



College of
New Caledonia

COVID-19 Safety Plan

GO-FORWARD GUIDELINES

VERSION 1.2

AUGUST 2020

College of New Caledonia

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Introduction

In March 2020, the higher education sector took swift action to slow the transmission rate of COVID-19 by reducing in-person learning to the extent possible through remote adaptive learning. Now several months later, and in keeping with the province's Restart Plan, post-secondary institutions have planned for fall operations through a mix of online and in-class delivery by September 2020. Though CNC campuses are excited to welcome students back for access to necessary in-person services, a fall reopening is not expected to be a return to normal.

This document is a preliminary step toward developing and putting in place workplace and classroom practices that ensure students, faculty, staff, and other members of the CNC community feel safe when they need to be on campus. It considers the needs and concerns of all members of the CNC community and its contents are designed to align with WorkSafe BC and Public Health and Safety Guidelines. This document is considered to be a living document, subject to revision as public health guidance and knowledge of the virus evolve. As in any pandemic, public health measures are re-evaluated as new information becomes available.¹

Like other sectors, higher education has planned for a cautious return toward the maximum allowable level of social contact, currently set at 60 per cent of pre-COVID levels.² This guide acknowledges the need for ongoing monitoring, assessment, and staying informed to ensure conformance to the latest public health guidance.

CNC will continue to access the services of its local joint occupational health and safety committees for the implementation of the guidelines and protocols described in this document. The internal responsibility system identifies roles for all workplace stakeholders, including supervisors, faculty, staff, and students.

Based on the latest public health guidance, this document outlines steps for a cautious and measured approach in moving forward with the gradual increasing of in-person teaching, learning, research, administrative and support services operations. These steps are designed and will be implemented to ensure safe access to necessary in-person services while also maintaining the safety of staff and students when they need to be on campus and will be updated as public health guidance evolves.

Knowing the Risk

The virus that causes COVID-19 can spread mainly from person-to-person and, although very limited, through surface transmission. Person-to-person transmission can occur through

¹ BC COVID-19 Go-Forward Management Strategy. Retrieved from:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_go-forward_management_strategy_web.pdf

² BC COVID-19 Go-Forward Strategy Checklist. Retrieved from:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

respiratory droplets, such as when an infected person coughs, sneezes, or speaks. It can also spread through surface transmission by touching contaminated surfaces and then touching the face.³ Physical distancing measures help to mitigate the risk of person-to-person transmission, while effective cleaning and good hand hygiene practices mitigate the risk of surface transmission.⁴

To better understand the risk of transmission in organizations, we can consider the following questions:

- Where do people meet? (e.g. break rooms, classrooms, or meeting rooms)
- What job tasks require people to be in close proximity to others?
- What tools, machinery, and equipment do people make contact with as part of their jobs?
- What are the “high-touch” surfaces? (e.g. doorknobs, elevator buttons, light switches, equipment, and shared tools)⁵

Health Hazards

The symptoms associated with COVID-19 are similar to the flu, common cold, and other respiratory illnesses. This includes a cough, sneezing, fever, sore throat, and difficulty breathing. Symptoms may appear 2 – 14 days after exposure to the virus.⁶

According to the Centre of Disease Control (2020)⁷ people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. People with a cough, shortness of breath, difficulty breathing, or a combination of these symptoms may have COVID-19. It is also possible that an individual with at least two of the following symptoms may have COVID-19:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

³ WorkSafe BC. (2020). Offices: protocols for returning to operation. Retrieved from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

⁴ WorkSafe BC (2020). Offices: Protocols for returning to operation. Retrieved from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

⁵ WorkSafe BC. (2020). COVID-19 and returning to safe operation- Phases 2 &3. Retrieved from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

⁶ OSHA. (2020). Guidance on preparing workplaces for COVID-19. Retrieved from: <https://www.osha.gov/Publications/OSHA3990.pdf>

⁷ Centre for Disease Control (2020). Get the facts about coronavirus. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please note that this list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

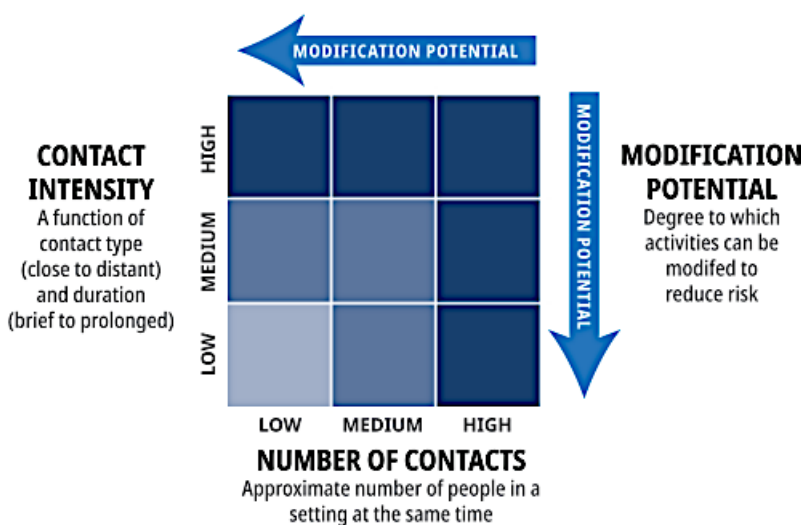
Susceptible Populations

According to the Government of Canada (2020)⁸ the following groups of individuals are considered to have an increased risk of experiencing more severe outcomes when infected with COVID-19. This includes anyone who:

- is an older adult
- has an underlying medical condition (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
- has a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

Organizational Risk Assessment

To assess the risk of transmission from social interactions within an organization, the BC COVID-19 Go Forward Strategy Checklist recommends use of the following tool. It considers **contact intensity** in the organizational setting (i.e. the type of contact—either close or distant and the duration of contact—either brief or prolonged), along with the **number of contacts** in the setting (i.e. the number of people occupying a space at any given time). In considering these dimensions, an organization or academic unit places itself within the risk matrix below.



Source: BC Restart Plan, p. 10

Based on where an organization or academic unit lands within this matrix, steps can be taken to minimize the risk of transmission, in the following order of importance. Please note that measures and protocols appearing at the top of the following list should be employed first, with

⁸ Government of Canada. (2020). Coronavirus disease (COVID-19): outbreak update. Retrieved from: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

other protocols/measures added as needed. The hierarchy of these measures/protocols are visually illustrated in the diagram immediately below the descriptions.

1. **Physical distancing measures**—measures to minimize density of people. This can be accomplished by limiting the number of people on-campus at any given time and implementing protocols that keep people at least 2 metres apart.
2. **Engineering controls**—where physical distancing is not possible, consider implementing engineering controls such as installing physical barriers (e.g. plexiglass); increasing ventilation; installing one-way doors, systems and walkways to manage traffic flows in buildings; and adding physical space between seating.
3. **Administrative controls**—develop clear rules and guidelines, including cleaning protocols; not having workers share tools; modifying hours of operation; or creating/revising sick leave policies.
4. **Personal protective equipment**—where the first three levels of protection are insufficient to control risks, workplaces can provide workers with personal protective equipment (PPE) like non-medical masks. Please note that PPE should not be used as the only control measure, but rather, it should be used alongside other measures and as a last resort.⁹

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.

