



## **Coquitlam College COVID-19 Safety Plan**

### **Protocols for Safe Operation of Post-Secondary Programs at Coquitlam College**

#### **Overview**

This plan was developed for education and on-campus services at Coquitlam College. We desire to support a safe working and learning environment including all teachers, students, and administrative and support services at Coquitlam College during the current COVID-19 pandemic. The plan, in conjunction with WorkSafe BC's six-step process and the post-secondary sector Go-Forward Guidelines, provides guidance to members of the College Community for safe on-campus education delivery, and student and employee services. The protocols in this plan are to further specify existing safety procedures and policies at Coquitlam College to keep our community safe. To develop this plan, Coquitlam College has involved frontline faculty and staff, as well as the safety committee officer, the Vice Principal, and the Principal/President in order to protect the safety of faculty, staff and students as well as the community.

In developing this plan, Coquitlam College is abiding by any Orders, notices, or guidance issued by the Provincial Health Officer, our local health authority, Fraser Health and Work Safe BC. The protocols will be periodically updated, as necessary, to align with evolving guidance from the Provincial Health Officer. Since our institution remains available to post-secondary learners for remote learning, we have developed these protocols in order to support the gradual increase of in-person teaching, learning, administrative and support services while reducing the risk of COVID-19 transmission. This plan includes key interventions to reduce the risk of COVID-19, protocols for safe access to the campus, and support for our student body, both international and local.

#### **Understanding the Risk**

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating

in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia. Coquitlam College will maintain organizational awareness of the level of community transmission to implement interventions that are proportionate to selecting prevention measures for the workplace.

## **Selecting Prevention Measures for the Workplace**

When selecting the most appropriate prevention measures, we consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The collection of prevention measures chosen will depend on what Coquitlam College needs to function.

### **First level protection (elimination):**

Where practical, we promote safe physical distancing between people as recommended by the Provincial Health Officer. Our policies and procedures have been formed to reduce the number of prolonged close contacts among faculty, staff, and students, including rearranged seating arrangements in the office and rooms where staff congregate.

### **Second level protection (engineering controls):**

In situations where physical distancing cannot be maintained and many contacts may be expected, such as the front desk, and the student services office, physical barriers have been installed to reduce the numbers of close contacts.

### **Third level protection (administrative controls):**

Coquitlam College has established rules and guidelines, such as cleaning protocols, the advising of faculty, staff, and students not to share tools, and implementing one-way doors or walkways. Hand hygiene stations have been installed, and high touch surfaces are on a regular cleaning schedule.

### **Fourth level protection (protective Equipment or PPE):**

During periods of high levels of community transmission and when physical distancing is difficult to maintain, we encourage the use of PPE, such as nonmedical masks even though there is a limitation of non-medical masks to protect the wearer from respiratory droplets. We provide faculty, staff and students with masks and ensure they are using them appropriately. We are also aware of the expert advisory that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options will be made available if requested.

## **Roles and Responsibilities**

Safety is everyone's responsibility. To reduce the risk of COVID-19 transmission, all members of the Coquitlam College community have roles and responsibilities related to each level of protection.

### **As an institution, Coquitlam College commits to:**

- Ensuring Coquitlam College follows all provincial and federal health and safety regulations
- Ensuring common areas, classrooms and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted
- Ensuring necessary signage is posted at all entrances, washrooms, and common areas
- Providing flexibility, tools, and resources for employees to be able to work from home when necessary
- Installing physical barriers such as Plexiglas where physical distancing is not possible, and including them in cleaning protocols
- Providing guidelines, training and signage for students and employees regarding safe conduct on campus
- Ensuring adequate handwashing and hand sanitizing supplies are available on campus
- Ensuring enhanced cleaning protocols are followed
- Ensuring College relevant policies and practices (e.g., travel, illness, self-isolation, working from home etc.) adequately address COVID 19 and are clearly communicated
  - Ensuring that students and employees adhere to College policies regarding non-discrimination, and respectful conduct

### **The Principal, the Vice Principal, Managers, and other administrators are responsible for:**

- Reading and understanding the Coquitlam College COVID-19 safety plan and related materials
- Ensuring their functional areas on campus or returning to campus have college-wide COVID-19 safety plans in place
- Ensuring all employees in their functional areas have completed the required College-wide online training mandated by Work Safe BC
- Ensuring all supervisors in their functional areas have met with their staff to review department specific safety protocols
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

