

Hanson College, BC COVID-19 Readiness Plan

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Submitted by

QUALITY ASSURANCE & COMPLIANCE



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1 OVERVIEW

In preparation for 2021, as the coronavirus pandemic (COVID-19) continues to be a part of our reality, we have prepared this readiness plan to ensure that all staff and students are aware of the new operational procedures. These procedures will ensure the safety of everyone at Hanson College. The British Columbia Provincial Health Officer (PHO) continues to assess, monitor, and implement province-wide restrictions to reduce the spread of COVID-19. All in-person services will remain suspended at Hanson College BC, and the campus will remain closed until January 8, 2021. In January, when limited in-person services resume, updates and PPE training reminders will be provided to all employees to guide us through 2021. Our goal is to provide services effectively and safely by minimizing the on-campus population and activity while prioritizing academic delivery.

2 SCOPE

This readiness plan applies to all staff, faculty, and students at Hanson College BC. Hanson College, BC will hereinafter be referred to as HC.

3 PURPOSE

HC's readiness plan is based on the most recent advice from Public Health officials. This plan is flexible and adaptive to meet the direction regarding post-secondary campus models in real-time. This plan's recommendations are subject to change based on feedback, the Ministry of Education guidelines, and updates from Public Health officials on COVID-19 in our communities.

Hanson is committed to providing a safe and healthy campus environment for all staff, students, and faculty. Hanson also strives to support our students' needs during this pandemic while providing reasonable precautions to protect everyone. We appreciate the adherence to the guidelines detailed in this manual.

4 DEFINITIONS

BCCDC: BC Centre for Disease Control

CampusLogin (CL): Hanson College's student information system (SIS) used for tracking attendance, students' progress through a program, and registration status

COVID-19: Disease caused by the infection of the SARS-COV-2 virus that is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. The symptoms vary from no symptoms at all, mild respiratory symptoms, up to severe respiratory distress

Designated screener: Supervisor or associate assigned by the institution to conduct active screening exercises for staff before allowing access into the campus, and the designated employee trained to facilitate and administer the Illness Response Plan (IRP)

DLI: Designated learning institution

IRCC: Immigration, Refugees, and Citizenship Canada

HC: Hanson College British Columbia

PHO: Provincial Health Officer

Physical distancing: Maintaining 2-meter (6 feet) distance between others

PPE: Personal Protective Equipment such as non-medical masks, face shields, gloves

5 RESPONSIBILITIES

Hanson

- Ensure adequate supply of masks and other PPE. The Joint Health and Safety team and the Facilities department will work closely to confirm the demand for PPE and facilitate timely delivery and supply
- Assign designated screeners and provide designated screening and isolation areas and bins for appropriate disposal of PPE
- Ensure controlled access to campus, restrict the flow of traffic, specific entry and exit points. Classes and student support services on campus will resume with restrictions and physical distancing requirements. The campus will remain closed to students not scheduled to attend classes
- Document and report confirmed cases of COVID-19 to the BCCDC
- Ensure all staff, faculty, students, and essential visitors follow the COVID-19 plan and guidelines
- Maintain a safe, calm, and kind atmosphere to deter stigma around COVID-19

Hanson Staff/Faculty

- Staff will work rotating shifts and sign up by department on the rotation calendar provided before visiting the campus
- Take part in education and training surrounding the Plan
- Must wear masks in all indoor shared spaces of the campus
- Ensure safe interaction with students, faculty and colleagues and avoid crowding in common areas
- All faculty and staff who report positive COVID-19 test results or are self-isolating must report their status to their supervisor
- Comply with active health screening conducted by a designated screener at the institution before entering the campus
- All staff, faculty, and students who have been considered close contacts of COVID-19 positive cases or are awaiting COVID-19 test results must follow the provincial health protocol of self-isolation
- Any staff or faculty member that suspects a student to be ill must advise the Designated Screener to pursue further action, such as the Illness Response Protocol (IRP)

