

COVID-19- On-Campus Safety Protocol and Training for Students and Employees of Alexander College

Updated: May 19, 2021

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Purpose

The purpose of this campus safety training document is to inform all students, staff, and faculty to their responsibilities in limiting exposure to COVID-19 on campus. The plan details practical procedures that must be followed when on campus to comply with WorkSafe BC requirements.

This campus safety training document is a working document, and will be updated according to measures required by the BC Centre for Disease Control, BC Ministry of Health, WorkSafeBC, and the Provincial Health Officer. We are following the provincial mandates according to the [COVID-19 Go Forward Guidelines for BC Post Secondary sector](#) and the [COVID 19 Return-to -Campus Primer document](#). We expect to continue to follow all required COVID-19 safety protocols in September 2021.

Responsibilities

Safety on campus is everyone's responsibility. The Alexander College community of students, staff, and faculty are expected to read this training manual thoroughly and follow the procedures and rules within this manual.

Employer Responsibilities:

- Alexander College ensures that COVID-19 safety procedures made known and are followed on campus with prominent and clear signage at entry points and throughout the campus.
- Rules, such as mandatory temperature checking and wearing of masks, are established on campus for all individuals.
- Supplies such as hand sanitizer, masks and gloves are available for staff on campus.
- Alexander College maintains the Covid-19 website with links to safety planning, quarantine procedures, an outbreak response plan and FAQ for students.
- The college supports employees and students who need to stay home due to COVID-19 with sick leave or course accommodations.

Staff and Faculty Responsibilities:

- Know the risks in your workspace, and follow specific safety protocol for your area. For example, stay at the proper position behind plexiglass for protection, and ensure that others approaching you stay behind their side of the plexiglass.
- If you are a designated First Aid Attendant, inform yourself about new WorksafeBC [first aid protocol](#) (i.e. close contact situations such as moving an injured person).
- Report any concerns or violations of COVID-19 safety protocol to covid19safety@alexandercollege.ca or call the main phone line at 604-435-5815.

Students Responsibilities:

- Know the risks and follow safety protocol on campus and in your classroom.
- All students are required to wear a mask at all times, unless consuming food/drink in designated eating areas.
- Report any concerns or violations of COVID-19 safety protocol to covid19safety@alexandercollege.ca

Identifying, assessing, and controlling risks

[COVID-19](#) is the disease caused by a new coronavirus called SARS-CoV-2. The most common symptoms of COVID-19 are dry cough and fatigue. Other symptoms that are less common and may affect some people include loss of smell or taste, nasal congestion, conjunctivitis, sore throat, headache, muscle or joint pain, skin rash, nausea or vomiting, diarrhea, and chills or dizziness. Severe symptoms include shortness of breath loss of appetite confusion persistent pain or pressure in the chest and fever above 38 degrees Celsius.

To reduce the risk of COVID-19 transmission, the college is working to minimize and control risks to students, staff, and faculty. Staff that work on campus must self-assess themselves for symptoms, report to their supervisor completion of the self-assessment, temperature check and sign-in to the campus. The college continues to use multiple layers of protections for staff and students while on campus, which are:

- Prohibit symptomatic individuals from entering campus;
- Promote hand hygiene via signage and hand sanitizing stations;
- Promote increased environment cleaning and disinfecting of workstations;
- Require physical distancing where possible, and use of physical barriers such as plexiglass and mandatory masks;
- Encourage staff that can do so, to work from home and conduct meetings via conferencing software.

COVID-19 Vaccination and how to get vaccinated

Following Ministry and Health Authority guidelines, Alexander College recognizes that immunization in addition to prevention and exposure control measures are the tools we have to make everyone less vulnerable to contracting COVID-19 or experiencing serious outcomes from a COVID-19 infection. Preventing the spread of COVID-19 relies on everyone doing their part, including immunization, self-administered health checks, staying home when sick, wearing masks when appropriate, practicing hand hygiene, and maintaining strong public health

measures such as monitoring, testing and contact tracing protocols. Authorized vaccines have proven to be highly effective at reducing serious outcomes from the COVID-19 virus.

British Columbia's health authorities offer vaccination **free of charge** to all eligible age groups. Currently, people born in 2003 (age 18+) can register for a COVID-19 vaccine, and others age 16+ who are clinically extremely vulnerable or pregnant. **You do not need to be enrolled in medical coverage or be a Canadian citizen to receive your vaccine, everyone age 18+ is able to receive vaccination, free of charge. This includes international students.**

- For more information check the BC Government's [Immunization Plan](#) page.
- To register online for a vaccine, go to the [Registration Page](#).
- If you do not have a care card or cannot register online, you may register by phone, (toll free, support available in 110+ languages): **1-833-838-2323**.

Entry to Campus- Must read list of protocol

This list of mandatory protocols must be reviewed before entry to campus.

COVID-19 Safety Protocols and Procedures

- Self-assess daily for COVID-19 symptoms. Guidance for all symptoms is posted at the doors of the campus and on the [BC Thrive Website](#).

Employees: Prior to entering the campus, self-assess using the **BC Thrive Self-Assessment tool** <https://bc.thrive.health/> online, and confirm with your supervisor that you have completed a self-assessment before work.

- Do not enter the campus if you are experiencing the following symptoms, if you are under mandatory travel quarantine, or if you have had contact with a COVID-19 case and are under isolation orders.

