



COVID-19 Safety Plan

July 2020

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Revision History

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Introduction

On March 11, 2020, the World Health Organization declared the ongoing COVID-19 outbreak a pandemic. In response, Camosun College transitioned on March 14 from face-to-face instruction to alternative instruction and assessment to reduce the number of staff and students on campus in order to help prevent transmission of the virus within the Camosun community.

On May 6, 2020, Premier John Horgan outlined the next steps for B.C.'s pandemic response in a Go Forward Strategy using a phased approach to lifting restrictions. With this comes the reintroduction of some face-to-face classes and services at Camosun, which could result in students and staff at Camosun College being exposed to COVID-19.

Recommendations from the BC Centre for Disease Control, WorkSafeBC, and the Go-Forward Guidelines from BC's Public Post-Secondary Sector continue to inform Camosun College's protocol for planning and conducting safe campus operations. Camosun is utilizing a combination of control measures to ensure faculty, staff and students are adequately protected until a vaccine has been developed to prevent transmission of the virus, or until personal and/or "herd" immunity occur. Camosun is committed to using the most effective control measures based upon the current level of scientific knowledge, and best practices, as described in this COVID-19 Exposure Control Plan (ECP).

1 Document Scope

This COVID-19 ECP applies to Camosun College faculty, staff and students. Due to health risks posed by exposure to COVID-19, it is mandatory that all employees and students take reasonable actions to eliminate or minimize their exposure to the virus to reduce the likelihood of transmission.

2 Roles and Responsibilities

Camosun College employees must review this exposure control plan, and understand the applicable responsibilities:

2.1 College Executive Team

- Determines which programs and services are approved for on-campus activity
- Sets priorities and approves processes, policies and responses to COVID-19

2.2 Dean/Director

- Assess on-campus needs for employees and services
- Determine approval for employee access to campus
- Responsible for dispersing important information and communications about Camosun's response to COVID-19

2.3 Occupational Health & Safety (within Facilities Services)

- Maintain the accuracy of the ECP to reflect changes in risk control procedures, recommendations or information available on COVID-19
- Conduct Risk Assessments and advise protocol required for safe usage of campus spaces, including both common and specifically designated spaces
- Develop and disperse Control Measure Checklists for teaching/learning spaces
- Update applicable documentation to reflect WorkSafeBC changes to operational guidelines
- Complete records of inspections and incidents

- Maintain records of site assessments, exposure control plans, inspections and incidents, and OHS protocols and procedures
- Immediately correct unsafe acts and conditions
- Conduct periodic reviews of the effectiveness of this ECP. Due to the rate at which information from public health authorities is being updated, and variations in the availability of resources to control exposure, the ECP will be reviewed at frequent intervals until infection rates stabilize. Modifications will be made if there are relevant changes due to equipment availability, tasks or risk potential
- Ensure personal protective equipment (PPE) (e.g. gloves, non-medical face masks, etc.) and other resources required to fully implement and maintain this ECP are available when and where required

2.4 Workplace Leaders

- Complete [COVID-19 Employee Safety Training and COVID-19 Workplace Leader Safety Training](#)
- Review the information outlined in this ECP, in addition to related policies, directives and guidelines and promote awareness
- Ensure staff and students are educated and trained to an acceptable level of competency with respect to the health hazards and recommended safe work procedures
- Monitor direct reports to ensure policies and procedures are being followed
- Immediately report and mitigate unsafe acts and condition

2.5 Faculty and Staff

- Review the requirements of this ECP
- Complete [COVID-19 Employee Safety Training, Initial Self-Assessment & Declaration](#)
- Review Camosun [Directive D-1.2: Absences from Campus due to COVID-19](#)
- Complete the [On Campus Employee Attendance Form](#) for dates of approved on-campus activity
- Use the [BC COVID-19 Self Assessment](#) tool *before* attending campus for the first time and self-monitor for symptoms on a daily basis for each subsequent visit
- Ensure specific space usage protocols and guiding principles are adhered to, including proper use of PPE
- Conduct work in a safe manner to ensure the risk to colleagues and students is minimized and effectively controlled
- Provide adequate instruction to students to mitigate the hazards associated with COVID-19
- Evaluate planning and procedures in consultation with the OHS team, as required

