



SAFETY PLAN FOR COVID-19 – HEAD OFFICE

TO TEACH

TO GUIDE

TO LEARN

Sprott Shaw College strongly believes that to protect its staff, students, and visitors in the midst of a pandemic, phasing back to work is the optimal approach. Slowly allowing staff to return to the office with new guidelines is the safest way to monitor the situation and make necessary adjustments as time progresses.

In order to prevent the spread of the virus while operating, Sprott Shaw is committed to transitioning through phases by following the guidance and updates from the Provincial Health Officer on COVID-19's latest outbreak information.

This plan has the health and safety of our staff at heart and is built on communications from Government Canada and WorkSafe BC:

Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

COVID-19 and returning to safe operation – Phases 2 & 3

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

Guidelines

Step 1: Risk Assessment

Common risks for transmission

- 1) **Close contact:** COVID-19 virus spreads when an infected individual speaks, sneezes, or coughs, and releases respiratory droplets into the air. The germs can travel a distance of 6 feet (2 meters) and be inhaled by other people.
- 2) **Contaminated surfaces:** This happens when multiple people come into contact with an infected surface.
- 3) **Common greetings:** Handshakes, hugs, or kisses.

Strategies to Reduce Spread of COVID-19

There is currently no vaccine to prevent coronavirus disease; the best way to prevent the illness is to avoid being exposed to the virus. Full workplace cleaning and sanitization, proper personal

hygiene, and social distancing (staying 2meters/6ft from other people) are among the most effective measure to limit the spread of the virus.

Signage has been placed at the entrance of the office to ensure no one with symptoms enters and occupancy limits are observed. See Appendix for Conditions of Admittance.

Social distancing guidelines are based on a 6-foot separation of individuals, but physical barriers are also appropriate. Signs and tape on the ground have been used to make an inflow plan and ensure staff is not crossing each other in the building.

Step 2: Preparedness and Response

Employees

In order to minimize the risk of person-to-person transmission of the virus, self-assessment for symptoms and overall health before coming into the office is required to protect coworkers, students, the public, and ultimately oneself.

Common COVID-19 Symptoms include:

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|--------------------------|----------------------------------|
| ✓ Fever | ✓ Sore Throat/Painful Swallowing |
| ✓ New or worsening cough | ✓ Loss of taste/Appetite |
| ✓ Stuffy or runny nose | ✓ Loss of sense of smell |
| ✓ Difficulty breathing | ✓ Diarrhea |
| ✓ Chills | ✓ Nausea and/or vomiting |
| ✓ Muscle aches | ✓ Fatigue |
| ✓ Headache | |

Any employee who falls into one or more of these categories will not be permitted to enter the office:

- Experiencing one or more of the above symptoms;
- Been in close contact with a person who has been diagnosed with COVID-19;
- Been told to self-isolate in accordance with Public Health directives;
- Traveled outside of Canada in the past 14 days or has been ordered to self-isolate since returning from travel.

Any employee experiencing COVID-19 symptoms listed above should contact Health Services at 811 and perform the COVID-19 assessment, following their directions.

Any employee developing symptoms while at work will be asked to wash, sanitize their hands and provided with a mask. They must leave the office immediately and notify their manager of their departure. Any surfaces the employee has come into contact with will be immediately disinfected.

Any employee who has health or safety concerns with the work environment should contact their manager for guidance and assistance.

Managers

Managers should consider the feasibility of phasing their team's return to the work location based on role functions:

- Alternate employees' work schedule between the office and remote work
- Stagger arrival/departure and lunchtimes
- Enable employees sharing an office to negotiate their own "in-office" schedule
- Provide hand sanitizer, wipes, and PPE as appropriate
- Encourage employees to clear and clean desk surface daily

Managers are responsible for ensuring the proper sanitization of all workspace areas, including office, boardroom, shared equipment such as photocopiers, coffee makers, and high-touch surfaces, such as doorknobs, elevator buttons, light switches, etc. prior to opening each day.

Visitors

To minimize congestion in the waiting area, conduct meetings virtually or by appointment only.

Visitors must be contacted prior to appointment to determine if they are experiencing any known COVID symptoms. No visitors with the common symptoms should be allowed to enter the office and must be advised to contact 811 to be assessed by public health professionals.

Anyone working or visiting the office will be invited to fill out the self-monitoring *sign-in sheet & agreement* at reception.

Social distancing must be implemented in all areas of the office, between reception, staff, and visitors.

Stagger appointments by scheduling them at least 30 minutes apart, to ensure social distancing and time for proper disinfecting.

When possible, forms, contracts, and invoices are to be sent electronically.

Any visitor who refuses to comply with these measures can be refused entry and can be asked to leave the premises due to safety concerns.

Reception Area

Eliminate waiting time, when possible. Check that all unnecessary items such as magazines, business cards, and pens have been removed from the waiting area to reduce the number of contact surfaces.

Although hand sanitizer has been made available at the reception area, AVOID handshakes.

Visitors should arrive alone for their appointment and wear a mask for the entire duration of the visit.

Must follow and respect the tape/signage directing flow – HO will be one-directional.

Proper cleaning and precautions must be taken between visitors including disinfecting surfaces such as doorknobs, keyboards, chairs, tables, pens, etc.

Public bathrooms will be disinfected regularly and should have a notice for users indicating that the bathroom is limited to two people simultaneously, and hand washing is mandatory.

