COLLEGE OF THE ROCKIES

COVID-19 SAFETY PLAN

College of the Rockies is committed to providing a safe learning and working environment for everyone. We will continue to develop and implement proper risk controls, establish safe work and learning practices, raise awareness and provide education and training for our employees and students.

College of the Rockies COVID-19 Safety Plan follows the six-step process described by Worksafe BC.

Step 1: Assess the risks

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.

We Involve workers when assessing the workplace:

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ☑ We have involved frontline workers, supervisors, and the joint health and safety committee. A Covid-19 Task Force Team has been formed to help assess the risks, develop our plans and help keep the College safe. Participation also comes from President's Council and we receive input from other BC Post Secondary Institutions.
- ☑ We have identified areas where people gather (i.e. lounges, lunchrooms, meeting rooms, classrooms).
- ☑ We have identified job tasks and processes where workers are close to one another or members of the public and have completed risk assessments for these areas.
- ☑ We have identified the tools, machinery, and equipment that workers share while working and have encouraged removal of some common touch points (i.e. coffee machines, kettles).
- ☑ We have identified surfaces that people touch often (i.e. doorknobs, light switches, stair rails) and have regular cleaning protocols in place.
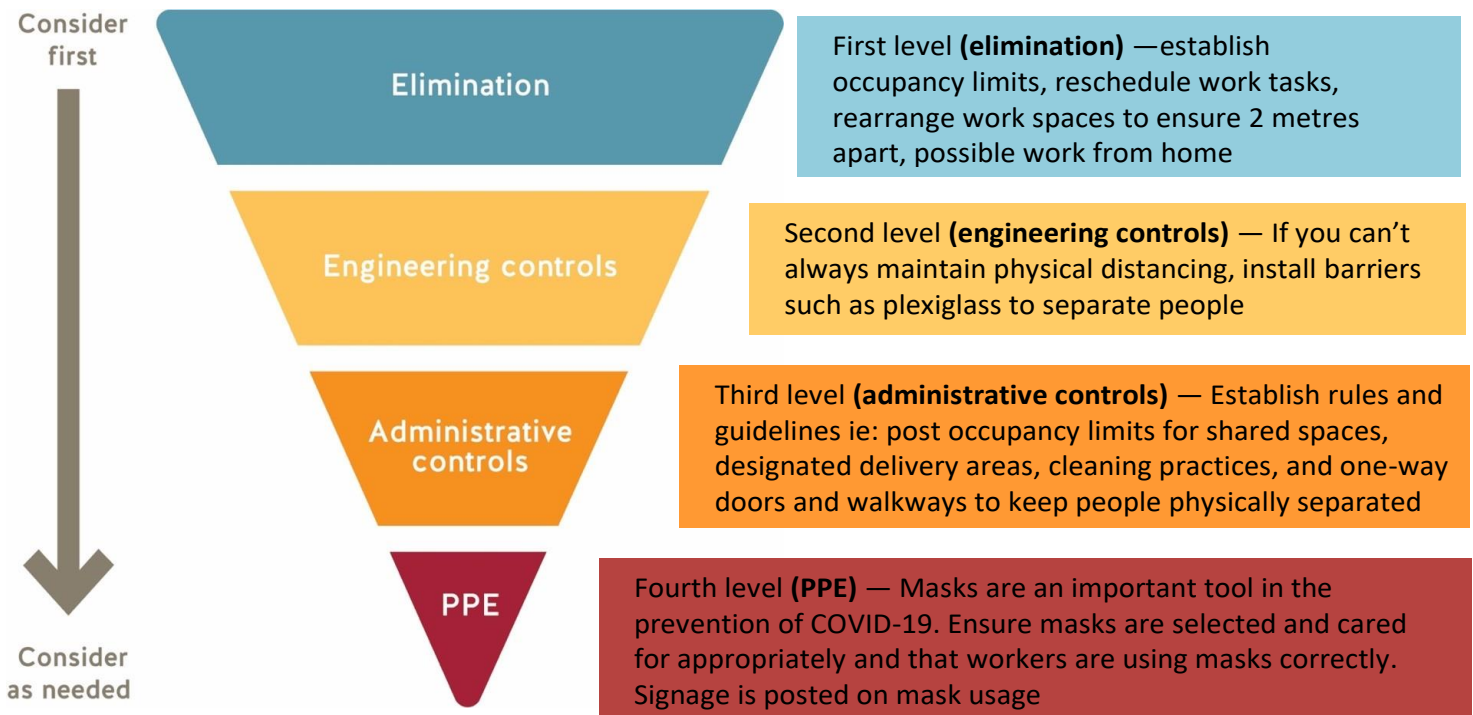
Step 2: Implement protocols to reduce the risks of transmission

We have selected and implemented protocols to minimize the risks of transmission and have looked at the following for information, input, and guidance:

- ☑ We have reviewed industry specific protocols on worksafebc.com to determine whether any are relevant.
- ☑ Gain input from frontline workers, supervisors, and the joint health and safety committee.
- ☑ Follow orders, guidance, and notices issued by the provincial health officer and others.
- ☑ Review health and safety association or other professional and industry associations.

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Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level is not practicable or does not completely control the risk. Incorporate controls from various levels to address the risk at the workplace.

Consider first

Elimination

First level (elimination) —establish occupancy limits, reschedule work tasks, rearrange work spaces to ensure 2 metres apart, possible work from home

Engineering controls

Second level (engineering controls) — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people

Administrative controls

Third level (administrative controls) — Establish rules and guidelines ie: post occupancy limits for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated

PPE

Fourth level (PPE) — Masks are an important tool in the prevention of COVID-19. Ensure masks are selected and cared for appropriately and that workers are using masks correctly. Signage is posted on mask usage

Consider as needed

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

☑ We have considered how occupancy limits may be used to manage areas of crowding and congestion in the workplace. Occupancy limits may be established for the workplace as a whole, as well as for areas within the workplace such as elevators, washrooms, meeting rooms. We check regularly and follow the PHO orders.