2.6 Students

- Complete [COVID-19 Student Safety Training and Initial Screening Assessment](#), before starting class
- Use the [BC COVID-19 Self Assessment](#) tool before attending campus for the first time and self-monitor for symptoms on a daily basis for each subsequent visit
- Follow established specific protocols
- Report unsafe conditions or acts observed to the staff and alert fellow students who may be in the immediate area

- Understand how, and when, to report potential exposure incidents

2.7 Joint Occupational Health and Safety Committee (JOHSC)

- Ensure there is a mechanism in place where workers can raise any concerns about the risk of COVID-19 exposure at the workplace to the joint committee or worker representative.
- Have committee members participate in a walk-through assessment of the work process(es) to identify potential areas of increased risk and priority action.
- Ensure that the joint committee or worker representative is involved in the development of control plans for different job tasks.
- Have joint committee members involved in promoting approved physical distancing measures.
- Have the joint committee provide feedback on the effectiveness of control measures implemented.

COVID-19 Background

3 COVID-19

According to the British Columbia Centre for Disease Control (BCCDC), Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases; the disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

COVID-19 is a new strain of coronavirus that was discovered in December 2019 that had not been previously identified in humans. Based on currently available information and clinical expertise, older adults and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19.

3.1 Viruses

Viruses are sub-microscopic “organisms at the edge of life” that contain genetic material, reproduce and evolve through natural selection. They are considered to be “non-living parasites” requiring a host to survive:

- After entering a host, viruses will attach to different areas of the body (each virus has a preference: nose, lung, brain);
- Following attachment, viruses transmit their genetic information to the body’s cells and “teach” the cells to replicate the viruses. Instead of producing more cells, the body’s cells will produce more viruses;
- The final step is the release of the viruses from the cells where they can be transmitted by different mechanisms (talking, coughing, sneezing and excreta).

3.2 COVID-19 Defined

According to the British Columbia Centre for Disease Control (BCCDC), Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

COVID-19 is a new strain of coronavirus that was discovered in December 2019 that had not been previously identified in humans. Based on currently available information and clinical expertise, **older adults and people of any age who have underlying medical conditions** might be at higher risk for severe illness from COVID-19.

3.2.1 COVID-19 Risk Groups

According to a compilation of [BC CDC information](#) (9 June 2020), the groups at highest risk for severe illness from COVID-19 are:

3.2.1.1 Adults aged 50 years and older.

- a. The age of BC cases resulting in death range from 47 years to 103 years old.
- b. BC CDC statistics has indicated those aged 60 or older have accounted for 94% of the deaths in BC with the median age being 85 years old. Those aged 30 or older account for 97% of the COVID-19 cases requiring hospitalization.
- c. The majority of the fatalities have been Females (52%) and Males (48%).

3.2.1.2 People who live in a nursing home or long-term care facility

3.2.1.3 People of all ages with underlying medical conditions, particularly if not well controlled, including:

- a. Chronic lung disease or moderate to severe asthma
- b. Serious heart conditions
- c. Hypertension (high blood pressure)
- d. Cancer
- e. Immunocompromised

Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- f. Severe obesity (body mass index [BMI] of 40 or higher)
- g. Diabetes
- h. Chronic kidney disease undergoing dialysis
- i. Liver disease

3.3 Health Effects & Exposure Assessments

3.3.1 Adverse Health Effects

As of July 2020, available information suggests the incubation period is up to 14 days as reported by the BCCDC. The incubation period refers to the time from when a person is first exposed until symptoms appear. The virus can be transmitted to others despite the absence of symptoms.

The BCCDC, World Health Organization, and Province of British Columbia reports that the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough

- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

Fever: Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#). Infants less than three months of age who have a fever should be assessed by a health care provider.

Employees experiencing any of the above symptoms should inform their Workplace Leader, stay home, complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided. Anyone exhibiting the above symptoms is not permitted to visit Camosun campuses.