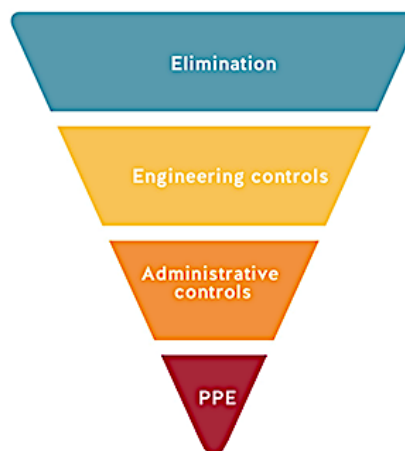
Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of **non-medical masks**. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are **using masks appropriately**.

Consider first



Consider as needed



⁹ WorkSafe BC. (2020). Returning to safe operation frequently asked questions. Retrieved from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/faqs-returning-to-safe-operation>

Situational Assessments

The activities that CNC staff and/or students conduct would, in most situations, not fall within any of the categories identified to be at an increased risk of contracting COVID-19. As such, staff and/or students are not considered to be at an elevated level of risk that can't be adequately mitigated. Despite this, a conservative approach to assessing risk levels has been taken to ensure that individuals are being protected to the greatest extent possible while on campus, given current information and tools available.

It is recommended that, at this point in time, efforts be focused on enhancing mitigation. Accordingly, an assessment must be completed to identify appropriate mitigation measures to be put into place to ensure the health and safety of the campus community (please refer to appendices). Each supervisor must complete a situational assessment to ensure their staff or students will be safe. When carrying out your assessment, try not to overcomplicate the process. In many work areas, the risks are well-known and the necessary control measures are easy to apply. If you are aware of the potential risks in your work area, check that you have taken reasonable precautions to prevent virus transmission and contraction.

There are five steps to assessing risk when developing your operational safety plan:

1. Identifying hazards and those at risk (what has the potential to cause virus transmission or ill-health)
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

The requirement to complete an assessment only applies to areas that are under the direct supervision of CNC staff. CNC staff that have employees and/or students working offsite must, at a minimum, ensure that an assessment has been completed by the supervisor at that location as per their assessment process. CNC staff must add additional measures to ensure employees and students are adequately protected if there some identified deficiencies.

¹⁰ WorkSafe BC. (2020). Education (K-12): Protocols for returning to operation. Retrieved from: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Controlling Hazards

Hazards must be controlled upon completing an assessment of your area. There are a number of ways to control hazards associated with COVID-19 but the most effective are by maintaining 2 meters of physical distance, ensuring proper sanitation is practiced, and that appropriate personal protective equipment is correctly used. Simply start by asking yourself the following two questions:

- Can 2 meters of physical distancing between individuals be maintained at all times?
- Are surfaces as clean as they ought to be?

Mitigation strategies must be identified and outlined in the operational safety plan (see Appendix) to ensure the health and safety of those being impacted if physical distancing or sanitary conditions can't be achieved.

Physical Distance

Physical distancing means limiting close contact with others. When outside of your home, practicing social distancing means keeping two meters (six feet) away from others and is something we can all do to help stop the spread of COVID-19.

- Students/Instructors/Support staff are NOT to be on campus if:
 - They are displaying symptoms (e.g., fever, cough, sore throat, sneezing), whether or not the illness has been confirmed as COVID-19.
 - They have recently (within past two weeks) travelled internationally. It is mandatory for all travelers returning to Canada to self-isolate for 14-days.
 - They live in the same household as a confirmed or probable COVID-19 case who is self-isolating, or they have been exposed to a confirmed COVID-19 case and were advised by 811 (public health) to self-isolate.
- Use the following link to help narrow down the maximum appropriate number of people in the available space (not taking into consideration furniture etc.) given the minimum amount of spacing between people (6ft): <https://www.banquettablespro.com/social-distancing-room-space-calculator>. Once you have calculated this number you must consider the space actually available so that people can move throughout as this will reduce the maximum number of people to a greater degree.
- Reduce operation hours and/or limit the number of employees working in the office/area by asking anyone who can work from home to work from home so only students and instructors are on site.
- Consider adding extra instructional sessions to reduce student density if necessary.
- Remove all extra furniture in classrooms and common areas or relocate so they are all at least 2m apart.
- Put up spacing indicators at least 2m apart in areas where people lineup (e.g., tool crib, demonstration tables etc.).
- Assign certain instructional areas to individual students if possible (e.g., welding booth).
 - Assigned instructional area (i.e., booth) is not be shared with other students or instructor.

- Students are not permitted to enter the area assigned to another student.
 - Area will be sanitized by student after use, new student will also sanitize area before use to ensure it is safe for them.
- Identify how to effectively control traffic in the area to help avoid congestion or contact with others.
 - Use indicators on the floor to limit traffic flow/congestion to certain areas and in one direction if possible.
- Entry to shop/area should be through a single entrance.

Sanitation

The most important thing you can do to prevent infection and protect others is to wash your hands regularly and avoid touching your face.

- It is vital to practice good hand washing techniques and hygiene practices.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand rub (min 60% alcohol) to clean your hands.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Cough or sneeze into your elbow or sleeve.
 - Dispose of tissues appropriately.
 - Avoid contact with sick people and stay at home or in your residence room if you are feeling unwell.
 - Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.
 - Practice social distancing – maintaining at least two meters distance between yourself and others.
 - Do not shake hands.
- Increase sanitization efforts in all areas (i.e., washrooms, shop floors, classrooms, common areas) especially by wiping down “high touch” areas more frequently (i.e., door handles, light switches, common table surfaces and countertops).
 - Arrange with Facilities for custodial staff to target twice daily.
- Upon entry, hands should be sanitized using hand sanitizing station close by before proceeding into office/classroom/shop/area.
- Remove items in classrooms and/or shops floors that aren’t necessary and that are just potential additional “touch points” (e.g., training guides, text books, magazines etc.).
- Clear all table tops or desks of unnecessary items/material to reduce virus transmission vectors.
- Make additional hand sanitizer stations available throughout area.
- Reduce or eliminate paper transactions as much as possible.
- Shared pens and pencils are no longer permitted.
- Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.
 - Consider installing plastic covers (i.e., “keyboard skins) over keyboards for easier cleaning and disinfecting.

- Put out equipment or tools in the morning and make cleaning supplies available for students to disinfect before and after use.
- Students will wipe down/sanitize common equipment or tools after use.
 - Sanitizing spray bottles, single use disposable shop clothes and disposable rubber gloves will be provided.
 - Towels are to be disposed of properly in disposal container provided.

Personal Protective Equipment

PPE is one of the last lines of defense but becomes especially important when a minimum of 2m physical distance between individuals cannot be achieved.

- Disposable protective gloves will be made available to students and instructors; gloves are to be disposed of properly in disposal container provided.
- Masks to be worn if keeping within 2m of another individual is impossible.
 - Note: According to Northern Health Authority N95 masks are not necessary; regular cloth or surgical masks can effectively help prevent the spread of airborne droplets. Anyone making the personal choice to wear a mask must still maintain physical distancing unless specified otherwise in the operational safety plan.
- Eye protection and face shield that protect mucous membrane, including eyes from airborne droplets
- Full body gown that is disposable after becoming exposed to individuals
- An impervious physical barrier installed between workstations.
 - The barrier must be something that prevents one person's cough or sneeze from contacting another person.
 - The barrier must be made of a non-porous material that can be effectively disinfected.
 - Regular household cleaning products (e.g., 1:49 bleach to water ratio) are effective against COVID-19.
- Install a plexiglass window to separate staff from students (e.g., tool room window when students sign out tools).
- Use portable plexiglass sheet as a protective barrier when an instructor is required to provide demonstrations or assist students.

Institutional Measures to Limit Transmission

The above-mentioned controls and protocols can be combined with specific measures to reduce the risk of transmission, as outlined in this section.