- Maintain a safe, calm, and kind atmosphere to deter stigma around COVID-19

Hanson Students

- Bring and wear appropriate PPE on campus, including in hallways, elevators, stairwells, and during class
- Take part in training and instruction surrounding the plan
- Observe all posted signage, use marked entrance and exit doors, and maintain social/physical distancing from their cohorts. It is strongly recommended that students do not mingle outside their specified cohorts and class groupings to limit unnecessary exposure
- Dispose of used PPE responsibly, using the provided bins
- All staff, faculty, and students who have been considered close contacts of COVID-19 positive cases or are awaiting COVID-19 test results must follow the provincial health protocol of self-isolation
- All students who report positive test results or self-isolating should report their status to Sonja Grgar, Senior Academic Advisor (sonja.grgar@hansoncollege.com). This is in line with HC's standard student illness procedure. All reports are kept confidential

Designated Screeners

- Ensure adequate health screening has been conducted for all staff entering the campus using the questionnaire provided for each working day
- Ensure that students, faculty, and staff maintain 2 meters physical distancing and wear appropriate PPE during the screening
- Implement the Illness Response Protocol for any reported illness on campus.
- Maintain a safe, calm, and kind atmosphere to deter stigma around COVID-19

Health and Safety/ Facilities Department

- Ensure adequate supply of PPE for classrooms/workspaces and that these resources are readily available where and when they are required
- Conduct a periodic review of the plan's effectiveness
- Support the development of the plan's related resources (Active Health Screening checklists, FAQs, posters)
- Ensure the acquisition, proper installation, and adequate maintenance of engineering controls of risk mitigation (e.g. Plexiglass barriers)
- Ensure enhanced sanitation and deep cleaning, and assist in conducting active health screening
- Maintain records as necessary

Right to refuse unsafe work

Administrative staff have the right to refuse unsafe work, according to WorkSafeBC occupational health and safety guidelines. This includes staff or faculty members who

present to be at high risk of infection or provide any other specific reasons to consider working onsite unsafe.

6 RISK ASSESSMENT AND CONTROL

COVID-19 and symptoms

According to 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.

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization in March 2020.

(<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19>)

Common symptoms of COVID-19 are:

- Fever
- New or worsening cough
- Stuffy or runny nose
- Sore throat/painful swallowing
- Difficulty breathing
- Diarrhea
- Nausea and/or vomiting
- Fatigue
- Muscle aches
- Loss of appetite
- Chills
- Headache
- Loss of sense of smell

Transmission



Coronaviruses are spread from an infected person through respiratory droplets expelled when they cough, sneeze, or yell. These droplets are relatively heavy, and most drop out of the air due to gravity within about 2 metres. The droplets settle on the person, anyone else in that 2-metres proximity, and surrounding objects.

The virus spreads to the next person when droplets come into contact with the eyes, nose, or mouth. This happens either by directly contacting the droplets before they fall out of the air or by close personal contact or touching an object or surface with the virus on it.

In March 2020, following the guidance of the PHO, BC Post-Secondary Institutions, including HC, suspended all face-to-face activity and moved to online program and college administration models. The Province of BC and the PHO presented the Go Forward Management Strategy and the BC Restart Plan in May 2020. Similarly, IRCC announced an update on travel restriction exemptions for international students on October 20, 2020. These amended travel restrictions allow international students to enter Canada if their designated learning institution (DLI) has an approved COVID-19 readiness plan in place.

In response to this, HC has established this Safety Plan that presents a risk assessment matrix, HC's risk mitigation tools, strategies, and processes.

Risk Assessment Matrix

This safety plan will help mitigate the risk of transmission of COVID-19 via appropriate measures and recommendations of WorkSafeBC and BC Public Health Authority. The following table is adapted from WorkSafeBC Occupational Health and Safety Regulation guideline. This guideline also helped determine the risk level of HC workers based on the

potential risk and exposure they might face in Appendix A.

Risk level	Low risk	Moderate risk	High risk
Exposure control	Workers who would typically have no contact with infected persons	Workers who may be exposed to infected persons from time to time in relatively large, well-ventilated workspaces	Workers who may have contact with infected patients or with infected persons in small, poorly ventilated workspaces
Hand Hygiene	Yes Regular washing with plain or antimicrobial soap and water; use of alcohol-based hand wipes that contain effective disinfectant	Yes Regular washing with plain or antimicrobial soap and water; use of alcohol-based hand wipes that contain effective disinfectant	Yes Regular washing with plain or antimicrobial soap and water; use of alcohol-based hand wipes that contain effective disinfectant
Disposable gloves	Not required	Not required unless handling contaminated objects regularly	Yes in some cases, e.g., when working directly with infected persons
Apron, gown, or similar body protection	Not required	Not required	Yes in some cases, e.g., when working directly with infected persons
Eye protection – goggles or face shield	Not required	Not required	Yes in some cases, e.g., when working directly with infected persons
Airway protection – respirators	Not required	Not required	Yes minimum N95 respirator or equivalent

