

KEEPING LAMBTON SAFE AND OPEN

This document presents a summary of Lambton College’s protocols in accordance with government of Ontario’s [COVID-19 Response Framework](#).

Please refer to O. Reg. 364/20 (Green-Prevent, Yellow-Protect, and Orange-Restrict), O. Reg. 263/20 (Red-Control), and O. Reg. 82/20 (Lockdown) for a full list of public health and workplace safety measures.

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Keeping Lambton Safe Framework

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
<p>In all phases:</p> <ul style="list-style-type: none"> • Screening and mandatory training for building access • PPE requirements for tasks where physical distancing cannot be maintained or droplet protection is required • Mandatory masking protocols for all indoor public areas (some exemptions apply) • Physical distancing capacity / occupancy limits • Frequent hand hygiene practices (washing / sanitizing) • Cleaning and disinfection protocols <p>Physical Distancing / Capacity Limits Campus buildings have been assessed and measures have been implemented to limit the number of persons so that physical distancing of 2m can be maintained.</p> <p>Mandatory Masking In alignment with Ontario Regulations 364/20, 263/20 and 82/20 under the Reopening Ontario (A Flexible Response to COVID-19), 2020 Act it is mandatory for everyone in all indoor areas of the College, including College vehicles, to wear a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in indoors on campus. Some exemptions apply.</p> <p>Masks are required on Campus unless the person:</p> <ol style="list-style-type: none"> a. is a child who is younger than two years of age b. is a child attending the EarlyON; c. has a medical condition that inhibits their ability to wear a mask or face covering; d. is unable to put on or remove their mask or face covering without the assistance of another person; e. needs to temporarily remove their mask or face covering while in the indoor area, <ol style="list-style-type: none"> i. to receive services that require the removal of their mask or face covering, ii. to engage in an athletic or fitness activity, iii. to consume food or drink* iv. as may be necessary for the purposes of health and safety; f. is being accommodated in accordance with the Accessibility for Ontarians with Disabilities Act, 2005; g. is being reasonably accommodated in accordance with the Human Rights Code; or h. is in private office spaces that are not accessible by students or the public and where 2m physical distancing from others in the space can be maintained <p>* eating or drinking is not permitted in corridors/stairwells/elevators on campus</p> <p>Personal Protective Equipment (PPE) In all phases use of personal protective equipment (surgical/procedure mask and eye protection such as face shield or goggles) is required for tasks where physical distancing cannot be maintained (i.e. frequent or close contact*). Employees are exempt in areas on campus which are not accessible to members of the public and where physical distancing from another person can be maintained or they are separated by plexiglass or some other impermeable barrier.</p> <p>Additional PPE [Surgical/procedural mask or respirator (N95 or cartridge style), disposable gown, eye protection (face shield, goggles, safety glasses), disposable gloves] is required for jobs with high potential for exposure to known or suspected sources of COVID-19 – no aerosol generating procedures (e.g. College Nurse, College Emergency Services). For jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical laboratory procedures (e.g. College Nurse, Faculty supervising clinic students off-site) additional PPE (respirator (N95 or cartridge style), disposable gown, eye protection (face shield, goggles, safety glasses), disposable gloves) is required.</p> <p>*Close contact: means being within less than 2 meters (6 feet) of another person in the same room, workspace, or area for a total of 15 minutes or more</p>				

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
Building Access <ul style="list-style-type: none"> Workers whose physical presence on site is not required for operations or proper functioning of the lab, facility, service or business are encouraged to work remotely Contractors are permitted when supporting essential work. Contractor COVID plans and policies must be submitted to Health and Safety and work scheduled accordingly. Visitors are permitted with pre-approved appointment only and must present documentation of meeting. Instructions sent to visitors on campus guidelines for building access. Limited and controlled entrances to each campus building 			Building Access Measures from previous level and: <ul style="list-style-type: none"> list of essential students provided to security manager approval required for contractor and visitor access 	Building Access <ul style="list-style-type: none"> Limited to essential workers (those whose physical presence at the site is critical to operations or proper functioning of the lab, facility, service or business) and essential students (those enrolled at Lambton College in a course that can only be delivered through in-person teaching or instruction) List of approved entrants sent to security Essential Workers: <ul style="list-style-type: none"> Facilities IT Research (lab access) Technicians supporting labs Lab Faculty / Instructors
Screening Process <ul style="list-style-type: none"> Active screening will be conducted at each campus building All students, employees, visitors and contractors are required to complete a health screening prior to every instance of entry onto campus consistent with screening guidelines D2L "Campus Access Training 'Be Safe Feel Safe'" mandatory for all students, employees, contractors and visitors to the College 				
In-person Teaching or Instruction for Labs <ul style="list-style-type: none"> Maintain 2m physical distancing, except for teaching and instruction that cannot be effectively provided if physical distancing is maintained The total number of students permitted to be in each instructional space cannot exceed 50 persons indoors or 100 persons outdoors 			In-person Teaching or Instruction for Labs <ul style="list-style-type: none"> May be provided only if the subject matter of the teaching or instruction requires that it be taught in-person, such as clinical training or training related to a trade Maintain 2m physical distancing, except for teaching and instruction that cannot be effectively provided if physical distancing is maintained The total number of students permitted to be in each instructional space cannot exceed 50 persons for prescribed fields* and 10 in any other case <p>* prescribed fields or an instructional program to train an individual in the following occupations:</p> <ol style="list-style-type: none"> mental health and addictions services (including psychology, social work, counselling services) nursing paramedic personal support worker, supportive care worker, home care worker or a similar occupation pharmacy/pharmacy technician rehabilitation sciences (occupational therapy, physiotherapy) 	

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
In-person Examinations <ul style="list-style-type: none"> Maintain 2m physical distancing No more than 50 persons may write the examination in the same room at the same time 				In-person Examinations <ul style="list-style-type: none"> Physical distancing must be maintained No more than 50 persons may write the examination in the same room at the same time for prescribed fields* and 10 in any other case <p>* prescribed fields or an instructional program to train an individual in the following occupations:</p> <ol style="list-style-type: none"> mental health and addictions services (including psychology, social work, counselling services) nursing paramedic personal support worker, supportive care worker, home care worker or a similar occupation pharmacy/pharmacy technician rehabilitation sciences (occupational therapy, physiotherapy)
Driving Instruction <ul style="list-style-type: none"> Only one student may be in the motor vehicle Only one driving instructor may be in the motor vehicle, unless the type of instruction requires more than one driving instructor to be present Personal protective equipment required 				Driving Instruction <ul style="list-style-type: none"> No in-person driving instruction is permitted
Personal Care Programs (hairstyling, esthetician) <ul style="list-style-type: none"> Maintain 2m physical distancing, except for teaching and instruction that cannot be effectively provided if physical distancing is maintained 		Personal Care Programs (hairstyling, esthetician) Measures from the previous level and: <ul style="list-style-type: none"> personal care services that require the removal of a mask or face covering is prohibited 		
Testing Centre <ul style="list-style-type: none"> Maintain 2m physical distancing No more than 50 persons may write the examination in the same room at the same time Non-registered Lambton College student examinations permitted 			Testing Centre Measures from previous level and: <ul style="list-style-type: none"> Non-registered Lambton College student examinations permitted suspended, limited to Lambton College exams only 	Testing Centre <ul style="list-style-type: none"> Physical distancing must be maintained No more than 50 persons may write the examination in the same room at the same time for prescribed fields* and 10 in any other case Non-registered Lambton College student examinations permitted suspended, limited to Lambton College exams only <p>* prescribed fields or an instructional program to train an individual in the following occupations:</p> <ol style="list-style-type: none"> mental health and addictions services (including psychology, social work, counselling services) nursing paramedic personal support worker, supportive care worker, home care worker or a similar occupation pharmacy/pharmacy technician rehabilitation sciences (occupational therapy, physiotherapy)