3.4 Exposure Risk Assessment

COVID-19 is spread from an infected person through:

- Respiratory droplets spread when a person coughs or sneezes
- Close personal contact such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands

The durations for virus viability are not entirely known and will vary greatly with the environmental conditions and type of material the virus is residing on. The virus does not enter the body through intact skin and normally only enters the body through the respiratory system or mucous membranes.

In addition to the droplet transmission process, exposure can occur through the inhalation of aerosols, such as occurred with SARS CoV-1. Studies have found the SARS CoV-2 virus is present in secretions such as [tears](#), and conjunctival secretions from those with conjunctivitis, and in the [stool](#) from infected patients. Processes which generate an aerosol involving an infected person or their excreta can expose persons many metres from the infected person to the virus as it moves with the air currents. Aerosols in the case of the COVID-19, will primarily involve the human respiratory system but can also involve aerosols generated when toilets are flushed and the excreta (stool) of an infected person is present.

Members of the Camosun College may potentially be exposed when they are in contact with people carrying the COVID-19 virus.

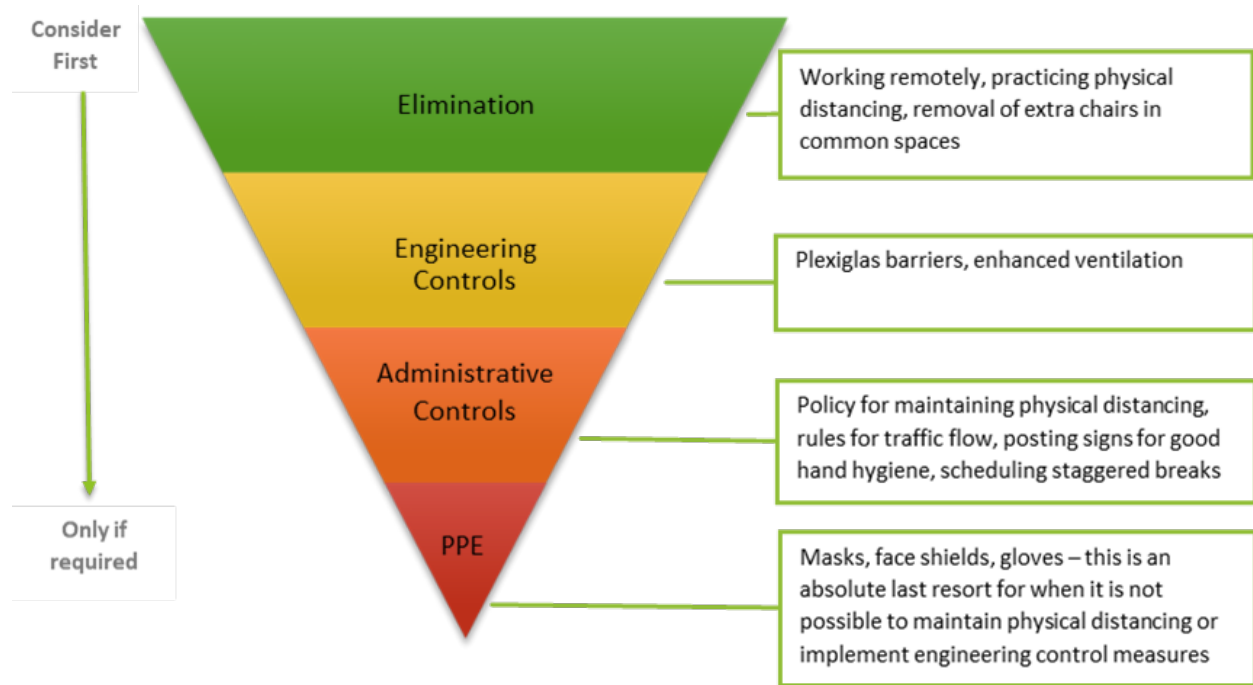
The college activities with a potential for exposure to COVID-19 include:

- Office work involving face-to-face interactions between staff and students
- Training sessions involving students and staff in indoor settings; common touch points
- Custodial work involving office locations and treatment room scenarios

4 Risk Control Measures

Effective control measures must be used to eliminate or reduce the risk of being exposed to COVID-19.