Most common symptoms:

fever
dry cough
tiredness

Less common symptoms:

aches and pains
sore throat
diarrhea
conjunctivitis
headache
loss of taste or smell
a rash on skin, or discoloration of fingers or toes

Serious symptoms:

difficulty breathing or shortness of breath

chest pain or pressure

loss of speech or movement

- If you are experiencing symptoms of COVID-19, call **811** for further guidance on testing and self-isolation. Any individual that develops COVID-19 symptoms while on campus must isolate and make arrangements to leave the campus.
- **Temperature check upon entering the campus is mandatory.** Wall mounted thermometers will read your temperature while walking into campus (you do not need to stop). An alarm will sound if your temperature is above normal.
 - a. Individuals with a temperature reading 38°C (100.4°F), or more, will not be permitted to stay at the campus. Employees with temperatures at or above 38°C (100.4°F), should return home, self-isolate, and call their regular doctor or local public health authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.
- Complete the **COVID-19 Health Screening Questionnaire**, posted beside the wall thermometer, and verbally answer each question listed. If you have answered Yes to any of the questions, inform your supervisor and leave campus immediately.
- **Staff and faculty: Sign-in via instructions** posted at the entry way of the campus. This will help us keep track of staff on site and expedite the process if we need to contact trace. Visitors must also sign in, including their contact information.
- **Wearing of masks is mandatory** at all times, except during consumption of food and beverage. Masks can be medical/non-medical disposable or made of cloth. Masks must cover both the nose and mouth of the wearer. Ensure masks are [selected and cared for appropriately](#). Even if you are working alone in your office, you must wear a mask on campus to reduce the number of droplets in the air.
- Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.
- Faculty must record students' class attendance daily and report any student signs of illness either verbal or visibly expressed.
- Follow directional arrows inside the campus, stay to the right when walking down hallways.
- Ensure that you are **physically distancing** from your co-workers and students coming to campus for document services. If you cannot physically distance by 2 metres, there must be

another mode of protection in place such as wearing masks which is already mandatory, and plexiglass between people.

- Before entering an office or washroom, check the posted Occupancy Limit on the door. If Occupancy is at the maximum, wait for others to leave before entering the room.
- Keep your work area clean. Discard of all personal waste, including used PPE, in the proper designated disposal areas.
- If you have questions or concerns, contact the Campus Operations Manager, at covid19safety@alexandercollege.ca or 604-435-5815.

Please note that in order to maximize safety on campus this is a **group effort** and everyone on campus needs to comply to the safety protocol. If you notice someone not wearing a mask, or not physically distancing, please feel free to remind them of the protocol. It takes everyone's effort to ensure safety for all on campus.

Hygiene and etiquette

Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.



WASH YOUR HANDS OFTEN

Wash your hands often using soap and water for at least 20 seconds. Do so especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

Examples of when to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.

***Avoid touching your eyes, nose, and mouth** with unwashed hands.



CLEAN AND DISINFECT

Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.



COVER YOUR MOUTH AND NOSE AROUND OTHERS

It is required to wear masks in public settings, like on public and mass transportation, at events and gatherings, and anywhere they will be around other people.

Why should you wear a mask?

- You could spread COVID-19 to others even if you do not feel sick. The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who do not live in your household, especially when other social distancing measures are difficult to maintain.

*Exceptions to not wearing a mask are children under the age of two years, those who have difficulty breathing, and anyone who is unconscious, incapacitated, or unable to remove the mask without assistance.

COVER COUGHS AND SNEEZES

Always cover your mouth and nose with a tissue when you cough. Cover your sneeze by using the inside of your elbow and do not spit. If a tissue is used throw away your tissue in the trash yourself. After coughing or sneezing immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Physical Distancing

Physical distancing is key to slow the spread of Covid-19. It means keeping a safe distance between yourself and others who are not from your household. It can spread very easily just by droplets from an infected person's mouth or nose and land nearby you. Droplets can also be

inhaled into the lungs. That is why it is very important to stay **at least 2 metres (6 feet)** away from others.

It may be difficult to understand our new norm for the time being but here are some ways to practice physical distancing:

- Instead of giving someone or a loved one a hug or handshake greet them with a wave!
- Take public transportation during the off-peak hours of the day
- Stay home as much as possible
- For groceries, try doing an online order and picking up curbside/or delivery

How can students physically distance:

- Follow the posted occupant limits for rooms
- Keeping the desks between the students at a safe distance;
- Avoid areas students usually congregate;
- Adhering to hallway walking patterns- (one way traffic).

How can employees physically distance:

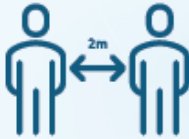
- Limit the number of people in offices, common areas, lunchroom, washrooms;
- Reposition workstations to create more distance;
- Install plexiglass barriers;
- Have a no visitor policy- allow only authorized employees in the office;
- Encourage employees to avoid handshakes/hugs;
- Increase awareness around the 2 metre physical distancing rule;
- Adhere to hallway walking patterns- (one way traffic);
- Setting foot markers for line ups or areas where people may wait.

Resources on Physical Distancing:

- https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html?fbclid=IwAR3tlkaiv_6ZhHY8Hcl4F7bhns88gsL6czQZJtz1mZKX9yZjYFrp62HSa3Y
- https://www.youtube.com/watch?v=nOa8wlhQdzo&feature=emb_title&ab_channel=CentersforDiseaseControlandPrevention%28CDC%29

PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Here's how you can practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
 - cough
 - fever
 - difficulty breathing

If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

NOTE: Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

Use of Barriers

Plexiglass barriers should be installed in areas where 2 metres of distance is not possible. This includes positions such as front desk, bookstore, and the student services offices.



Please see the information below on the use of barriers in the workplace.

Help prevent the spread of COVID-19

Designing effective barriers

To help prevent the spread of the virus that causes COVID-19, employers must implement measures to reduce the risk of person-to-person transmission. Employers must also implement effective cleaning and hygiene practices. The first and most effective way to prevent person-to-person transmission is to ensure that workers keep at least 2 m (6 ft.) away from co-workers, customers, and others. When this is not possible, consider using barriers to separate people.

This document was adapted by research produced by the [National Collaborating Centre for Environmental Health](#), which may be reviewed for more detailed guidance.

When to use barriers

As an employer, you should consider barriers for jobs where workers will frequently be within 2 m (6 ft.) of co-workers, customers, or others for longer than brief interactions. Examples where barriers might be useful include retail checkouts or kiosks. Barriers can be an effective way to prevent the spread of COVID-19 through respiratory droplets.

