also provided at the front desk. A resource guide on [selecting appropriate masks for non-healthcare settings](#)

- Homemade masks are acceptable if they meet the stated requirements: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/prevention-risks/about-non-medical-masks-face-coverings.html>
- This recommendation is separate from prescribed rules around personal protective equipment (PPE) required for use in labs and other areas as determined in Departmental Return Plans or existing safety procedures.
- Plexiglas sneeze guards have been installed at front desks to help protect reception staff during interactions with visitors, as they continue to work on the front lines.

First Aid

- Ensure first aid attendants on site have completed a first aid course that is acceptable to WorkSafe BC first aid.
- Ensure the first aid kit includes 6 surgical masks and 2 face shields (or safety eyewear)

Mental Health

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including the College's confidential student counselling services and [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

Departmental COVID-19 Safety Plans

As applicable, Departmental Safety Plans are developed in accordance with additional sector specific guidelines, as provided by the provincial government, WorkSafe BC and health authorities

International Students

Because a Quarantine Act travel exemption allows students with valid study permits approved prior to March 18, 2020 to travel to Canada (provided they abide by the 14-day self-isolation requirements), The College has proactively been communicating with students.

- Provide information on federal and provincial health obligations, such as mandatory self-isolation, that international students entering Canada are required to follow on arrival at their final destination in B.C.
- Ensure transparency regarding uncertainty of border reopening and risks of international travel.
- Provide information on technology requirements to support online programming.

Communication and Education for the Campus Community

- Keep faculty, staff and students informed about what is being done to ensure safety and reduce the risk of COVID-19 transmission.
- Webpage dedicated to COVID-19 related information and updates has been developed on the College's website.
- Communicate essential health, safety and wellness (including mental health) information to faculty, students and staff.
- Provide regular check-ins with faculty and students to provide new information and opportunities for discussion.
- Maintain and keep a binder with records on all COVID-19 related information and updates sent to faculty and students.
- Ensure faculty and staff know how to raise safety concerns.
- Remind students of free mental support program – Here2Talk

COVID-19 Outbreak Protocol

Campus Director Protocol:

In the event of a possible COVID-19 outbreak directly linked to one of our campuses, the Campus Director should act in a confidential and timely manner to:

- 1) Inform the Regional Director (who will then inform Regional Compliance, VP Marketing, VP Operations and COO).
- 2) Contact Public Health. Work with Public Health to determine whether an outbreak should be declared, how to implement mitigation measures, and how the Public Health Authority will monitor the outbreak.
- 3) Provide Public Health with a list of potential contacts where available and as requested.
- 4) Work with Public Health and your Regional Director to activate an action, reporting and communication plan for a case or outbreak, and communicate the action steps as required and appropriate.
- 5) Ensure access to all appropriate supplies and information for health and safety.
- 6) Increase cleaning frequency of frequently-used spaces, high-touch surfaces and objects.

Regional Director Protocol:

In the event of a possible COVID-19 outbreak directly linked to one of our campuses, the Regional Director should act in a confidential and timely manner to:

- 1) Inform Regional Compliance, Marketing, VP Operations and COO.
- 2) Ensure the Campus Director has contacted Public Health and support their efforts as needed.
- 3) Work with Public Health, the Campus Director, and other Campus Support Leadership to activate an action, reporting and communication plan for a case or outbreak, and communicate the action steps, as required and appropriate.
- 4) Support the Campus Director to ensure access to all appropriate supplies and information for health and safety.
- 5) Support the Campus Director to Increase cleaning frequency of frequently-used spaces, high-touch surfaces and objects.

Information for Students:

In the event of a possible COVID-19 outbreak directly linked to one of our campuses, the College will:

- Act in a confidential and timely manner.
- Work with Public Health to determine whether an outbreak should be declared, how to implement mitigation measures, and how the Public Health Authority will monitor the outbreak.
- Provide Public Health with a list of potential contacts where available and as requested.
- Ensure access to all appropriate supplies and information for health and safety.
- Increase cleaning frequency of frequently-used spaces, high-touch surfaces and objects.

What you can expect from Public Health

Upon receiving a positive COVID-19 test result for an individual with a confirmed link to the College, local Public Health authorities will:

- Contact the person or persons with the case of COVID-19.
- Make initial phone calls and conduct daily monitoring.
- Provide education including self-isolation requirements.

