

# LAMBTON’S ROADMAP TO REOPENING

This document presents a summary of Lambton College’s protocols in accordance with government of Ontario’s [Roadmap to Reopen and guidance from the Ministry of Colleges and Universities](#). Please refer to O. Reg. 364/20 (Rules for Areas at Step 3) under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 for a full list of public health and workplace safety measures.

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# Lambton's Roadmap to Reopening Protocol – Fall 2021

<b>Step 1</b> 60% of adults vaccinated with one dose	<b>Step 2</b> 70% of adults with one dose - 20% Fully vaccinated	<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated
Step 1 begins when: <ul style="list-style-type: none"> <li>60% of Ontario's adults receive at least one dose of a COVID-19 vaccine</li> <li>Public health indicators, such as hospitalizations, ICU occupancy, and case rates</li> </ul>	Step 2 begins when: <ul style="list-style-type: none"> <li>The province has vaccinated 70% of adults with one dose and 20% with two doses</li> <li>Positive trends in public health and health system indicators</li> </ul>	Step 3 begins when: <ul style="list-style-type: none"> <li>The province has vaccinated 70 to 80% of adults with one dose and 25% adults with two doses</li> <li>Positive trends in public health and health system indicators continue</li> </ul>
<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated		
<b>Building Access</b> <ul style="list-style-type: none"> <li>Visitors are permitted with pre-approved appointment only. Instructions sent to visitors on building access process.</li> <li>Contractors are permitted when supporting essential work. Contractor COVID plans and policies must be submitted to Health and Safety and work scheduled accordingly.</li> <li>Limited and controlled entrances to each campus building with physical distancing markings and hand sanitizing stations</li> <li>Completion of Campus Access Training - Be Safe, Feel Safe prior to building entry</li> </ul> <p><u>Note:</u> Vaccinations are now mandatory at Lambton College. Effective September 7, 2021 all staff, students, contractors and guests must have a least one dose of the COVID-19 vaccination to gain building access. Proof of vaccination must be presented before proceeding to the screening process. This must be done electronically by uploading vaccination receipts. Some exemptions may apply. Refer to 'Mandatory Vaccinations' for more detail.</p>		
<b>Screening Process</b> <ul style="list-style-type: none"> <li>Active screening will be conducted at each campus building</li> <li>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. Students living in Residence must complete daily COVID screening prior to accessing the Events Centre. Signage will be posted in a visible location at building entrances with screening information.</li> </ul>		
<b>In-person Teaching or Instruction and Examinations</b> <ul style="list-style-type: none"> <li>Faculty / instructor to reiterate screening at the beginning of each onsite class</li> <li>Mandatory documented attendance of students for onsite classes               <ul style="list-style-type: none"> <li>in D2L – or other easily accessible means - for contact tracing</li> </ul> </li> <li>If the instructional space is indoors:               <ul style="list-style-type: none"> <li>Mandatory masking                   <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Physically distanced seating (2m apart) is encouraged, where possible</li> </ul> </li> <li>If the instructional space is outdoors:               <ul style="list-style-type: none"> <li>Maintain 2m physical distancing, except for teaching and instruction that cannot be effectively provided if physical distancing is maintained                   <ul style="list-style-type: none"> <li>If physical distancing cannot be maintained:                       <ul style="list-style-type: none"> <li>Mandatory masking                           <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> </ul> </li> </ul> </li> <li>The total number of students permitted to be in each instruction space cannot exceed 75% capacity or 15,000 persons (whichever is less)</li> </ul> </li> </ul>		
<b>Personal Care Programs</b> (hairstyling, esthetician) <ul style="list-style-type: none"> <li>Mandatory masking               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Personal protective equipment is required for employees and students when providing personal care services (includes lab and clinic settings)</li> </ul>		
<b>Testing Centre</b> <ul style="list-style-type: none"> <li>Mandatory masking               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Physically distanced seating (2m apart) is encouraged, where possible</li> </ul>		
<b>Driving Instruction</b> <ul style="list-style-type: none"> <li>Mandatory masking is required in vehicles               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Driving instruction that is provided in an instructional space must adhere to In-person Teaching or Instructing protocol</li> </ul>		