Resuming in-person operations calls for specific steps to be taken on the part of all CNC community members in order to suppress COVID-19 transmission. With student and staff safety and well-being at top of mind, members of the CNC community are asked to take note of the following measures asked of everyone while on-campus.

Practicing Personal Self-Care

As a foundational aspect of COVID-19 transmission reduction, the following key personal actions will be encouraged and taken by everyone while on-campus:

Practicing Good Hand Hygiene

While on-campus, it is important for everyone to clean their hands frequently by washing them with soap and water for at least 20 seconds, or, alternatively, using hand sanitizer with at least 60 per cent alcohol content.¹¹ It is also important to avoid touching the face, and especially the eyes, nose, or mouth with unwashed hands. Handwashing is especially important if faculty, staff, or students are using common rooms. If hands are visibly soiled, washing with soap and water is recommended, as hand sanitizer may be less effective in this case.^{12,13}

Maintaining Minimum Physical Distancing

Maintaining a physical distance from others is the most effective means to mitigate the risk of contracting COVID-19. Therefore, faculty, staff, and students are asked to keep a safe (i.e. 2 meter) distance from others at all times.¹⁴ This means there should be no handshaking or hugging.

CNC has also considered work activities that could be done remotely (e.g. customer service and administration) and changed its work models accordingly. The College will modify or eliminate in-person lectures, meetings, and staff huddles wherever feasible; when in-person meetings are required, consideration will be given to holding them outside where the risk of transmission is lower as per the “Meeting Request Procedure”.

At CNC, physical distancing can be further facilitated by reducing hours of operation and limiting numbers of employees working in the office by encouraging work at home options to accommodate only students and instructors on-site. As well, extra instructional sessions may be added, as needed, to reduce student density.

Staying at Home if Feeling Ill

Without exception, anyone experiencing flu-like symptoms such as a fever, difficulty breathing, cough, sore throat, or sneezing must not come onto campus. Any individual living on campus in

¹¹ Government of British Columbia. (2020). Provincial COVID-19 Health and Safety Guidelines for K-12 Setting. Retrieved from:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

¹² WorkSafe BC. (2020). Returning to safe operations frequently asked questions. Retrieved from:

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

¹³ Government of British Columbia. (2020). Provincial COVID-19 Health and Safety Guidelines for K-12 Setting. Retrieved from:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

¹⁴ BC COVID-19 Go-Forward Strategy Checklist

student housing must remain isolated in their room should they be experiencing any COVID-19 like symptoms and follow the direction of a medical health professional.

Students, faculty, and staff are specifically asked not to be on campus and self-isolate if:

- They are experiencing any flu-like symptoms associated with COVID-19 such as fever, difficulty breathing, cough, sore throat, or sneezing.
- They have recently (within past two weeks) travelled internationally. Please note that it is mandatory for all travelers returning to Canada to self-isolate for 14-days.
- They live in the same household as a confirmed or probable COVID-19 case who is self- isolating, or they have been exposed to a confirmed COVID-19 infected person and were advised by 811 (public health) to self-isolate.

Anyone who had been at home due to illness should not return until they are no longer experiencing any COVID-19 related symptoms or have been cleared by a medical professional or public health authority.

For more information see BCCDC's "How to isolate" instruction guide in the appendix.

Practicing Respiratory Etiquette

All staff are expected to follow cough/sneeze etiquette, which is a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Turn your head away from others when coughing or sneezing

Use of masks

The [BCCDC](#) strongly recommends that masks be worn in public and those who are feeling unwell in order to prevent transmission. A mask will help contain a person's droplets; however, you should always stay home if you are feeling unwell.

According to the BCCDC, wearing a mask should always still be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.

CNC is encouraging all individuals visiting CNC campuses to follow BCCDC's strong recommendation to wear masks whenever in public spaces. CNC is prepared to issue masks to all staff and students immediately should they be made mandatory by the public health authority.

Anyone who wishes to wear a facemask should feel welcome to wear one, and be permitted to do so in class or anyplace else on campus, however, it is important to note that regardless if anyone makes the personal choice to wear a mask they still must maintain a safe physical distance (2m) from others unless prior approval is granted, as outlined in the applicable operational safety plan for their area.

Use of N95 Respirators

The N95 mask is typically worn by workers directly involved in an aerosol generating medical procedure (as defined by Health Canada). An N95 mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing. N95s help minimize the spread of potentially infectious material. N95 masks must be fit tested.

Medical masks and N95 respirators should be reserved for healthcare workers. If you are healthy, wearing a cloth mask is a personal choice. Some people can spread the virus when they have very mild symptoms or may be unaware they are infected. In this case, wearing a mask can help contain a person's own droplets and protect others, but it will not protect the wearer from COVID-19.

Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g., to adjust the mask). Any use of masks must also be done in conjunction with proper hand washing while still maintaining physical distancing.

Mental Health

Social interaction plays an important role in our well-being and health. CNC recognizes the physical, social and mental health challenges associated with limiting social interactions, therefore, it is important that everyone recognize the heightened anxiety or mental health struggles our community may be experiencing during this pandemic. The emotional, social, physical and financial disruptions in combination with ongoing media, fear and uncertainty surrounding this pandemic continue to take a toll on everyone in our communities.

As more people return to campus and operations resume, the thoughts, feelings and conditions will continue; please be patient and kind. We are here to support you. The College has many resources available to you and your families. For more information, please visit Student Services and/or the Health & Wellness Centre.

Coronavirus disease or COVID-19 is a respiratory illness that has the potential to spread from person to person and has been declared a global pandemic; for more information visit [CDC symptoms of COVID-19](#).

Below are some possible resources community members are able to access should they need support:

- Northern Health COVID-19 online clinic and information line 1-844-645-7811

- For students:
 - Here2Talk (<https://here2talk.ca/home>)
 - Here to Help BC (<https://www.heretohelp.bc.ca/infosheet/covid-19-and-anxiety>)
- For employees:
 - Employee Family Assistance Program (EFAP)

Aboriginal Communities

Some Indigenous people face elevated health risks linked to social determinants (e.g. income, culture, access to health services, etc.). It is important to be aware of the elevated risks of COVID-19 infections and the potential for heightened anxiety for Indigenous people. Therefore, CNC is committed to working closely with aboriginal community partners and aboriginal students to develop plans that address any additional needs and cultural supports they might require beyond what is covered in this document.

For additional guidance specific to First Nations Communities and Nations, please refer to the following guide:

<https://www.fnha.ca/Documents/FNHA-Services-Resumption-Planning-Guide.pdf>

Responsibilities

Strategic Goals (Principles)

CNC's Emergency Operations Centre (EOC) has established the following Strategic Goals (or Principles) to guide our pandemic response:

1. Safety of Students and Staff/Faculty
2. Minimize Risk within Organizational Environments
3. Follow direction of AEST and MOH/PHO
4. Minimize Academic/Financial Impacts for Students
5. Transition to Distributed Learning where Feasible
6. Support Essential Learning Activities
7. Support Essential Administrative Activities
8. Outreach/Support to Community Partners

In order to achieve these goals, we have identified the following responsibilities.

NOTE: These responsibilities may change as the situation evolves as directed by the CNC EOC, which is active during the Pandemic period.

CNC:

- Through the Executive and EOC, modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority.
- Ensure Managers/Supervisors follow the direction of the Executive and the EOC.
- Select, implement and document the appropriate site or scenario-specific control measures.