As a protective measure, barriers may be preferable to masks in some circumstances because of the following:

- Their effectiveness doesn't rely on correct usage, as is the case with masks.
- They don't need to be continually supplied.
- They protect people on both sides of the barrier from breathing the other person's droplets. (Non-medical masks offer limited protection to the wearer, although they may limit the spread of respiratory droplets from the wearer to others.)
- They can serve as a visual reminder of physical distancing requirements.

Materials and dimensions

Barriers can be made of any material that blocks the transmission of air. For many work tasks, barriers need to be transparent. Transparent barriers can be made of plexiglass, acrylic, polycarbonate, or similar materials. Opaque barriers may work for some applications, such as cubicles.

Barriers must be large enough to create an effective barrier between the breathing zones of the people on each side. A person's breathing zone has a diameter of about 60 cm (24 in.), which means it extends 30 cm (12 in.) in every direction from the person's nose.

A barrier should be positioned to accommodate the heights of the tallest and shortest people who will likely be near it. If one person is standing and the other is seated, the barrier should extend 30 cm (12 in.) below the seated person's nose and 30 cm (12 in.) above the standing person's nose. Barriers should also be wide enough to account for the normal movement of both people.



A person's breathing zone extends about 30 cm (12 in.) in every direction from that person's nose.

If a barrier needs an opening to pass documents, money, or other materials, that opening should be positioned so that it is out of the breathing zone of both people.

Barriers should not be designed or installed in such a way that they impede ventilation in the room.

Installation

Some barriers are free standing and supported by brackets, wings, or side panels. You can also hang barriers from the ceiling or fasten them to walls, desks, or counters. When installing barriers, ensure the following:

- Free-standing barriers are stable so they won't fall and injure anyone.

- Hanging barriers won't swing, which can waft air from one side of the barrier to the other.
- The barrier won't hinder a person's escape in case of emergency.

When installing barriers in vehicles, ensure the following:

- Barriers should be installed in such a way that the vehicle remains in safe operating condition in accordance with the *Motor Vehicle Act Regulations*, Occupational Health and Safety Regulations 4.3 and 17.8, and the *Passenger Transportation Act* as applicable.
- The barrier is not mounted rigidly on the vehicle or in any way that might injure someone in the vehicle if there's an accident.
- The barrier will let the driver and passengers exit the vehicle if their doors become unusable.
- The barrier doesn't hinder the driver's vision or obstruct the safe operation of the vehicle.

Cleaning and maintenance

Your **cleaning and disinfecting** process must include your barriers. The entire barrier needs to be cleaned regularly to prevent the accumulation and transmission of contaminants. Barriers with openings that people pass materials through should be included in your inventory of commonly touched surfaces and cleaned more frequently. Follow the manufacturers' instructions for both the barrier and the cleaning product used, to ensure they do not damage or degrade the barrier.

Let's all do our part

When workplaces in British Columbia are healthy and safe they contribute to a safe and healthy province. As COVID 19-restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety visit worksafebc.com.

Proper use of masks

Types of Masks

COVID-19 is spread through infected droplets in the air, from an infected person's mouth or nose. Although there has been much debate about the effectiveness of wearing masks, it remains a fact that masks do play a role in reducing airborne droplets. Therefore, face masks (ie: non-medical masks, medical masks, and cloth face coverings) are **mandatory** on the Alexander College campus for all staff, faculty, students, visitors, and service staff.

Masks are available for purchase in store or online. If a mask becomes soiled and unusable, or for some reason students or staff cannot use their own mask, masks will be available on campus.

Please see the table below from the [BCCDC's website](#) showing the different types of masks:

Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19; masks do not replace these actions. Masks, face coverings and gloves are the least protective measures for reducing transmission of COVID-19. Masks, when worn properly and for short periods, may offer some protection especially when you are not able to keep a 2 metre distance from others. For work settings, refer to specific workplace guidance on masks.



Cloth masks (homemade or bought)

- May be used by the general public to reduce the spread of large respiratory droplets. However, these masks offer minimal protection to the wearer.
- Can be made from various types of machine-washable and dryable cloth.
- If homemade, use clean woven cotton or linen e.g., a tea towel, bedsheet, pillowcase, t-shirt.
- Must be designed and worn to fully cover nose and mouth.
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops.
- Re-usable and need to be washed regularly.



Other cloth face coverings

- E.g., bandana, niqab, scarf, neck gaiter.
- May be used to reduce the spread of large respiratory droplets. However, face coverings offer limited protection to the wearer.
- If the material is thin, fold it into several layers.
- Be sure that it covers mouth, nose and sides of the face.



Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols.
- Available in hardware stores.
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough/sneeze, you may spread a stream of germs through the valve.

Personal protective equipment (PPE)

These medical masks/respirators should be reserved for health providers or those caring for sick people.



Medical/surgical masks

- Used by healthcare workers or those caring for sick people. Not for general use, in order to reserve critical supply for healthcare.
- Protect against large droplets.
- Flat/pleated or cup shaped with a looser fit.
- Water resistant; and may come with visor.
- Meant for one-time use.



Medical N95 respirators

- Used by healthcare workers in healthcare settings. Not for use by the general public.
- Protect against inhaling and exhaling very small airborne particles and aerosols.
- Fits closely over the nose and mouth to form a tight seal.
- Must be custom fit and worn properly.

How to Use a Mask?

A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it. If the shape or the material has gaps in it, the mask will be less effective in preventing droplets from passing through. Therefore, an effective mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. Moreover, it should only be used by one person and should never be shared. Below is a table sourced from the BCCDC Website showing the proper way of wearing a mask.

[Video](#) on how to properly put on and take off a face mask.



Coronavirus COVID-19

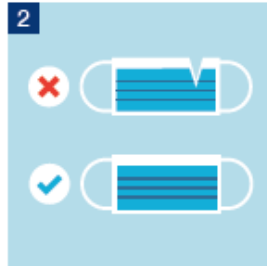
BC Centre for Disease Control | BC Ministry of Health



How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



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

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



How to Clean or Dispose of a Mask?

Homemade or Cloth Masks

To clean a homemade cloth mask, wash it using the directions on the original material (for example, if the mask was made from t-shirt material, follow the washing instructions on the t-shirt tag). Try to use warmer water and dry the mask completely (in the dryer using a warm/hot setting if possible).