The hierarchy of control measures that must be followed to prevent, or minimize, the potential for being exposed to and transferring COVID-19 are:



REF: WORKSAFEBC, 19 MAY 2020

- **Elimination Controls** – measures to reduce the density (intensity and number of contacts) of people in classes/offices/shared spaces/public spaces (e.g. working remotely; maintaining a physical space of at least 2m/6ft between persons, limit number of workers in a workspace at any given time)
- **Engineering Controls** – physical barriers (e.g. Plexiglas barriers; one-way systems for traffic flow; physical space between seating)
- **Administrative Controls** – rules and guidelines to reduce the likelihood of transmission (e.g. stay away if sick; staggered hours of operation, extra cleaning protocols, policy to prohibit sharing of tools/supplies)
- **PPE** – If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks and other Personal Protective Equipment (PPE). Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using

masks appropriately. PPE should not be used as the only control measure – it must be used in combination with other measures.

Control measures for COVID-19 must, as a minimum, follow the federal/provincial public health alerts. Camosun monitors and implements (when applicable) the recommendations available through WorkSafeBC. Information sources, such as WorkSafeBC, World Health Organisation (WHO), Centers for Disease Control and Prevention (CDC), and the BC Center for Disease Control (BCCDC) have informed development of this ECP.

**The Occupational Health & Safety Coordinator must be involved in the development of risk controls.*

4.1 Elimination / Physical Distancing

4.1.1 Common to all activities

- All non-essential face-to-face activities should be reduced or suspended
- Remote learning/working must be utilized when feasible
- As referenced within [Directive D-1.2 Absences from campus due to COVID-19](#), employees and students must not attend campus if:
 - Experiencing symptoms of illness
 - Recently travelled internationally and have not yet self-isolated for at least 14 days upon return; refer to the [Quarantine Act](#)
 - Residing with a person diagnosed as having COVID-19
- Anyone who is experiencing symptoms of illness, or suspects they have been in contact with persons known to have or suspected of having COVID-19 should complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided. Employees must also inform their Workplace Leader

4.1.2 Safe Start Camosun defined

- The college has established the Safe Start Camosun process to streamline the approval and planning of components of courses and programs that need to be delivered on campus or have a face to face component. Course/program/service delivery require prior approval of the applicable Vice President and are subject to OHS assessments of the proposed space usage, capacity restrictions, and additional risk control measures.
 - Courses that can be delivered entirely online, as well as virtual or online components of applied courses, will remain online.
 - On-campus and blended courses that require students to come on campus or have a face-to-face component will be delivered in a way that is safe for students and employees.
 - The transition to this practice at Camosun is being guided by the Provincial Health Officer's core guidelines; practice standards that are being developed for the post-secondary sector by the Ministry of Advanced Education, Skills and Training; and, health and safety advice from WorkSafeBC.

4.1.3 On-Campus Attendance

- If employees can work remotely, they should do so
- Employees who are working remotely cannot return to campus until they receive approval by their Dean/Director and are specifically required to return

- The [On-Campus Attendance Form](#) must be completed by employees prior to campus attendance; it will notify the Workplace Leader and provide the Facilities Services team with data on the dates/times of planned attendance
- All visitors, contractors and service personnel must check in to the Facilities Office at the applicable campus in order to be verbally screened, checked in, and allowed access on site. The amount of instruction will vary based on what service they are providing.
 - Facilities office hours of operation are 8:00am to 12:00pm, closed for lunch, and then 1:00pm to 4:00pm, Monday to Friday. The Lansdowne office phone number is 250 370-3041 and Interurban phone number is 250 370-3889. Delivery services are not required for screening by the Receiving Department.
 - [Lansdowne](#) Facilities Office is in the Dawson building, room 200
 - [Interurban](#) Facilities Office is located next to P1

4.2 Engineering Controls

4.2.1 Common to all activities

- Where feasible, the ventilation rate of indoor spaces is to be increased and re-circulation of indoor air eliminated. Doors, hatches and windows are to be opened where possible to reduce the residence time of potentially “infectious” aerosols in indoor locations.