Review common area and maximum occupancy

Until further notice, the maximum occupancy limit per room has been established and posted at the entrance of every room.

Personal Protection Equipment (PPE)

As of November 19, 2020, masks are mandatory in all public indoor settings and workplaces in British Columbia. All employees are now required to wear masks when leaving their workspace and keep physical distance in any shared spaces. This is especially necessary for areas such as the lunchroom, the hallways, and any areas where employees tend to socialize, as there has been a report of a tendency for people to relax in such environments. Employees are required to wear a well-fitted face mask that covers their nose and mouth.

Any employee who cannot wear a mask due to a medical condition should immediately inform the Director of Human Resources.

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#masks>

Homemade masks are acceptable if they meet the stated requirements:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Effective Hygiene Practices

Must use 60% alcohol-based hand sanitizer.

Frequent and proper handwashing remains critical even if using PPE.

Keep your hands away from your eyes, nose, and mouth, to help prevent infections.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of viruses. Sneezing into the elbow can effectively prevent droplets from spreading, whereas you could still sneeze through a tissue.

Step 3: Company Policies

Employees can take unpaid, job-protected leave related to COVID-19 if they are unable to work for any of the following reasons:

- They have been diagnosed with COVID-19 and are following the instructions of a medical health practitioner
- They are in self-isolation and are acting in accordance with an order of the Provincial Health Officer
- They need to provide care to their minor child or a dependent adult who is their child for a reason related to COVID-19, including a school, daycare, or similar facility closure
- They are outside of the country and unable to return to work due to travel or border restrictions

Employees who fall within the situations above are encouraged to make the appropriate requests as per the leave of absence policies, which can be found in the Employee Handbook.

Employees working from home must abide by the Work From Home Policy.

See Appendix for *Conditions of Admittance*

Step 4: Communication and Training

Staff returning to the workplace will be required to watch two (2) training videos. They will be asked to complete a short quiz, certificate of successful completion will be provided and must be forwarded to the direct manager before returning to the office.

Links to videos

[VIDEO 1](#)

[VIDEO 2](#)

Please review, the “Workplace Rules Sprott Shaw on Campus COVID-19 Protocols” document and sign off on it.

Ongoing training is available for Directors and OH&S team members on monitoring workers and the workplace for policy enforcement.

Step 5: Monitoring and Failure to Follow Guidelines

The COVID safety team will hold monthly and/or biweekly occupational health and safety meetings to monitor changes in the industry for safety protocols.

The COVID safety team may investigate any of Sprott Shaw College locations and their practices to ensure compliance with these guidelines. Failure to follow these guidelines could result in one or more of the following actions:

- An investigation by a manager and/or OH&S committee
- Temporary suspension if the acts or omissions of any employee violate the applicable Code of Conduct, occupational health and safety guideline or put others at risk
- Denied access to the premises

These guidelines are reflective of the severity of the current situation and our sense of duty to protect our staff, our students, and visitors given the uncertainty with the COVID-19 pandemic. The virus is novel, as more and new information becomes available, the guidelines and phases will be updated accordingly.

This document is not an obligation for staff to return to work. If an employee cannot safely return to work according to these guidelines for any reason, they should communicate with their managers.

Resources

WorkSafeBC

- COVID-19 information and resources:

<https://www.worksafebc.com/en/about-us/covid-19-updates>

- Personal Services: Protocols for Returning to Operations:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/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/health-safety/checklist/covid-19-safety-plan?lang=en>

Government of BC:

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

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

- Managing COVID-19 Stress, Anxiety & Depression:

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/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/covid-19/>

SPROTT SHAW ON-CAMPUS COVID-19 PROTOCOLS

**CONDITION OF ADMITTANCE. ANY PERSON ON CAMPUS IS TO
ADHERE TO THE FOLLOWING PRACTICES**

EVERYONE

- Do not come into campus if unwell.
- Use the sign-in sheet every day.
- Maintain physical distancing of two arm lengths (2 metres/6ft) in all areas including office spaces, classrooms, reception areas, labs, common areas, and during social (lunch/breaks) encounters.
- Take turns entering stairwells, hallways, and restrooms.
- Wash your hands with soap and water for 20 seconds — before class starts, after using the restroom, before eating, at the end of the school day, and whenever possible throughout the day.
- Mouth and nose must be covered with a tissue or the crease of the elbow when sneezing or coughing.
- Use personal pens, pencils, and desk items. Do not share (lend). Label each item, if possible.
- Use personal cups, glasses, and all eating and drinking utensils. Do not share (lend). Label each item, if possible.
- Sanitize touch points with use including faucet handles, door handles, drawer handles, light switches, telephones, keyboards, computer mice, printers, POS, tables/desktops, microwaves, fridges, and handrails.
- Wipe down chairs and desktops with spray and paper towels prior to use. Dispose of towels in the bins.
- Do not shake hands and avoid physical contact.
- Do not share food, drinks, pens, clothing items, umbrellas, etc.
- Masks and gloves are encouraged.
- Report to the Director any COVID-19 personal health concerns including possible contact.

STAFF

- Limit the number of people in meetings and hold them in larger spaces like classrooms or outdoor spaces. Maintain distancing rules.
- Sanitize books, files and, teaching supplies with use.

STUDENTS

- Keep all personal items including bags, jackets, hats, and umbrellas in a personal locker or with you. Do not leave them in a common area.
- In labs, use PPE as supplied and adhere to all protocols. Sign the lab agreement.