- Ensure that supervisors and employees are educated and trained to an acceptable level of understanding and competency.
- Ensure that, when required, employees follow CNC policies that are in line with public health authority recommendations on the use of appropriate personal protective equipment – for example, gloves, eye protection, masks or face-shields.
- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as worker training materials, barriers, and signage required to implement and maintain the plan) are readily available where and when they are required. If due to supply chain disruption, CNC becomes unable to obtain the necessary resources, CNC will re-evaluate this plan and the ability to continue to conduct activities that rely on those supplies for safe operation.
- Conduct a periodic review of the Plan's effectiveness.
- Maintain records as necessary.
- Ensure that a copy of the Plan is available to managers, supervisors and employees.

Safety & Security:

- Ensure the Plan is reviewed and updated as necessary.
- Support the development of the plans' related resources (such as operational safety plans, on-line training, FAQs, posters, Safe Work Procedures).
- Assist with the situational assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, and training is in place.

Managers/Supervisors:

- Assess the risk(s) related to the COVID-19 virus for the positions and activities under their management in consultation with employees, OHS Committees, and Safety & Security staff.
- Ensure that awareness and information resources are shared with employees.
- Ensure and provide training, SWPs, PPE and other equipment as necessary to manage the identified risks.
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees.
- Ensure employees, instructors, and students understand that they must not come to work if experiencing any COVID-19 symptoms – and how they will be supported to stay away. (Refer to the applicable CNC policy)
- Ensure employees understand and follow operational safety plans, and use appropriate PPE for the task at hand.
- Understand who should be considered highly vulnerable in both work and employee personal contact circles. Work with your employees to ensure appropriate additional controls are identified and implemented as required.

Employees/Faculty and Students:

- Review information resources, ask questions and follow-up with supervisor/instructor to ensure understanding and adherence.

- Take part in training and instruction.
- Review and follow related operational safety plans.
- Select, care-for, and use any assigned PPE (including unrated masks) as trained and instructed.
- Take part in annual fit testing, and remain clean-shaven where respirator contacts face, if issued a respirator.
- Rely on information from trusted sources including CNC, PHO, MHOs, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Understand who should be considered highly vulnerable in your work/school or personal contact circles. Work with your supervisor/instructor to ensure appropriate controls in place.
- If experiencing COVID-19 symptoms do not come to work/school – Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

CNC Position Risk Chart Assessment

The table below helps provide guidance on the appropriate steps to mitigate risk associated with the different types of positions at CNC.

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff	Low to Moderate	Regular and effective hand hygiene, physical distancing
Instructors (Clinical) – on campus	Low to Moderate	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes, personal protective equipment
Instructors (Clinical) – during clinical placements at non-CNC healthcare facilities	High	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes, personal protective equipment
Instructors (Trades)	Low to Moderate	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes, personal protective equipment as

		outlined in operational safety plan
Instructors (other)	Low	Regular and effective hand hygiene, alternate course delivery models, working from home. Regular and effective hand hygiene, or as outlined in operational safety plan
Facilities and Grounds workers	Low	Regular and effective hand hygiene, physical distancing.
Managers	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
General Administrative staff	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
First Aid Attendants	Moderate	Regular and effective hand hygiene, personal protective equipment
Custodial staff	Low to Moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes, personal protective equipment

Safe Organizational Practices

Not every risk mitigation strategy can be outlined in this document, as there are too many and many are unique to themselves. However, at the organization-level, CNC will implement the following actions:

Creating Clear Organizational Policies

CNC has developed and will implement policy for students and staff presenting with flu-like symptoms to not attend classes, extra-curricular activities, sports, and work.¹⁵ Among others, specific policies and procedures will include those which:

¹⁵ BC Go-Forward Strategy Checklist

- make additional allowances for sick day use over the next 12 months;
- provide work from home options to reduce contact intensity and number of contacts;
- stagger shifts/work hours and encourage virtual meetings to the greatest extent possible;¹⁶
- help to effectively manage illness in the workplace/classroom if students and/or employees become sick while on-campus;
- manage illness in residences, e.g. ensuring single occupancy rooms and dedicated spaces where students contracting COVID can reside and for their laundry to be done safely and for their washroom use.

Additional policies and/or protocols in specific operational safety plans include when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, both before and after handling common tools and equipment, and before going home.¹⁷

CNC will take special care to ensure that higher-risk employees, including those ages 60+ and those with underlying medical conditions, are accommodated through options such as more flexible hours, work from home options and workspace accommodation.¹⁸ Use of virtual tools for social interactions in order to limit the number of people on campus at any given time also figures into this measure.

Enhanced Cleaning

CNC has taken steps to ensure more frequent cleaning, especially of high-touch surfaces and high-traffic areas. General cleaning and disinfecting of campus buildings will occur at least once a day, and frequently touched surfaces (e.g. door knobs, light switches, soap dispensers, stair rails, buttons, toilet handles, tables, counters, desks, chairs, electronic devices and keyboards) will be disinfected at least twice a day.¹⁹ An adequate number of garbage bins are available for discarded tissues and masks, and will be emptied daily.²⁰

¹⁶ BC Go-Forward Strategy Checklist

¹⁷ WorkSafe BC. (2020). COVID-19 and returning to safe operation- Phases 2 &3. Retrieved from <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

¹⁸ BC Restart Plan

¹⁹ Government of British Columbia. (2020). Provincial COVID-19 Health and Safety Guidelines for K-12 Setting. Retrieved from: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

²⁰ Government of British Columbia. (2020). Provincial COVID-19 Health and Safety Guidelines for K-12 Setting. Retrieved from: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

The College will ensure those engaged in cleaning activities have adequate supplies and training to protect their health and safety.²¹ As well, students will have cleaning supplies available to sanitize their individual learning area before and after each use to ensure it is safe for them and others.

Making Modifications to Learning and Work Spaces to Keep Everyone Safe

Steps will be taken to make spaces as safe as possible, especially those where there can be congregations (e.g. staff rooms). This may include removing any unnecessary tools or equipment (e.g. coffee makers, shared utensils, plates and magazines) that increase the risk of transmission, if necessary²² and implementing space occupancy limits.

Water fountains may be deactivated or procedures will be put in place to increase sanitation and visitors to campus will be minimized.²³ To the extent possible, hand sanitization stations will be installed at classroom entrances and exits; waiting areas will be managed or eliminated.²⁴

Early arrival and self-isolation provisions will be put in place for international students arriving from abroad and who are required to quarantine for 14 days.²⁵ Daily screening protocol will be in place for all staff and students.²⁶

Daily Screening

Prior to daily site entry all faculty, staff and students are required to perform a personal health assessment by evaluating their own overall personal health. If anyone is feeling unwell, and especially if anyone is experiencing any symptoms related to COVID-19 (fever, difficulty breathing, cough, sore throat, or sneezing), they should return home and visit or contact a medical health clinic as soon as possible. CNC will have signage at entrances to prompt all visitors to completed the required self health assessment.

Being on campus and in the building will considered a self-declaration that the required assessment had been completed and no symptoms related to COVID-19 are being experienced.

In addition, all visitors to CNC are encouraged to perform the personal health questionnaire using the BC COVID 19 Health Assessment tools found at: <https://bc.thrive.health/>. If an individual

²¹ WorkSafe BC. (2020). COVID-19 and returning to safe operation- Phases 2 &3. Retrieved from <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

²² WorkSafe BC. (2020). COVID-19 and returning to safe operation- Phases 2 &3. Retrieved from <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

²³ Government of British Columbia. (2020). Provincial COVID-19 Health and Safety Guidelines for K-12 Setting. Retrieved from: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

²⁴ BC Go-Forward Strategy

²⁵ BC Go-Forward Strategy Checklist

²⁶ BC Go-Forward Strategy Checklist

answers “yes” to any question in the assessment, they MUST NOT attend the site for at least 10 days and should immediately visit or contact a medical health clinic and then communicate their status to their instructor or supervisor by email or phone as soon as possible.