4.2.2 Office work

- Access entrances should be restricted to Camosun employees who have approval to attend campus
- Work areas should be configured to maintain at least 6 feet / 2 metres of physical distancing
- The areas of reception and/or teaching station will have additional Plexiglas barriers installed, where required, to prevent droplet transfer during interaction
- Commercial deliveries are to be arranged to be dropped off/picked up outside the Receiving area in a no-contact manner. Shipments to be dropped off/picked up will be coordinated with Receiving department to ensure shipments are not left unattended at the designated area

4.2.3 Custodial work

- Surfaces that may become contaminated shall be cleaned and disinfected. Cleaning products must be on the Health Canada list of approved disinfection products.
- Products that are acceptable for use must have a current Safety Data Sheet (SDS)
- Vacuums used during cleaning activities shall be equipped with a HEPA filter
- The campuses will be cleaned and disinfected in accordance with the BCCDC’s Cleaning and Disinfectants for Public Settings.
- A cleaning schedule that focuses on cleaning high-traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, light switches, and common areas

4.3 Administrative Controls

4.3.1 Common to all activities

4.3.1.1 Gatherings

- Camosun College faculty and staff members must maintain physical distancing of at least 6 ft./2m from each other
 - In-person meetings must be limited

- In-person meetings shall only be held in well ventilated open spaces where physical distancing can be maintained, or outside
- Remote / online learning and work arrangements are preferred.
- Maximum occupancy shall be adhered at all times.
- The maximum number of attendees will not exceed any guidelines, orders, or recommendations of the Provincial Health Officer
- Whenever possible stairs shall be taken to enable adequate physical distancing.
- If elevators are utilized do not exceed maximum occupancy posted.
- Signs must be posted to identify the number of occupants that can be accommodated in an area to meet physical distancing requirements
- Alternate and/or add additional class times will be utilized to reduce the risk of exposure and facilitate physical distancing
- Break periods are to be staggered to accommodate physical distancing in all break rooms and common areas
- Food and beverages will not be shared. Only individually packaged serving will be permitted during the pandemic period (i.e. no buffets, boxes of baked goods)

4.3.1.2 Avoidance

- [Directive D-1.2: Absences from Campus due to COVID-19](#) was created to protect the health and safety of Camosun College employees and students; it provides consistent direction to remain off-campus in the event of suspected or actual symptoms associated with COVID-19.

4.3.1.3 Personal Hygiene

- Reinforce personal hygiene messages to Camosun College faculty and staff:
 - Camosun College faculty and staff must wash their hands or sanitize their unsoiled hands frequently and before eating, drinking or smoking or using the washroom. (Instructional posters on how to effectively wash hands shall be posted at each handwashing station)
 - Avoid touching your face.

4.3.1.4 Hygiene

- Clean and disinfect frequently touched surfaces before and after using the space:
 - For works stations, this includes keyboard, client chair, work bench surfaces, work light handle and arm.
 - For office/desks this includes the door handles, chair armrests, computer keyboard and mouse, memory fobs, desk surface, phone and printer controls.

4.3.1.5 Training

- Shared awareness of this ECP, the [COVID-19 Safety Training & Initial Self-Assessment for Camosun Employees](#) and [COVID-19 Student Safety Training](#) will educate Camosun faculty, staff & students about the required health and safety measures to prevent the likelihood of COVID-19 transmission.

4.3.1.6 Communication

- [Safe Start Camosun Communications Plan](#) was implemented in May, 2020 and is updated regularly.
- College employees are kept informed through CamNews, the college newsletter, as well as college-wide announcements and directives.
- Deans and Directors are also responsible to ensure updated information is disseminated to department employees.
- Information webpages for the Camosun Community:
 - [COVID-19 information for the Camosun community](#)
 - [COVID-19 Safety Training & Screening for Students](#)
 - [Student Resources](#) and [Student FAQ's](#)
 - [COVID-19 Safety Training & Initial Self-Assessment for Camosun Employees](#)
 - Employee [Resources](#) and Employee [FAQ's](#)

4.3.1.7 Office work

- Avoidance: minimize sharing of office space wherever possible

4.3.1.8 Remote work

- Directives/guidelines for employees required to temporarily work remotely will apply
- Anyone who experiences symptoms of illness, or have been or suspect they have been in contact with persons known to have or suspected of having COVID-19 should complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided.