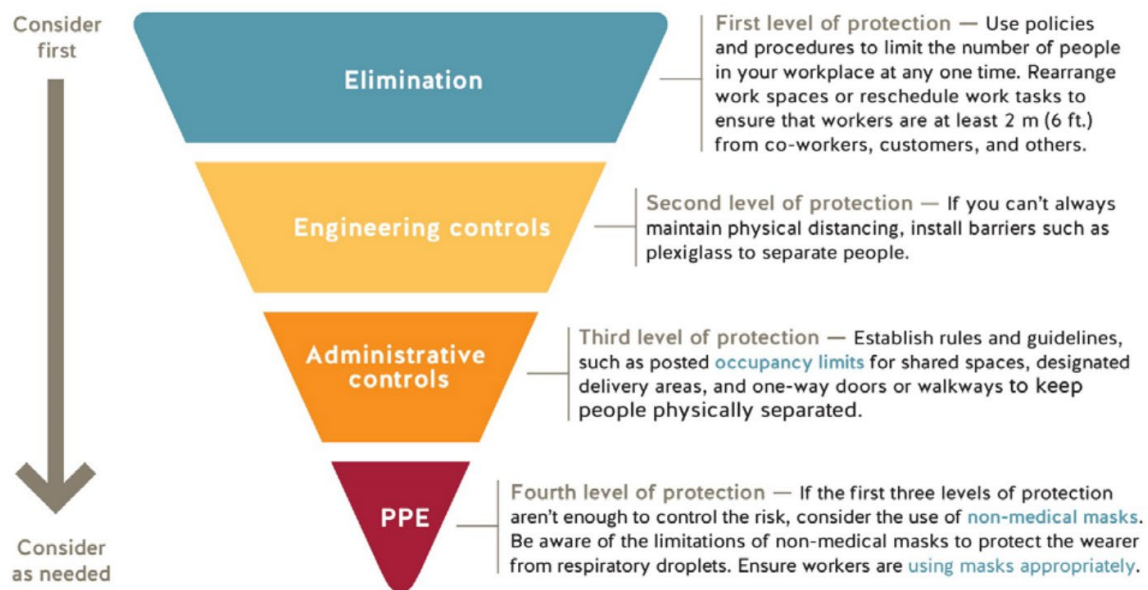
Risk Mitigation Tools and Control

In accordance with BCCDC's COVID-19 Tools and Strategies for Safer Operations, HC will utilize different tools and strategies to mitigate the transmission of airborne diseases. These tools are as follows: 1) identifying and isolating people with symptoms, 2) reducing close contacts, 3) physical distancing, 4) fresh air, 5) respiratory etiquette, 6) hand hygiene, 7) cleaning and disinfection, 8) keeping records, 9) physical barriers, and 10) masks.

Risk Mitigation Strategies for Onsite Service Delivery

Following the COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector, HC has developed strategies to mitigate the risk of transmitting airborne diseases. These strategies have been placed in order of preference:

- Elimination
- Engineering Controls
- Administrative Controls
 - Education and Training
 - Safe Work Practices
- Personal Protective Equipment



Elimination controls are those that remove the risk of contracting COVID-19 in the workplace. Development and rollout of a successful vaccine may eventually eliminate this risk in the community. Physical distancing is the foundational aspect of eliminating the transmissibility of this disease. HC's control measures that fall under this mitigation level are as follows:

- **Working offsite or remotely:**
 - HC has transitioned to remote work for faculty and staff on an as-possible basis and implemented an approval process to verify that any proposed on-campus work is necessary and able to be performed safely. Whenever possible, instructional and administrative activities will be delivered in online formats.
 - While most meetings are to be conducted virtually (including interviews, performance appraisals, etc.), if a meeting/discussion cannot occur virtually, the organizer of the meeting should identify a room in which physical distancing can be achieved for all attendees and ensure PPE is made available.
- **Contactless payments:**
 - To eliminate physical contacts, HC only accepts online payments.
- **Field trips:**
 - HC has paused all field trip experiences until the province has indicated that larger gatherings can take place.
- **Campus activities:**
 - There will be no large gatherings, campus activities, or in-person events until the direction is received from the province that these activities can resume.
 - In any event that students and/or staff gather, they will be required to maintain a two-metre physical distance.
- **Student lounge areas:**
 - The shared student lounge areas will be closed until it is considered safe to gather again. The student lounge seating areas, water coolers, microwaves, and similar facilities will not be accessible to students.
- **Outdoor space usage:**
 - Due to the student lounge closures, students will be encouraged to access fresh air during their breaks when allowed to do so by their instructors. Students are expected to keep physical distance and to wear their face masks while taking scheduled breaks.
- **Limiting or prohibiting visitors:**
 - The physical campuses are closed to the general public, with onsite access and services limited to registered students and authorized staff and faculty.
 - The Vice President, BC College will only grant exceptions to this rule.
 - Food delivery services such as Uber Eats or Skip the Dishes will not be permitted to enter the campus. Students can buy/pick up their food near the exit doors, and return to campus through the front entrance door.

Engineering controls are those that alter the work environment to reduce the risk of transmission. This would include installing enclosures or partitions to separate individuals

and thereby prevent transmission through droplets. Some examples include redesigning office and instructional spaces to ensure 2m physical distance. HC's engineering control measures include:

- **Signage and markings:**
 - Signage on walls and floors will help maintain physical distancing and direct traffic flow and must be followed. Signage will designate campus entrances and exits, traffic flow and occupancy limits. Indoor gathering spaces (student lounge, staff lunchroom, and classrooms) will be modified with limited or restricted access. Examples of HC signs are in **Appendix B**.
- **Touchless surfaces:**
 - Students and staff have access to separate break room/student lounge room sinks equipped with touchless faucets to help prevent airborne diseases' contact transmission.
- **Plexiglass separation:**
 - Plexiglass is installed in offices and areas where distancing may be problematic, such as at the front reception area. Where acceptable physical distancing can be maintained, plexiglass is not needed.
 - Plexiglass will also be installed in classrooms to allow for safe instructor-student interactions where physical distancing could not be observed.

Administrative controls include policies, procedures, scheduling, education, and communication pieces that can be implemented to reduce the risk of transmission. Administrative controls prescribe specific behaviours for faculty, staff, and students and provide a disciplined application of these behaviours. HC's administrative control measures include:

- **Attendance tracking:**
 - **Students:** In-person attendance will be recorded for all students, and attendance data will be maintained on CampusLogin. This will assist the city of New Westminster/BC provincial Public Health with contact tracing should a positive case of COVID-19 be determined. All international students returning to Canada or arriving from another country must self-isolate for 14 days before being allowed on campus.
 - **Faculty/Staff:** A process to verify any proposed on-campus work as both necessary and safe has been implemented. This consists of a designated screener or associate keeping a daily record of faculty/staff present on campus. The screener will also be responsible for recording daily health assessments.
 - Staff members will verbally confirm their health assessment answers with the screener.
 - HC will create a record of the employee performing the screener role to ensure that screening was completed for each day.

- **Facility capacity limits:**
 - **Set max capacity for classrooms:** The maximum capacity for classrooms, waiting areas, and populated spaces can be found in **Appendix C**.
 - **Staff lunchroom:** The staff lunchroom capacity will be restricted to one individual at a time.
 - **Faculty computer room:** The faculty room computers will be reconfigured to allow for physical distancing. Hand sanitizer and antibacterial wipes will be available at every faculty computer workstation.
- **Classroom management protocol:**
 - HC has protocols for staggered class entrance/exit routines to prevent crowding of hallways and ensure time for proper disinfecting of contact surfaces and resources between uses.
 - Classrooms will be rearranged so that at least 2-metre physical distancing can be maintained between students.
 - Class start and end times will be staggered to limit traffic and ensure proper disinfecting of the space and resources between uses.
 - Only students scheduled to attend classes are allowed on campus and can access the assigned areas. Students must line up outside the classroom before the start time (while following stickers on the ground to maintain physical/social distance).
 - Students/cohorts are assigned a specific classroom for all courses they are attending to minimize movement during class start and end time.
 - Students will remain in the same seat, following an assigned seating plan. When using computers, students will be assigned a specific computer with a corresponding number. This area will become the student's personal space.
 - Students will remain in their classroom at the end of classes until the faculty directs them to exit. Cleaning and disinfecting the classroom, instructional materials, and equipment will be completed daily and before and after any use.
 - Students are advised to keep their backpacks, instructional materials and personal belongings at their desk and not in lockers to provide safe access throughout their class period.
 - Access to lockers will be restricted, and students must take home all personal belongings.
 - The instructor will review student safety and adapted guidelines for lab/classroom use. These plans are intended to assist students with the changes in routine brought about by COVID-19. We have provided the occupancy guide table and sample classroom seating layout in **Appendices C and D**. The occupancy guide will be reviewed as circumstances around COVID-19, and the Provincial Health Authority updates restrictions.