### **All employees, students and contractors to Coquitlam College campuses are required to abide by the following safety protocols before coming to campus and/or while on campus:**

- Self-assessing daily for COVID-19 symptoms. Expectations and guidance for self-assessment and reporting symptoms will be posted online and at all campus entrances.
- Reading and understanding departmental COVID-19 safety plans.
- Attending health and safety meetings as required.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

## **Campus visitors are required to abide by the following:**

- Self-assessing daily for COVID-19 symptoms. Expectations and guidance for self-assessment and reporting symptoms will be posted online and at all campus entrances.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
  - Following posted safe hygiene and hand-washing practices.
  - Wearing medical or non-medical PPE as circumstances require.
  - Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

## **Protocols for prevention of COVID-19 transmission and accessing the campus safely**

### **Before Arriving on Campus**

#### **Training**

Training modules were delivered at the start of the Fall 2020 term to ensure all employees and students understand their roles and responsibilities in maintaining a safe campus environment based on WorkSafe BC recommendations.

Further information and resources for employees is available on the Coquitlam College website and intranet.

#### **COVID-19 Daily Self-Assessment**

All faculty, staff, students, contractors and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus property. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

- The BC COVID-19 self-assessment tool is available online for conducting self-assessments: <https://bc.thrive.health/>.

- Signage posted at all building entry points, communicates expectations for completing a self assessment to all individuals before they enter the campus.
- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).

## **Safety Measures to prevent and limit spread of COVID-19 on the Coquitlam College Campus On-campus risk assessment and mitigation strategies**

**See Appendix B for a summary. Below, more specific strategies and protocols listed:**

### **Reducing the Number of People on Campus**

Coquitlam College supports several efforts to reduce the number of students and employees on campus, including:

- **Conducting all Coquitlam College post-secondary classes through remote learning**
- Encouraging employees to work from home when necessary or possible
- Encouraging meetings by phone or videoconferencing
- Discouraging students and staff from any unnecessary visits to campus
- Continuing to follow provincial orders and guidance by prohibiting gatherings of more than 50 people
- Not accepting bookings from external groups until further notice Occupancy Limits and Physical Distancing
- Separating on-campus employees into separate workspaces to facilitate a minimum 2 metres of physical distance

### **Occupancy Limits and Physical Distancing**

As a result of its High School Program which is currently offering in-person instruction on campus, Coquitlam College has implemented an occupancy management plan to determine occupancy limits in common areas, service areas, washrooms, breakrooms, meeting rooms, and elevators, together with directional signage to promote and guide physical distancing throughout the campus based on WorkSafeBC, BC Ministry of Education and BC Ministry of Health recommendations. The occupancy management plan addresses other safety measures including the provision of additional hand sanitizers on campus, the strategic placement of seating, and limiting access by students and the general public to main areas of the College.

All employees, students and visitors are expected to abide by the posted room occupancy limits and follow any directional or other signage.

All persons on campus should always attempt to maintain a two-meter distance from others as directed by the Provincial Health Officer.

## **Cleaning and Disinfection**

The College is cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#). An enhanced cleaning schedule utilizes additional cleaning personnel to focus on high-traffic areas and high-contact surfaces, such as entrance door handles/push bars, elevator push buttons, lobby hand rails, sanitizer dispensers, water filling stations, common areas.

## **Signage**

Comprehensive COVID-19 safety signage is being implemented on the Coquitlam College campus. All members of the Coquitlam College community are expected to abide by this signage.

## **Reducing the number of service visits**

To facilitate efficient campus visitation by students, the front office and student services areas have implemented "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all service areas.

## **Limiting Visitors**

The College is open to employees and High School and English Studies students only to facilitate essential on-campus learning and working, and to support the remote working and learning environment. The College is otherwise operating in a limited-access mode, with no public events on campus or community event bookings accepted at this time.

## **Non-medical Face Coverings**

Coquitlam College encourages anyone entering buildings on campus to wear a non-medical face covering if possible. Staff are encouraged to wear a non-medical face covering to provide an added layer of protection whenever maintaining two metres of physical distance is not possible or predictable, such as in hallways, stairwells, classrooms, washrooms, main foyer, etc.

## **Hand Hygiene**

The College provides and stocks adequate washroom and hand-washing facilities on site for faculty, staff students and contractors.

