

# EXPOSURE CONTROL PLAN FOR COVID-19

## Contents

Table of Contents .....	1
STATEMENT OF PURPOSE .....	2
RESPONSIBILITIES .....	2
RISK IDENTIFICATION, ASSESSMENT AND CONTROL.....	3
SAFE WORK PRACTICES.....	7
EDUCATION AND TRAINING.....	12
HEALTH MONITORING .....	12
RECORD KEEPING/ANNUAL REVIEW.....	12
REFERENCES .....	13
APPENDIX A: GENERAL RISK ASSESSMENT CHART .....	14
APPENDIX B: SAFE WORK PROTOCOLS FOR SHOPS/CLASSROOMS.....	15
APPENDIX C: SCREENING PROTOCOL .....	17
READ ACKNOWLEDGEMENT .....	18

## STATEMENT OF PURPOSE

College of the Rockies is committed to providing a safe and healthy environment for all of our employees and students. A combination of preventative measures will be used to minimize the risk of the coronavirus transmission and illness in the workplace. Our work procedures will protect not only our employees, but also other workers who enter our facilities, including our students. Everyone must follow the procedures outlined in this plan to prevent or reduce exposure o COVID-19. All information we provide will be working documents and may change as processes or regulations permit us to change.

The purpose of this plan is to protect employees and students from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.34, Exposure Control Plan.

We will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for our employees and students. We will follow direction and controls as specified by the BCCDC (BC Centre for Disease Control), the BC Ministry of Health, WSBC and the Provincial or Interior Health Medical Health Officer while continuing to monitor and liaise with these authorities on changes that may impact the institution.

## RESPONSIBILITIES

### Employer responsibilities:

- Ensure materials (gloves, alcohol-based hand rubs, washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required.
- Ensure everyone is able to maintain physical distancing (2 meters apart) at all times while completing their work safely.
- Select, implement and document the appropriate site-specific control measures and risk assessments with the OH&S committee.
- Will post appropriate signage as required.
- Ensure everyone is educated and trained to an acceptable level of competency.
- Ensure employees and students use appropriate personal protective equipment (PPE) — for example, gloves, gowns, eye protection, masks (p. 8) or respirators, when required.
- Conduct a periodic review, along with the OH&S committee, of the plan’s effectiveness and update as necessary.
- Maintain records of training and inspections in conjunction with the OH&S committee.

- Ensure a copy of the exposure control plan is available to managers, supervisors, employees and students.

**Occupational Health & Safety Committee responsibilities:**

- Ensure risk assessments are completed and records maintained.
- Conduct monthly inspections and report any necessary recommendations to employer.
- Address any health and safety concerns from employees.

**Managers/Supervisors responsibilities:**

- Assess the risk(s) related to COVID-19 for the positions under their management and ensure employees are adequately instructed on the controls for the hazards.
- Ensure awareness and information resources are shared with employees and that they have been trained in care, maintenance and use of any PPE.
- Ensure physical distancing is maintained and employees follow all safe work practices.

**Employee (&Students) responsibilities:**

- Maintain physical distancing.
- Know the hazards of the workplace and take part in training and instruction.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the supervisor/instructor.
- Understand how exposure can occur and when to report exposure incidents.
- Report COVID-19 symptoms, complete the BC self-assessment tool <https://bc.thrive.health/> and do not come to the college if symptomatic.

Students are not defined under the BC Workers' Compensation Act, however it is recognized that they have a role in health and safety and are accountable for their actions and must abide by institutional policies on COVID-19.

## **RISK IDENTIFICATION, ASSESSMENT AND CONTROL**

### **Symptoms**

Symptoms of COVID-19 are likely to include fever, cough, sneezing, sore throat, shortness of breath, chills, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, appetite loss and can range from mild to severe. People infected may also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the initial symptoms.

## **Transmission**

Exposure to COVID-19 can occur by:

- Breathing in droplets in the air generated when people cough or sneeze.
- Close contact with other people (i.e. shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth or food.

Keep in mind touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted by people who are not displaying symptoms of the disease.

People who may be infected with COVID-19 should not come to work.

This includes if you:

- Have symptoms of COVID-19 or have been exposed to someone with COVID-19.
- Have travelled outside of Canada within the previous 14 days.
- Live with someone who has symptoms of COVID-19 or have been exposed to the virus.

The following are the primary routes of COVID-19 transmission, all of which need to be controlled.