Users have the option to access the daily questionnaire via:

- 1) download BC COVID-19 app from either the Apple or Google Play store
- 2) use the online tool directly at: <https://bc.thrive.health/>
- 3) phone 8-1-1 and talk through the question set with a representative
- 4) Where connectivity makes the above unreasonable, a paper question set may be administered.

NOTE: The first three options ensure the user receives immediate current public health office direction depending on the answers they provide.

Building Access

Hours of operation and who can access the building will depend on the level of risk at any given time. CNC reserves the right to limit access of individuals, including not allowing any public access whatsoever. These measures will help decrease population densities and allow better control of tracing contacts should a member of the CNC community test positive for COVID-19.

Vehicle Use

When travelling in a vehicle for CNC business the following mitigation strategy must be considered:

- Physical distancing
 - Use separate or private vehicles
 - Use larger vehicles to maximize distance between passengers
 - Have passengers sit in a configuration that maximizes distance between passengers (e.g., passenger sits in the back-passenger seat instead of up front next to driver)
 - Assign seats to all passengers to be used for the entire journey
- Sanitization
 - Use disinfectant to clean high touch points (e.g., door handle, steering wheel, gear shifter) before and after use
 - Disinfect hands before and after entry of the vehicle
- Administrative
 - Establish clear guidelines that deny boarding to anyone experiencing COVID-19 symptoms
 - Nobody should travel if they aren't feeling well.
- PPE
 - Where physical distancing cannot be maintained, consider the use of PPE (e.g., non-medical or cloth masks and gloves) as an absolute last resort.

Retail and/or Cash Transactions

- Online will be the primary method for receiving payment when appropriate.

- Where interac payment is necessary, CNC staff will ensure that 2m physical distancing is maintained throughout the entire transaction and the interac unit is disinfected after each use. Interac units will be protected by plastic sleeves or covers that can be easily cleaned.
- Cash is safe to be used for payment but anyone handling the cash is encouraged to disinfect their hands each time.

Drinking Fountains

Drinking fountains will be blocked from use due to their nature of use (putting mouth close to the faucet). Touchless water bottle refilling stations may be left open provided a sanitization plan is developed and implemented.

Lockers & Student Personal Items

Given that most programming has been moved online it is not anticipated that there will be many students on campus and requiring a locker. Therefore, lockers will be permitted with the promise that students will not access their locker if someone is doing the same within 2m.

Efforts will be made to avoid assigning lockers to students in similar programming in close proximity as has historically been the case. This should help spread students further apart so they can access their lockers more easily.

Should students arrive to class with personal items, instructors are to establish a location for students to store their personal items (preferably at their workstations) out of the way. Personal items will not be left over night in classrooms, laboratories, or trade shops.

Traffic Patterns, Stairwells, Elevators

Simply passing by individuals poses less risk to individuals when it comes to COVID-19 virus transmission. Therefore, two-way traffic is permitted but individuals must stay to the right when walking up/down stairwells and must never stop ascending or descending the stairwell. Wherever possible, occupants must maintain a minimum of two (2) metres of distance between individuals when travelling throughout the building. Signage will be placed in elevator lobbies denoting the occupancy limits. Elevators may be used for upward and downward traffic but must never exceed single occupancy (i.e., one (1) person only).

Sanitizing Stations

High touch surfaces present a higher risk of viral transmission. Therefore, in addition to custodial staff focussing cleaning efforts on these areas, hand sanitizer stations be readily available throughout the campus and buildings. Portable hand sanitizer should be available in classrooms/labs/shops and offices, and any other locations where soap and water may not be readily available.

Meetings

To mitigate risk as much as possible, meetings should be conducted through videoconferencing. However, standards for face-to-face meetings internal to CNC during the COVID-19 pandemic have been established in the event that a face-to-face meeting is necessary.

CNC has identified and set up appropriate spaces for physically distanced meetings on all campuses; they are larger spaces rather than small meeting rooms. Spaces on all campuses will be booked directly through the scheduling office.

Any room requests for external meetings will require the approval of CNC's executive committee. We will clean rooms regularly and allow gaps between meetings so cleaning can take place.

Internal meeting room booking procedure:

1. The requester of the room will be required to provide a valid business reason as to why a face-to-face meeting is required. These reasons include (but are not limited to):
 - a. the potential for discussing confidential information where there is a risk of disclosure;
 - b. tending to sensitive information or a human resource matter requiring an in-person discussion; and/or
 - c. a requirement to be in a specific physical location.
2. The requester must then receive approval from their supervisor.
3. Once the supervisor has approved the request, the requester can contact the scheduling office.
 - a. The scheduling office will require the number of individuals attending the meeting and confirmation of supervisor's approval; and
 - b. The requester will be accountable for ensuring that all safety protocols are followed.

General Cleaning Information

BC Centre for Disease Control cleaning procedures for public settings are included in the Appendix.

All cleaning referenced in this document refer to the following process:

- Clean all visibly dirty surfaces first with a detergent or soap and warm water;
- Follow the manufacturers' direction for all cleaning products and disinfectants;
- Apply a broad-spectrum disinfectant or approved equivalent appropriate for the surfaces being cleaned. Use disinfectants that have a Drug Identification Number (DIN). A list of disinfectants for use against COVID-19 are listed on the Health Canada Website:
- Approved products: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5>
- Products with Interim Approval: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/products-accepted-under-interim-measure.html>

- Wear disposable gloves when performing cleaning;
- Immediately following the cleaning, the gloves should be disposed of in a lined waste bin, and hands should be washed with soap and warm water; and
- Where disposable gloves are not available, reuse a dedicated set of non-permeable (i.e., rubber) gloves that have been cleaned after the last use.

Program Areas

For courses and programs requiring hands-on and in-person instruction, specific planning and actions need to be taken for on-campus delivery. These actions could vary, based on the unique needs of each program/course.

Any program that can't be effectively delivered online must be formally requested using the "Face-to-Face" request form and be forwarded to the VP Academics for review/approval. Once approved, an operational safety plan must be developed and forwarded to the Director of Safety & Security for review/approval.

Plans and special considerations, by program area

Although safe work practices such as physical distancing, proper hand hygiene, respiratory etiquette and use of PPE (when necessary) are important, additional safe work practices are program/faculty specific and depend on the nature of activities being conducted. Accordingly, the operational safety plan will help identify program-specific activities and requirements to ensure a safe return to campus when and as needed for all students and faculty.

Program-Level Operational Safety Plans

To minimize risk to the safety and well-being of students, faculty, and staff, an operational safety plan must be completed by the appropriate individual in the school or department. Support will be provided by Safety & Security and/or the joint occupational health and safety committee in this process. To ensure compliance with WorkSafe BC guidelines for reopening, completion and implementation of this plan is required, along with ongoing monitoring and check-ins with faculty and staff in the work area.

For each on-campus activity, programs will be asked to complete a risk assessment. One risk mitigation template can be completed for each faculty/area so long as all critical tasks are identified and listed and the work area is relatively the same. The intent of the risk mitigation template is to pre-identify critical tasks/work activities and to assess and mitigate any risks associated with these tasks and work activities.