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
Corridors / Stairwells <ul style="list-style-type: none"> • Mandatory masking • Adhere to physical distancing floor markings (e.g. keep right) • Limit, separate, relocate corridor seating, where possible • Loitering is prohibited (e.g. congregating outside labs / student service areas) • Installation of COVID communication signage • Lockers available and physically distanced through SAC 				
Washrooms <ul style="list-style-type: none"> • Mandatory masking • Limited occupancy – including stalls, sinks, etc. • Installation of hand-washing signage • Increased cleaning frequency 				
Elevators <ul style="list-style-type: none"> • Mandatory masking • Limit occupancy to avoid overcrowding (1 – 2 people) • If you have the option, take the stairs or wait for the next elevator • Maintain physical distancing and face away from each other • Signage posted (all levels) with interior designated standing spaces 				
Classrooms <ul style="list-style-type: none"> • Will remain closed • Classrooms may be repurposed for other uses and must be approved by FM for scheduling (e.g. testing, lab overflow, larger meeting spaces to promote physical distancing, storage etc.). In such situations, masks or face coverings are mandatory. 				
Breakout Rooms <ul style="list-style-type: none"> • Remain closed 				
Open Computer Labs <ul style="list-style-type: none"> • Remain closed 				
Cafeteria / Lunchrooms <ul style="list-style-type: none"> • Masks/face covering required, with an exception while eating/drinking • Furniture physically distanced with reduced seating • Courtyard seating closed • Increased cleaning/disinfecting of furniture • Increased number of hand sanitizer stations and wipes available on both levels • Microwave use permitted (with signage for hand sanitizing before and after use) • Employees and students encouraged to bring cold pack lunches and thermoses 			Cafeteria Measures from previous level and: <ul style="list-style-type: none"> • cafeteria seating to be closed • microwave use not permitted 	
Food Services <ul style="list-style-type: none"> • Buffet food services, bake sales and potlucks are prohibited • Limited food services • Pre-packaged food options • Take-out or curbside service 				
Kitchenettes <ul style="list-style-type: none"> • One person in kitchenette area at a time and clean after each use • Use of kitchenette appliances is permitted • Kitchenette eating areas will remain closed 				
Lounges <ul style="list-style-type: none"> • Remain closed 				
External Bookings <ul style="list-style-type: none"> • No external bookings or events (including day camps for children, pottery studio, pickle ball, fitness memberships) 				

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
Organized Public Events (staffed businesses and facilities) <ul style="list-style-type: none"> Maintain 2m physical distancing 50 people indoors 100 people outdoors 		Organized Public Events <ul style="list-style-type: none"> Maintain 2m physical distancing 10 people indoors 25 people outdoors 	Organized Public Events <ul style="list-style-type: none"> Maintain 2m physical distancing 5 people indoors 25 people outdoors Recommend suspending indoor and outdoor organized public events on campus, including student clinics (e.g. massage) 	Organized Public Events <ul style="list-style-type: none"> Maintain 2m physical distancing No indoor organized public events 10 people outdoor organized public event Recommend suspending indoor and outdoor organized public events on campus, including student clinics (e.g. massage)
Meeting Spaces <ul style="list-style-type: none"> Maintain 2m physical distancing (rooms assessed - seating must not exceed posted occupancy) 50 persons max Effort must be made to meet virtually or by teleconference – such as using Microsoft Teams Student use is prohibited Equipped with wipes and hand sanitizer Catering is limited to individually wrapped meals Do not leave objects in the meeting space after meetings 		Meeting Spaces Measures from the previous level and: <ul style="list-style-type: none"> recommend limiting max to 20 persons employees must wear masks 	Meeting Spaces Measures from the previous level and: <ul style="list-style-type: none"> 10 person max 	Meeting Spaces <ul style="list-style-type: none"> closed
Fitness Centre <ul style="list-style-type: none"> Closed with exception to varsity players for training purposes and academic programs 2m physical distancing required Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible Varsity players must have scheduled times Equipment cleaned between each use 	Fitness Centre Measures from previous level and: <ul style="list-style-type: none"> increase physical distancing to 3m 	Fitness Centre Measures from previous levels and: <ul style="list-style-type: none"> 90 minute maximum for varsity players recommend varsity and academic use not be simultaneous 	Fitness Centre Measures from previous levels and: <ul style="list-style-type: none"> 10 person max occupancy for varsity 	Fitness Centre <ul style="list-style-type: none"> Closed with exception to academic programs (refer to in-person teaching and instruction for labs) 3m physical distancing required Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible Equipment cleaned between each use
Gymnasium (Non-Academic) <ul style="list-style-type: none"> Closed with exception to varsity players for training purposes and academic programs 2m physical distancing required unless engaged in sport 50 persons indoors 100 persons outdoors Sports with no physical contact between players or if they have been modified to avoid physical contact between players Sport equipment cleaned and disinfected at end of game or practice Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible Varsity players must have scheduled times 	Gymnasium (Non-Academic) <ul style="list-style-type: none"> Closed with exception to varsity players for training purposes and academic programs Increase physical distancing to 3m physical distancing required unless engaged in sport 10 indoors per class 25 outdoors Sports with no physical contact between players or if they have been modified to avoid physical contact between players Sport equipment cleaned and disinfected at end of game or practice Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible Varsity players must have scheduled times 	Gymnasium (Non-Academic) <ul style="list-style-type: none"> Closed with exception to varsity players for training purposes and academic programs 3m physical distancing required unless engaged in sport 50 person max occupancy Sports with no physical contact between players or if they have been modified to avoid physical contact between players Sport equipment cleaned and disinfected at end of game or practice Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible Varsity players must have scheduled times 	Gymnasium (Non-Academic) <ul style="list-style-type: none"> Closed with exception to varsity players for training purposes and academic programs 3m physical distancing required unless engaged in sport 10 person max occupancy Team sports not to be practiced, with the exception of training sessions for sports teams that do not include games or scrimmage games Activities that are likely to result in individuals coming within two metres of each other must not be practised or played within the facility Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible 	Gymnasium (Non-Academic) <ul style="list-style-type: none"> Closed