### **Breathing in droplets in the air**

BC Centre for Disease Control (BCCDC) advises that coronavirus is not transmitted through airborne transmission. However, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time, but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters of distance from other people at all time) will reduce the risk of this occurring.

### **Close contact**

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

### **Surface contact**

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them or when touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

### **Resource:**

Please review the [Public Health Agency of Canada poster](#) below for more information.



# ABOUT CORONAVIRUS DISEASE (COVID-19)

## WHAT IT IS

**COVID-19 is an illness caused by a coronavirus.**

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

## SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

## HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

## PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

## IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

## FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

✉ [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

The following risk assessment table is adapted from Worksafe BC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level of our employees and students, depending on their potential exposure in the workplace.

<b>RISK ASSESSMENT FOR COVID-19</b>	<b>Low Risk</b> typically no contact with infected people.	<b>Moderate risk</b> may be exposed to potentially infected person occasionally in relatively large, well-ventilated workspaces	<b>High risk</b> may have contact with potentially infected person in small, poor ventilated spaces
<b>Hand Hygiene</b> washing with soap and water, using alcohol-based hand rub hand wipes w/disinfectant	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Disposable gloves</b>	Not required	Not required unless handling contaminated objects on a regular basis	<b>Yes</b> , when working directly with infected person
<b>Non-medical masks/face coverings/medical masks</b>	<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , when working directly with infected person
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , when working directly with infected person
<b>Airway protection – respirators</b>	Not required	Not required	<b>Yes</b> (minimum N95 respirator or equivalent)

See Appendix A for the level of risk and risk controls in place for these workers

## RISK CONTROL

The Worksafe BC Regulation requires employers to implement infectious disease controls, controls used to mitigate the risks of exposure, which include:

- Elimination or substitution of controls mean eliminating face-to-face contact all together or substituting by going on-line, conferencing.
- Engineering controls are those that alter the work environment (physical distancing, physical barriers to limit human contact, electronic transactions opposed to cash).
- Administrative controls can be implemented to reduce the risk of COVID-19 such as limit the number of people in a room, stagger shifts or tasks, frequent cleaning.
- Personal protective equipment (PPE), is the last resort of mitigation strategy and includes wearing masks (p. 8), gowns, aprons, face shields. This use of PPE may be required in high-risk situations such as dealing with infectious people.

## SAFE WORK PRACTICES

Safe work practices will continually be developed as we respond to the COVID-19 pandemic. These practices are department specific and are highly dependent on the type of work being done. Common safe practices are below:

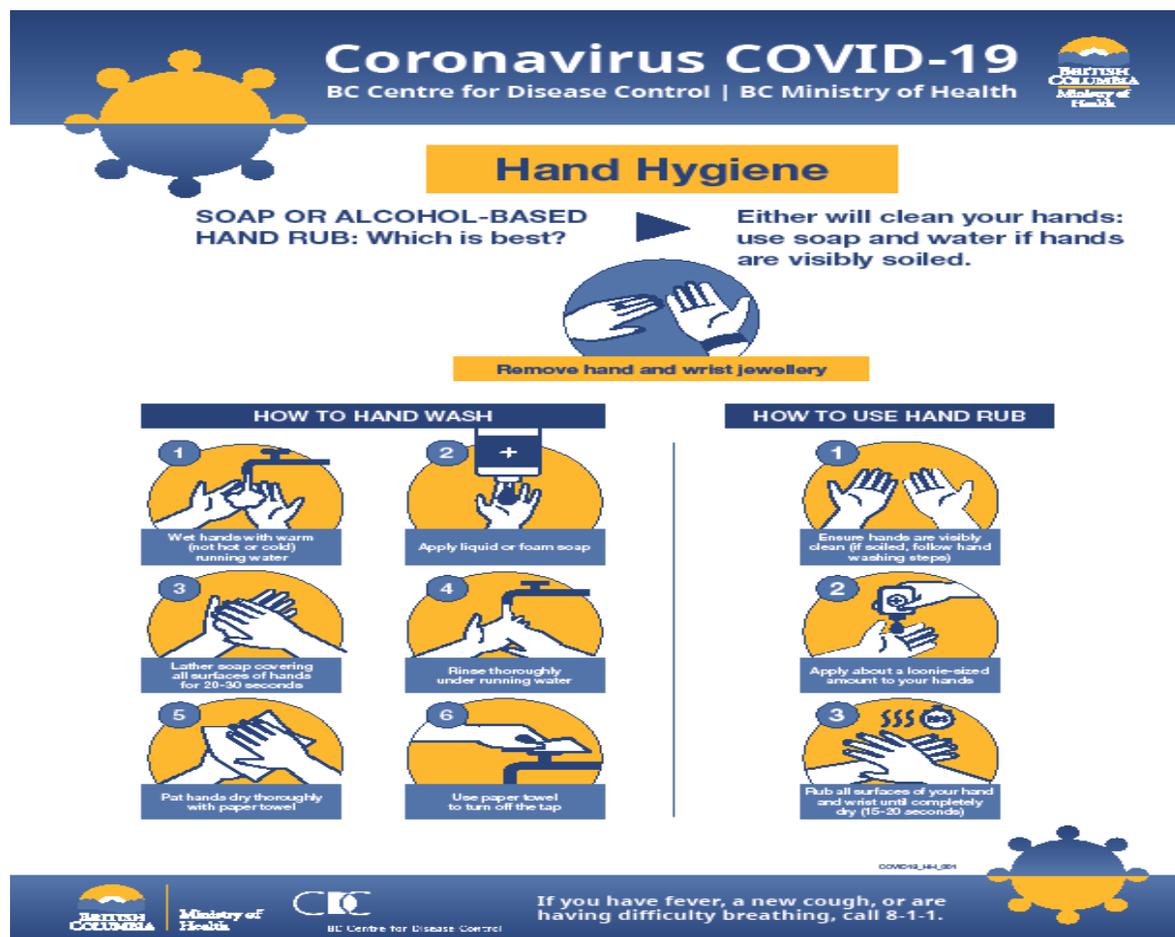
### Hand Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose and mouth - or to other surfaces that are touched.

