

# Returning to Campus Protocol

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## Returning Employees and Students to Campus

### Multi-Factor Analysis

The return of College employees and students to our classrooms, offices, and laboratories begins with consideration of:

- Applicable Federal / Provincial Orders / Declarations (e.g. State of Emergency);
- Local Health, Ministry of Colleges and Universities, and Medical Situation (e.g. decreased number of COVID-19 cases); and
- Site Readiness (e.g. supplies, screening measures, ability to maintain social distancing).

### Fall Return to Campus 2020

Entry to campus will be limited to students who are scheduled for on-site activity and to essential faculty and staff only.

In-person instruction will not be provided where it can be completed virtually.

To minimize risk, the number of students that can enter each instructional space (i.e., classroom, laboratory, etc.) will be in accordance with O. Reg. 364/20 s. 5(1).2 of the stage 3 order.

Instructional spaces (i.e. classroom, laboratory, etc.) will be operated to enable students to maintain a physical distance of at least two metres from every other person in the instructional space, except where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.

In situations where physical distancing cannot be maintained at all times, personal protective equipment (PPE) will be used in accordance with the guidelines of local public health and relevant regulatory bodies.

Use of appropriate facial coverings, such as non-medical grade masks, will be required in all public spaces such as common areas, hallways, elevators and washrooms, or as required by local authorities.

Students, staff, and faculty will be encouraged to only remain on campus during scheduled programming activity. Student services will continue to be provided in an online or remote format. As provincial health guidelines have evolved, hybrid options have been implemented in the interests of the academic and personal wellbeing of students and the college community.

### Visitors and Contractors

Visitors are permitted with pre-approved appointment only and must present documentation of meeting. Instructions sent to visitor on campus guidelines for building access.

Contractors are permitted when supporting essential work. Contractor COVID plans and policies must be submitted to Health and Safety and work scheduled accordingly.

### Mandatory Masking

Aligned with the City of Sarnia By-Law 76 of 2020, the use of masks or facial coverings that cover the nose, mouth and chin, such as non-medical grade masks, are mandatory for everyone entering or remaining in indoor public spaces at the College, including the Fire School and Community Employment Services. This means classrooms, labs, corridors, publicly accessible washrooms, retailers/vendors, anywhere that students and members of the public can freely access, or as required by local authorities. 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 not required:

- For staff working in private office spaces that are not accessible by students or the public, as long as they can maintain physical distancing (2m or 6ft) from other people. If physical distancing is not possible in private office spaces masks are mandatory;
- For staff who work at a service counter behind a physical barrier (e.g. plexi-glass); or
- While eating, drinking or actively engaging in an athletic or fitness activity

#### Exemptions

The following people are not required to wear a mask or face covering under the City of Sarnia By-Law:

- Children under the age of 5
- People with an underlying medical condition or disability that inhibits their ability to wear a mask or face covering
- People who are unable to remove a mask or face covering without assistance
- People who are reasonably accommodated by not wearing a mask or face covering in accordance with the Human Rights Code
- First responders in the course of their duties

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

#### 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.

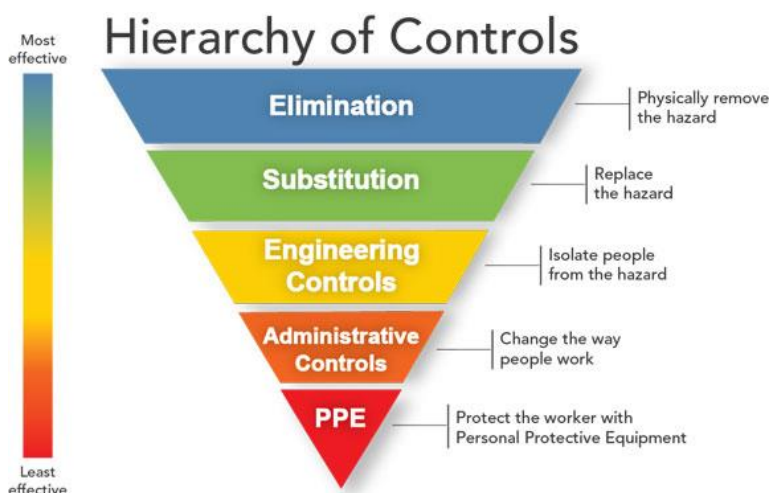
The hierarchy of controls is generally applied at the source of the hazard, along the path between the source of the hazard and the worker or at the worker, and act to reduce the hazardous potential when a worker comes into contact with the hazard.