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
Gymnasium (Academic Programs) <ul style="list-style-type: none"> • 2m physical distancing required unless engaged in sport • 50 persons indoors • 100 persons outdoors • Sports with no physical contact between players or if they have been modified to avoid physical contact between players • Sport equipment cleaned and disinfected at end of game or practice • Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible 	Gymnasium (Academic Programs) <ul style="list-style-type: none"> • Increase physical distancing to 3m physical distancing required unless engaged in sport • 50 persons indoors • 100 persons outdoors • Sports with no physical contact between players or if they have been modified to avoid physical contact between players • Sport equipment cleaned and disinfected at end of game or practice • Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible 			Gymnasium (Academic Programs) <ul style="list-style-type: none"> • May be provided only if the subject matter of the teaching or instruction requires that it be taught in-person, such as clinical training or training related to a trade • The total number of students permitted to be in each instructional space cannot exceed 50 persons for prescribed fields* and 10 in any other case <p>* prescribed fields or an instructional program to train an individual in the following occupations:</p> <ol style="list-style-type: none"> 1. mental health and addictions services (including psychology, social work, counselling services) 2. nursing 3. paramedic 4. personal support worker, supportive care worker, home care worker or a similar occupation 5. pharmacy/pharmacy technician 6. rehabilitation sciences (occupational therapy, physiotherapy) <ul style="list-style-type: none"> • 3m physical distancing • Skills that are likely to result in students coming within two metres of each other discouraged • Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible
Changerooms <ul style="list-style-type: none"> • Changerooms and showers remain closed 				
Outdoor Rec Pad and Sports Fields <ul style="list-style-type: none"> • Open to public 			Outdoor Rec Pad and Sports Fields <ul style="list-style-type: none"> • Closed with exception to varsity players for training purposes and academic programs • Team sports not to be practiced, with the exception of training sessions for sports teams that do not include games or scrimmage games 	Outdoor Rec Pad and Sports Fields <ul style="list-style-type: none"> • Closed with exception to academic programs (refer to in-person teaching and instruction for labs)
Registrar's Office / Financial Aid <ul style="list-style-type: none"> • Virtual appointments • Approved drop-in appointments permitted during scheduled timeframes 			Registrar's Office / Financial Aid <ul style="list-style-type: none"> • Virtual appointments only • Drop-in appointments suspended 	
Wellness Centre <ul style="list-style-type: none"> • Appointments required with the exception of crisis situations 				

Prevent (Standard Measures)	Protect (Strengthened Measures)	Restrict (Intermediate Measures)	Control (Stringent Measures)	Lockdown (Maximum Measures)
Accessibility Centre <ul style="list-style-type: none"> Virtual appointments Open for testing by scheduled appointment only 				
Library <ul style="list-style-type: none"> Contactless curbside pickup On campus contactless drop-off and pickup Approved and scheduled student study space available (students must sit physically distanced) Max 50 persons 	Library Measures from the previous level and: <ul style="list-style-type: none"> no more than 6 people seated together in student study spaces (students must sit physically distanced) 	Library Measures from the previous level and: <ul style="list-style-type: none"> no more than 4 people seated together in student study spaces (students must sit physically distanced) recommend limiting max to 20 persons 	Library Measures from the previous level and: <ul style="list-style-type: none"> student study space closed 	
Aboriginal Centre and Hubs (including Kettle Point / Walpole Island) <ul style="list-style-type: none"> Scheduled appointment only 				Aboriginal Centre and Hubs (including Kettle Point / Walpole Island) Measures from previous level and: <ul style="list-style-type: none"> 10 person max
Academic Upgrading and Youth Job Connect (YJC) Programs <ul style="list-style-type: none"> In-class instruction permitted with scheduled times 				Academic Upgrading & YJC <ul style="list-style-type: none"> In-class instruction suspended
Campus Shop <ul style="list-style-type: none"> Online orders strongly encouraged Curbside and on campus pickup of online orders Maintain physical distancing in corridor lineup Window shopping and purchasing permitted In-store shopping permitted to max 3 persons 	Campus Shop Measures from the previous level and: <ul style="list-style-type: none"> in-store shopping suspended music must not be played at a decibel level that exceeds the level at which normal conversation is possible 			Campus Shop Measures from the previous level and: <ul style="list-style-type: none"> window shopping and purchasing suspended on campus pickup of online orders limited to onsite programming only – all other orders must be collected curbside
Xerox <ul style="list-style-type: none"> Curbside pickup On campus pickup Electronic mail delivery 				
Community Employment Services <ul style="list-style-type: none"> Scheduled appointments only (including computer lab) 			Community Employment Services Measures from the previous level and: <ul style="list-style-type: none"> Computer lab use suspended 	Community Employment Services <ul style="list-style-type: none"> Facility closed
Joint Occupational Health & Safety Committee (JOHSC) <ul style="list-style-type: none"> Conduct regular inspections Teams meetings 				JOHSC <ul style="list-style-type: none"> Conduct monthly inspections for areas of high-risk Schedule times with labs in advance Teams meetings

Keeping Lambton Safe – Protocol Information

Risk Assessment

The COVID-19 hazard is unlike traditional hazards due to the pervasive nature of risk of infection. The primary transmission mode for the virus through respiratory droplets and subsequently through surface contacts results in a need to assess hazardous processes such as personal interaction and physical elements of the workplace that may not typically be considered hazardous. Creating broad awareness of these hazard sources for the College community is important to assure that all members of the community are familiar with and able to take precautions at a personal level that can reduce the risk of infection considerably.

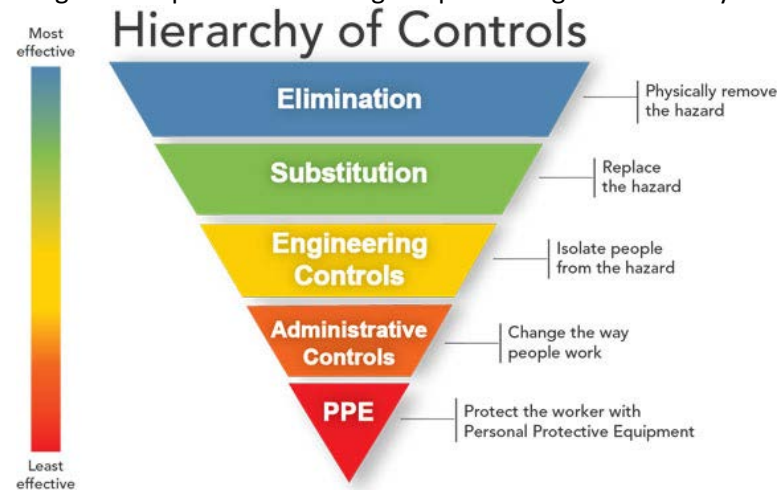
There are advantages and disadvantages to each type of control measure when considering the effectiveness in controlling the hazard, ease of implementation and cost. It is important that a combination of control measures be used to control a hazard in order that the risk is suitably reduced to manageable levels.