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<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated		
<b>Corridors / Stairwells</b> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Maintain 2m physical distancing, with the exception of passing one another</li> <li>Adhere to floor markings (e.g. keep right, lineups)</li> <li>Limit, separate, relocate corridor seating, where possible</li> <li>Loitering is prohibited (e.g. congregating outside labs / student service areas)</li> <li>Installation of COVID communication signage</li> <li>Lockers available and physically distanced through SAC</li> </ul>		
<b>Washrooms</b> <ul style="list-style-type: none"> <li>Mandatory masking and physical distancing</li> <li>Limited occupancy – including stalls, sinks, etc.</li> <li>Installation of hand-washing signage</li> <li>Increased cleaning frequency to maintain sanitary condition</li> </ul>		
<b>Elevators</b> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Limit occupancy to avoid overcrowding (1 – 2 people)</li> <li>Take the stairs or wait for the next elevator, where possible</li> <li>Maintain physical distancing and face away from each other</li> <li>Signage posted (all levels) with interior designated standing spaces</li> </ul>		
<b>Classrooms</b> <ul style="list-style-type: none"> <li>Mandatory masking and hand hygiene prior to entry               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Physically distanced seating (2m apart) is encouraged, where possible</li> <li>Scheduled room use</li> <li>Consuming food/drink is prohibited</li> </ul>		
<b>Open Computer Labs</b> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Consuming food/drink is prohibited</li> <li>Select computer labs (B1-164, FS 211)</li> <li>Scheduled drop-in times</li> <li>Hand sanitizer / wipes provided</li> </ul>		
<b>Shared Offices</b> <ul style="list-style-type: none"> <li>Physical distancing required</li> <li>Alternate scheduled use when physical distancing cannot be maintained</li> <li>If an employee cannot maintain 2m physical distance and alternating scheduled use is not possible, PPE (surgical/procedure mask and eye protection) is required</li> </ul>		

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<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated		
<b>Cafeteria / Lunchrooms</b> <ul style="list-style-type: none"> <li>Mandatory masking, with an exception while eating/drinking – signage posted</li> <li>Tables configured for physical distancing (2m apart) – relocated tables/chairs, where possible</li> <li>Sitting physically distanced (2m apart) while eating/drinking is encouraged, where possible</li> <li>Employees encouraged to eat/drink in areas where 2m physical distancing from every person can be maintained</li> <li>Hand sanitizing stations</li> <li>Microwaves equipped with hand sanitizer</li> <li>Dancing is prohibited</li> </ul>		
<b>Food Services</b> <ul style="list-style-type: none"> <li>Mandatory masking in Marketplace</li> <li>Consuming food/drink in Marketplace (e.g. while in line) is prohibited</li> <li>Maintain 2m physical distancing, including where persons may line up</li> <li>Bake sales and potlucks are prohibited</li> <li>Pre-packaged food options offered</li> </ul>		
<b>Kitchenettes</b> <ul style="list-style-type: none"> <li>One person in kitchenette area at a time and clean after each use</li> <li>Use of kitchenette appliances is permitted</li> <li>Kitchenette eating areas will remain closed</li> </ul>		
<b>Lounges</b> <u>Employee Lounge</u> <ul style="list-style-type: none"> <li>Tables configured for physical distancing (2m apart) – relocate tables/chairs, where possible</li> <li>Employees must remain physically distanced (2m apart) from every person when consuming food/drink</li> <li>Masking not required provided physical distancing (2m apart) can be maintained</li> </ul> <u>Student Lounge</u> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Consuming food/drink is prohibited</li> <li>Physically distanced seating (2m apart) – relocate tables/chairs, where possible</li> <li>Hand sanitizing stations</li> </ul>		
<b>External Bookings</b> <ul style="list-style-type: none"> <li>No external bookings or events (including day camps for children, pottery studio, pickle ball, fitness memberships) unless permitted by the Director, Facilities Management</li> </ul>		
<b>Organized Public Events</b> <ul style="list-style-type: none"> <li>If live entertainment is performed, performers must maintain physical distancing of at least 2m from spectators or are separated from any spectators by plexiglass or some other impermeable barrier</li> </ul> <u>Indoors</u> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Maintain 2m physical distancing <ul style="list-style-type: none"> <li>The total number of persons cannot exceed 50% capacity of the indoor space of the event.</li> <li>Indoor ceremonies, the number of persons occupying any room while attending the gathering must limited to the number that can maintain a physically distance of 2m from every other person in the room <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> </ul> </li> </ul> <u>Outdoors</u> <ul style="list-style-type: none"> <li>The total number of persons cannot exceed 75% capacity of the outdoor event space</li> <li>Outdoor ceremonies, every person must maintain physical distancing of 2m</li> <li>If tents, canopies, or similar roofing are used at least two full sides of the entire outdoor area must be open to the outdoors and not substantially blocked by any walls or other impermeable physical barriers</li> </ul>		