Refrain in shaking dirty masks to minimize spreading germs and particles through the air. If dirty cloth masks have been in contact with someone who is sick, they can still be washed with other people's laundry.

Remember to change homemade or cloth masks frequently because any damage, fabric break down, or change in fit of the mask will reduce the already limited protection of cloth masks. Moreover, masks should be changed if wet or visibly soiled; a wet mask should not be used for an extended period of time.

Medical/Surgical Masks

These masks should not be cleaned or reused. To dispose of these masks correctly, please refer to the following steps:

- Wash your hands with soap and water before taking off your mask.
- Dispose of used masks in a wastebasket lined with the plastic bag.
- After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.
- When emptying wastebaskets, do not touch used masks or tissues with your hands. All waste can go into regular garbage bins.
- Clean your hands with soap and water after emptying the wastebasket.



Occupancy Limits

All rooms in use have occupancy limits determined and posted on the door. Everyone must read and the posted occupancy limit before determining whether is it possible to enter a room.

Occupancy limits are determined based on the square footage in a room that can comfortably space people a minimum of 2 metres apart from each other.

If the room has the maximum amount of occupants within, you need to **wait outside until some occupants leave the room, or arrange to come back at a later time.** Consider making appointments ahead of time.

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**

worksafebc.com **WorkSAFE BC**

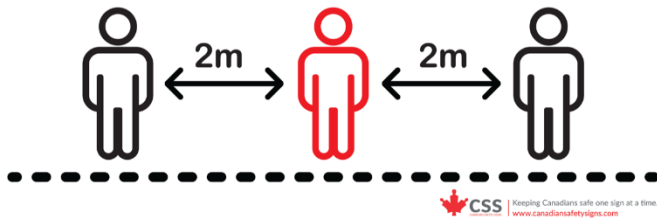
Hallways and Common Areas

If you are waiting in a line, 2 metres between people must be followed. Line ups are controlled with stickers on the ground to space out 2 metres.



COVID-19 coronavirus
Maintain at least 2 Meters (6.5 Feet) distance between yourself and others

Maintain social distancing



Follow the established arrows down the hallways.



Classrooms

In addition to following the safety protocols outlined in this manual, individuals in a classroom setting must follow specific classroom rules during teaching hours. This section will outline how students and instructors can reduce the spread of COVID-19 by following safety measures such as hand and health hygiene, physical distancing, and properly disinfecting commonly touched areas.

Hand and Health Hygiene

- Always wear a mask covering the nose and mouth.
- Students and faculty are to sanitize their hands before entering the classroom. A sanitization station will be set-up by the entrance of the classroom.
- Wash hands for at least 20 seconds with soap and warm water if a nearby sink is available.
- Encourage students to cough/sneeze in their elbow. If a tissue is used, it must be disposed immediately and the individual must wash their hands (Unicef, 2020)

Physical Distancing

- Consider the use of different classroom and learning environment configurations to allow space between students and instructors (e.g., different desk and table formations).
 - Arrange desks/tables so students are not facing each other (Government of BC, 2020, p. 10).
- Incorporate the use of more individual activities or activities that encourage greater space between students and staff as much as is practical to do so. Use barriers such as plastic shields if two meters of distance is not applicable.
- Use floor markings, posters, stickers, and tape to address traffic flow throughout the school
- Create an entrance and exit pathway, following one-way traffic flow (Government of BC, 2020, p. 10).

Disinfecting Frequently Touched Surfaces

- Doorknobs, light switches, chairs, tables, desks, keyboards, hand on learning items and any other equipment must be frequently disinfected

Sources

Government of BC. (2020). *Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Physical Distancing*, p. 10. Retrieved from <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>)

Unicef. (2020). *Classroom precautions during Covid-19*. Retrieved from <https://www.unicef.org/coronavirus/teacher-tips-classroom-precautions-covid-19#hygiene>

Laboratory Guidelines

- The laboratory classes should be limited to the number of students that permits proper social distancing.
- The lab technician or the instructor must ensure that students completed the BC COVID-19 self-assessment tool (<https://bc.thrive.health/covid19/en>) prior to attending every lab.
- Hand sanitizers should be available upon entrance to the lab. As the students enter the labs, the lab technician or the instructor must remind the students to sanitize their hands before the labs.
- The lab technician or the instructor must take attendance of all the students that are entering and exiting the lab.
- To respect social distancing, experiments will be designed to be independent labs.

(Note: If group work/report is unavoidable, lab results can only be shared with partners via online platforms. All work done in class must be done independently to reduce close contacts.)

- In both wet and non-wet labs, students shall continue to wear face covering during the labs. However, for wet labs, the students will be provided disposable masks and are not permitted to wear cloth coverings to prevent possible chemical contaminations should the students touch their mask during the lab.
- In wet labs, proper PPE including lab coats, gloves and goggles will be provided.
- For fume hood usage, students will work one person per hood to the maximum permitted under social distancing guidelines.
- Equipment and chemicals will be distributed as sets to each student.
- Temporary barriers will be placed in areas where interaction is unavoidable (ie: balance tables, fume hood).
- When one to one help is required and physical distancing is not possible, both individuals must be wearing PPE including masks, goggles, gloves and lab coat.
- All lab results should be submitted to the instructor via an online platform. (If possible, avoid any paper submissions.)
- Ten minutes before the lab period ends, the students will be asked to clean up and sanitize all equipment and table surface used. The lab classes should be scheduled to provide the lab technician ample time to ensure this procedure is done properly by the students and to prepare for the next lab class.
- Before leaving the labs, students must be reminded to wash their hands or to sanitize their hands using hand sanitizers. Measures should be in place to prevent line ups in the sink.

References:

1. <https://hr.mcmaster.ca/app/uploads/2020/08/Guidelines-for-Undergraduate-Lab-and-Classroom-Use-COVID-19.pdf>

Offices

If possible, spread workers out within the office by keeping a minimum of 2-metres distance apart. Additionally, creating communal pathways will reduce personal interactions. Ensure that workstations are also 2-metres away from communal pathways.