Steps:

- 1) Online
 - All instruction that can effectively be delivered online, must be delivered remotely online first.
 - Instructors that may have lost contact with any student participating in an online class who had been observed to be in distress must contact (call or text) CNC

Security (250.961.0786) so they can initiate contact with that student and follow up with RCMP if contact can't be made. Each student must ensure that the Office of the Registrar has their most current personal and emergency contact information.

2) Face-to-Face

- If a course can't be effectively delivered online then the appropriate Dean must submit a completed "Face-to-Face" request form (see Appendix) to the VP Academics.

3) Operational Safety Plan

- An operational safety plan must be completed once the "Face-to-Face" request has been approved.
- A situational assessment must be completed by the appropriate individual(s) to develop the operational safety plan.
- The completed safety plan must be forwarded to the Director of Safety & Security for review/approval before being approved by CNC Executive.
- The person responsible for the area must ensure that all those working under the operational safety plan are provided training so they fully understand the plan and can implement it effectively.

Training and Communication

The CNC website will be updated frequently to keep the campus community informed of the latest COVID-19 measures being taken on campus. To ensure that all students, staff and faculty are aware of how to maintain their safety while on campus, an online training module has been developed to raise awareness of the measures and policies put in place, including those requiring everyone to stay at home if they are experiencing flu-like symptoms.

This training will be mandatory for all staff and students. Supervisors/faculty will ensure their employees/students have received the training and will monitor employees/students and the workplace/classroom to ensure that policies and measures are being implemented.

As well, students and staff can expect to see notices posted throughout campus buildings. Signage will be posted to indicate entry restrictions for those who are feeling ill. Signage will also appear indicating occupancy limits and effective handwashing and any other protocols that are necessary as information becomes available.

An overview of general COVID-19 campus transmission prevention guidelines appears in the table below.

General COVID-19 On-Campus Transmission Prevention Guidelines

Built Environment	Classrooms/shops/labs set up to ensure 2-meter physical distancing
	Identify room capacities to ensure 2-meter physical distancing appropriate for the size of space

	Use floor markings to direct traffic and to keep building occupants 2 meters apart
	Designate entrance and exit doors
	Shared equipment to be cleaned between students; frequently touched surfaces cleaned at least twice per day; general cleaning of classroom/lab/shop space to be done at least once per day
	Set up physical barriers (e.g. plexiglass) when distancing is not possible
	Post notices on advised infection control practices
	Ensure hand washing locations are stocked with soap and paper towel
	Stagger start and end times for classes in order to avoid crowded hallways
	Remove seating in common areas/waiting rooms to discourage congregating
	Deactivate water fountains on campus or implement special cleaning frequency protocols
Personal Self-Care	Remind individuals to avoid touching their face and to wash hands before, after, and during class (as needed)
	Remind individuals to practice good respiratory etiquette and to cough or sneeze into their elbows
	Require individuals to stay home if ill and adopt accommodation measures for students and staff in self-isolation, including sick day policies
	No eating permitted in classes
	Require faculty, staff, and students to complete online COVID training module
Campus Interactions	Use necessary PPE when necessary
	Use electronic copies of documents whenever possible
	Identify all shared tools/equipment
	Utilize virtual learning tools and work from home policies to the extent possible
	Ensure individuals have access to cleaning supplies and that they are provided instructions on how to clean/sanitize equipment and tools
	Encourage faculty, staff, and students to leave the campus as quickly as possible after their classes or workdays
	Promote socialization and social connections through virtual means
	Ensure daily self-screening for everyone on-campus. This screening will ask about the presence of flu-like symptoms, whether an individual has returned from outside of Canada within the last 14 days, and whether he or she has been in

	contact with anyone with a confirmed or probable case of COVID-19.
	Maintain daily class attendance lists
	Minimize visitors to campus
Personal Protective Equipment	Provide instruction to employees and students on how to safely use and remove personal protective equipment if it is needed (see Appendix for instructional guides).

Exposure to COVID-19

If staff, faculty, or students are concerned they may have come into contact with someone who is ill, or if they are concerned they have contracted COVID-19, they should be directed to BC's HealthLink 8-1-1, and the incident should be reported to your supervisor and/or to the Director of Safety & Security.

CNC will work collaboratively with the Northern Health Authority should any staff, faculty, or student suspect they have been exposed to COVID-19. Once a positive test has been confirmed, CNC will strictly follow the direction of the Northern Health Authority.

Northern Health has given the following directions to so we can further protect ourselves and others from COVID-19 transmission when making decisions regarding our behavior:

- Nobody should go to work or school if experiencing any of the symptoms listed on the BCCDC website, which can be found using the following link:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- Everyone should be constantly self-monitoring every day and should contact 8-1-1 or the Northern Health COVID line (1-844-645-7811) if a test is warranted based on observed symptoms.
- There is no need to isolate if you are feeling well unless you have been in close contact with someone who has tested positive for COVID-19; Public Health will be in contact with anyone they deem at risk as a result and will provide further direction.
- If you have tested positive for COVID-19 you will be required to self-isolate while being under the direction of Northern Health.

Contact

Any questions please contact your direct supervisor or:

Tyson von den Steinen

Director, Safety & Security
250 561 5821 ext. 5483

Ken Cackler

Advisor, Safety & Security
250 561 5821 ext. 5259

Appendix

CLASSROOM FACE TO FACE

At this time, all face to face (F2F) interactions with students must be approved by CNC Executive. This checklist will guide you through the steps for requesting F2F educational activities in a classroom. For F2F activities in Labs and Shops, please see the Lab & Shop Face to Face Checklist.

TASK	COMPLETE
Complete F2F Classroom Template	<input type="checkbox"/>
Submit completed Template to appropriate Dean for review	<input type="checkbox"/>
Have request signed by Dean and submit to <u>Policy & Planning</u>	<input type="checkbox"/>
Request reviewed and submitted to Executive by Policy & Planning	<input type="checkbox"/>
Request approved, denied, or returned for changes	<input type="checkbox"/>
IF F2F CLASSROOM REQUEST IS APPROVED	COMPLETE
Approved request posted on C-19 MS Teams site by Policy & Planning	<input type="checkbox"/>
Request a classroom from Scheduling via the Office of the Registrar* (Note: regular classes will be assigned a room during scheduling process; ad hoc requests will be assigned available room)	<input type="checkbox"/>
Use the CNC Safety Plan Classroom Template to create a draft plan for the F2F space	<input type="checkbox"/>
Send draft plan to <u>Safety & Security</u> for review	<input type="checkbox"/>
Safety Plan reviewed by Safety & Security and sent to Executive	<input type="checkbox"/>
Request approved, denied, or returned for changes	<input type="checkbox"/>
IF SAFETY PLAN IS APPROVED	COMPLETE
Policy & Planning posts approved Safety Plan to C-19 Teams site	<input type="checkbox"/>
Send any COVID-19 related supplies requests to appropriate Dean	<input type="checkbox"/>
Once Dean approves, work with <u>Procurement</u> to order any supplies identified in the approved Safety Plan	<input type="checkbox"/>
Contact <u>Facilities</u> for any approved space changes (e.g. removal of desks, plexiglass, etc.)	<input type="checkbox"/>
Once Safety Plan measures are in place, F2F activities may commence	<input type="checkbox"/>

CLASSROOM F2F INSTRUCTIONS

STEP 1: COMPLETE F2F CLASSROOM REQUEST

Ensure your request clearly explains why the course or program needs to be offered face to face (F2F), rather than via alternate delivery. Details will be used for scheduling and for Safety Plan development so accuracy is important.

STEP 2: SUBMIT COMPLETED TEMPLATE TO APPROPRIATE DEAN FOR REVIEW

All F2F requests must be reviewed and supported by the Dean responsible for that area of study, or at the regional campuses in collaboration with the Dean of Regional Education and Dean of the appropriate department.

