



Columbia College
Vancouver, Canada

COVID -19 Safety Plan Presentation

AUGUST 2020



Agenda



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- **Responsibilities**
- **Understanding Risks & Assessing risk**
- **Hierarchy of Controls**
- **Protocols to reduce risk**
- **Violence Program**
- **Adjustment & Wellness**
- **Re-entry Toolkit**

Let's keep in mind to ...



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Be
Kind

Be
Calm

Be
Safe

Dr. Bonnie Henry, Provincial Health Officer

Responsibilities

Faculty, staff and students must:

- **Know** the controls required to minimize their risk of exposure to COVID-19.
- **Participate** in COVID-19 related training and instruction.
- **Follow** established work procedures and instructions as directed by the employer or Supervisor.
- **Report** any unsafe conditions or acts to the OHSEC committee or to the Supervisor.
- **Know** how and when to report exposure incidents.
- **Assess** themselves daily for COVID-19 symptoms prior to accessing campus property.

Understanding the Risk



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- The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.
- The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

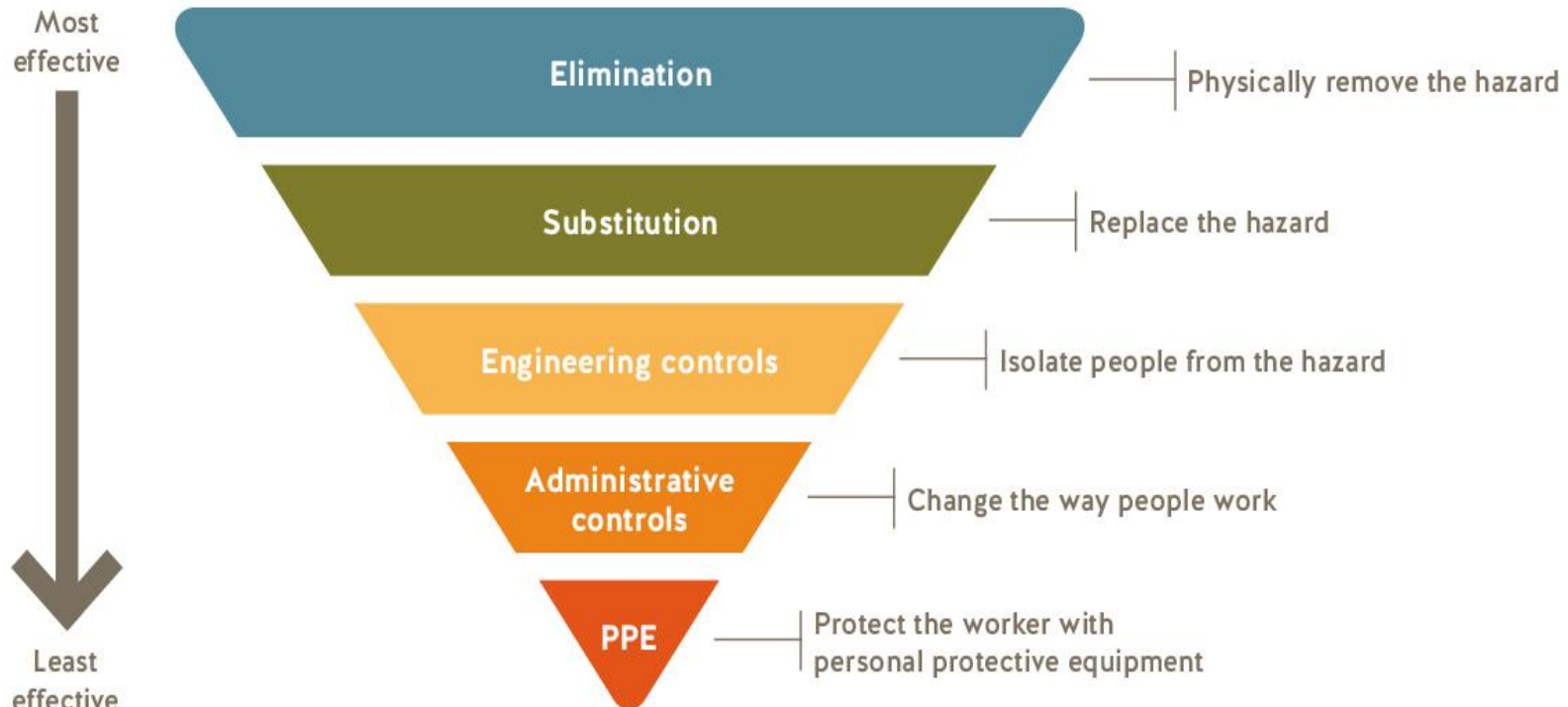
Risk Assessment & Controls



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After completing the risk assessment, the Hierarchy of controls was followed to systematically take action to minimize risk.