The hierarchy of controls is generally applied at the source of the hazard, along the path between the source of the hazard and the worker or at the worker, and act to reduce the hazardous potential when a worker comes into contact with the hazard.

Hierarchy of Controls

	Type of Control	Description	Examples
Most Effective	Engineering	Remove/block the hazard at the source before it can reach the worker	Physical distancing, physical barriers (e.g., Plexiglass booths), ventilation
	Administrative	Optimizing the movement of workers to minimize potential contact with the hazard	Scheduling (e.g., staggered or extended shifts, breaks, and meals), work from home with limited hours worked on campus - staff reduction, virtual meetings, symptom screening/reporting
	Personal Hygiene	Worker actions or behaviors that may potentially reduce hazard exposure	Hand hygiene, respiratory etiquette, masking for source control
Least Effective	Personal Protective Equipment	The “last line of defense” when other controls are infeasible, inadequate or exhausted.	Selection based on exposure risk. These may include masks, gloves, eye protection, gowns, etc.

Diagram 1: Upside down triangle representing the hierarchy of controls.



Control Methods

Engineering

Engineering controls involve the use of physical means and systems to reduce the exposure to a hazard. They reduce exposure to hazards without relying on human behaviour and are often designed to be effective with limited need for ongoing human interaction. These types of controls are also often the most cost effective and easily sustained solutions over the long term.

Ventilation Systems

- Measures have been taken to reduce the recirculation of the air inside a building and exhaust potentially contaminated air as much as possible
- Measures have been taken to increase the supply of fresh outdoor air as much as possible to achieve optimum general dilution of the air inside a building
- Filters with MERV (Minimum Efficiency Reporting Value) of 10 or greater are used for re-circulating air before it is supplied back into the general air supply (Reference - ASHRAE Standard 52.2 and ISO 16890-1:2016)

Physical Barriers

- Physical barriers between an individual and the source of hazard (such as sneeze guards) have been installed.
 - Service counters
 - Lab benches
 - Other required spaces where physical distancing cannot be maintained but are necessary for department function
- Physical barriers can be:
 - Made of different materials, depending on the specific application, but are often made of plastic, acrylic or glass to allow for cleaning
 - Applied between workers, between workers and clients or between a source and surface that is being protected from contamination
 - Other types of barriers that create isolation from a hazard source can also be used (e.g. cubical walls)

Administrative

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

The best ways to slow the spread of COVID-19 are:

- Physical distancing
- Hand-hygiene
- Respiratory hygiene
- Stay home when sick
- Cleaning and disinfection

Scheduling

To optimize the movement of workers and minimize potential contact with the hazard utilize scheduling practices such as:

- Working from home with limited hours worked on campus
- Staggering or rotating shifts, breaks and meals
- Extending hours of operation
- Minimizing drop-in services
- Maximizing scheduled in-person appointments
- Hosting virtual meetings, where possible
- Maximizing online student services

Hand Hygiene

- Proper hand washing will help prevent the transfer of infection. Members of the College community should:
- Avoid touching their eyes, nose or mouth with contaminated gloves or unwashed hands
- Eliminating handshakes, embraces or other forms of incidental contact
- Wash/sanitize their hands at a minimum:
 - When entering the building
 - Entering and leaving any shared space or work area (e.g. labs)
 - When returning to your work area from other common areas
 - After visiting the washroom
 - Donning/doffing PPE
 - Before eating and drinking
 - When you return home

Proper Hand Washing Steps:

1. Wet hands with warm water
2. Apply soap
3. Wash hands for at least 20 seconds (including your palms, back of each hand, between fingers, thumbs and under nails)

4. Rinse well
5. Dry hands well with paper towel
6. Turn off tap using paper towel

Hand Sanitizers

Hand sanitizing stations (e.g. fixed or standalone) have been installed throughout the College, with a focus on areas such as building entrances, common areas, gathering places, corridors, and specific work areas.

Hand sanitizing solution (e.g. bottles, pumps) have been made readily available in various workspaces (e.g. labs, service counters, meeting rooms, offices) across the College.

All efforts must be made to use non-technical grade hand sanitizer. Use antiseptic skin cleansers or hand sanitizers with Natural Product Number (NPN) [approved by Health Canada](#).

Alcohol-based hand sanitizers must carry/include the following warnings on the label:

- For external use only
- When using this product avoid contact with eyes
- If contact occurs, rinse thoroughly with water
- Stop use and ask/consult a health practitioner if irritation develops
- Keep out of reach of children
- If swallowed, call a poison control centre or get medical help right away
- Flammability warning: Keep away from open flame and sources of heat

Hand Sanitizer Use

1. Apply 1 to 2 pumps or automatic dispense product to palms of dry hands.
2. Rub hands together, palm to palm.
3. Rub in between and around fingers.
4. Rub back of each hand with palm of other hand.
5. Rub fingertips of each hand in opposite palm.
6. Rub each thumb clasped in opposite hand.
7. Rub hands until product is dry. Do not use paper towels.
8. Once dry, your hands are clean

Respiratory Hygiene

- Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
- You may be asked to put on a face covering or mask to protect others

Wash your hands often with soap and warm water for 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer.

Physical Distancing

Physical distancing is a simple and effective measure taken to reduce person-to-person contact, with a goal to stop or slow down the spread of COVID. Employees and students should maintain a 6-feet (2 meters) distance away from others and encourage collective compliance with physical distancing and other public health measures.

Campus buildings have been assessed and physical distancing measures have been implemented such as:

Occupancy limits

- Adjusting workstation layouts with corresponding architectural drawings (e.g. equipment or furniture removal/relocation; assigning individual and specific workstations)
- Space entry and exit traffic patterns
- Signage installations to communicate importance of physical distancing requirements

Depending on provincial stages recommendations on physical distancing and occupancy may change.

Cleaning and Disinfecting

The College will be undertaking detailed cleaning and disinfection protocols to reduce the risk of exposure. COVID-19 can survive on different surfaces for differing periods of time. Generally, 72 hours is considered as the amount of time that the virus would not be viable on a given surface.

What you Should Know

- Commonly used cleaners and disinfectants are effective against COVID19. Where possible, choose products that clean and disinfect all at once
 - Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
 - Disinfecting products kill germs on surfaces using chemicals
- Frequently touched surfaces are most likely to be contaminated
- Use only disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada. A list of disinfectants is available from the Public Health Agency of Canada. Generally, look for these ingredient names in the product that you are thinking of purchasing:
 - At least 70% alcohol or anhydrous alcohol
 - Benzalkonium Chloride
 - Hydrogen Peroxide
 - Bleach (often written as "Sodium Hypochlorite")
- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected twice per day and when visibly dirty

All College staff are responsible for doing their part and ensuring cleaning and disinfecting of their own workstation and shared tools to prevent transmission.