- **Hand sanitizer, disinfectant wipes, and cleaning protocol:**
 - Hand sanitizer and disinfectant wipes are available at all campuses. The sanitizer will be placed at the front entrance, in Student Services, offices, desks, in every classroom without sinks, and refilled as required. Hand sanitizer will also be placed in all classrooms for students to use to disinfect their hands and working spaces. While sharing is discouraged, disinfectant wipes or cloth/disinfectant spray/solutions will be made available should equipment (computers, etc.) be used by more than one student.
 - When using wipes to disinfect surfaces, students and staff should limit cross-contamination by using multiple wipes for different items/surfaces as required and dispose of all used wipes responsibly in provided bins. Additional sanitization tools will be employed in high traffic areas. Staff and students are encouraged to take advantage of the resources provided to disinfect thoroughly for their protection, their families, and the community.
 - When there are rotating staff on campus, custodians will clean, sanitize, and disinfect the campus. Cleaning involves removing dirt while sanitizing to eliminate airborne diseases from surfaces up to 99.9%. Disinfecting destroys and prevents airborne diseases from spreading. Cleaning duties and procedures are focused on high touch surfaces, including door handles, railings, water fountains, faucets, and areas such as bathrooms, cafeterias, and kitchen areas. Additional attention will also be focused on classrooms and the isolation room when anyone is sent home for exhibiting any signs of illness.

Personal Protective Equipment (PPE) is the last resort of mitigation strategy. It includes using PPE for personal protection against exposure and transmission, such as wearing surgical/non-surgical face masks, respirators, aprons, face shields, gloves, or other such devices. HC's PPE measures include:

- **Face masks:**
 - It is mandated that HC faculty, students, and staff will wear masks at all times while on campus.

Illness Response Protocol (IRP)

In the event that a **student** reportedly becomes ill on campus, the following Illness Response Protocol (IRP) will take place:

1. The student informs the instructor of symptoms and current condition while keeping a safe distance
2. The instructor approaches a Designated Screener (or staff designate) about the incident
3. The instructor reports the illness to the Academic Department to begin the follow-up process according to HC's Student Absence Policy

4. The Designated Screener (or staff designate) arranges for the student to stay in the isolation room while arranging private transportation to the student's residence
5. The Designated Screener (or staff designate) arranges for a deep clean and sanitation of all touched surfaces within twenty-four hours of the report
6. The student will self-isolate according to the PHO protocols

In the event that a **staff/faculty member** reportedly becomes ill on campus, the following IRP will take place:

1. Staff informs the immediate supervisor and Designated Screener (or staff designate) about symptoms
2. The Designated Screener (or staff designate) arranges for private transportation to the staff/faculty's residence, if the staff/faculty do not have a mode of transportation
3. The Designated Screener (or staff designate) arranges for a deep clean and sanitation of all touched surfaces within twenty-four hours of the report
4. The staff/faculty member will self-isolate following the PHO protocols and report to their immediate supervisor and HR following HC's leave policy

Similarly, all staff, faculty, and students who have been considered close contacts of COVID-19 positive cases or are awaiting COVID-19 test results must follow the health protocol for getting tested and self-isolation. Appendices E and F provide detailed graphics regarding contact and response protocol.

Should there be a confirmed positive COVID-19 result, Hanson will send an official communication, **if directed to do so by the local Medical Health Officer**. The college's vice president is the primary contact for releasing information, with the quality assurance and compliance coordinator's support.