Wash your hands well and often for at least 20 seconds. If soap and water is not available use an alcohol-based hand sanitizer until you can access soap and water. Clean hands:

- On arriving and leaving a work area.
- Before and after handling materials, tool and equipment.
- Before, during and after you prepare food and eat.
- Avoid touching your eyes, nose or mouth with unwashed hand.

Resource: Ministry of Health poster/[BC Centre of Disease Control poster](#) (click on link for better view)



**Coronavirus COVID-19**  
BC Centre for Disease Control | BC Ministry of Health

**Hand Hygiene**

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

**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
4. Rinse thoroughly under running water
5. Pat hands dry thoroughly with paper towel
6. Use paper towel to turn off the tap

**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)

COVID19\_184\_001

British Columbia Ministry of Health BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

### Cough/sneeze Etiquette

Everyone is expected to follow cough/sneeze etiquette, which is a combination of measures to minimize the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Regular hand washing.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.

### Use of Masks

**The use of masks has been upgraded to MANDATORY. Any reference to masks made in this Exposure Control Plan (including PPE in regard to masks), will now be mandatory to wear.**

During periods of high levels of community transmission and when physical distancing is difficult to maintain, the use of PPE, such as non-medical masks is **mandatory**. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets.

Wearing a non-medical or cloth mask/face covering is **mandatory**, and it might help to protect others. This is because some people can spread the virus when they have very mild symptoms or may not know that they are infected. In this case, wearing a mask can help protect others by containing your own droplets when talking, laughing, coughing or sneezing.

Any mask, no matter how good it is at catching droplets or how well it seals, will have minimal effect if not used together with other preventive measures, such as frequent hand washing and physical distancing.

Mask use:

- Don't wear below the nose or chin, it can increase risk of exposure.
- Keep it clean and dry, it's less effective when wet.
- Change masks as necessary, replace when wet, soiled or damaged.
- Wash cloth masks everyday using warmest water setting, store in a clean dry place. Disposable masks cannot be washed.
- Practice good hygiene even when wearing a mask.

## Help prevent the spread of COVID-19: How to use a mask



**1**

Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



**2**

Inspect the mask to ensure it's not damaged.



**3**

Turn the mask so the coloured side is facing outward.



**4**

Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.



**5**

Put the loops around each of your ears, or tie the top and bottom straps.



**6**

Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



**7**

Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



**8**

Don't touch the mask while you're wearing it. If you do, wash your hands.



**9**

Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

### Removing the mask



**1**

Wash your hands with soap and water or use an alcohol-based hand sanitizer.



**2**

Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



**3**

Dispose of the mask safely.