#### 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 lab 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

### 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-foot (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

### 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) should be made readily available in various workspaces (e.g. labs, service counters) 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.

## 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 SOPs 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 SOPs 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 (eg. 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.

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 hand thoroughly with soap and warm water for 20 seconds or hand sanitize.

## 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.

### Pre-Packaged Disinfecting Wipes

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.

### Cloth Use

1. Put on gloves and safety glasses.
2. Saturate the pink microfiber cloth with disinfectant solution. Please Note: for disinfection, allow the surface to remain wet for 10 minutes then wipe off excess liquid.
3. Wipe clean all high touch points and surfaces.
4. Remove gloves and dispose into garbage.
5. Document on cleaning log.
6. Wash hands thoroughly with soap and warm water for 20 seconds or hand sanitize.

### 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

### Safe Restart of Equipment

- Before start-up of any equipment or process, review/complete your safety and quality checklists
- Where possible, complete instructions and demonstrations online to minimize contact time

### Guideline

- 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 as required
  - 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:
    - assigning students / equipment and tools to specific workstations
    - reviewing Standard Operating Procedures (SOPs) to maintain physical distancing
    - entry / exit procedures (flow/crowd control)
  - b. If no, consider:
    - repositioning equipment or SOPs to achieve physical distancing
    - ensuring all materials are at each workstation to eliminate unnecessary travel (crossing paths)
    - increasing number of course sections
    - installing physical barriers such as plexi-glass
3. Does the course require frequent/close contact?
  - a. If yes, consider:
    - reviewing SOPs to minimize contact time, where possible
    - identifying tasks which require PPE for close contact
    - clear signage for desired positioning is recommended
    - Develop a process for ensuring cleaning and disinfecting of shared / common tools/equipment/machinery and touch points required between users (e.g. door wedges, installation of hooks for temporary storage of masks, 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 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)

## General Guidelines for Common Spaces

Depending on provincial stages recommendations may change

Area	Guideline
<b>Corridors / Stairwells</b>	<ul style="list-style-type: none"> <li>• Mask / face covering mandatory</li> <li>• Adhere to physical distancing floor markings (e.g. keep right)</li> <li>• Separate/relocate corridor seating, where possible</li> <li>• Loitering is prohibited (e.g. congregating outside labs / student service areas)</li> <li>• Install signage</li> <li>• Lockers available and physically distanced through SAC</li> </ul>
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>• Mask / face covering mandatory</li> <li>• Limit occupancy</li> <li>• Hand-washing signage</li> <li>• Increase cleaning frequency</li> <li>• Sinks too close together are designated out-of-order</li> </ul>
<b>Meeting Rooms</b>	<ul style="list-style-type: none"> <li>• Every effort must be made to hold meetings virtually or by teleconference – such as using Microsoft Teams</li> <li>• Meeting rooms have been assessed for physical distancing and space occupancy – seating must not exceed posted occupancy</li> <li>• Meetings should be scaled down so fewer people attend</li> <li>• Student use is prohibited</li> <li>• Advise external participants of screening process in advance</li> <li>• Access to meeting rooms must follow cleaning and disinfecting of touch points between use – wipe and/or sanitize table prior to meeting and table and arm rests following meeting</li> <li>• Catering is limited to individually wrapped meals</li> <li>• Do not leave objects in meeting room after meetings</li> </ul>
<b>Change Rooms</b>	<ul style="list-style-type: none"> <li>• Change Rooms and showers remain closed</li> </ul>
<b>Cafeteria / Lunchrooms</b>	<ul style="list-style-type: none"> <li>• Mask or face covering is required with the exception of while eating or drinking</li> <li>• Tables and chairs will be physically distanced</li> <li>• Increased cleaning and disinfecting of furniture</li> <li>• Increased number of hand sanitizer stations and wipes available on both levels</li> </ul>