In office spaces where 2-metres distance is not possible, it is important to consider:

- Installing physical barriers such as plexiglass windows or higher cubicle walls.
- Increasing ventilation by opening doors and windows if possible.

- Working outside if the weather permits.
- Ensuring masks are worn at all times.

Cohorts of workers is another tactic that can be implemented if the team in the office is too large. By having a cohort, it will reduce transmission of COVID-19 in the workplace in the event that a staff member does contract the virus. Workplace staggered start and end times for cohorts should be considered in order to reduce crowding at entry and exit locations. Furthermore, employers should encourage employees to eat at their desks rather than in a shared employee lunchroom.

It is also important to create daily cleaning and disinfection strategies to reduce the risk of transmission of COVID-19:

- Cleaning and disinfecting high touch points in the office (door handles, keyboards, telephones, etcetera) frequently.
- Limiting use of shared objects or workstations when possible. If not possible, encouraging employees to clean and disinfect the shared object or workstation **before and after** each use.
- Ensuring everyone has access to all the necessary office supplies so people are not sharing items.
- Providing hand sanitizer and Lysol wipes in each office space.

Information taken from:

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

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

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

Campus Cleaning

- An electric spray disinfection fogger machine is used on a regular basis in the campus
- Disinfectants are purchased according to [official guidelines](#) for disinfects for use against coronavirus.
 - Benzalkonium Chloride (Brand name: Lysol)
 - 5% hydrogen peroxide (Brand name: Oxivir)
 - Sodium Hypochlorite (Brand name: Clorox)



Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2external icon](#)**, the virus that causes COVID 19.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Cleaning and disinfecting the building if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 48 hours** before you clean or disinfect. If 48 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2external icon](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.

- **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Information taken from the Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Work from Home Policy

COVID-19 Work from Home Policy

A temporary Work From Home (WFH) arrangement is in effect for a temporary period of time while social distancing measures due to COVID-19 are intact. The following elements outline the temporary WFH policy:

- This policy applies to all employees, contractors and faculty of Alexander College in a temporary WFH arrangement.
- While some jobs and positions will be suitable for a temporary WFH arrangement, some jobs and positions may be required to return to campus at the discretion of the College and based on current provincial guidelines.
- Unless there is an agreement between the College and the Department or employee, this arrangement does not change the terms and conditions of employment for the employee. Employees are to understand that **all existing terms and conditions of employment as set out in the appropriate handbooks, position descriptions and employment contracts will continue to apply.**

Workspace

Technology, Equipment, Materials and Tools

The Acceptable Use Policy as outlined in the Employee Handbook is still in effect. When using College resources such as hardware, software, and any other equipment and materials assigned from the College, the employee is responsible to protect all items from abuse, misuse, or theft. If an employee chooses to use their own *personal* equipment, materials, and tools for work, damages and repairs to these items will generally not be covered by the College.

The employee's laptop and/or computer that is used for work should only be used by the employee. This will help ensure that others cannot gain access to sensitive information

regarding the College and its stakeholders. If a *staff member* does not have their own unshared laptop and/or computer to use for work, the College will provide the staff member with a laptop and/or computer from the campus. If the staff member would like to obtain a laptop or computer from the College, the staff member must arrange this with their direct Supervisor.

Faculty members are responsible to provide their own equipment and technology. The College will supply headsets upon request. If a faculty member's computer does not have a camera, the College will supply a webcam for use at home.

Faculty may choose to give lectures from the Burnaby campus as an alternative to teaching from home.

Communication

Staff and Faculty are expected to use Office 365, Zoom, or any other online platform approved by the College to check-in with their Supervisor/Department Head and Department members during their work hours. Work hours are as described in the employee's contract or course schedule and the employee is expected to be online and available to work during their specified shift hours unless otherwise approved by their Supervisor/Department Head.

Employees are expected to:

- Use teleconferencing applications such as, Microsoft Teams, Zoom, or any other online platform approved by the College, to hold and attend virtual meetings as necessary.
- Report any malfunctioning equipment as soon as possible to their Supervisor/Department Head and the IT Department.
- Continue to report all planned and unplanned absences, including but not limited to appointments, vacation, sick days, to their Supervisor/Department Head and the Human Resources Department.
- Be polite and use appropriate language at all times.

Dress Code

Employees are to adhere to the Workplace Appearance policy as outlined in the Employee Handbook.

Occupational Health & Safety

The College is not responsible for any non-work-related injuries that may occur at home. It is the responsibility of staff and faculty to ensure that they follow safe work practices. If a work-related accident or injury occurs while the staff or faculty member is in a temporary WFH arrangement, it is the employee's responsibility to immediately report the incident to their Supervisor/Department Head.

The following list includes, but is not limited to, guidelines to execute a self-assessment of the WFH workspace to ensure safe work practice:

- Develop protocols for evacuating from the home or temporary workplace in cases of emergency
- Ensure smoke alarms and carbon monoxide detectors are in working condition
- Ensure cables and cords are in good condition to prevent any tripping and electrocution hazards
- Have a fully equipped first aid kit at home or at the temporary workplace
- Consider use of ergonomic equipment (If an employee is to consider the use of ergonomic equipment, purchasing of such equipment may be covered by the College).

Confidentiality

Data Protection

College data stored on a computer that an employee uses at home, whether the computer is owned by employee or the College, is still subject to the Acceptable Use policy in the Employee Handbook. The following list includes, but is not limited to, steps that will help protect College data and information:

- Locking your device if you are going to leave it unattended.
- Ensuring privacy of phone calls that will discuss sensitive information.
- Making sure your security software, such as firewalls and antivirus software, are up to date.
- Setting secure passwords.
- Encrypting devices and documents.
- Keeping hard copies of sensitive information safely stored and properly shredding hard copies once no longer needed.