☑ In order to reduce contact of people at the worksite, we arrange to do virtual meetings, reschedule work tasks, limit the number of customers and visitors in the workplace, may offer work from home arrangements.

☑ We have implemented measures to keep workers and others at least 2 metres apart, meetings in larger rooms or still offer virtual meetings.

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Second level protection (engineering): Barriers and partitions

- ☑ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ☑ We have included barrier cleaning in our cleaning protocols.
- ☑ We have installed the barriers so they don't introduce other risks to workers (i.e barriers installed inside a vehicle so they don't affect the safe operation of the vehicle).

Third level protection (administrative): Rules and guidelines

- ☑ We have identified rules and guidelines for how workers should conduct themselves.
- ☑ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Fourth level protection: Using masks

- ☑ We have a policy on the use of masks and that it aligns with the orders and guidance from the PHO.
- ☑ Mask signage is posted throughout the College.
- ☑ We have provided workers information on the proper use of masks.

Measures in place for the protection and reducing the risk of transmission in our learning and working environment.

- We encourage virtual meetings.
- Protocols to follow on physical distancing and cleaning and disinfecting.
- Where physical distancing can't be maintained, masks/face shields will be supplied and worn and/or barriers have been installed.
- Masks are worn in all public spaces.
- Occupancy limits are monitored.
- We have signage posted throughout with communication on handwashing, cleaning, physical distancing, self-assessing using BC thrive Health
- Visitors are kept at a minimum from the College.
- To help reduce the risk of person-to-person transmission we have one-way doors and walkways where applicable.
- Hand sanitizer is available throughout the building along with sanitized wipes or spray.
- It has been communicated to wipe down all touch surfaces before and after use.
- Our Exposure Control Plan (ECP) instructs (employees and students) and defines our protocols for all levels of protection, cleaning, safe work practices, risk identification and responsibilities.
- We ensure out ventilation and air circulation systems are properly maintained and functioning as designed.

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Implement effective cleaning and hygiene practices

- ☑ We have reviewed the information on WSBC [cleaning and disinfecting](#) surfaces**.**
- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ We have policies specifying when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ☑ We have implemented cleaning protocols for all common areas and surfaces and are maintaining a clean environment in the workplace.
- ☑ Workers who are cleaning have adequate training and materials.

Cleaning protocols:
- Cleaning supplies are provided by facilities.
- Cleaning protocol posters have been posted throughout the building.
- Appendix B in our ECP "Safe work protocols for labs, shops, classrooms" covers student/instructor responsibilities for help with cleaning.
- Cleaning is also outlined on Page 7, 10, 11 in the ECP.
- We have six full time janitors working from 4pm to midnight, 1 day porter to clean washrooms 8am to 4pm, 1 COVID cleaner to cover all touchpoints 8am to 4pm.

Step 3: Develop policies

We have developed the necessary policies to manage our workplace, including policies around who can be at the workplace, how to address illness arising at the workplace, and how workers can be kept safe in adjusted working conditions. Our workplace policies ensure workers and others showing symptoms of COVID-19 are prohibited from the workplace. Our policies around COVID-19 align with the [PHO orders](#).

- ☑ We have policies in place to support workers in receiving vaccinations to the extent we are able.
- ☑ Everyone must follow the guidance of PHO around COVID-19 illness, isolation, and symptom management.
- ☑ COVID-19 cases will self-isolate.
- ☑ Visitors are limited at the College.
- ☑ First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- ☑ We have a [working alone](#) policy in place.
- ☑ We have a [work from home](#) policy in place.
- ☑ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. We have [violence prevention policy](#) in place.

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Our policies also address workers who may start to feel ill at work. It includes the following:

- ☑ Sick workers are asked to go straight home. Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.
- ☑ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☑ Clean and disinfect any surfaces that the ill worker has come into contact with.
- [Communicable Disease Plan](#) covers our protocol for prevention and controlling risks
- Human Resources has developed an information suite of COVID-19 FAQ's:
  [Risk Assessment Tips and Resources](#)
  [Self-Declaration Form](#)
  [Employee Health & Safety](#)
  [Compensation & Leave Information](#)

Step 4: Develop communication plans and training

We ensure everyone entering the workplace, (including workers from other employers if required), knows how to keep themselves safe while at your workplace.

- ☑ We have a training plan to ensure everyone is trained in workplace policies and procedures. All workers have received the policies for staying home when sick.
- ☑ We have posted signage at the workplace, including effective hygiene practices.
- ☑ We have posted signage at the main entrance indicating who is restricted from entering the premises, including those with symptoms.
- ☑ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Our [COTR website](#) page COVID-19 Info and resources contains communication for students, employees and public on COVID-19.

Step 5: Monitor the workplace and update plans as necessary

As things change during the course of business, if we identify a new area of concern, or if something isn't working, we will take steps to update the policies and procedures and involve workers in this process.

- ☑ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☑ Workers know who to go to with health and safety concerns.
- ☑ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

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Step 6: Assess and address risks from resuming operations

We will manage risks arising from being open.

- ☑ We have a training plan for new staff.
- ☑ We have a training plan for staff taking on new roles or responsibilities.
- ☑ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☑ We continue to review the requirements for vehicles, equipment, and machinery that may have been out of use.
- ☑ We have identified a safe process for clearing systems and lines of product that may have been out of use.
- New staff go through an orientation program.
- Facilities department have been on the grounds and in the building working to ensure all the facilities have been maintained and ready for safe operation.

References: WSBC – Worksafe BC