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<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated		
<b>Meeting Rooms</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the following exceptions:                             <ul style="list-style-type: none"> <li>While eating/drinking and physically distanced – signage posted</li> <li>Employee meetings held in an area not accessible by students or the public and physical distancing from others in the space can be maintained</li> </ul> </li> <li>Recommend meetings without food/drink</li> <li>Maintain 2m physical distancing                             <ul style="list-style-type: none"> <li>The total number of persons cannot exceed 50% capacity – signage posted with capacity limit</li> </ul> </li> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> <li>Student use is prohibited</li> <li>Equipped with wipes and hand sanitizer</li> <li>Scheduled room use</li> <li>Do not leave objects in the meeting space after meetings</li> </ul>		
<b>Breakout Rooms</b> <ul style="list-style-type: none"> <li>Scheduled room use</li> <li>Maintain 2m physical distancing</li> </ul>		
<b>Fitness Centre</b> <u>Academic Use</u> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of temporarily removing to engage in an athletic or fitness activity                             <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Physical distancing (2m apart) is encouraged, where possible</li> </ul> <u>Non-Academic Use</u> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of temporarily removing to engage in an athletic or fitness activity                             <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Maintain 2m physical distancing                             <ul style="list-style-type: none"> <li>The total number of persons cannot exceed 50% capacity – signage posted with capacity limit</li> </ul> </li> <li>Equipment cleaned between each use</li> <li>Scheduled room use</li> </ul>		
<b>Gymnasium</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of temporarily removing to engage in an athletic or fitness activity                             <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Maintain 2m physical distancing, except for teaching and instruction that cannot be effectively provided if physical distancing maintained</li> <li>The number of spectators at any one time must not exceed 50% of the usual indoor seating capacity or 1,000 persons, whichever is less</li> <li>Non-academic use as permitted by the Director, Facilities Management</li> </ul>		
<b>Changerooms</b> <ul style="list-style-type: none"> <li>Mandatory masking</li> <li>Maintain 2m physical distancing – signage posted with capacity limit</li> <li>Increased cleaning frequency to maintain sanitary condition</li> <li>Installation of COVID communication signage (e.g. hand hygiene)</li> </ul>		
<b>Showers</b> <ul style="list-style-type: none"> <li>Increased cleaning frequency to maintain sanitary condition</li> </ul>		

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<b>Step 3</b> 70 – 80% of adults with one dose - 25% Fully vaccinated		
<b>Outdoor Rec Pad and Sports Fields</b> <ul style="list-style-type: none"> <li>Open to the public</li> </ul>		
<b>Registrar’s Office / Financial Aid</b> <ul style="list-style-type: none"> <li>Student option for virtual appointments, where possible</li> <li>Recommend requiring appointments and scheduled drop-in timeframes</li> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> </ul>		
<b>Wellness Centre</b> <ul style="list-style-type: none"> <li>Student option for virtual appointments, where possible</li> <li>Recommend requiring appointments with the exception of crisis situations and scheduled drop-in timeframes</li> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> </ul>		
<b>Accessibility Centre</b> <ul style="list-style-type: none"> <li>Student option for virtual appointments, where possible</li> <li>Recommend requiring appointments and scheduled drop-in timeframes</li> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> </ul>		
<b>Library</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Approved student study space, schedule where possible</li> <li>Maintain 2m physical distancing</li> <li>Encourage minimizing in-person exchanges of circulating materials (e.g. reserving circulating material over telephone or online)</li> </ul>		
<b>Aboriginal Centre and Hubs (including Kettle Point / Walpole Island)</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Maintain 2m physical distancing               <ul style="list-style-type: none"> <li>The total number of persons cannot exceed 50% capacity</li> </ul> </li> <li>Scheduled appointment only</li> </ul>		
<b>Academic Upgrading and Youth Job Connect (YJC) Programs</b> <ul style="list-style-type: none"> <li>In-person instruction permitted with scheduled times</li> </ul>		
<b>Campus Shop</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)               <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Online orders strongly encouraged</li> <li>In-store shopping permitted to max 10 persons</li> <li>Maintain 2m physical distancing</li> <li>Window shopping and purchasing permitted</li> </ul>		