Most records maintained by the College must be treated as confidential. Employees must not use and must not share sensitive College records for any reason other than their intended purpose. You must immediately notify the College if you become aware of any breach of these obligations, or if you are lawfully compelled to disclose any Confidential Information to a third party. If you are obliged to disclose Confidential Information to a third party, you must comply with any lawful directions given to you by the College in relation to the disclosure.

Working Alone

Working alone means “to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency or (b) in case the worker is injured or in ill health.”(Worksafe BC).

Hazard identification:

Hazard	Example	Minimize risk
Pedestrian hit by vehicle	Taking garbage out into the back area which also serves as an entrance for vehicles to drive through	Custodians wear a brightly colored safety vest, with reflective strips, when taking garbage out.
Falls	Using a ladder	Train workers in the proper use of ladders, and check ladder for defects every time before it is used.
Sprains and Strains	Lifting heavy boxes, moving furniture to clean	Work involving heavy lifting should be scheduled with at least 2 people on site.
Chemical exposure	Using cleaning products, painting	Ensure work area is well ventilated and protective equipment such as gloves are used.
Violence	Robbery inside or outside the campus.	Always keep campus doors closed and locked while working inside. When leaving campus, always leave through the main doors (not the back door) and stay on brightly lit streets.

Person Check Procedures: When a staff member is working alone on campus or at home alone, the direct supervisor must follow the person check procedure:

- Supervisor establishes contact with the staff member at the start of work
- Regular checks throughout the day. Time intervals are determined by level of risk in work tasks. Low risk work can have a check every 3 hours. Riskier work should have checks such as every 1-2 hours.
- Consider using a buddy system- co-workers check in with each other throughout the day, even while working in different part of the campus or at home.
- Supervisor checks in with staff members at the end of their shift.
- Staff exit the building together.
- Consider a safe walk program with security, for walking to the car/transit.

If the staff member cannot be contacted by cell phone or Teams, the supervisor will alert the Campus Operations Manager. Necessary measures will be put in place to establish contact with the staff member, including

- Physically checking the building for the staff member
- Checking security camera footage for last whereabouts
- Contacting HR for emergency contact info

Protecting Mental Health

The COVID-19 outbreak can have an effect on your mental health. It is common to experience mood changes and feelings of isolation, anxiety, depression and stress. If you feel like you are having trouble coping in these circumstances, help is available. Below are some resources to support your emotional health and well-being, as well as some services for your students.

Alexander College Health and Wellness Counselling

Contact healthandwellness@alexandercollege.ca or 604-780-1799. Available to students, faculty and staff.

Articles and Information to Help Manage Stress and Anxiety during COVID-19

[The Working Mind Self-Care and Resilience Guide](#)

[Anxiety Canada: Coping with COVID-19](#)

[Care for your Coronavirus Anxiety](#)

[Ten Percent Happier: Coronavirus Sanity Guide](#)

[Canadian Mental Health Association: Coronavirus – Managing Stress and Anxiety](#)

[Insight Timer: The largest free library of guided meditations on earth](#)

General Mental Health Supports

[BC Association of Clinical Counsellors](#)

[BC Psychological Association](#)

[BC Association of Social Workers](#)

[BC Virtual Mental Health Supports During COVID-19](#)

[Crisis Centre BC](#)

[HealthlinkBC](#): Call 811 to access Registered Nurses 24/7 for health-related questions.

[Wellness Together Canada](#): Access a free mental health online assessment, e-mental health resources or individual counselling from anywhere in the world.

[BC Mental Health Support Line](#): 310-6789 (do not add 604, 778 or 250 before the number). It's free and available 24 hours a day.

[1-800-SUICIDE](#): If you are in distress or worried about someone else. It's free and available 24 hours a day: 1-800-784-2433

Mental Health Support for Students

[Foundry BC](#): Foundry offers young people ages 12-24 health and wellness resources, services and supports – online and through integrated service centres.

[Here2Talk](#): All students currently registered in a B.C. post-secondary institution have access to this 24/7 program that offers free, confidential counselling 24/7 via app, phone and online.

[Kids Help Phone](#): Counselling available to kids, teens and young adults in Canada through text and phone 24/7.

First Aid Attendants- Modified Protocol

Designated First Aid attendants should review WorkSafe BC [OFAA protocols](#).

OFAA protocols during the COVID-19 pandemic

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions in your procedures you may take to align with current public health directives such as physical distancing, hand hygiene, and disinfection.

- 1** When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required? If so, call 911 or have emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19?
 - If the patient is stable, has mild symptoms, or is not in distress, instruct the patient to go for testing.
 - If the patient is having difficulty breathing, arrange for transport to a hospital (and call ahead).
- 2** If no critical interventions are required, if possible and appropriate, interview the patient from at least 2 m (6 ft.). Ask the following questions:
 - Is anyone in your household sick or in self-isolation due to COVID-19 or suspected COVID-19?
 - Have you been in contact with anyone who has been sick with COVID-19?
- 3** When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
 - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario on page 3).
- 4** If providing direct patient care (within 2 m), don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Surgical mask
 - Face shield (or safety eyewear, i.e., safety glasses or goggles)
 - Pocket mask with a one-way valve and filter
 - Gloves
 - Coveralls (disposable or washable)
 - Patients could don a surgical mask or pocket mask, or clear face shield

In view of the global scarcity of PPE supplies, we recommend a point-of-care assessment by the provider and diligent use of PPE as required.

- 5 Remove and wash any PPE that is not disposable by following the BC Centre for Disease Control's directives for **cleaning and disinfecting eye and facial protection**:

- Don a new pair of gloves.
- Using a clean cloth, wipe with soap and water, cleaning from the inside to the outside.
- Rinse with water and remove excess water.
- Using one disinfectant wipe at a time, and first squeezing excess disinfectant into a sink to prevent splashing your face, thoroughly wipe the interior then the exterior of the facial protection.
- Ensure all surfaces remain wet with disinfectant for at least one minute (or applicable disinfectant wipe contact time).
- Equipment may be rinsed with tap water if visibility is compromised by residual disinfectant.
- Allow to dry (air dry or use clean absorbent towel).
- Remove gloves and perform hand hygiene.
- Store in a designated clean area.