Faculty, staff, students, contractors and visitors should wash their hands, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, before and after sporting activities, after handling cash or other materials, before and after handling common tools and equipment, etc.

Supervisors and Instructors are to provide the ability for frequent handwashing or sanitizing. Numerous hand sanitizing stations are located throughout the campus, at entry points, within departments and service areas, and in corridors to facilitate hand hygiene.

## **Respiratory and Personal Hygiene**

Staff is encouraged to follow BC Ministry of Health recommendations for respiratory and personal hygiene including covering coughs and sneezes with elbows and not hands, and the avoidance of sharing food, drinks, and personal items.

## **Contractors on Campus**

Contractors on campus are subject to compliance with the College's Safety Plan. Safety plans from subcontractors must be presented to the prime contractors and, where the College is the prime contractor, to the College.

## **Off-Campus Activities**

Off-campus Activities are subject to compliance with the College's Safety Plan, together with existing policy and procedures, including risk registers, for Off-campus Activities Involving Students. Where a sanctioned off-campus activity requires the College to provide or coordinate transportation arrangements, steps will be taken to maximize distance between passengers, to provide hand sanitizer for each vehicle and ask all participants to practice hand hygiene when entering the vehicle. When physical distancing cannot be maintained, other control measures such as non-medical masks are encouraged.

## **Case management and outbreak response**

### **What to do if an individual is symptomatic:**

#### **A. Illness at Coquitlam College – Employees:**

**If an employee begins to feel unwell or otherwise experience cold, flu or COVID19 symptoms (even mild) during a workday at Coquitlam College, the employee is to**

1. Place a clean mask over their nose and mouth (available from front office staff)
2. Wash their hands or use hand sanitizer.
3. Exit the premises and return home.
4. Call the front office 604-939-6633 to inform one of the following: Student Services staff, their Supervisor, the Vice Principal or Security, adhering to the staff protocol for absences; the Supervisor should notify the Principal, Vice Principal or Designate.
5. Employee must complete the COVID-19 assessment tool:

<https://bc.thrive.health/covid19/en> to help determine the next steps.

6. For cleaning purposes, inform the office staff member who will relay to Security or Evan Tait [evan@coquitlamcollege.com](mailto:evan@coquitlamcollege.com) of the room(s) and areas used within the College during your workday.

7. Temporary use of an isolation room (First Aid room next to Men's Staff bathroom) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A person must not enter the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, another safe place to stay will be found, such as one of the many empty classrooms.

8. The staff member will follow instructions at <https://bc.thrive.health/covid19/en> and may be asked to provide the following information for purposes of follow up or contact tracing by their physician or a public health officer:

- Their symptoms/when symptoms began.
- Where they have travelled and the room(s) and areas you have used within the College during the day
- Where they are/were living (address)
- Names of persons with whom they have had close or prolonged contact – particularly sick persons with a known fever, cough, or difficulty breathing. This information will be destroyed after three weeks.

Further questions can be directed to 8-1-1 or even 9-1-1 if it is an emergency.

9. Staff can refer to the following website provided by the Province of BC for information about accessing local BC COVID-19 Collection Centres:

<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>

10. For all life-threatening emergencies within Coquitlam College Main Campus, call 9-1-1 and report to Security or one of the Student Services staff.

9-1-1 is to be used only for emergencies (police, fire or medical) where an immediate response is required. When there is an emergency and lives are in danger, immediate action is needed, or there is a crime in progress.

10. The employee will be in contact with the Vice-Principal or Designate who will ensure that procedure will be followed as listed **on Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.

- The College will maintain and keep records on first aid reports and incidents of exposure.

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

**What to do if a student has a temperature or there are COVID-19 symptoms?**

**If a student begins to feel unwell with cold, flu or COVID19 symptoms (even mild) during their day at a Coquitlam College campus, the student is to**

1. Place a clean mask over their nose and mouth (available at security main floor, isolation room or Nurse's office)
2. Wash their hands or use hand sanitizer



3. Exit the premises and return home.

4. Temporary use of an isolation room (First Aid room next to Men's Staff bathroom) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A staff member or Security can escort the student to the isolation room. Do not enter the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, another safe place to stay will be found, such as one of the many empty classrooms.

5. The student should access and complete the COVID-19 assessment tool:

<https://bc.thrive.health/covid19/en>

6. The student should follow recommendations for testing, even for those with mild symptoms. Further questions can be directed to 8-1-1 or even 9-1-1 if it is an emergency.