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<b>Xerox</b> <ul style="list-style-type: none"> <li>Curbside pickup</li> <li>On campus pickup – max 1 customer at service counter</li> <li>Electronic mail delivery</li> </ul>		
<b>Community Employment Services</b> <ul style="list-style-type: none"> <li>Mandatory masking, with the exception of employees in an area not accessible by students or the public and physical distancing from others in the space can be maintained (or separated by plexiglass or some other impermeable barrier)                             <ul style="list-style-type: none"> <li>If an employee cannot maintain 2m physical distance PPE (surgical/procedure mask and eye protection) is required</li> </ul> </li> <li>Scheduled appointments encouraged</li> <li>Approved drop-in appointments permitted during scheduled timeframes</li> </ul>		
<b>Joint Occupational Health &amp; Safety Committee (JOHSC)</b> <ul style="list-style-type: none"> <li>Conduct inspections as scheduled</li> </ul>		



# Lambton’s Roadmap to Reopening – Safety Plan

## 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.

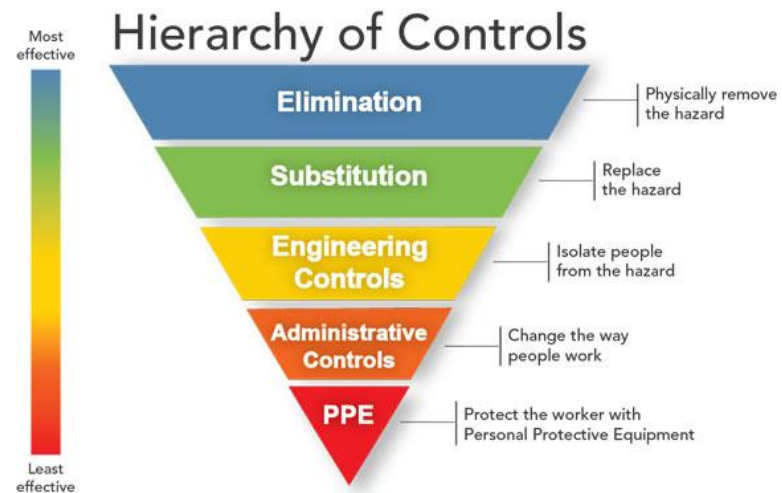
There are advantages and disadvantages to each type of control measure when considering the effectiveness in controlling the hazard, ease of implementation and cost. It is important that a combination of control measures be used to control a hazard in order that the risk is suitably reduced to manageable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

- Staggering or rotating shifts, breaks and meals
- Extending hours of operation
- Minimizing drop-in services and timeframes
- Maximizing scheduled in-person appointments
- Hosting virtual meetings, where possible
- Offering student services online
- Assign remote work, where possible, to keep the operation efficient and communication flowing

### 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 (e.g. stairwells)
  - 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) 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

#### *Proper 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.
- 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 make every effort to maintain a 2 meter (6 foot) 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, including where persons may line up or congregate indoors and outdoors

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

#### Consuming Food or Drink

Eating or drinking is not permitted in corridors/stairwells/elevators, student lounges, open computer labs and classrooms on campus. Employees must maintain physical distancing (2m apart) or separation by plexiglass or some other impermeable barrier while a mask is temporarily removed to consume food or drink.

#### 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 steps recommendations may change – Refer to O. Reg. 364/20 (Rules for Areas at Step 3) under the Reopening Ontario (A Flexible Response to COVID-19)**

- Where feasible, limit contact to the shortest
  - Where physical distancing is not possible limit contact to the shortest time
  - Staff/faculty are responsible for ensuring physical distancing is maintained, when required, and masks are worn
  - Use hierarchy of controls
1. 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
  2. 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
  3. 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)
  4. Consider having all lab assignments submitted electronically – remove paper collection where possible

## General Guidelines for Assessing Offices

**Depending on provincial steps recommendations may change**

- 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
    - Avoid face-to-face layouts, where possible
    - Cubicle extensions
    - Scheduling (block/daily rotations, offset work hours, extended shift, etc.)