**4**

Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control [BC Ministry of Health], "How to wear a face mask."

worksafebc.com


Resource WSBC: [How to use a mask](#)

BCCDC- BC Centre of Disease Control: [All about Masks](#) Excellent information about types of masks and how to sew your own mask

### **Showing symptoms of COVID-19**

If employees or students have symptoms of cold, flu, or COVID-19 sneezing or coughing, they must stay home. If they develop these symptoms while at work, they must inform their manager or supervisor and leave the workplace. Return to the workplace will be allowed upon recovery and by taking the BC Self-Assessment Tool <https://bc.thrive.health> and sending the results to your Manager or HR by email.

### **Physical Distancing**

During an influenza/coronavirus pandemic, the more people you are in contact with, the more you are at risk of coming in contact with someone who is infected.

Physical distancing means reducing or avoiding contact with other people as much as possible (this includes inside and outside space). Some workplace strategies to achieve this include:

- Minimizing contact with others by cancelling non-essential face-to-face meetings and using teleconferencing, teams, e-mails and faxes.
- Staying two metres (six feet) away from others when a meeting is necessary.
- Eliminate hand-shaking and hugging.
- Bringing lunch and eating at your desk or away from others.
- Do not loiter in narrow areas like hallways and staircases, keep moving and allow people to pass by freely.
- Do not crowd into washrooms, wait outside and maintain physical distancing until available.
- We will identify high-risk areas and close off these areas, if necessary.

### **Cleaning and Disinfecting Protocol**

The College of the Rockies will have a dedicated janitorial service working throughout the day to clean common touchpoints in the building (i.e. door knobs, hand rails, bathroom fixtures, toilets, cafeteria seating etc.).

For your departments:

- Please remove any unnecessary common touch points, objects or self-serve items (i.e. microwaves, coffee machines, tea kettles).
- For any special tools/equipment – if possible, ensure each person has their own dedicated items or set up equipment cleaning protocols when this is not feasible.
- Avoid passing paper around (use electronic means such as email).

Resource: Ministry of Health/[BC Centre for Disease Control poster](#)



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

**Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.**

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



**Cleaning:** the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

**Disinfection:** the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

**All visibly soiled surfaces should be cleaned before disinfection.**

**Cleaning for the COVID-19 virus is the same as for other common viruses.** Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

**Recommendations:**

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

**Cleaning** .....

For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).

**Disinfection** .....

For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.

IPC v2.0

## EDUCATION AND TRAINING

We will be working with various departments to create safe work procedures and provide training as needed in collaboration with supervisors and managers.

Our employees and students will receive training and/or sharing information in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing, physical distancing, cough/sneeze etiquette, use of PPE.
- COVID-19 information tool on College of the Rockies portal page.

## HEALTH MONITORING

Employees/students will promptly report any COVID-19 symptoms to their manager/instructor. If you are concerned you have come into contact with someone who may be ill:

- Report the incident to your supervisor and/or health & safety committee.
- Complete the BC self-assessment tool <https://bc.thrive.health/> and follow the assessment recommendations.
- If you are required to self-isolate please complete the [Employee Self-Declaration Form](#) or [Student Self-Declaration Form](#) and follow instructions to submit.

The HR and Health & Safety teams understand this is a time of tremendous uncertainty and it is very normal to experience a wide range of emotional reactions, including an increase in anxiety. College of the Rockies EFAP provider Homewood Health (1-800-663-1142) [www.homeweb.ca](http://www.homeweb.ca) is available to assist you and your family should you have any questions and concerns regarding COVID-19. Also check out our college main portal page COVID-19 for many more community [mental health](#) resources.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – is another informative website for mental and psychosocial well-being during COVID-19 outbreak.

## RECORD KEEPING

College of the Rockies, in conjunction with the OH&S committee, will keep records of instruction and training provided to employees and our students regarding COVID-19, as well as exposure reports and first aid records.

## ANNUAL REVIEW

We will review the exposure control plan every year and/or update it as necessary, in consultation with our joint health and safety committee or worker health and safety representative.