Hierarchy of controls



Safety Controls



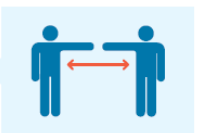
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- **First level protection (elimination):** We limited the number of people in the College by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Workspaces were rearranged to ensure that members are at least 2 m (6 ft.) from co-workers, and students.
- **Second level protection (engineering controls):** As we cannot always maintain physical distancing, we installed barriers such as plexiglass to separate staff from students and internal customers.

COVID-19

Vancouver
CoastalHealth

**Please keep
a distance of
2 metres.**



Thank you for practicing
physical distancing.

LEARN ABOUT THE VIRUS
COVID-19 spreads by respiratory droplets
from an infected person to others.
Learn more at www.vch.ca/COVID19



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Safety Controls

- **Third level protection (administrative controls):** Rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated were implemented.
- **Fourth level protection (PPE):** Masks are encouraged to be used in common areas and mandatory when entering to some offices.



Protocols to reduce risk



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Accessing the Campus Safely

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include **fever, chills, cough or worsening of chronic cough, diarrhea, vomiting, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell or taste, headache, muscle aches, and fatigue.**

Less common symptoms include:

Loss of appetite, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.

Symptoms can range from mild to severe. Sometimes people with COVID-19 have a mild illness, but their symptoms may suddenly worsen in a few days

Protocols to reduce risk

Self-Assessment Protocol

- Students, instructors and staff are asked to use the Columbia Safe App available at the App Store for free.
- If you answer yes to any of the questions, go to <https://bc.thrive.health/> and do not enter the building.
- **Instructors and staff** are to inform their Supervisor or Human Resources. The information will be kept confidential.



Protocols to reduce risk



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Self-Assessment Protocol

- If a **student** is ill, Security will inform Student Services at ssa@columbiacollege.ca of the incident. Student Services will contact the Secondary Administration if the student is a Secondary student.
- If the ill person is not able to leave immediately, the individual should ask the *Security Guard* to direct them to the Isolation Room in Room 130. The person will then contact Security to arrange to leave the building. Posters in the Isolation Room will provide the next step information and the Security phone number.

Protocols to reduce risk



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Visitors Protocol

- Visitors must arrange an appointment before coming to the College; Staff must advise all Visitors of the process described below.
- Visitors are to self-assess daily for symptoms of COVID-19 prior to arriving on campus and only come to the College if asymptomatic and are not required to quarantine
- Visitors must **sign in** at the Security desk. They will be asked to provide some personal information to the security guard.
- The personal information provided by the Visitor is required in case there is a need for contact tracing and will be destroyed after three (3) weeks.

Protocols to reduce risk



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Visitors Protocol

- If the Visitor answered “yes” to any of the self-assessment questions, h/she will be denied further access to the College.
- The Visitor should leave the building immediately and contact the person he/she came to see to.
- Administration, Accounting, Student Services, Secondary and IT, will have an Outlook calendar to make visible external appointments and allow the College to control the number of Visitors in one area, on campus, at one time.



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Protocols to reduce risk

Illness at Columbia College – Employees:

An employee that feels unwell or experience cold, flu or COVID19 symptoms (even mild) during the workday, should:

- **Place a clean mask** over their nose and mouth (available at security main floor, isolation room or Nurse's office)
- **Wash their hands** or use hand sanitizer.
- **Exit** the premises and return home.
- **Inform** their Supervisor, adhering to the staff protocol for absences; the Supervisor.
- **Complete** in Columbia Safe app the COVID-19 assessment tool or in <https://bc.thrive.health/covid19/en> to help determine the next steps.



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Protocols to reduce risk

Illness at Columbia College – Employees:

- **Inform** Security or email Chris Liu of the room(s) and areas used within the College during the course of your workday.

Temporary use of the Isolation Room (Room 130 on the main floor) is available to those awaiting a safe ride home.

- The staff member will be asked to provide some information for purposes of follow up or contact tracing by their physician or a public health officer.
- The information will be destroyed after three weeks.