7. Staff can refer students to the following website provided by the Province of BC for information about accessing local BC COVID-19 Collection Centres:

<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>

8. For any questions or concerns, the student should email the College at [admissions@coquitlamcollege.com](mailto:admissions@coquitlamcollege.com) or call the main office line to request to speak to someone in Student Services for further advice and information: 1-604-939-6633

9. Students on campus should also email the Vice Principal [chrisrands@coquitlamcollege.com](mailto:chrisrands@coquitlamcollege.com) the following information:

- Name
- Coquitlam College ID number
- phone number where you can be reached for follow up

10. A physician's note may be requested by the College before re-entry.

11. The Vice-Principal or Designate who will ensure that procedure will be followed as listed on **Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.

**C. Isolation Room protocol: Instructions for the Security Guard, or other member of Student Services – Student or Staff Illness**

**If a student or staff member needs access to the isolation room (First Aid Room) due to illness:**

1. Sanitize hands, don mask, don face shield, remain 6 feet away from symptomatic student/staff member.

2. Ensure the student or staff member is wearing a mask and has used hand sanitizer.

3. Escort student or staff member to the First Aid Room, the designated Isolation room, while physically distancing.

4. For cleaning purposes, inform Security or email Evan Tait [evan@coquitlamcollege.com](mailto:evan@coquitlamcollege.com) of the room(s) and areas used within the College during the course of your workday.
  5. Forward information of the room(s) and areas used within the College during their day
  6. Forward the student details to the Vice-Principal or Designate, one of Student Services staff who will ensure that procedure will be followed as listed on **Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.
- **If a Staff, Student or Other Person who has been in the School is a Confirmed COVID-19 case, see Appendix A entitled Public Health Actions**

### **Protocol for Reporting Unsafe Conditions**

- Employees should raise safety concerns to the Principal or Vice Principal, or through any member of the safety committee or the safety representative ([mwilliams@coquitlamcollege.com](mailto:mwilliams@coquitlamcollege.com)).
- Safety concerns requiring immediate attention should be reported to the Vice Principal

## **International Students**

Coquitlam College has adopted a quarantine plan for international students. The plan is designed to support international student safe arrival and self-isolation/quarantine in preparation for study at Coquitlam College while COVID-19 presents a risk to our community. The Coquitlam College plan includes information broken into the following stages: Pre-Arrival, When Travelling; During Self-Isolation, and After-Self-Isolation. This plan has been posted on our website to notify all students, and will be updated regularly by a Safety Coordinator or Designate to reflect changes in response to new information, updated procedures, or guidance from the Government of Canada, the Government of British Columbia or the local health authority, Fraser Health.

- Details regarding self-isolation and support can be found in the [Coquitlam College COVID-19 International Student Travel, Arrival and Quarantine Guide](#)
- Information for students who wish to return to the Coquitlam College campus is found [here](#)
- Information for students who wish to travel to Canada is found at the following [link](#)

During quarantine, a designated representative from Coquitlam College Student Services will be in constant contact on a daily basis via telephone and/or other telecommunication methods to ensure compliance to the quarantine protocols, keep records of contact made, and report on a weekly basis to [EQA@gov.bc.ca](mailto:EQA@gov.bc.ca)

It is the responsibility of this designated representative to notify the authorities if any student is in breach of the Quarantine Order.

Post-quarantine, Coquitlam College students have access to the following list of resources for help during COVID-19: [List of Resources](#)

This document contains information including but not limited to the following:

- [HealthLinkBC](#) for information about COVID-19

- Government of Canada [travel alerts](#).
- The toll-free phone number ([1-833-784-4397](tel:1-833-784-4397)) has been established to answer questions about COVID-19. Service is available from 7:00am to midnight (Eastern Standard Time)
- [8-1-1](#), a provincial health information and advice line that can assist with the connection to a health care professional.
- [Here2Talk](#), a new mental-health counselling and referral service for post-secondary students.
- [Fraser Health Back to School Resources](#)

Coquitlam College has counselors and academic advisors available through phone, video-chat, and email to prepare for international student support during COVID-19.

### **Breach of Quarantine Protocol**

Coquitlam College will report any breach of the Quarantine Order to the RCMP as soon as we become aware of it.