Although cleaning and disinfection protocols are being adjusted, workers in personal office spaces can contribute to cleaning and disinfecting within their own workspaces.

For shared areas, designate someone internally or increase external presence to meet the above cleaning schedules. Consider Standard Operating Procedures or tracking sheets for a consistent schedule and accountability.

List of Common Touch Points for Contracted Cleaning Services

- Public use phones (bridge and reception)
- Kitchen appliance handles/keypads – cafeteria, staff lounge, Admin.
- Vending machines
- ATM machine
- Door handles
- Handrails (include LRC, Basement level, LINC)
- Elevator buttons
- Accessible entry buttons
- Light switches
- Podium keyboards
- Open computer lab keyboards
- Lab keyboards
- Washrooms
- Service counters
- Phone charging stations
- Drinking fountains / water filling stations
- iPad queue stations
- Plexi-glass barriers
- Desktop surface

For shared areas, designate someone internally or increase external presence to meet the above cleaning schedules. Consider Standard Operating Procedures or tracking sheets for a consistent schedule and accountability.

List of Common Lab Touch Points

- Cupboard door handles, drawer pulls
- Cubbies
- Workbench tops
- Tools/equipment (e.g. hand / power tools)
- Glassware
- Measuring devices
- Mannequins
- Equipment controls/buttons, switches
- Media centre control, clickers

- White board markers
- Privacy curtains (e.g. nursing, massage lab)
- Faucets

List of Common Office Touch Points

- Equipment Power buttons, switches (e.g. copiers, faxes)
- Staplers, hole punch
- White board markers
- Service counter tops
- Desktop surface
- Computer keyboards, mice
- Phones

General Disinfection Procedure for Common Touch Points in Labs

Disinfect common touch points and surfaces after each lab. Heavily soiled surfaces must be cleaned prior to disinfection. Disinfectant wipes are pre-wetted and ready to use on hard surfaces, tools and equipment.

1. Heavily soiled surfaces must be cleaned prior to using a disinfectant wipe.
2. Open tab on lid and remove one wipe from container.
3. Close lid securely between uses to prevent moisture loss. Wipes in the container must be kept wet and discarded if they become dry.
4. Wipe clean all frequently touched surfaces after each class and allow the surface to air dry.
5. Shared tools and equipment must be cleaned between users.
6. Dispose of wipes into garbage.
7. Document on laboratory cleaning log.
8. Wash hands thoroughly with soap and warm water for 20 seconds or hand sanitize.
9. Do not dispose of wipe container. Contact facilities to refill.

Product Use

- Follow the directions for use of the disinfectant. Some disinfectants must sit on the surface for 10 minutes without drying to kill COVID-19. If the disinfectant has dried before 10 minutes, re-apply.
- Do not bathe or soak keyboards, electronics, and other operator controls in disinfectant. Always spray disinfectant onto the cloth, not the electronics.
- Check the expiry date of products you use
- Always read and follow manufacturer's instructions for safe use:
- Properly prepare solution
 - allow adequate contact time for disinfectant to kill germs (see product label)
 - wear gloves or any other personal protective equipment recommended by the manufacturer
- Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C).
- Include the proper WHMIS labelling on all chemicals and cleaning container
- Dispose of waste in regular garbage

Disinfectant sprays with bleach

Bleach and water solution is a very effective method for disinfecting. To use: dilute 1 part bleach to 9 parts water for a 1:9 ratio. Use the instructions below to prepare a 1:9 solution:

- 1 liter (1000 mL) of bleach + 9 liters (9000 mL) of water
- 1 cup (250 mL) of household bleach + 9 cups (2250 mL) of water

Please Note: In order for the disinfectant solution to maintain an optimal potency, a new solution must be made daily.

Deep Cleaning and Disinfection

The College will initiate deep cleaning and disinfection protocols when a College community member working or learning on College premises is identified as testing positive for COVID-19 and / or contamination of a specific area may have occurred.

When areas are being deep cleaned or disinfected, they may be closed to personnel for periods of time. Specialized equipment, such as misting and fogging equipment, and specialized PPE may be used for these processes. The observation of these activities should not be alarming. The requirement for specialized equipment allows reduced time to complete the disinfection and the requirement for different PPE relates to the nature in which the cleaning activities are performed.

There may also be occasions where areas are closed to personnel for periods of 72 hours to allow for natural deactivation of the virus in lieu of performing deep cleaning. If this option is chosen, Facilities Management will also perform a comprehensive disinfection of all common surfaces within the area.

Waste from cleaning after a confirmed case of COVID must be held for at least 72 hours before being disposed in regular garbage.

Tools and Equipment

- Where possible, assign tools and equipment for individual use
- Where possible, equip lab workstations independently with necessary tools, equipment and material to minimize student travel
- Identify commonly shared tools in some fashion, and store these separately
- Practice good hand and respiratory hygiene when using tools and equipment
- Recommend daily cleansing of unshared tools and regular cleansing of shared tools and equipment between users, and at the start of the day before use
- Gloves may be worn when sharing tools and equipment, where practical
- For labs:
 - Maintain a checklist of common touch points and disinfect between classes (e.g. cupboard door handles, sink taps, etc.)
 - Disinfect tools and equipment, including counterspace, after use (e.g. utensils, glassware, power buttons, etc.)
- For offices:
 - Copier screens
 - Display shelves
 - Pens, whiteboard markers, staplers, hole punches
 - Be cognizant about cell phones, placement, etc.

General Guidelines for Assessing Labs

Depending on provincial stages recommendations may change

- Where physical distancing is not possible limit contact to the shortest time
 - Staff/faculty are responsible for ensuring physical distancing is maintained, where possible, and masks are worn
 - Use hierarchy of controls
10. Has the course been reviewed to determine which learning outcomes (skill sets) need to be done in person versus online and where lab time can be minimized?
 - a. Consider alternate means using simulation software, videos, etc. for demonstrations, debriefing, toolbox talks, etc.
 - b. Provide lab procedures in advance
 11. Can the lab space maintain physical distancing for learning outcomes?
 - a. If yes, consider:
 - i. assigning students / equipment and tools to specific workstations
 - ii. reviewing Standard Operating Procedures (SOPs) to maintain physical distancing
 - iii. entry / exit procedures (flow/crowd control)
 - b. If no, consider:
 - i. repositioning equipment or SOPs to achieve physical distancing
 - ii. ensuring all materials are at each workstation to eliminate unnecessary travel (crossing paths)
 - iii. increasing number of course sections
 - iv. installing physical barriers such as plexi-glass
 12. Does the course require frequent/close contact?
 - a. If yes, consider:
 - i. reviewing SOPs to minimize contact time, where possible
 - ii. identifying tasks which require PPE for close contact
 - iii. clear signage for desired positioning is recommended
 - iv. develop a process for ensuring cleaning and disinfecting of shared / common tools/equipment/machinery and touch points required between users (e.g. door wedges, increasing cleaning time between labs)
 13. Consider having all lab assignments submitted electronically – remove paper collection where possible