STEP 3: HAVE REQUEST SIGNED BY DEAN AND SUBMIT TO POLICY & PLANNING

All F2F requests must be submitted to Executive via Policy & Planning. Requests may be approved, denied, or returned with changes for resubmission.

STEP 4: REQUEST A ROOM FROM THE OFFICE OF THE REGISTRAR

Now that your request to hold a F2F educational activity has been approved, contact Room Bookings to request a room for the activity.

STEP 5: DEVELOP A DRAFT A SAFETY PLAN FOR THE F2F CLASSROOM SPACE

The assigned classroom must be assessed to ensure student and staff safety. Use the CNC Safety Plan Classroom Template (available on MS Teams) to develop a draft safety plan for your assigned classroom. Once complete, send to Safety & Security. Once finalized, your Safety Plan will then be sent to Executive for review. Requests may be approved, denied, or returned with changes for resubmission.

STEP 6: IF REQUEST IS APPROVED POLICY & PLANNING WILL POST ON C-19 MS TEAMS SITE

This allows Procurement to quickly determine if requested COVID-19 related supplies have been approved.

STEP 7: PURCHASE COVID-19 RELATED SUPPLIES

It is important to track all COVID-19 related purchases for funding purposes – this means all purchases must be made using the correct budget code through Procurement. Due to the high number of requests, all COVID-19 related purchases must also be approved by the department's Dean prior to being submitted to Procurement.

PLEASE NOTE: ONLY COVID-19 RELATED SUPPLIES THAT ARE PART OF AN APPROVED SAFETY PLAN WILL BE PURCHASED (This does not pertain to the purchase of regular program supplies).

STEP 8: CONTACT FACILITIES FOR PHYSICAL CHANGES TO F2F SPACE

If the Safety Plan identifies any required physical changes to the space (for example floor markers, removal of desks, plexiglass, etc.), Facilities must be contacted to complete these changes.

STEP 9: BEGIN LAB OR SHOP

Once all elements of the Safety Plan have been implemented, F2F learning may commence.

The College of New Caledonia

COVID-19 Site-Specific Operational Safety Plan

Using information from the completed COVID-19 Situational Assessment and details about the work site, complete the following form to identify the site-specific risk and control measures that will be utilized to mitigate risks associated with COVID-19.

General Details	
Job Site or Area:	
Date:	
Completed by:	
Supervisor/Manager:	
Project Start Date:	
Anticipated End Date:	
Site-Specific Details	
Work site/space <small>size</small> :	
Number of individuals in area:	
Type of job site: (e.g. classroom, common area, shop floor, etc.)	
Initial Risk Level	
Risk level based on initial assessment:	
<p>It is recommended that at this point in time efforts be focused on LOWER risk work to protect individual health. However, in the case that it is necessary to perform moderate or higher risk activity, control measures must be put into place to ensure individual health.</p> <p><u>Moderate Risk</u>: Establish a clear path to and from the work area where physical distance can be maintained and implement strategies to mitigate risk while accessing and working within the area.</p>	

Higher Risk: Implement strategies to mitigate risk while accessing and working within the area where physical distance can't be maintained. PPE control measures must be implemented.

Control Measures

Control measures being utilized (select those that apply and list strategies implemented)

☐ Physical Distancing:

☐ Sanitation

☐ PPE

☐ List any additional Control Measures:

Final Risk Assessment (all risks must be mitigated before proceeding with activities)

Risk level based on details and control measures in place:

The College of New Caledonia

COVID-19 Site-Specific Operational Safety Plan

CLASSROOM

Using information from the completed COVID-19 Situational Assessment and details about the work site, complete the following form to identify the site-specific risk and control measures that will be utilized to mitigate risks associated with COVID-19.

General Details	
Job Site or Area:	{Room Number}
Date:	{Date}
Completed by:	{Name, Name, Name}
Supervisor/Manager:	{Name}
Project Start Date:	{Start Date}
Anticipated End Date:	{End Date}
Site-Specific Details	
Work site/space size:	{Square Footage}
Number of individuals in area:	{Number}
Type of job site: (e.g. classroom, common area, shop floor, etc.)	{Type of Space}
Initial Risk Level	
Risk level based on initial assessment:	Moderate
<p>It is recommended that at this point in time efforts be focused on LOWER risk work to protect individual health. However, in the case that it is necessary to perform moderate or higher risk activity, control measures must be put into place to ensure individual health.</p> <p><u>Moderate Risk:</u> Establish a clear path to and from the work area where physical distance can be maintained and implement strategies to mitigate risk while accessing and working within the area.</p> <p><u>Higher Risk:</u> Implement strategies to mitigate risk while accessing and working within the area where physical distance can't be maintained. PPE control measures must be implemented.</p>	

Control Measures	
Control measures being utilized (select those that apply and list strategies implemented)	<ul style="list-style-type: none"> <input type="checkbox"/> Physical Distancing: <ul style="list-style-type: none"> ○ Occupancy of classroom has been conservatively capped at __ individuals. ○ Door will be propped open before class to limit exposure to high-touch points (door will be closed once majority of students have arrived for noise control). ○ Workstations have been designated for use by the __ students, allowing 6ft distance from each other. ○ Control will be maintained by instructor around class exiting classroom at break times, end of day, as well as washroom breaks. ○ Students will be assigned same seating location for the duration of the course. No exceptions. ○ To encourage social distancing, Facilities is to remove all excess furniture from the space prior to authorized space usage. <input type="checkbox"/> Sanitation <ul style="list-style-type: none"> ○ Hand sanitization stations placed near all building entrances and throughout main building. ○ Adequate number of bathroom facilities available. ○ Custodial staff will be cleaning common areas in building twice each day. ○ Students will be reminded to use the washrooms and hand wash station in the area to clean hands frequently. ○ All shared items used by class, such as printers, hole punches, tape dispenser, communal instruments such as pens and pencils and additional chairs, will be removed as they are not to be used. <input type="checkbox"/> Administrative Controls <ul style="list-style-type: none"> ○ Signage placed on building entrances reminding individuals to not enter should they be showing COVID-19 symptoms.

	<ul style="list-style-type: none"> ○ Signage placed on building entrance prompting individuals to sanitize hands by using sanitization stations just inside the building. ○ COVID-19 posters have been placed in the hallway. ○ COVID-19 baseline training PPT will be provided to students by applicable instructor. ○ Each student supplies all of their own materials for the course, such as books, writing utensils and laptop computers (if applicable) <p><input type="checkbox"/> PPE</p> <p><input type="checkbox"/> List any additional Control Measures:</p>
Final Risk Assessment (all risks must be mitigated before proceeding with activities)	
Risk level based on details and control measures in place:	LOW

The College of New Caledonia

COVID-19 Site-Specific Operational Safety Plan

OFFICE

Using information from the completed COVID-19 Situational Assessment and details about the work site, complete the following form to identify the site-specific risk and control measures that will be utilized to mitigate risks associated with COVID-19.

General Details	
Job Site or Area:	{Room Number} {Names Sharing Space, if applicable}
Date:	{Date}
Completed by:	{Name, Name, Name}
Supervisor/Manager:	{Name}
Project Start Date:	{Start Date}
Anticipated End Date:	{End Date}
Site-Specific Details	
Work site/space size:	{Square Footage}
Number of individuals in area:	{Number}
Type of job site: (e.g. classroom, common area, shop floor, etc.)	{Type of Space}
Initial Risk Level	
Risk level based on initial assessment:	Moderate
It is recommended that at this point in time efforts be focused on LOWER risk work to protect individual health. However, in the case that it is necessary to perform moderate or higher risk activity, control measures must be put into place to ensure individual health.	