If the College becomes aware of any of these students testing positive for COVID - 19 before we hear from the Fraser Health authority, the College will follow the protocols listed on Appendix A (attached) and ask if they require any additional information.

Coquitlam College notifies all students requesting to travel to Canada to complete their studies that they must be in contact with the College before, during and after their entry to the country and during their quarantine period. The College has asked for local contact details for all students who request a travel letter in order to enter the country and will follow up with students in quarantine, demonstrating cooperation with both Government of Canada and local Fraser Health expectations. The student would also present this information at the Canadian border and when they arrive at the airport in BC via the ArriveCAN app. Further details on information communicated with students can be found at the following links:

- Details regarding self-isolation and support can be found in the [Coquitlam College COVID-19 International Student Travel, Arrival and Quarantine Guide](#)
- Information for students who wish to return to the Coquitlam College campus is found [here](#)
- Information for students who wish to travel to Canada is found at the following [link](#)

## **Supports and Accommodations**

### **Workplace Accommodation**

- Faculty and staff who would normally attend campus but are self-isolating as a result of the daily self-assessment process should contact their supervisor to report their absence from working on campus and to discuss temporary remote work arrangements, if practical.

## Mental Health

Faculty, staff, and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including the College's confidential student counselling services and [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- Faculty and staff can access counselling and wellness services through our extended benefits package provided by Claim Secure.
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

## Cleaning and Sanitizing Protocols

The College is cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#). An enhanced cleaning schedule utilizes cleaning personnel to focus on high-traffic areas and high-contact surfaces, such as entrance door handles/push bars, elevator push buttons, lobby hand rails, sanitizer dispensers, water filling stations, common areas as well as offices, washrooms and classrooms in use. Individual workstations are cleaned and disinfected daily.

Where cross-contamination is possible shared items are removed (e.g., shared office supplies, magazines, utensils etc.).

Shared office spaces, desks, keyboards, kitchen, and communication devices will be cleaned daily with a disinfectant.

Staff and students are directed to wash hands and use hand sanitizer on a regular basis, both upon arriving on campus and during their workday on campus. Adequate hand-washing facilities are stocked and available on site and easily accessed.

### **Cleaning Schedule:**

#### **Public Area Touch Points (doors, elevator, hard surfaces, etc.)**

- Frequency - Varies, several times per day
- What is cleaned/wiped - Entrance Door Handles/Push Bars, Elevator Push Buttons, Lobby Handrails, Sanitizer Dispensers, Water filling stations

#### **Washrooms**

- Frequency - Varies, 5 times per day (minimum)
- What is cleaned/wiped - Toilets, Urinals, Countertops, Sinks, Mirrors, Dispensers, Partitions, Door Handle/Push Plates, Floors

#### **Classrooms in use for High School/English Studies on campus**

- Frequency – Nightly
- What is cleaned/wiped – desks, tabletops, chairs, Door Handle/Push Plates, Floors

### **General Office Area**

- Frequency – Nightly
- What is cleaned/wiped – desks, tabletops, chairs, Door Handle/Push Plates, Floors, computer keyboards, mouse, telephone, light switch

### **Private Office Areas**

- Frequency – Weekly
- What is cleaned/wiped – desks, tabletops, chairs, Door Handle/Push Plates, Floors, computer keyboards, mouse, telephone, light switch

## **Education Delivery**

To facilitate safe campus operations, Coquitlam College has moved to a primarily remote teaching and learning model, with the vast majority of course offerings occurring via remote technology. However, some learning activities require in-person participation.

## **Maintenance and Monitoring of the Safety Plan**

This Safety Plan is based on current recommendations and may change. Coquitlam College will continue to monitor health information from the [British Columbia Centre for Disease Control](#) and the latest [COVID-19 updates from the Government of British Columbia](#), as well as the [Ministry of Education](#), and implement changes to the Safety Plan as required.

## **References**

1. [Province of BC Go-forward Guidelines for BC's Post-secondary Sector](#)
2. [Province of BC gov.bc.ca Institutional Resources re COVID-19](#)
3. [WorkSafe BC / Education \(post-secondary\): Protocols for returning to operation](#)
4. [Government of Canada Guidance for post-secondary institutions during the COVID-19 pandemic](#)
5. [BC Centre for Disease Control Recommendations to post-secondary students, faculty, and staff about COVID-19](#)
6. [BC Ministry of Health Centre for Disease Control COVID-19 Public Health Guidance](#)