General Guidelines for Assessing Offices

Depending on provincial stages recommendations may change

- Can the work be completed remotely (refer to college working from home guidelines)
 - Those who can work remotely should continue to do so
 - Assign remote work when possible to keep the operation efficient and communication flowing
- Can the current office space provide physical distancing for all occupants?
 - If yes, consider:
 - assigning specific workstations, if previously shared space
 - If no, consider:
 - Installing physical barrier (e.g. plexi-glass)

- Spacing/staggering workstations (approx. 30% occupancy space)
- Avoid face-to-face layouts, where possible
- Cubicle extensions
- Scheduling (block/daily rotations, offset work hours, extended shift, etc.) – if no, mandatory masking is required.
- Does the office have a reception desk / service counter?
 - If yes, consider:
 - Physical barriers for front-line worker (e.g. plexi-glass, etc.)
 - Provide PPE
 - Additional cleaning / disinfection procedures for open / shared offices and service desk counters
- Remove all unnecessary communal items (e.g. magazines, candy dishes, etc.)
 - Remove unnecessary belongings/clutter
- Encourage employees to disinfect their own workspace multiple times during their shift
 - Give special attention to keyboards, computer mice, monitors, chair armrests, desks, phones, etc.
- Hand-hygiene measures before utilizing common office items such as staplers, printer buttons, hole punchers, and small appliances, etc.
- Utilize online means of meeting (e.g. Microsoft Teams)

Emergency Management

Mustering Points

Physical distancing and mandatory masking must be maintained during emergency evacuations and at muster points

Emergency Response

- Screening is not required for responding Emergency Medical Services (police, fire, ambulance)
- College Emergency Services continues to operate (onsite medical / security)

Building Entry

Controlled entry has been established at the following building entrances:

- South Building - Bridge entrance and pond entrance
- Skilled Trades Training Centre - Main entrance
- Residence and Events Centre - Residence Front Entrance
- North Building – Closed (with exception to EarlyON)
- Fire School – Front Desk

Visuals have been implemented for site entry and associated gathering spots or areas where people would naturally wait in line. Employees and students are to keep a safe distance and not to congregate at higher traffic points.

Masks or face coverings must be worn prior to entering the building and during the screening process.

Screening Process

Screening requirements have been posted at building entry points.

- Active screening will be conducted at controlled building entrances
- Contractors are required to submit their COVID-19 programs

The online screening tool will expedite building entry. The screening tool is available on the Lambton Safe App or at mylambton.ca/screening.

All students, employees, visitors and contractors are required to complete a health screening prior to every instance of entry onto campus consistent with screening guidelines. Refer to Appendix A: Screening Questions.

If you do not pass screening you will be asked to:

1. Immediately leave campus and avoid using public transit (e.g. buses, train, taxi) if possible
2. Self-isolate and consult with Lambton Public Health, Telehealth Ontario 1-866-797-0000, or your physician and complete the self-assessment
3. Notify your faculty or supervisor

Contact Tracing

Notice of Collection – Use of Personal Information

Personal information collected through the screening form will be used to assess and manage the risk of any individual attending Lambton College carrying COVID-19, and is part of our commitment to taking reasonable steps to protect the health and safety of employees, students and guests. It will not be disclosed for any other purpose. If you have questions or concerns please contact Patrick Bennett, Registrar at patrick.bennett@lambtoncollege.ca.

Students

- Active screening prior to entering
- Faculty to reiterate screening at the beginning of each onsite class
- Mandatory documented attendance in D2L of students for onsite classes for contact tracing

Employees

- Active screening prior to entering

Notification

Ontario's local public health units are responsible for COVID-19 contact tracing and case management. Ontario residents who have COVID-19 are contacted by their local public health unit to identify persons they were in contact with and could have transmitted the virus to and are supported throughout their self-isolation period. Public health units also follow up with contacts of COVID-19 cases to check in about symptoms and to provide additional supports as needed.

Lambton Public Health will contact Lambton College Health & Safety if there is a high risk of transmission or outbreak at the College. Due to privacy legislation Lambton Public Health cannot share the name of individual(s) who tested positive. However, they will be informing everyone who was in close contact with the case to leave the workplace, self-isolate and book an appointment for a COVID-19 test.

If a suspected positive case of COVID-19 is reported to Lambton College, Health & Safety will notify Lambton Public Health as soon as possible and follow their directive.

Until such time, individuals may carry on with their daily activity following protocols set in place by the College and surrounding community.

Mandatory Masking

In alignment with Ontario Regulations 364/20, 263/20 and 82/20 under the Reopening Ontario (A Flexible Response to COVID-19), 2020 Act it is mandatory for everyone in all indoor areas of the College, including College vehicles, to wear a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in indoors at the College, including the Fire School and Community Employment Services. This means classrooms, labs, corridors, publicly accessible washrooms, retailers/vendors, or anywhere that students and members of the public can freely access. Subject to limited exemptions, Mandatory Masking applies to everyone, College staff, students, guests (e.g. members of the public, contractors) and anyone else in campus buildings.

Masks are required on Campus unless the person:

- i. is a child who is younger than two years of age
- j. is a child attending the EarlyON;
- k. has a medical condition that inhibits their ability to wear a mask or face covering;
- l. is unable to put on or remove their mask or face covering without the assistance of another person;
- m. needs to temporarily remove their mask or face covering while in the indoor area,
 - v. to receive services that require the removal of their mask or face covering,
 - vi. to engage in an athletic or fitness activity,
 - vii. to consume food or drink*
 - viii. as may be necessary for the purposes of health and safety;
- n. is being accommodated in accordance with the Accessibility for Ontarians with Disabilities Act, 2005;
- o. is being reasonably accommodated in accordance with the Human Rights Code; or
- p. is in a private office space that is not accessible by students or the public and where 2m physical distancing from others in the space can be maintained

* eating or drinking is not permitted in corridors/stairwells/elevators on campus

The following process is to be followed by staff, students and visitors to the College premises where they wish to not wear a mask or face covering based on one of these exemptions, so that the request may be addressed proactively:

Staff Members: Speak to their supervisor in advance of coming to the workplace without a mask or face covering

Students: Speak with a representative from the Accessibility Centre in advance of entering the College without a mask or face covering

Visitors: Speak with their College contact in advance of entering the College without a mask or face covering

Personal Protective Equipment (PPE)

The use of PPE to provide protection from a hazard should be considered after all other control measures have been exhausted. The use of PPE should never be considered in place of other control measures, but in addition to the use of other control measures. PPE is only effective if it is used correctly. This includes the fit, use, care, maintenance, cleaning, proper wearing and limitations of the PPE.