- Assign remote work, where possible, to keep the operation efficient and communication flowing
- Does the office have a reception desk / service counter?
  - If yes, consider:
    - Physical barriers for front-line worker (e.g. plexi-glass, etc.)
    - Additional cleaning / disinfection procedures for open / shared offices and service desk counters
- Remove all unnecessary communal items and belongings/clutter (e.g. magazines, candy dishes, etc.)
- 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 (2m apart) 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 – A-Building entrance and C-Building fountain entrance (contact Security)
- 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 maintain physical distancing (2m apart) 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.

**Note: Vaccinations are now mandatory at Lambton College. Effective September 7, 2021 all staff, students, contractors and guests must have a least one dose of the COVID-19 vaccination to gain building access. Proof of vaccination must be presented before proceeding to the screening process. This must be done electronically by uploading vaccination receipts using the LambtonSafe app or [Vaccinations and COVID-19 Protocol webpage](#). Some exemptions apply. Refer to the section 'Mandatory Vaccinations' for more detail.**

### 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](http://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. Students living in Residence must complete daily COVID screening prior to accessing the Events Centre.

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. Consult with Lambton Public Health, Telehealth Ontario 1-866-797-0000, or your physician
3. Notify your faculty or supervisor of any absence



## 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](mailto:patrick.bennett@lambtoncollege.ca).

### Students

- Active screening prior to entering
- Faculty to reiterate screening at the beginning of each onsite class
- Mandatory documented attendance of students for onsite classes
  - in D2L – or other easily accessible means - 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.

### Travel

- Vice-President approval is required for any travel arrangements
- Employees returning from travel outside of Canada must follow federal and provincial guidelines

## Mandatory Masking

In alignment with O. Reg. 364/20 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 in vehicles that are operating as part of Lambton College (e.g. fleet and rental 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:

- 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,
  - 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 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

Note: 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 regardless of vaccination status. 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.

*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.*

*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.*

*\*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*

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

### Vaccinations

Vaccines are a good complement to workplace controls, but cannot replace them. They have different purposes:

- Workplace controls help prevent workers from being exposed
- Vaccines help protect you from getting sick or infected if you are exposed

Vaccinations work by training your body's immune system to recognize and fight infection if you are exposed to a specific virus. This can reduce the risk of developing COVID-19 or make the symptoms milder if you do get it.

Regardless of your vaccination status, you need to continue to follow public health recommendations and restrictions.

### Mandatory Vaccinations

Lambton College is mandating that individuals be vaccinated as a condition to come on campus for any reason. This applies to students, employees, clients, contractors, visitors over the age of 12 and/or any other attendees on Lambton College campuses or affiliated facilities.

Please refer to College Policy [4000-3-11 – COVID 19-Vaccination](#) and check the [Vaccinations & COVID-19](#) webpage regularly for updates and directives.

### Reporting COVID

During the pandemic, employees and students should be self-monitoring. This means paying attention to your health so you can identify signs of sickness. It is important to know the symptoms of COVID-19 and to act appropriately if you have them.

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.

In the event an employee does not pass screening requirements they should:

- consult their healthcare provider, Telehealth (1-866-797-0000), or local, or Lambton Public Health Unit and follow their directive
- notify their supervisor of any absence
- supervisors notify Health & Safety

In the event an employee develops symptoms of COVID-19 unrelated to other known causes or conditions they have while on campus they should:

- make arrangements to go home and immediately leave campus
- avoid using public transit (e.g. buses, train, taxi) if possible
- consult their healthcare provider, Telehealth (1-866-797-0000), or local, or Lambton Public Health Unit and follow their directive
- notify their supervisor of any absence
- supervisors notify Health & Safety

In the event a student does not pass the screening requirements they should:

- consult their healthcare provider, Telehealth (1-866-797-0000), or local, or Lambton Public Health Unit and follow their directive
- notify their faculty member who will work with them to ensure their continued academic success

In the event a student develops symptoms of COVID-19 unrelated to other known causes or conditions they have while on campus they should:

- make arrangements to go home and immediately leave campus (with the exception of students living in College Residence)
- avoid using public transit (e.g. buses, train, taxi) if possible
- consult their healthcare provider, Telehealth (1-866-797-0000), or local, or Lambton Public Health Unit and follow their directive
- notify their faculty member who will work with them to ensure their continued academic success

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

## 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 (OHSA) 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
- Personal protective equipment
- Coughing and sneezing etiquette
- Screening and attendance protocols