



**Columbia College**  
Vancouver, Canada

## **WE WELCOME BACK OUR STAFF TO COLUMBIA COLLEGE**

**August 2020**

**We are opening our Main Campus doors to our Staff on August 31<sup>st</sup>, 2020**

The [Re-Entry Toolkit](#) on our intranet includes the following information:

- The Columbia College Covid-19 Protocol [Columbia College Protocol](#). Please take the time to read the detailed plan. The protocol is subject to changes.
- [EAP Toolkit](#).
- A plethora of videos on COVID-19 Prevention: [Videos - Prevention comes first](#)
- [Training Presentation](#)
- [Visitor Protocol and Procedure](#)
- Mandatory COVID-19 Safety Plan Training presentation [Safety Plan COVID-19 Training Presentation](#)

### **QUICK FACTS:**

1. Before coming to the College, assess yourself using Columbia Safe App (available in the App Store for free)
2. Do not enter the building if you are not feeling well or if you were in close contact with a person with a confirmed case of Covid-19. Seek guidance from the BC Centre for Disease Control (provide link)
4. Follow established work procedures and instructions as directed by the College.
5. Report any unsafe conditions or acts to your supervisor.
6. Everyone must enter through the main entrance and exit by Stairwell #1 on the north-west side of the floor.
7. Please follow the directional arrows on the carpets. The hallways and stairs are all one-way.
8. The elevator is reserved for those with special needs. Please use the atrium stairs or Stairwell #1 as in 2.
9. The 3<sup>rd</sup> floor and Library are restricted to Secondary students and staff. All others entering these areas must wear a mask and practice physical distancing.



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10. Secondary staff must wear a mask and practice physical distancing outside of the 3<sup>rd</sup> floor and Library.
11. All other staff are encouraged to wear a mask and practice physical distancing in common areas. You may post or request a sign for your office asking any visitors entering to wear a mask.
12. Please follow instructions on the posted signage, including maximum occupancies allowed in rooms.
13. If you feel sick while in the College, please wear a mask immediately, notify the nurse or your department head and leave the premise. If you are waiting for a ride, go to the isolation room (Rm 130) and follow the instructions posted. A security guard may assist you.

## OTHER FUN FACTS:

### Building Information

#### From 7:15 am – 5:30 pm

- The main door is unlocked
- P1 lobby will remain locked at all times.
- Parkers with no Fob will use stairwell #5 & #7 to the concourse.
- Parkers with Fob can use stairwell #6.
- The elevators will be locked and will require guard assistance. Please assist those with disabilities, visitors and CC staff members. The guard's cell number will be posted on each floor, including the P1 lobby for those needing assistance.

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

The Secondary program is operating on L3 between 7:30 am-4:30 pm M-F

The Secondary program is considered to be a Learning Cohort (LC).



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## Kitchen:

- a. Only two people at a time can be in the kitchen.
- b. Cutlery should be brought and not shared.
- c. Fridges, dishwashers, microwaves, kettles and coffee makers cannot be used.

## Lunchrooms:

- d. Only three people can eat in the lunchroom at a time.
- e. People with offices are encouraged to eat in their own space.

## Masks:

- Disposable masks are available free at the security, and desk cloth masks are for sale in the Bookstore.
- People not in the LC must wear a mask and physical distance while on L3. Masks and distancing are optional for members of the LC while on L3.
- Masks and physical distancing are strongly encouraged in all other common areas and hallways in the Main Campus.

## Visitors:

- Visitors are allowed in the building only by appointment and need to register with security first.
- Please schedule your visitors' appointment a day in advance by 5:00 pm in the Outlook Calendar:
- The bookings are available under "ROOMs," and you will schedule the appointment in the same way you would book the Boardroom.
- For more information, please check the [Visitor Protocol and Procedure](#)