PPE requirements will vary by risk, ability to physically distance, and other controls available, e.g. physical barriers.

PPE required for particular tasks may supersede surgical/procedural mask requirements (e.g. N95).

Surgical or Procedural Medical Masks

Surgical masks, also called procedural or medical masks, are a form of personal protective equipment used for infection control. They create a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment.

There are three classifications under ASTM International Standards. Surgical masks provided to employees must meet ASTM Level 1 criteria at a minimum.

If worn properly, a surgical mask is meant to help block large particle droplets, splashes, sprays or splatter that may contain germs, viruses or bacteria, keeping it from reaching your mouth or nose. Surgical masks may also help reduce exposure of your saliva and respiratory secretions to others.

Surgical masks are not intended to be used more than once.

Eye Protection

Face shields and safety goggles are acceptable means of eye protection for infection control. Face shields are to be used in conjunction with masks and not as a replacement. Efforts should be made to provide CSA approved shields and goggles where possible.

A face shield is used to protect the eyes of the person wearing it. Using a face shield without a mask won't protect:

- you from potentially inhaling infectious respiratory droplets exhaled by others
- others from your infectious respiratory droplets, as they can escape around the face shield

Gloves

Gloves may put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands and gloves do not provide protection
- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection
- Gloves often create a false sense of security for the wearer
- Wearers are less inclined to wash their hands
- If contaminated gloves are not properly removed, the wearer is exposed to greater risk

These recommendations should never supersede the PPE required for specific job safety procedures.

Workers who must wear gloves to protect against other hazards.

Workers who already routinely wear reusable gloves to protect against hazardous workplace exposures (i.e., gloves that help protect against cuts and abrasions, extreme cold or heat, chemical cleaning agents, oils and greases, metal and solvents) are advised to:

- Store gloves in a dedicated space when not in use for the work tasks
- Launder them daily (Check with the supplier for care instructions, but most gloves, even leather gloves, can at least be cleaned with soap and water and hung to dry. If gloves are not dry in time for your next shift, consider having a second pair on hand.)

Click here for a video on [how to remove a disposable glove](#)

N95 Respirators – for medical use

Respirators are designed to protect the wearer from inhaling airborne contaminants such as dust, fumes, vapour, and infectious agents associated with inhaling small and large particle droplets. Due to the loose fit between the surface of a surgical mask and your face, surgical masks do not provide the same level of filtration as an N95 respirator.

N95 respirators for medical use (or particulate filtering face-piece respirators) are:

- Class 1 medical devices
- Manufactured, imported and distributed by companies that hold a Medical Device Establishment Licence (MDEL) –or–
- Authorized by Health Canada under the Interim Orders for COVID-19 medical devices.

N95 respirators:

- Achieve a minimum filtration efficiency of 95% when worn properly
- Form a seal around the nose and mouth at the edges of the mask
- Are designed to reduce the risk of inhaling hazardous airborne particles and aerosols

A respiratory fit test is required to use this form of personal protective equipment. Health Canada has restricted the use of N95 masks (for medical use) to health care workers.

Employees requiring an N95 for particular tasks pre-COVID are encouraged to reschedule the work, where possible.

Non-medical Masks and Face Coverings

Non-medical masks and face coverings will not protect you from getting COVID-19.

Students, contractors and visitors are to provide their own prior to arrival.

Neck gaiters (*neck warmers*)

Neck gaiters (also known as neck warmers) aren't recommended because they:

- aren't well secured to the head or ears, and are likely to move or slip out of place
- are difficult to remove without contaminating yourself

Fit

Non-medical masks or face coverings should:

- fit securely to the head with ties or loops
- maintain their shape after washing and drying
- be made of at least two layers of tightly woven material (such as cotton or linen)
- be large enough to completely and comfortably cover the nose, mouth and chin without gaping
- not impair vision or interfere with tasks
- allow for easy breathing
- be comfortable and not require frequent adjustments

Donning

- wash your hands immediately before putting it on and immediately after taking it off (practise good hand hygiene while you are wearing the face covering)
- make sure the face covering fits well around your nose and mouth
- avoid moving the mask around or adjusting it often
- avoid touching the covering while using it
- change the face covering or face mask when it gets damp or dirty
- [click here for a video on how to wear a non-medical face covering](#)

Doffing

When removing a face covering, you should:

- throw it out into a lined garbage bin (if disposable)
- store in a sealed plastic bag or paper bag (if reusable) until cleaning or donning again
- wash your hands

Do not leave any discarded face coverings on tables, desks, lab benches or on the ground.

Cleaning

If the face covering can be cleaned, you should:

- wash with hot, soapy water and dry thoroughly
- wash your hands after putting the face covering into the laundry

All face coverings that cannot be cleaned should be thrown out and replaced as soon as they get slightly wet, dirty or crumpled. Do not:

- share face masks or face coverings with others
- wear a loose mask
- hang mask from the neck or ears
- reuse masks that are moist, dirty or damaged
- place on children under the age of two years, anyone who has trouble breathing, anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- use plastic or other non-breathable materials as a face covering or face mask

Reporting COVID

Employees and Students must monitor their own symptoms at all times.

Employees and students must report any circumstance in a workplace that is likely to be hazardous to the health or safety of others in the workplace. This includes reporting their own potential exposure to COVID-19 that caused or is likely to cause illness to any other person.

Employee Decision Making Tree

Stream 1

Employee is in close contact or lives with someone who shows symptoms of COVID-19 but no diagnosis or waiting results:

If the employee shows symptoms of COVID-19 they are to:

- notify their supervisor
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for an employee, they are to:

- remain at home until COVID-19 test results are returned and notify their supervisor of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for an employee, or the employee reports a negative COVID-19 diagnosis, the employee must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the employee reports a positive/confirmed COVID-19 diagnosis:

- the Manager advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Manager

If the employee does not show any symptoms of COVID-19 they are to:

- follow Government of Ontario self-monitoring guidelines before coming to work
- stay home if they show any COVID-19 symptoms

Stream 2

Employee is in close contact or lives with someone who has confirmed COVID-19 diagnosis in the past 14 days:

If the employee was wearing Personal Protective Equipment (goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs) when in close contact with a confirmed COVID person they are to:

- follow Government of Ontario self-monitoring guidelines before coming to work
- stay home if they show any COVID-19 symptoms

If the employee was not wearing Personal Protective Equipment (goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs) when in close contact with a confirmed COVID person they are to:

- notify their supervisor
- follow directive from healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for an employee, they are to:

- remain at home until COVID-19 test results are returned and notify their supervisor of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for an employee, or the employee reports a negative COVID-19 diagnosis, the employee must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the employee reports a positive/confirmed COVID-19 diagnosis:

- the Manager advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Manager

Stream 3

Employee has new or worsening symptoms of COVID-19, calls in sick, reports to work sick or becomes sick while working:

If the employee is at work they are to:

- make arrangements to go home while respecting physical distancing protocols
- immediately leave campus
- avoid using public transit (e.g. buses, train, taxi) if possible
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the employee is at home they are to:

- notify their supervisor who will instruct them not to report to work
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for an employee, they are to:

- remain at home until COVID-19 test results are returned and notify their supervisor of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for an employee, or the employee reports a negative COVID-19 diagnosis, the employee must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the employee reports a positive/confirmed COVID-19 diagnosis:

- the Manager advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Manager

Note: If an employee leaves work sick, or COVID-19 transmission is suspected from the College, an Incident Report must be complete

Stream 4

Employee travelled or lives with someone who has travelled outside Canada in the last 14 days

If the employee or person who lives with the employee has a travel exemption, the employee:

- follow Government of Ontario self-monitoring guidelines before coming to work
- stay home if they show any COVID-19 symptoms

If the employee or person who lives with the employee does not have a travel exemption, the employee:

- notify their supervisor
- follow directive from healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for an employee, they are to:

- remain at home until COVID-19 test results are returned and notify their supervisor of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for an employee, or the employee reports a negative COVID-19 diagnosis, the employee must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the employee reports a positive/confirmed COVID-19 diagnosis:

- the Manager advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Manager

Student Decision Making Tree

Stream 1

Student is in close contact or lives with someone who shows symptoms of COVID-19 but no diagnosis or waiting results:

If the student shows symptoms of COVID-19 they are to:

- notify their faculty member
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for the student, they are to:

- remain at home until COVID-19 test results are returned and notify their faculty member of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for the student, or the student reports a negative COVID-19 diagnosis, the student must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the student reports a positive/confirmed COVID-19 diagnosis:

- the Dean advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Dean

If the student does not show any symptoms of COVID-19 they are to:

- follow Government of Ontario self-monitoring guidelines before coming to class
- stay home if they show any COVID-19 symptoms

Stream 2

Student is in close contact or lives with someone who has confirmed COVID-19 diagnosis in the past 14 days:

If the student was wearing Personal Protective Equipment (goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs) when in close contact with a confirmed COVID person they are to:

- follow Government of Ontario self-monitoring guidelines before coming to class
- stay home if they show any COVID-19 symptoms

If the student was not wearing Personal Protective Equipment (goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs) when in close contact with a confirmed COVID person they are to:

- notify their faculty member
- follow directive from healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for the student, they are to:

- remain at home until COVID-19 test results are returned and notify their faculty member of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for the student, or the student reports a negative COVID-19 diagnosis, the student must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to class.

If the student reports a positive/confirmed COVID-19 diagnosis:

- the Dean advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Dean

Stream 3

Student has new or worsening symptoms of COVID-19, calls in sick, reports to class sick or becomes sick while in class:

If the student is on campus they are to:

- make arrangements to go home while respecting physical distancing protocols
- immediately leave campus
- avoid using public transit (e.g. buses, train, taxi) if possible
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the student is at home they are to:

- notify their faculty member who will instruct them not to report to class
- self-isolate and consult their healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for the student, they are to:

- remain at home until COVID-19 test results are returned and notify their faculty member of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for the student, or the student reports a negative COVID-19 diagnosis, the student must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to work.

If the student reports a positive/confirmed COVID-19 diagnosis:

- the Dean advises Health & Safety
- Health & Safety notifies People & Organizational Development and liaises with College Nurse, Lambton Public Health Unit and follows their direction
- Health & Safety reports back to People & Organizational Development and Dean

Note: If the student leaves class sick, or COVID-19 transmission is suspected from the College, an Incident Report must be complete

[Stream 4](#)

Student travelled or lives with someone who has travelled outside Canada in the last 14 days:

If the student or person who lives with the student has a travel exemption, the student:

- follow Government of Ontario self-monitoring guidelines before coming to class
- stay home if they show any COVID-19 symptoms

If the student or person who lives with the student does not have a travel exemption, the student:

- notify their faculty member
- follow directive from healthcare provider, Telehealth, or Lambton Public Health Unit

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is required for the student, they are to:

- remain at home until COVID-19 test results are returned and notify their faculty member of the results, or
- remain at home until the end of 14-day quarantine period

If the healthcare provider, Telehealth, or Lambton Public Health Unit determines that COVID-19 testing or a 14-day quarantine period is not required for the student, or the student reports a negative COVID-19 diagnosis, the student must be symptom-free for 24 hours and/or 48 hours for gastrointestinal related symptoms (nausea, vomiting, diarrhea) before returning to class.

If the student reports a positive/confirmed COVID-19 diagnosis:

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COVID Outbreak

Outbreak Definition

As per the Infectious Diseases Protocol, the outbreak case definition varies with the outbreak under investigation and should be established by Lambton Public Health.

Consideration of criteria for whether an outbreak exists in a workplace:

- Two or more laboratory-confirmed COVID-19 cases with an epidemiological link in the workplace (e.g., same work area, same shift) within a 14-day period where both cases could have reasonably* acquired their infection in the workplace.
- Examples of reasonably having acquired infection in workplace include:

- No obvious source of infection outside of the workplace; OR
- Known exposure in the workplace.

When cases have common exposures outside of the workplace (e.g. two COVID-19 positive employees who carpool to work together), additional evidence of transmission risk in the workplace may be required to establish whether an outbreak exists.

Work Refusal

Workers have the right to refuse work due to COVID-19 concerns as per Occupational Health & Safety Act (OHS) Section 43(30). Contact the Occupational Health & Safety (OHS) Consultant as early as possible and follow the college's [standard work refusal process](#).

If a Worker Refuses Work

The worker must immediately tell the supervisor that the work is being refused and explain the circumstances for the refusal. The supervisor should confirm the basis for the work refusal (written down wherever possible).

Regardless of the basis for a work refusal, the reasonableness of the refusal depends on the specific circumstances. Once this has been established, the worker should be kept in a safe area near the work. The OHS Consultant will notify the Joint Occupational Health & Safety Committee (JOHSC) to begin an investigation.

Education and Training

Signage and Communications Means

- Reference communication plan
- Reception phone
- Exterior signage
- myLambton website
- TV screens
- Floor markings
- Posters

Visual controls in the following locations may help maintain acceptable physical distancing:

- Corridors and stairwells
- Washrooms
- Reception and service areas
- Common areas
- Gathering points (e.g. coffee machines, vending machines)

Employee and Student Training

- D2L "Campus Access Training 'Be Safe Feel Safe'" mandatory for all students, employees, contractors and visitors to the College
- Includes:
 - Personal actions and behaviours
 - Physical distancing
 - Hand hygiene
 - Respiratory hygiene
 - Coughing and sneezing etiquette
 - Screening and attendance protocols