	<ul style="list-style-type: none"> <li>• Employees and students are encouraged to bring cold pack lunch and thermoses</li> <li>• Microwave use permitted – signage for hand sanitizing before and after use</li> <li>• Limited food services and outdoor seating will be available through the Lions Den</li> <li>• Buffet food services, bake sales and potlucks are prohibited</li> </ul>
<b>Lounges</b>	<ul style="list-style-type: none"> <li>• Lounges will remain closed</li> </ul>
<b>External Room Bookings and Rentals</b>	<ul style="list-style-type: none"> <li>• No external room bookings or rentals (e.g. pottery studio, pickle ball, fitness memberships)</li> </ul>
<b>Breakout Rooms</b>	<ul style="list-style-type: none"> <li>• Breakout rooms will remain closed</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>Gymnasium / Fitness Centre</b>	<ul style="list-style-type: none"> <li>• Restricted use for varsity and academic programs</li> <li>•</li> </ul>
<b>Library Resource Centre</b>	<ul style="list-style-type: none"> <li>• Library Resource Centre will remain closed</li> <li>• Option of providing material or equipment through curbside pickup</li> </ul>
<b>Wellness Centre</b>	<ul style="list-style-type: none"> <li>• Mask or face covering mandatory</li> <li>• Appointments required with the exception of crisis situations</li> </ul>
<b>Open Computer Labs</b>	<ul style="list-style-type: none"> <li>• Open computer labs will remain closed</li> </ul>
<b>Elevators</b>	<ul style="list-style-type: none"> <li>• Mask or face covering mandatory</li> <li>• Limit occupancy to avoid overcrowding (1 – 2 people)</li> <li>• If you have the option, take the stairs or wait for the next elevator</li> <li>• Maintain physical distancing and face away from each other</li> <li>• Signage posted (all levels) and interior designated standing spaces</li> <li>• Practice respiratory hygiene</li> <li>• Avoid touching your face after pushing the button</li> <li>• Wash with soap or sanitize your hands after leaving the elevator</li> </ul>
<b>Fleet Vehicles and Mobile Equipment</b>	<p>Keeping mobile powered equipment clean and disinfected. Equipment should be cleaned and disinfected after each use. This is not a complete list of equipment and departments should consider all other equipment.</p> <ul style="list-style-type: none"> <li>• College owned trucks and vans</li> <li>• Lift trucks</li> <li>• Golf Carts</li> <li>• Scissor Lifts</li> <li>• Cranes</li> <li>• Quads or Side by Sides</li> <li>• Tractors/Riding Lawnmowers</li> </ul>

	<p>Vehicles should be limited to one person per vehicle. Hand sanitizer and wipes or cleaner have been placed in the vehicle to regularly clean the vehicle surface. Ensure the cleaning product is acceptable to use on the surfaces being disinfected.</p> <p>All passengers should practice hand-hygiene before entering vehicle and after leaving it.</p> <p>Surfaces considered touch points that need to be disinfected:</p> <ul style="list-style-type: none"> <li>• Car keys and fobs</li> <li>• Exterior and interior door handles</li> <li>• Steering wheels</li> <li>• Seat belts and buckles</li> <li>• Gear shifts</li> <li>• Handles, brakes</li> <li>• Frames, rails and grab bars</li> <li>• Power ignition button, window switches, radio, GPS, other buttons and dials</li> </ul> <p>Use a disinfecting wipe or glove when touching surfaces such as:</p> <ul style="list-style-type: none"> <li>• Gas pumps &amp; keypads / other touch screens</li> <li>• Vehicle fuel door &amp; cap</li> <li>• Parking meters</li> </ul>
<p><b>Ride Sharing</b></p>	<p>Avoid ride sharing. If not an option, implement physical distancing in vehicles and control your environment.</p> <p>Collective Transport</p> <ul style="list-style-type: none"> <li>• Only when using a mask / face covering</li> <li>• Fill seating back to front, empty front to rear</li> <li>• Sit in staggered rows, not all seated at windows</li> <li>• Buses cleaned before and after each use</li> </ul> <p>If sharing a car</p> <ul style="list-style-type: none"> <li>• Maximum 2 people – driver and 1 passenger in rear opposite</li> <li>• Each person wears a mask prior to entering the car</li> </ul>
<p><b>Classrooms</b></p>	<p>Classrooms will remain closed</p> <p>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.</p>
<p><b>Field Visits</b></p>	<ul style="list-style-type: none"> <li>• Field visits are permitted in accordance with provincial stage recommendations</li> <li>• All efforts must be made to have paperwork mailed</li> <li>• If mailing isn't possible, arrange for contactless / curbside pickup</li> <li>• Wait a couple days before handling mail</li> <li>• Practice physical distancing and hand-hygiene</li> <li>• Be prepared to have masks for employees who may enter the work location and identify whether there is a customer/client mask requirement (and type)</li> <li>• Minimum requirement is a non-medical mask unless PPE requirements indicate otherwise</li> </ul>