Protocols to reduce risk



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Illness at Columbia College – Students Who Become Sick During the Day or Students who exhibit an elevated temperature upon entry to the building.

If a student feels unwell or experience cold, flu or COVID19 symptoms (even mild) during the workday, h/she should be told to:

- **Place a clean mask** over their nose and mouth (available at security main floor, isolation room or Nurse's office)
- **Wash their hands** or use hand sanitizer.
- **Exit** the premises and return home.

Protocols to reduce risk



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Temporary use of an Isolation room (Room 130 on the main floor).

- The isolation room must have a sign on the door stating it is sanitized and available for use, in order to use it. If the isolation room is required, access should be requested through Security.
- The Isolation Room must not be used if there is signage noting “occupied “or “cleaning required.” If not available, Security should be contacted.
- The student should download the Columbia College Safety App and complete the COVID-19 assessment tool. The COVID-19 Assessment tool can be completed here as well: <https://bc.thrive.health/covid19/en>



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Protocols to reduce risk

- The student should follow recommendations for testing, even for those with mild symptoms.
- The student should email Student Services at ssa@columbiacollege.ca, who will direct the student to the Columbia College online self-declaration form.
- Secondary students should also email nca@columbiacollege.ca the following information:
 - Name - Columbia College ID number - Phone number where you can be reached for follow up
 - A physician's note may be requested by the College before re-entry.

Protocols to reduce risk



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Instructions for teaching staff who are concerned about a students' who are presenting viral symptoms while in class.

The instructor should:

- Send an immediate TEAMS message or email to the student explaining their concern for their wellbeing and the safety of others.
- Reassure the student they will not be penalized for leaving class due to illness.
- A sample of the letter to be sent should be found in the Instruct Fact Sheet or in Columbia College – COVID-19 Protocol - 2.4, Page 10.

Protocols to reduce risk



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Instructions with respect to when to Physically Return to College following Cold, Flu and Covid19 Illness.

An individual may physically return to the Columbia College campus when the following requirements are met:

- All symptoms are resolved, and the individual has been in self-isolation for 14 days. Or,
- The person has tested negative for COVID19, and all symptoms have resolved.
- Self- isolation for 14 days is advised for all persons in close contact of a confirmed case of COVID19.
- Please note all international travellers are required by law to self-isolate for 14 days, with or without symptoms of illness.

Building Access & Movement



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The College is open Monday to Friday

From 7:15 am – 5:30 pm

- The Main door is unlocked from 7:15am – 5:30pm
- P1 lobby will always remain locked.
 - a. Parkers with no FOB will use stairwell #5 or #7 to the street level.
 - b. Parkers with FOB may use stairwell #6 if desired.
- Elevators will be locked and will require guard assistance.
- The guard's cell number will be posted on each floor for those needing unable to use the stairs and requiring assistance.



Building Access & Movement



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From 7:15 am – 4:30 pm

- The Main door is an entrance only. The atrium is reserved for up-traffic only.
- Stairwell #1 is the College exit and is reserved for down-traffic only.

From 4:30 pm – 7:15 am

- The Main door and atrium can be used in either direction.
- Fob access to the elevator is permitted.

**The Parkade gate is open Monday to Friday from 6:00am to 6:00pm.
Cars can exit the parking area at any time.**

Building Access & Movement



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- In Fall 2020 the building capacity will be set at 200 for safe movement.
- Anyone entering and leaving the building is asked to use sanitizer.
- At the entrance, the College will provide optional hands-free temperature screening according to the provincial health and safety guidelines and privacy legislation.
- When entering the building, everyone will follow directional floor markings that direct foot-traffic flows.
- All students and staff must endeavour to maintain 2 meters (6 feet) between each other except for Secondary students on the 3rd floor, within their bubble.

Building Access & Movement



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- Masks are encouraged in common areas and mandatory in designated areas.
- The Secondary staff and students make up a Learning Cohort (maximum 120).
- The 3rd floor of the Main Campus and the Library will be deemed the Secondary School area. Students will not be allowed to enter the Library.
- Secondary staff and students will be encouraged to wear a mask when social distancing is not possible on the 3rd floor. They will wear a mask on any other level and will follow all signs and social distance protocols in areas outside of the 3rd floor.
- Students are asked to leave the campus to go home when their classes are finished.