Moderate Risk: Establish a clear path to and from the work area where physical distance can be maintained and implement strategies to mitigate risk while accessing and working within the area.

Higher Risk: Implement strategies to mitigate risk while accessing and working within the area where physical distance can't be maintained. PPE control measures must be implemented.

Control Measures

Control measures being utilized (select those that apply and list strategies implemented)

- ☐ Physical Distancing:
 - Occupancy of office space has been conservatively capped at __ individuals.
 - Signage on capacity of space will be placed at the door and students/other staff will be discouraged from entering the space. Should a student/other staff member need direct communication, it will be directed to an online portal or to a room that can accommodate social distancing between employees and inquiring party.
 - Workstations have been designated for use by the __ staff, allowing 6ft distance from each other.
 - Control will be maintained by office inhabitants around exiting office space at break times, end of day, as well as washroom breaks.
 - Desks must not be shared by multiple individuals within the office space if more than 2m distancing can't be achieved.
 - To enable social distancing, arrangements must be made for Facilities to remove all excess furniture from the space.
 - Should desks be within the 2m space of each other, barriers will need to be put in place by Facilities. These could be cubicle partitions, Plexiglas or other possible options.
- ☐ Sanitation
 - Hand sanitization stations placed near all building entrances and throughout main building.
 - Adequate number of bathroom facilities available.
 - Custodial staff will be cleaning common areas in building twice each day.
 - Staff will be reminded to use the washrooms and hand wash station in the area to clean hands frequently.

	<ul style="list-style-type: none"> ○ All shared items such as communal tools, like pens and pencils and additional chairs, will be removed as they are not to be shared. If there are any items that cannot be removed due to usage by all inhabitants (shared printers, etc), cleaning solution will be provided by Facilities. Staff will be responsible to clean and maintain these areas on a by-use basis. <input type="checkbox"/> Administrative Controls <ul style="list-style-type: none"> ○ Signage placed on building entrances reminding individuals to not enter should they be showing COVID-19 symptoms. ○ Signage placed on building entrance prompting individuals to sanitize hands by using sanitization stations just inside the building. ○ COVID-19 posters have been placed in the hallway. ○ All individuals must have completed the COVID-19 baseline training prior to the start of the program. <input type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Nitrile gloves must be worn should any individual use the disinfectant spray to clean areas themselves. <input type="checkbox"/> List any additional Control Measures:
Final Risk Assessment (all risks must be mitigated before proceeding with activities)	
Risk level based on details and control measures in place:	Low



Coronavirus COVID-19

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CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

Cleaning

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

Disinfection

For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



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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

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CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

IMPORTANT NOTES:

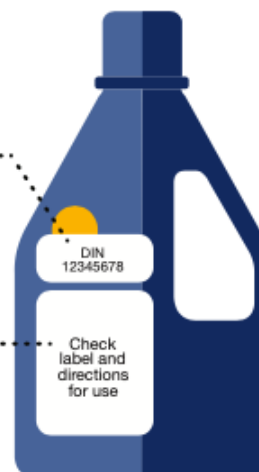
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned **BEFORE** disinfecting (unless otherwise stated on the product).

Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)



List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5% Do not dilute your own.	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label Do not dilute your own.	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

¹ Dellanna, Christina, Quinn Vega, and Diane Bossenborg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.picnet.ca/wp-content/uploads/IPCNet_Home_and_Community_Care_Guidelines_2014_.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.



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The 5 steps to Don (put on) Personal protective equipment (PPE)

1 Hand hygiene



Clean all surfaces of hands and wrists

2 Gown



Cover torso and wrap around back, fasten in back of neck and waist

3 Surgical/procedure mask



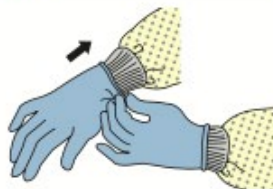
Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely cover chin

4 Eye protection



Place goggles or face shield over face and eyes and adjust to fit

5 Gloves



Extend to cover wrist of gown



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9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Airborne Precautions (AGMP)

1 Gloves



The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

2 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

3 Gown



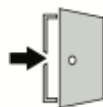
Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

4 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

5 Exit Room



Exit room and perform hand hygiene.

6 Goggles or Face Shield



Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

7 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

8 N95 Respirator



Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin if soiled or broken.

9 Perform Hand Hygiene



Clean all surfaces of hands and wrists.



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9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions

1 Gloves



The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

2 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

3 Gown



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

4 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

! If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.

5 Goggles or Face Shield



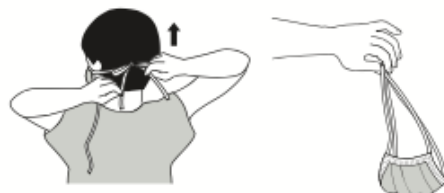
Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

6 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

7 Surgical or Procedure Mask



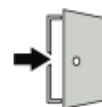
Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.

8 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

9 Exit Room



Exit room and perform hand hygiene.



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Coronavirus COVID-19

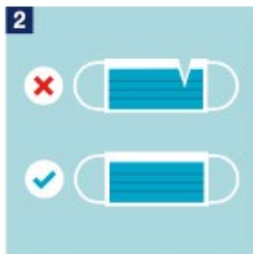
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How to Wear a Face Mask



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.



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How to isolate

For those who have COVID-19 or respiratory symptoms

April 15, 2020

Follow the advice that you have received from your health care provider. If you have questions, or you start to feel worse, contact your health care provider, 8-1-1, your local public health unit, or complete the COVID-19 Symptom Self-Assessment tool by visiting covid19.thrive.health.

Stay home for at least 10 days after onset of symptoms

- Do not go to work, school, or public areas including places of worship, stores, shopping malls and restaurants.
- Do not use public transportation, taxis or rideshares.
- If leaving your home for medical care, call ahead and tell the medical facility that you are coming in so they can prepare for you.



Do not have visitors to your home

- It is okay for friends, family or delivery drivers to drop off food or other necessities, but try to have them drop off deliveries outside your home.
- Keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, heart disease or weakened immune system).



Avoid contact with others at home

- Stay and sleep in a separate room away from other people in your home as much as possible and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g. open windows).



Keep distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket, and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- Wash your hands after emptying the wastebasket.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Wear a mask over your nose and mouth

- Wear a mask (surgical or procedure mask) if you must leave your house to see a health care provider.
- Wear a mask when you are with other people.



Recovery and ending isolation

You are required to stay home and isolate for a minimum of 10 days from the onset of any symptoms. You may return to your regular activities if:

- *At least 10 days have passed since the start of your symptoms, AND*
- *Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, ibuprofen), AND*
- *You are feeling better (e.g. improvement in cough, runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).*
- Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate. If you are experiencing your usual symptoms of seasonal allergies, you do not need to self-isolate.
- Sometimes people with COVID have mild illness, but their symptoms may suddenly worsen in a few days. If your symptoms worsen or you become short of breath, call your family physician or nurse practitioner for immediate medical attention. If you are unable to reach your regular care provider, seek care in a COVID-19 Assessment and Treatment Centre, Urgent & Primary Care Centre (UPCC) or Emergency Department.

Contact your local Public Health unit

Visit immunizebc.ca/finder to locate your nearest public health unit

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

Learn more at bccdc.ca/covid19

April 15, 2020
How to isolate: For those who have COVID-19 or respiratory symptoms



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