4.3.1.9 Custodial work

- Hygiene: Increase all department facility cleaning by cleaning and sanitizing all common areas and surfaces at least twice daily. Examples include washrooms, treatment rooms, shared offices, common tables, desks, light switches, handrails and door handles.

4.4 Personal Protective Equipment

PPE is the last line of defence and should be carefully considered.

4.4.1 Common to all activities

- All Camosun College employees located in areas where 2 metres of separation cannot be maintained will be required to use a non-medical face mask to minimize the release of droplets generated by coughing, sneezing and talking
- Hands must be washed or sanitized before donning or doffing a face mask

4.4.2 Custodial work

- Disposable gloves (nitriles or similar).
- Dispose of all contaminated materials (cleaning supplies, PPE) in double plastic bags. Seal the bags using duct tape. Waste material can be placed in normal disposal.

5 Education & Training

The Workplace Leaders in each Camosun department must ensure that their employees are informed about the content of this Exposure Control Plan and advise them to complete the required safety training and screening prior to attending campus.

COVID-19 Safety Training and Initial Symptoms Screening Assessment links:

- [Employee COVID-19 Safety Training and Initial Symptoms Screening Assessment](#)
- [Workplace Leader COVID-19 Safety Training](#)
- [Student COVID-19 Safety Training and Initial Symptoms Screening Assessment](#)

Minimum training requirements will address the following:

- Hazards and risks associated with exposure to COVID-19
- Signs and symptoms of COVID-19
- Procedures and protocols for exposure control measures related to COVID-19
- Use of non-medical face masks and other personal protective equipment, as applicable
- How to report potential exposure to COVID-19.

5.1 Employee COVID-19 Safety Training Records

Training records are maintained by the Human Resources Department. Completion of Employee and Workplace Leader training will be recorded on the employee's Colleague file.

5.2 Student COVID-19 Safety Training Records

Completion of student training is to be monitored by course instructors. Training completion records are maintained in the [Safe Start Student Training Class List Web Report](#).

5.3 Documentation & Record Retention

Camosun College will keep records of the following information:

- Declarations of COVID-19 Employee Safety Training completion
- Declarations of COVID-19 Workplace Leader Safety Training completion
- Completion of COVID-19 Student Safety training for instructor reference
- Records of On-Campus Employee Attendance
- Evaluation of the risk control options, and work procedures used in approved spaces
- Review of first aid reports and any reported health-related symptoms.

6 Health Monitoring

Camosun College employees who are potentially exposed to COVID-19 must conduct a self-assessment using the [BC COVID-19 Self Assessment](#) to determine if they should isolate or seek assistance.

If experiencing COVID-19 symptoms contact HealthLink BC by dialling 8-1-1. A HealthLink BC nurse will provide advice on how to proceed with testing and/or treatment, if necessary. Call [1-888-COVID-19](#) or text [604-630-0300](#) for details, advice, and further information on the virus.

If a Camosun employee, student or visitor to the campus experiences any symptoms related to COVID-19 are to go home directly and call 8-1-1 BC HealthLink for further directions.

7 Resources and References

- BC Centre for Disease Control (BCCDC)
- Provincial Health Officer
- World Health Organisation (WHO)
- WorkSafeBC
- Centre for Disease Control (CDC)

8 Document Links

- [B.C. COVID-19 Self-Assessment Tool](#)
- [COVID –19 information for the Camosun community](#)
- [Directive D-1.2: Absences from Campus due to COVID-19](#)
- [Employee COVID-19 Safety Training and Initial Symptoms Screening Assessment](#)
- [Employee Resources and Employee FAQ's](#)
- [On-Campus Attendance Form](#)
- [Safe Start Camosun Communications Plan](#)
- [Student COVID-19 Safety Training and Initial Symptoms Screening Assessment](#)
- [Student Resources and Student FAQ's](#)
- [Safe Start Student Training Class List Web Report.](#)
- [Workplace Leader COVID-19 Safety Training](#)