<b>Off-campus/Clinical Placements</b>	<ul style="list-style-type: none"> <li>Students that require off-campus/clinical placements may complete their placements with placement partners where emergency measures allow, and it is safe to do so.</li> </ul>
<b>Residence</b>	<ul style="list-style-type: none"> <li>Lambton College students that require living accommodations for the period of their in-person instruction, may apply to Lambton College Residence for single occupancy accommodations.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>Non-essential travel to places where the risk of exposure to COVID-19 is higher or cannot be effectively controlled should be eliminated</li> <li>Restrict individuals from entering the workplace returning from travels outside Canada as recommended by the provincial guidelines</li> </ul>
<b>Shipping/Receiving</b>	<ul style="list-style-type: none"> <li>Only authorized personnel may enter</li> <li>(e.g. Food Services and Cleaning Services personnel, Facilities Management Staff)</li> <li>Wipe down pump truck before and after use</li> <li>Greet drivers from a distance</li> </ul>
<b>Xerox</b>	<ul style="list-style-type: none"> <li>Delivery pick-ups are available upon request</li> <li>Open and scan physical mail to email to the recipient (with the exception of P&amp;OD and Finance)</li> <li>Schedule time to pick-up print jobs</li> <li>One person in Mail Room at a time</li> </ul>

## 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 Access

### Parking

Students can park in any parking lot with the exception of #1, 4 and 13. Students and employees should practice physical distancing in the parking lots leaving a space between their vehicle and the next, when possible.

There will be no charge for parking during the summer and fall term with the exception of limited reserved parking in Lot #1 and 13 which will be offered for purchase at a reduced rate.

### Curbside Pickup

Arrangements for curbside pickup must be made in advance and scheduled with the respective department:

- Library Resource Centre
- Campus Shop
- Xerox
- Food Services

Designated parking spaces will be available in Lot #1.

## 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 - Program specific instructions will be provided
- Fire School - Apparatus Bay

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](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. 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 College – 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.bennet@lambtoncollege.ca](mailto:patrick.bennet@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
- IT is developing an online screening questionnaire in HRIS to expedite entry process and eliminate crowding (e.g. acknowledgement submission and buildings attended)

## 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.

Risk Level / Description	Example	Personal Protective Equipment
Source Control	Mandatory Masking – public indoor spaces (e.g. labs, classrooms, corridors, elevators, washrooms, etc.)	Non-medical mask or face covering
Lower-Medium (minimal occupational contact or tasks requiring frequent or close contact* with people who may be infected but are not known to be infected)	Employee tasks where physical distancing cannot be maintained or droplet protection is required (e.g. approaching or assisting a student during a lab where physical distancing cannot be maintained)	Surgical/procedural mask Eye protection Follow accrediting and regulated health professionals recommended practice
High (jobs with high potential for exposure to known or suspected sources of COVID-19 – no aerosol generating procedures performed)	College Emergency Services Campus Nurse	Surgical/procedural mask or respirator (N95 or cartridge style) Disposable gown Eye protection (e.g. glasses, goggles, face shield) Disposable gloves
Very High (jobs with high potential for exposure to known or suspected sources of COVID-19 during specific medical laboratory procedures)	Campus Nurse Faculty supervising clinical students off-site	Respirator (N95 or cartridge style) Disposable gown Eye protection (e.g. glasses, goggles, face shield) Disposable gloves