Building- Additional Information



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Eating and Drinking Water

- Refillable bottle water fountains will be available on each floor.
- No refrigerators, kettles or utensils will be available for use in the staff lunchrooms.
- Microwaves will not be available for staff members.
- Microwaves will be available for high school students (bubble) at the 3rd-floor lounge. The fridge will not be allowed to be used.



Building - Additional Information



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Eating and Drinking Water

- All students, instructors and staff are to bring their eating cutlery, plates and glasses and not share utensils, food or drinks with anyone else.
- Employees who occupy an individual office are encouraged to eat in their office to leave the lunchroom to those who share spaces.
- Instructors and Staff: Lunchrooms (2nd floor and 5th floor)
Capacity: 3 people will be allowed at a time.



Faculty, Staff and Student Hygiene



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Handwashing policies and procedures for all staff and students should be followed. Hands should be washed frequently to reduce transmission:

- Upon arrival at the College and before leaving.
- Before eating and drinking.
- After using the bathroom.
- Whenever hands are visibly dirty.
- When moving between different learning environments, e.g. outdoor-indoor transitions.

COVID-19

Vancouver Coastal Health

HOW TO CLEAN YOUR HANDS

Gloves do not replace excellent hand hygiene.

HOW TO HAND WASH

1 Wet hands with warm (not hot or cold) running water	2 Apply liquid or foam soap	3 Lather soap covering all surfaces of hands for 20-30 seconds	a Rub back of each hand with palm of other hand
4 Rinse thoroughly under running water	5 Pat hands dry thoroughly with paper towel	6 Use paper towel to turn off the tap	b Rub fingertips of each hand in opposite palm
			c Rub each thumb clasped in opposite hand

HOW TO USE HAND RUB

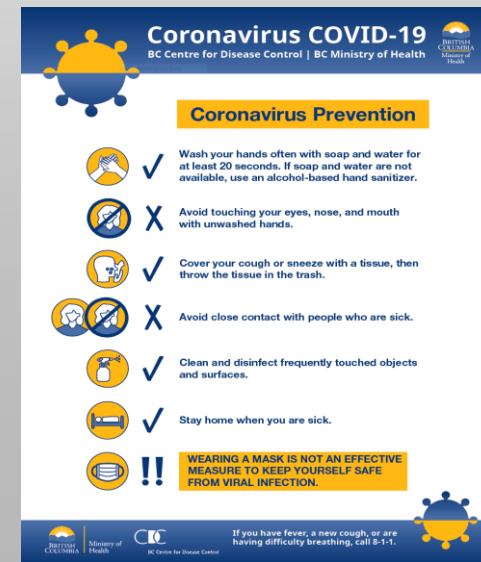
1 Ensure hands are visibly clean (if soiled, follow hand washing steps)	2 Apply about a loonie-sized amount to your hands	3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)	LEARN ABOUT THE VIRUS COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others. Learn more at www.vch.ca/COVID19
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Faculty, Staff and Student Hygiene



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- Bathroom capacity limitations must be adhered to.
- If a sink is not available, alcohol-based hand sanitizer should be used
- All tools or equipment that may elevate the risk of transmission, have been removed, including items like coffee makers, kettles, shared utensils, glasses and plates.



Employees Self-Isolating

- Employees who are self-isolating as a result of the daily self-assessment process are asked to contact their Supervisor to report their absence from working on campus.
- Institutional sick day policies will apply as appropriate. Formal requests for accommodation will continue to be managed through the processes outlined in the Employment Agreement.
- Instructors and staff who are self-isolating and not ill may continue to work/teach from home.
- If a Secondary Instructor needs to remain at home, classes will continue, and there will be someone from within the bubble assign to supervise. The Instructor will still teach the class.

Cleaning and Disinfecting Protocol



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- Columbia College will be cleaned and disinfected in accordance with the Cleaning and Disinfectants for Public Settings and follow a schedule that focuses on cleaning high-traffic areas and high-contact surfaces.
- Instructors and staff asked to disinfect shared office spaces, photocopiers, desks, keyboards, kitchens and communications devices after leaving and reentering their area. A disinfectant will be provided.
- Students asked to disinfect shared office spaces, desks, keyboards, kitchens and communications devices after leaving and reentering their area. A disinfectant will be provided.
- Students are not allowed to lie or sit on the carpet.