- Identify close contacts and assess exposure risk for each contact.

Education Delivery

To facilitate safe campus operations, the College has moved to a primarily remote teaching and learning model, with the vast majority of course offerings occurring via remote technology. However, some learning activities require in-person participation.

Remote learning

- Students attending classes remotely must follow existing college expectations and policies for respectful behaviour that apply to in-person classes.
- Provide instructors with information and ready access to guidance on how to manage student distress in a virtual classroom.
- Provide supports for transitioning education delivery to a remote learning environment, including providing guidance for instructors on creating respectful and inclusive learning environments.

Experiential learning and in-person instruction

The following protocols apply to a range of learning settings including but not limited to classroom-based instruction, trades training, labs, clinics.

- Implement instructor and student orientation procedures prior to room usage where applicable.
- Use cohorts and assigned seating in classrooms for students who work and/or learn together to reduce the number of close contacts and to facilitate contact tracing should it become necessary.
- Practice physical distancing, in conjunction with enhanced hand hygiene and cleaning protocols.
 - Implement measures to restrict the number of people within the physical space at any given time.
 - Stager shifts to minimize close contact.
 - supplemental portable handwashing stations in each room.
 - In situations where the learning environment permits appropriate physical distancing, the use of non-medical masks is a matter of personal choice. It is important not to stigmatize people wearing masks.
- Apply the protocols listed in the Cleaning and Sanitizing, Physical Distancing, and PPE/Non-Medical Mask sections of this plan.
 - Non-medical masks may be required based on levels of transmission in the community and where physical distancing cannot be maintained.

- For activities requiring the use of PPE (including medical grade surgical masks), it is the responsibility of the instructor to provide education and training pertaining to the required PPE, and to ensure that the required PPE is used appropriately.

Mental Health

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- The province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

Maintenance and Monitoring of the Safety Plan

- This Safety Plan is based on current recommendations and may change. The College will continue to monitor health information from the [British Columbia Centre for Disease Control](#) and the latest COVID19 updates from the [Government of British Columbia](#), and implement changes to the Safety Plan as required.

If you have a question or concern:

Concerns for safety on campus should be reported to your Campus Director.

Resources

WorkSafe BC

Education (Post-Secondary) : Protocols for Returning to Operation

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced>

Personal Services: Protocols for Returning to Operations: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safeoperation/personal-services>

Preventing exposure to COVID-19 in the workplace A guide for employers:

<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>

Guide to reducing the risk of COVID-19: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

COVID-19 Safety Plan template:

<https://www.worksafebc.com/en/resources/healthsafety/checklist/covid-19-safety-plan?lang=en>

Government of BC:

Provincial Health Officer order – Mass Gathering Events

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-gatherings-events.pdf>

Go Forward Guidelines for BC Post-Secondary Institutions in the Context of COVID-19:

https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf

Guidance and recommendations from the Provincial Health Officer: [*COVID-19 Provincial Support and Information*](#)

BC's Restart Plan: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparednessresponse-recovery/covid-19-provincial-support/bc-restart-plan>

COVID-19 Orders, Notices & Guidance: <https://www2.gov.bc.ca/gov/content/health/about-bcs-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novelcoronavirus>

Managing COVID-19 Stress, Anxiety & Depression: [_your-health/mental-health-substanceuse/managing-covid-stress](#)

Other:

BC Centre for Disease Control: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19> -

HealthLink BC: <https://www.healthlinkbc.ca/>

Canadian Mental Health Association Stay Well in Uncertain Times: <https://cmha.bc.ca/covid19/>

Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

HELP REDUCE THE SPREAD OF COVID-19

TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS DISEASE (COVID-19):



follow the advice of your local **public health authority**



wash your hands often with soap and water for at least 20 seconds



use alcohol-based hand sanitizer (at least 60% alcohol) or an **approved non-alcohol based hand sanitizer** if soap and water are not available



try not to touch your eyes, nose or mouth



avoid close contact with people who are sick and practice **physical distancing**



cough and sneeze into your sleeve and not your hands



stay home as much as possible and if you need to leave the house practice **physical distancing** (approximately 2m)

SYMPTOMS

Symptoms of COVID-19 may be very mild or more serious and may take up to 14 days to appear after exposure to the virus. The most common symptoms include:



FEVER



COUGH



DIFFICULTY BREATHING

IF YOU HAVE SYMPTOMS



Isolate at home to avoid spreading illness to others.



Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.



Call ahead before you visit a health care professional, or call your local public health authority.



If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.

FOR INFORMATION ON COVID-19:

1-833-784-4397

canada.ca/coronavirus



Coronavirus COVID-19

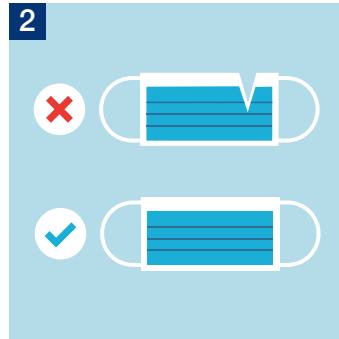
BC Centre for Disease Control | BC Ministry of Health



How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



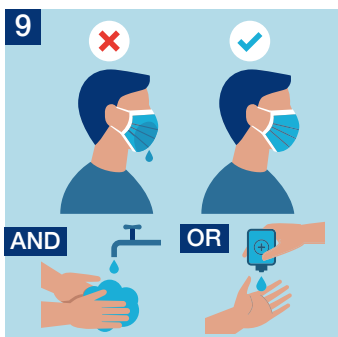
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



1 Perform hand hygiene.



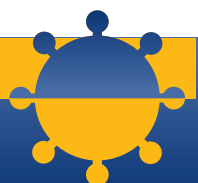
2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



CORONAVIRUS DISEASE (COVID-19) CLEANING AND DISINFECTING PUBLIC SPACES

This document provides guidance on cleaning and disinfecting of public settings, including schools, universities, public libraries, museums, public transit, communal residences and workplaces.



WHAT YOU SHOULD KNOW

- Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

CHOOSE A PRODUCT THAT CLEANS AND DISINFECTS

- When cleaning public spaces, choose products that clean **and** disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - Cleaning products** remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- Disinfecting products** kill germs on surfaces using chemicals.

- Use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

CREATE A CLEANING PROCEDURE

- Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.



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- ▶ Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- ▶ Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.
- ▶ In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- ▶ Shared spaces such as kitchens and bathrooms should also be cleaned more often.



**WE CAN ALL DO OUR
PART IN PREVENTING
THE SPREAD OF
COVID-19. FOR MORE
INFORMATION, VISIT**

Canada.ca/coronavirus
or contact
1-833-784-4397



REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

canada.ca/coronavirus

phac.info.aspc@canada.ca



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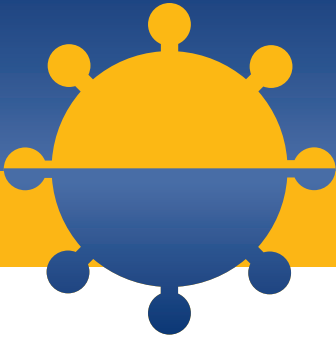
Canada

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: people



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



SICK OR SELF-ISOLATING? DO NOT ENTER



**DO NOT ENTER
IF YOU ARE SICK
OR REQUIRED
TO SELF-ISOLATE**



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



IPC V1.1



Coronavirus COVID-19

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REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health



BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**





Staff

Health Check

Name: _____ Date: _____

- Are you displaying any new or worsening symptoms of: fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, diarrhea
- Have you travelled outside of Canada in the last 14 days?
- Have you been told to isolate by Public Health in the last 14 days?
- Have you been identified by Public Health as a close contact of someone with COVID-19 in the last 14 days?

Declaration - I have read the health check questions above and answered "No" to all of the questions.

Please answer this question

I agree with the above declaration Yes/No

I am unable to make the above declaration because I have answered "Yes" to at least one question

Visitor

Health Check

Name: _____ Date: _____

Phone # _____

- Are you displaying any new or worsening symptoms of: fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, diarrhea
- Have you travelled outside of Canada in the last 14 days?
- Have you been told to isolate by Public Health in the last 14 days?
- Have you been identified by Public Health as a close contact of someone with COVID-19 in the last 14 days?

Declaration - I have read the health check questions above and answered "No" to all of the questions.

Please answer this question

I agree with the above declaration Yes/No

I am unable to make the above declaration because I have answered "Yes" to at least one question

To facilitate BCCDC contact tracing, anyone entering the facility must register and provide the following information:

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