



Coquitlam College COVID-19 Health and Safety Guidelines

May 2020

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Coquitlam College Health and Safety Guidelines for Summer Semester 2020

Re: COVID-19 Guidelines for Health and Safety of Staff and Students

1.0 K-12 Restart Plan

The College has outlined its plan for Stage 3 of the Ministry of Education's Restart Plan. The College has submitted its plan to the Ministry of Education and the College has not received a notice of concern from the Inspector of Independent Schools or the Independent Schools Association. The College's plan can, therefore, be deemed safe and appropriate. Students and teachers will receive training and an orientation of stage 3 implementation at the College.

2.0 Resources

The College follows the guidance of the Provincial Health Authority, the Ministry of Education, the British Columbia Centre for Disease Control and WorkSafeBC.

The College has also developed policies and protocols in order to ensure that staff and students are safe and healthy while at the College. Please see the following links for more information:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>

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

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

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

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

Hard copies of the following will be provided to each employee during training session:

Summary of School-Based Measures

What to Do if a Student or Staff Member Develops Symptoms at School

When to Perform Hand Hygiene at School

3.0 Protocols for the Workplace

Much of the College's risk has been mitigated by the implementation of First-level Protection (elimination) as defined by WorkSafeBC. This have involved limiting the number of people in the workplace, making work-from-home arrangements, rescheduling task and other decisions. Workers have also been rearranged to ensure appropriate distancing. In some situations, Second- and third-level Protection have been considered. Plexiglass will be installed, if necessary, and designated walkways have been created to accommodate teacher and student mobility.

Each employee will be provided with a hard copy of the aforementioned links upon request.

To date, the College has created a COVID-19 Safety Plan and articulated the plan to employees. Further training will address any changes to the plan or to concerns raised by employees. Employees are encouraged to speak to their direct supervisor or to a member of the Coquitlam College Safety Committee with any concerns. Employees may also consult the College's Principal or Vice-Principal or Chief Financial Officer for guidance.

Coquitlam College has also posted external contact for employees. Employees with concerns or questions about workplace exposure can call WorkSafeBC's Prevention Information Line at 604.276.3111. Employees will be informed that they can talk to a prevention officer or get answers to questions.

4.0 Access to the College

The general public is not allowed to enter the building. This includes parents and guardians of students. Deliveries and necessary arrivals must ring for service and be provided entry. Instructors and high school students may enter the building but only when necessary and when scheduled to do so. Each instructor and student will receive guidance regarding social distancing and current school protocols.

5.0 Student Management and Distancing

Information has been posted in designated areas outline maximum capacity. Information regarding hand-washing and proper hygiene have also been posted in designated areas. It is expected that each person who enters the building will have sufficient opportunities to be and remain informed. Information sessions will occur if updates are required.

6.0 Safety for Staff

Shared spaces have been altered to ensure social distancing. Extra space has been provided to employees so that occupancy limits are not exceeded. Furniture has also been removed or moved to ensure that social distancing remains consistent. At this time, the College is reviewing the need for barriers to allow for social distancing. The College has not yet determined if barriers are required to maintain social distancing in one area of the workplace.

Specific lunch and break times are not mandated by the employer, so employees may stagger their break times to stay safe.

Employees understand that importance of social distancing. Some meetings have migrated online, whereas others are now conducted in larger rooms. These rooms certainly provide the conditions for employee safety and social distancing. The Boardroom, Room 12, and Room 206 are now the designated meeting rooms for many of the College's meetings.

The College believes that its current guidelines allow employees to move from one area to another in a safe manner. Students have been informed of the College's one-way mobility system during classes. Classrooms have also been arranged to ensure students remain apart and comply with the College's distancing requirements.

The College has adequate supplies for daily cleaning of surfaces and common areas. Cleaners are in the College each day to provide clean work conditions. Employees are also provided with adequate soap, towels, and sanitizers. Information has also been posted to inform employees of appropriate hygiene habits.

The College follows the Ministry of Education's guidance regarding the use of personal protective equipment (PPE). As per the guidelines, personal protective equipment is not considered necessary in schools at this time.

7.0 Cleaning

The College is following the guidance of the BC CDC's *Cleaning and Disinfectants for Public Settings* and the provincial health officer's *COVID-19 Public Health Guidance for K-12 School Settings*.

8.0 Communication Strategies, Documentation and Training

The College will incorporate the following steps into its communication and training. The training will be conducted by either the Principal, Vice-Principal or a Safety Committee Member.

The goals of communication, documentation and training are:

To remind staff that all health and safety measures in place prior to the pandemic are still in place;

To attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. If possible, give staff an appropriate amount of time to review this material, and to respond with questions;

To hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters upon first return to the workplace. Additional communication may be required as new information is made available that may affect work practices;

To conduct daily check-in discussions with workers to provide them with new information and review any concerns, if necessary;

To ensure that parents and caregivers understand the policy that students must stay home if they are sick;

To minimize the number of non-essential people coming into the school such as parents and caregivers and contractors.

To keep parents and caregivers informed about what you are doing in your educational setting regarding taking extra precautions;

To ensure that workers know how to raise safety concerns with their supervisors, with administrators, or with the Safety Committee;

To establish a central location where new information is posted relating to COVID-19 in the workplace.

The College will keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

9.0 Safety Responsibilities by Role

Supervisors (principals and vice principals)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

Workers (teachers, education assistants, support staff and outside contractors)

- 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 supervisor.
- Know how and when to report exposure incidents.

Service operations managers (operations forepersons)

- Maintaining an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.

- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

For further information, also see *COVID-19 WorkSafeBC Safety Plan* as a part of this document.

Appendix A

COVID-19 Health and Safety Training for Employees

I confirm that I have been provided with training and materials regarding COVID-19 and Health and Safety Guidelines as set out by the Provincial Health Authority, WorkSafeBC and the Ministry of Education.

Date: _____

Name: _____

Signature: _____

Appendix B

Cleaning Schedule

Daily cleaning and disinfecting of common areas and staff offices, staff room and washrooms. Furniture and frequently-touched surfaces in classrooms designated open for high school will be cleaned daily. Cleaning will commence at the start of the work day and will continue until completed. It is expected that cleaning will not violate social distancing or health and safety protocols.

Cleaning supplies and sanitizers are available. Staff will be encouraged to clean surfaces twice daily.