Cleaning and Disinfecting Protocol

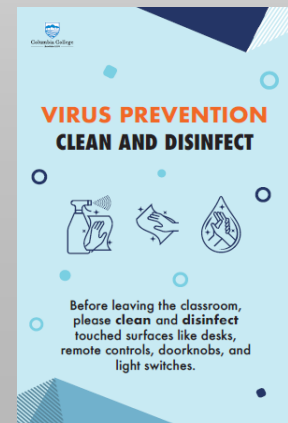
Lab Etiquette

- The lab instructor will provide education and training in the first week of classes, and ensure that the required PPE is used. Safety glasses or face shield, masks and disposable gloves will be given to each student.
- Occupancy limits have been adjusted for Chemistry labs to enable strict physical distancing (2 meters). Students should avoid moving away from their station as much as possible.
- Students and staff will follow one-way directional signage in the lab.
- Instructors will be responsible for students keeping their stations clean and tidy. An IPA bath is provided at each lab station for rinsing glassware.

Cleaning and Disinfecting Protocol

Lab Etiquette

- Instructors are responsible for disinfecting their desk space before and after class, as well as computer cables, light switches and door knobs. Wipes will be available.
- Appropriate hand hygiene practices should be followed, including regular handwashing for at least 20 seconds with soap and water or use of an alcohol-based hand sanitizer if not wearing gloves. Gloves should be disposed in the appropriate container before leaving the lab.



Workplace Violence Prevention



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Workplace Violence means

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the . worker, in a workplace, that could cause physical injury to a worker in a workplace.

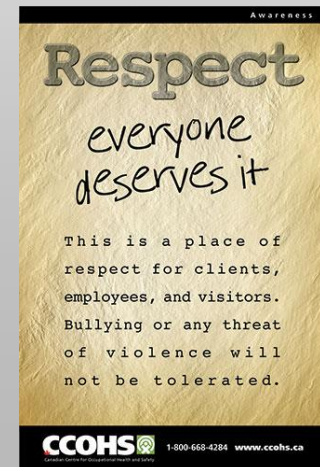
Workplace Violence Prevention



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Policy Statements (summary)

- Columbia College is committed to providing a working environment where all Employees are treated with dignity and respect, and that is free from **Discrimination, Bullying, and Harassment**.
- Discrimination, Bullying, and Harassment are strictly prohibited under this policy.
- A breach of this policy by a member of the College Community represents serious misconduct.



Workplace Violence Prevention



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- Contractors and visitors to the College and other third parties are expected to treat Employees in a respectful manner, consistent with this policy.
- The College does not have jurisdiction to take disciplinary action against a person who is not a member of the College. However, under certain circumstances, the College may be able to take other actions, such as revoking a person's access to College property or a College event.
- The College strongly encourages all members of the College Community to become knowledgeable about Discrimination, Bullying, and Harassment and their rights and obligations under this policy.

Re-entry Toolkit

Re-Entry Toolkit



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The screenshot shows a web browser window displaying the Columbia College Intranet. The address bar shows the URL columbiacollegeca.sharepoint.com/sites/Intranet. The page has a blue header with a search bar and navigation links. The main content area features a 'COVID-19 Information' section with a 'Read More' button, and a 'Re-Entry Toolkit' section with a 'Read More' button. On the right, there is a large graphic titled 'VIRUS PREVENTION' with the text '#5 Clean And Disinfect' and an illustration of two people wearing masks and gloves. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 9:36 AM on 2020-08-23.

Intranet - Home

columbiacollegeca.sharepoint.com/sites/Intranet

Apps Outlook Sharepoint Mail - Denise Guibl... MD FAQ's: COVID-19 an... Toronto Employme... British Columbia's R... University of Guelph... Bookmarks Lunar Lander

Search across sites

Home Department Division Columbia College Ltd. Columbia College Society Emergency Procedures Course Material ... Edit

Intranet

Home Department Division Columbia College Ltd. Columbia College Society ... Edit

+ New Page details Published 8/21/2020 Edit

COVID-19 Information

Read More

Re-Entry Toolkit

Read More

VIRUS PREVENTION

#5 Clean And Disinfect

Clean and disinfect frequently touched surfaces like counter tops, doorknobs, phones, TV remotes, keyboards and light switches.

Get the mobile app

9:36 AM 2020-08-23

Re-entry Toolkit

- Columbia College Protocol COVID 19

- EAP Toolkit

- Fact Sheets



- Safety Training Presentation

- Videos – Prevention comes first!

- Visitor Protocol and Procedures





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Q&A



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Thanks!