\*Close contact: Defined as being within less than 2 meters (6 feet) of another person in the same room, workspace, or area for over 15 minutes; or living in the same home.

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.

## 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.

### 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 and mouth without gaping
- not impair vision or interfere with tasks

### 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 slightly wet 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

[Do's and Don't's from the Government of Canada](#)

## 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 Reporting

### Suspected and Unconfirmed Case

If an employee experiences an immediate onset of symptoms of illness while at work:

1. Notify your supervisor and the Occupational Health & Safety Consultant, who will liaise with the Campus Nurse
2. Make arrangements to go home while respecting physical distancing protocols
  - a. wear a mask (ensure nose/mouth covered) before leaving
  - b. immediately leave campus
  - c. avoid using public transit (e.g. buses, train, taxi) if possible
3. Self-isolate and consult with Lambton Public Health, Telehealth Ontario 1-866-797-0000, or your physician and complete the COVID-19 self-assessment
4. Submit an incident report form as per 4000-3-3 Reporting of Injury and Illness Policy

5. Follow the directions received from the above sources and advise your supervisor and the Occupational Health & Safety Consultant of the outcome

#### Confirmed COVID-19 Case

- Employees who test positive for COVID-19 must advise their supervisor and the Occupational Health and Safety Consultant of this result
- Once notified, the supervisor of the infected employee should immediately shut down the work area/office where the infected employee works
- Facilities Management may be required to conduct a deep cleaning and disinfection or close the area for 72 hr
- The College will contact Lambton Public Health authorities to receive advice and assist in identifying contacts the infected employee had in the workplace.
- An employee with confirmed case is not permitted to return to the workplace without directive from Lambton Public Health, their physician or medical documentation (e.g. negative COVID test results) and consulting with the Occupational Health & Safety Consultant
- The College will take reasonable measures, to the extent possible and in consultation with the Lambton Public Health, to protect the identity of any employee who contracts COVID-19

#### Student Reporting

##### Suspected or Unconfirmed Case

If a student experiences an immediate onset of symptoms of illness while on campus:

1. Notify your faculty and Campus Nurse, who will liaise with the Occupational Health & Safety Consultant
2. Make arrangements to go home while respecting physical distancing protocols
  - a. wear a mask (ensure nose/mouth covered) before leaving
  - b. immediately leave campus
  - c. avoid using public transit (e.g. buses, train, taxi) if possible
3. Self-isolate and consult with Lambton Public Health, Telehealth Ontario 1-866-797-0000, or your physician and complete the COVID-19 self-assessment
4. Submit an incident report form as per 4000-3-3 Reporting of Injury and Illness Policy
5. Follow the directions received from the above sources and advise your faculty and the Campus Nurse of the outcome

##### Confirmed COVID-19 Case

- Students who test positive for COVID-19 must advise their faculty and the Campus Nurse of this result
- Once notified, the College will make immediate arrangements to shut down the students known learning spaces
- Facilities Management may be required to conduct a deep cleaning and disinfection or close the area for 72 hr
- The College will contact Lambton Public Health authorities to receive advice and assist in identifying contacts the infected employee had in the workplace
- A student with confirmed case is not permitted to return to campus without directive from Lambton Public Health, their physician or medical documentation (e.g. negative COVID test results) and consulting with the Campus Nurse
- The College will take reasonable measures, to the extent possible and in consultation with the Lambton Public Health, to protect the identity of a student who contracts COVID-19

## 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

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

Visual controls help maintain acceptable physical distancing. Consider implementing in:

- 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