- 6 For further direction on safe donning and doffing procedures refer to the BC Centre for Disease Control's instructions for **donning and doffing PPE**.

If critical interventions are required and there is no way of determining background information, anyone providing close assistance (2 m or closer) should don appropriate PPE. Limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

CPR and AED protocols

OFAAs should perform compression-only CPR during the COVID-19 pandemic. If there is more

than one trained rescuer with the required PPE, change places for performing compressions approximately every minute, as performing continuous compressions at a rate of 100 per minute will be fatiguing with full PPE on.

C.P.R — OFA Level 1 and OFA Level 2

Upon approaching the scene, the OFAA conducts a scene assessment and dons appropriate PPE. Once PPE is on, the OFAA approaches the patient and applies appropriate PPE, e.g., clear face shield, on the patient and ensures an open airway. If no air movement is felt the OFAA is to start continuous chest compression at a rate of 100 per minute.

C.P.R — OFA Level 3

Upon approaching the scene, the OFAA conducts a scene assessment and dons appropriate PPE. Once PPE is on, the OFAA approaches the patient and applies appropriate PPE, e.g., clear face shield, on the patient and ensures an open airway. If no air movement is felt, the OFAA is to check for a carotid pulse, and if no pulse is felt, the OFAA is to start continuous chest compression at a rate of 100 per minute.

Assisted ventilation — OFA Level 3

If assessment of a patient determines distressed breathing and assisted ventilation is required, the OFAA should use a Bag-Valve Mask rather than a pocket mask. Ensure any trained helper(s) don appropriate PPE (surgical mask and face shield) prior to assisting.

AED — Level 1, 2, & 3

While providing compression-only CPR, when and if an AED becomes available stop compressions and prepare the patient's chest, apply AED pads and allow AED to analyze. After no shock/shock advised, give 2 minutes of compression only CPR. Repeat cycles of analyze/shock or no shock and 2 minutes of compression only CPR until medical aid arrives.

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 m (6 ft.) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household due to COVID-19?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 m from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with an intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE, e.g., surgical mask, face shield, gloves, etc. Once PPE is on, the attendant approaches the patient and places appropriate PPE, e.g., clear face shield, on patient prior to conducting the primary survey and performing any critical interventions that are required. The attendant positions the patient in the three-quarter-prone position to ensure the airway is open and clear and no further interventions are needed. Only one

person (the attendant) needs to be in contact with the patient; all others stay 2 m away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the first aid attendant approaches the patient and applies appropriate PPE, e.g., a clear face shield, on the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway to protect and maintain the airway. Once completed, the attendant conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 m away.

If the first aid attendant is working alone or if there is no extra PPE on site for helpers, the attendant places the patient in the three-quarter-prone position and packages the patient. Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use whatever PPE or other measures that are available to assist in providing a barrier between these helpers and the patient, including covering the patient with a blanket. Helpers without PPE should handle the lower extremities and stay as far away from patient's nose and mouth as possible. Once the patient is loaded, the helpers remove their PPE and perform hand hygiene with soap and water or alcohol-based hand sanitizer.

Protocol in Case of Cluster or Outbreak of COVID-19 on Campus

With the projected return to classes in Fall 2021, Alexander College has procedures in place to reduce the spread of COVID-19 on campus. However, we recognize there always remains the potential for the spread of COVID-19 due to student proximity, regardless of best efforts in maintaining 6' distance.

In the event of multiple confirmed cases of COVID-19 on campus, within a 14-day period, Alexander College will respond with the following measures:

- Follow all guidelines and procedures required by Public Health;
- Make necessary changes as determined by Public Health;
- Suspend in-person classes and attendance on campus until it is deemed safe to re-open the campus;
- Support all staff and faculty affected by COVID-19 and in self isolation, allowing them to work from home and/or take days off as needed;
- Support students affected by COVID-19 and in self isolation and create accommodation plans to complete their coursework.

Health Monitoring:

1. Ensure that faculty, staff, and students know how to report exposure incidents. Individuals are urged to report any exposure incidents to their supervisor, or covid19safety@alexandercollege.ca or call the main phone line at 604-435-5815 to report the incident.
2. Ensure that any students/faculty/staff/visitors who report symptoms of illness are not permitted on campus. If an individual falls ill while on campus, they must report to First Aid at the front desk, put on an N95 mask, provide their name, phone number, and student ID if applicable. They are required to leave the campus immediately and consult 811 for further guidance. If they cannot leave immediately, they are required to wear an N95 masks, isolate in the First Aid Health and Wellness room until they can arrange transportation home. All surfaces that the affected individual touched will be cleaned and disinfected promptly by custodians.
3. Individuals who think they may have been exposed to COVID-19, or are experiencing symptoms of COVID-19 must complete the [BC self assessment tool](#) and follow the recommendations of the assessment, which may require:
 - a. Calling 811 for further screening
 - b. Self-isolation for 14 days

- c. Self-monitoring for symptoms and return to normal activities
4. Staff or faculty in self-isolation will remain in contact with their supervisor and are prohibited from entering campus while in isolation. If a staff or faculty member has been diagnosed with COVID-19, they are prohibited from entering the campus while contagious and under isolation orders. [BC CDC guidelines](#) for ending isolation recommend that those diagnosed with COVID-19:
 - a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
 - b. That fever is gone without using fever-reducing medications and,
 - c. The individual must be feeling better (improvement and reduction in symptoms).
5. Students in self-isolation will remain in contact with Student Affairs staff members assigned to their case and the student is provided with the college's self-isolation plan. Students in self-isolation are prohibited from entering campus. If a student has been diagnosed with COVID-19, they are prohibited from entering the campus while contagious and under isolation orders. [BC CDC guidelines](#) for ending isolation recommend that those diagnosed with COVID-19:
 - a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
 - b. That fever is gone without using fever-reducing medications and,
 - c. The individual must be feeling better (improvement and reduction in symptoms).

Alexander College requires that a student submit a medical clearance certificate to covid19safety@alexandercollege.ca for approval prior to resuming attendance on campus.