## References:

BC COVID-19 Symptom Self-Assessment Tool: <https://bc.thrive.health/>

BC Centre for Disease Control [http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))

Centre for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>

HealthLinkBC <https://www.healthlinkbc.ca/health-feature/coronavirus>

World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/>

## APPENDIX A – GENERAL RISK ASSESSMENT CHART

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front line Staff	Low to Moderate	Regular and effective hand hygiene, physical distancing
Instructors – on campus activities	Low to Moderate	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes, PPE
Instructors (Clinical) – during clinical placements at healthcare facilities outside the College	High	Follow procedures outlined by health care agencies
Instructors (Trades)	Low to Moderate	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes, tool cleaning procedure, PPE
Instructors (other)	Low	Regular and effective hand hygiene, alternate course delivery models, working from home
Facilities and Grounds staff	Low	Regular and effective hand hygiene, physical distancing
Managers	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
General Administrative Staff Lab Attendants	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
First Aid Attendants Tool Room Attendants	Moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes, PPE
Custodial (Housing)	Low to Moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes, PPE

## APPENDIX B – SAFE WORK and LEARNING PROTOCOLS FOR LABS/SHOPS/CLASSROOMS

The College of the Rockies priority is the health and safety of both students and staff. The following protocol is designed as a general best practice that can be used for shops/classrooms (where appropriate) returning to face to face teaching in alternative models. Additional safe work procedures will be developed for various programs in collaboration with OH&S committee.

Guidelines should include, but are not limited to:

- If possible, entry to classroom/shop should be through a designated door. Hands should be sanitized at hand sanitizing station by door before entering.
- Determine if disposable protective gloves will be made available to students and instructors (dependent on the work). The gloves are to be disposed of properly in a disposal container provided.
- Custodial will provide regular sanitation of common areas, washrooms, wash up area and entrance area as determined by the recommended frequency of cleaning information provided.
- Custodial will provide sanitation at end of each class day to impacted student/worker areas.
- Physical distancing of students with spacing between work areas and clear markings or assignment of designated work areas with identifying signs if appropriate.
- Students will not enter the work area of another student.
- Strict protocol as to direction of flow in main traffic areas of classrooms/shops with arrow indicators on floor.
- No student access to portions of classrooms/shops if appropriate (barrier tape).
- Encourage students to use their own vehicles or individual locations for break/lunch periods whenever possible.
- Personal physical distancing of at least 2 meters will be maintained at all times between persons in the classroom/shop.
- Classroom/shop capacity will be determined by each campus management and will ensure that proper physical distancing protocol is maintained.
- Students/Instructors will wipe down/sanitize controls and surfaces after using any shared equipment as instructed by the Instructor. Sanitizing spray bottles, disposable rubber gloves will be provided.
- For areas involving interactions between instructor and students, appropriate physical distancing is required along with the use of a plexi-glass screens and or appropriate PPE.

As usual, continue to practice good hand washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home or in your residence room if you are experiencing flu-like symptoms.
- Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.
- Practice [physical distancing](#) – maintaining at least two meters distance between yourself and anyone who is coughing or sneezing.

## APPENDIX C – SCREENING PROTOCOL

As information about COVID-19 develops, College of the Rockies will continue to communicate relevant information in relation to the virus.

### Screening

It is mandatory all employees/students do a daily self-assessment before they enter the college.

You are required to use the BC self-assessment tool <https://bc.thrive.health/> before you return to work or school. You will continue to use the self-assessment tool as conditions in your health change, if you travel, if you were in contact with someone who may have COVID-19.

Your managers/instructors may ask you similar questions before work or class to verify that you are not symptomatic and have taken the self-assessment test.

Students coming from international countries should arrive early into Canada and self-isolate for 14 days.

Employees will report to their manager and HR (students to their instructor) if they develop COVID-19 symptoms. You will immediately leave the building and self-isolate.

### Exposure

If you have COVID-19 symptoms, or think you may have been exposed to it, please help prevent the spread by using the BC self-assessment tool <https://bc.thrive.health/>. The assessment will direct you on whether you require:

- Additional screening by calling 811 or your health care professional.
- If you need to self-monitor and/or self-isolate for 14 days.
- If you need to get a COVID test.

For additional information about COVID-19, how to protect your family and your community please see the [BC Centre for Disease Control](#).

### Returning to Work

If you have symptoms, you will remain in contact with your manager while in self-isolation and report back on your status and expected return to work date. You must report a self-assessment test that shows no symptoms before you return back to the college. Where an employee is diagnosed with COVID-19, they will be required to contact their Manager, follow directions given by the IHO, self-isolate for the required time frame and provide a negative covid test prior to being permitted to return to work. (Students will be in contact with their instructors before returning to class).

### Notifying Others of Possible Exposure

If an employee or student receives a positive COVID-19 diagnosis, the IHO will begin contact tracing. See our [confirmed or suspect case on campus](#) procedures for more information.



I acknowledge that I have read the Exposure Control Plan for COVID-19.

Name: \_\_\_\_\_

Date: \_\_\_\_\_