Wellness checks are provided daily by the Health and Wellness counsellor, and the student's record is updated to ensure that all relevant stakeholders are made aware if they need to self-isolate. These include:

- The student's immediate family and emergency contacts as identified on their intake form
- All instructors for classes the student is currently taking, and any close student contacts they may have had in class
- College administration
- Provincial health authorities through continuing reporting measures

The Student Affairs Officers, under direction from the student's medical practitioner, then offer individualized Accommodations plans to ensure equitable treatment across the institution while the student recovers, which current estimates regarding timeline indicate are anywhere from between two to six weeks. These Accommodations, dependent on the severity of the symptoms, may include exam deferrals, attendance appeals, grade appeals and late withdrawals among others.

Record Keeping:

6. The Campus Operations Manager will maintain detailed First Aid Reports and incidents of exposure on campus.
7. Mandatory campus sign-in for staff and faculty. This information will be stored should we need to have it for contact tracing.
8. Students' attendance on campus will be tracked by faculty using the class attendance system on MyAC. For students not attending a class on campus, but accessing a service, they are required to make an appointment and detailed records of student names and student ID numbers are kept by each department providing services to students. This information will be stored should we need to provide them later for contact tracing.

Consult with Local Health Authorities:

9. Members of the Health and Safety Committee will consult with the local [B.C. Medical Health Officers](#) for each campus, regarding COVID-19 case management and contact tracing protocols.

Burnaby campus: Fraser Health Authority, Fraser North.

Dr. Ingrid [Tyler, Ingrid.tyler@fraserhealth.ca](mailto:Ingrid.tyler@fraserhealth.ca) ,

Phone: 604-587-7890, Fax: 604-930-5414, After Hours: 604-527-4806

#400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1

Vancouver: Vancouver Coastal Health Authority, Vancouver City Centre

Dr. John Harding, john.harding@vch.ca, Phone: 604-675-3863, Fax: 604-675-3930, After Hours: 604-527-4893

Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2

Campus Protocols:

10. Where a student, staff, or faculty member that has been on campus has been diagnosed with a confirmed case of COVID-19, Alexander College will immediately restrict access to the parts of the campus that the person was in. Details of the individual's movements and

time spent on campus will be gathered from the attendance records kept and in contacting the individual over the phone. If there was movement in shared common areas connected to the college (such as the building lobby), the building manager will be notified about the movements so that a plan can be implemented for closure/disinfection within non-college spaces.

11. Alexander College will suspend all in-person classes and staff or faculty attendance on campus while the campus custodians complete campus cleaning and disinfection of the campus, which requires a wait period of 48 hours firstly, then through disinfection of the campus. The campuses will only be opened after confirmation that all surfaces have been cleaned and disinfected throughout the building.
12. If an outbreak is suspected, public health will be consulted and staff, faculty and students will be required to go home immediately, and work from home for a period of 14 days since the first known occurrence of the outbreak. They are required to self-monitor for symptoms during the 14 days, and to follow the recommendations of the [BC self assessment tool](#) or call 811 should symptoms develop.
13. Adaptations for work will be made to support all staff, faculty and students at home during the 14-day period. Only limited staff with work requiring timely physical access to the campus will be permitted (such as custodians and security), and those staff must adhere to:
 - a. Daily self-monitoring of symptoms and sign-in system;
 - b. Limiting the time on campus to those tasks required on campus;
 - c. Limit use of common rooms such as lunch rooms;
 - d. Wear personal protective equipment at all times on campus;
 - e. Maintain regular disinfection of surfaces at their workspace and frequent handwashing/sanitization throughout the day.
14. These guidelines also apply to external contacts that regularly enter the campus, such as security or maintenance personnel. The Campus Operations Manager will work in conjunction with the supervisors of these external contacts, to ensure necessary security and maintenance can be provided with strict health and safety measures in place.
15. Following the outbreak, the Health and Safety committee will hold a review of the current safety protocols and consult with involved staff, faculty, and students about changes in protocol. All staff, faculty and students will be reminded to review the training for safety protocol on campus, and notified promptly in writing, verbally (on campus) and through signage about any changes in protocol. Emergency protocol and planning will continue to be reviewed and adapted over time.

Non-Compliance to Quarantine Act

While the Enrollment team connects with the student to confirm their physical wellbeing, questions about courses and interaction with the institution, all incoming students are also

contacted a minimum of twice by the College's full time Health and Wellness certified counsellor who monitors their mental health, checking for feelings of anxiety, frustration and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices. Students are guided to [Here2Talk](#) - a B.C. based post-secondary student support service providing free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.

All wellness checks are recorded and held by the institution for Ministry reporting which, at the current time, occurs weekly and is provided by the Registrar following the Ministry template. During these wellness checks, students are monitored for symptoms and provided with information on testing centres available to them locally. Notes on the student's condition are scrupulously maintained, and any anomalies are immediately reported as per requirements.

Violations of the Quarantine Act are taken seriously by Alexander College. If a student is found to be non-compliant to quarantine measures, specific information regarding the situation will be gathered. The time and location at which the incident occurred, and any supporting evidence will be collected. The Director of Student Affairs will immediately report the violation incident to the local bylaw officer to ensure compliance.

Burnaby campus:

The Burnaby RCMP enforces the Quarantine Act. For violations, call the Burnaby RCMP non-emergency line at (604) 646-9999.

Vancouver Campus:

The Vancouver Police Department enforces the Quarantine Act. For violations, call 3-1-1 or report the concern online.

<https://vancouver.ca/home-property-development/report-a-provincial-health-order-violation.aspx>

For quarantine violations occurring in other areas of Metro Vancouver and B.C. local bylaw offices should be contacted. The list of by law offices' non-emergency phone numbers is below:

<https://www.ecomm911.ca/non-emergency-calls/find-your-local-non-emergency-numbers/>

Contact Information

To get in contact with Alexander College regarding COVID-19 campus safety or other questions:

Main Campus Phone Line: 604-435-5815

covid19safety@alexandercollege.ca