When a student or staff member has been diagnosed as positive for COVID-19, Hanson will follow the directions of Public Health. This may require one or multiple classes to move to a fully remote learning model and may require the campus to be closed to in-person instruction for a length of time, based on recommendations by BC Public Health.

Specifically, for students who have tested positive for COVID-19, the following steps will take place:

- All students who report positive test results or self-isolating should report their status to Sonja Grgar, Senior Academic Advisor: sonja.grgar@hansoncollege.com
- The Senior Academic Advisor (or designate) will follow up with the student, communicating the result to the Vice President, BC College

- The Senior Academic Advisor (or designate) will inform the student of resources available to them, particularly regarding academic accommodation, mental health and wellness support that Hanson provides virtually
- The student will be encouraged to apply for the Hanson Emergency Fund, if eligible

7 SAFE PRACTICES

Hanson College has established procedures, including Safe Work Practices, to manage the risk of COVID-19 transmission. These practices include physical distancing, cleaning shared surfaces, managing breaks, and educating students, faculty, and staff on hand hygiene and coughing and sneezing etiquette.

Students and staff will be oriented to these Safe Practices before instructional and administrative operations return physically onsite.

Physical Distancing:

Keep 2 metres between yourself and others (this is the length of a queen bed or a bit more than two fully outstretched arms)

- **Follow** directional signs and room/elevator occupancy limits
- **Do not gather** in shared areas like hallways, break rooms, or the front desk area
- **Do not enter or block** someone else's workspace.
- **Meetings with more than two people** must be held by teleconference. The Vice President, BC College can only approve exceptions.
- **Do not let the distance shrink**, even if you are friends!

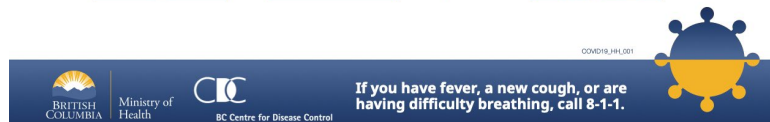


- **Manage Breaks**

- As the campus gets busier, follow your assigned **rotating break schedule** to allow two metres of physical distance between co-workers and students in break rooms and hallway spaces
- **Take all breaks outdoors when possible.** If this is not possible (e.g., faculty/staff working at the same time), consider eating at your desk to leave other spaces available
- **Bring your lunch and drinks.** Do not share food or drinks. Note the occupancy limits in the break room and classroom shared spaces

Hand Hygiene

- **Wash your hands frequently during the day**
 - HC supplies individual hand sanitizer containers for times it may be inconvenient to use a sink or hand sanitizer dispenser location
- **Keep your hands at your side when possible**
 - Avoid touching shared hard surfaces
 - As much as possible, use your elbow, shoulder, or foot to open doors
- **Avoid touching your eyes, nose, or mouth with unwashed hands**
- **Use toothpicks or utensils when eating snacks or finger foods**



Cleaning

- **Clean Shared Surfaces:** Minimize sharing of office space, break rooms, and classroom space
- When you do, **clean shared equipment/surfaces** with disinfectant wipes
- **General cleaning and disinfecting** will occur at the end of each day

- **High touch point cleaning** of areas and surfaces will occur regularly throughout the day

Deep Cleaning

- The facilities department will arrange for **deep cleaning of all areas weekly**
- The campus will be **closed** to facilitate this procedure
- In the case of a confirmed COVID-19 case on campus, the campus will shut down for deep cleaning, and the facilities department will communicate when it is safe to reopen

Cough/Sneeze Etiquette

- Students and staff are expected to follow cough/sneeze etiquette, which is a combination of measures that will minimize the transmission of disease through airborne droplets. Cough/sneeze etiquette includes the following components:
 - **Cover your mouth and nose with a sleeve or tissue** when coughing or sneezing
 - **Use facial tissues to contain secretions** and immediately dispose of any tissues you have used
 - **Wash/sanitize your hands** after using a facial tissue
 - **Turn your head away from others** when coughing or sneezing

Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick. Flu and other serious respiratory illnesses, are spread by cough, sneezing, or unclean hands.



Avoid touching your eyes, nose or mouth.

Germ are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



PPE

- All faculty, staff, and students must wear a **face mask at all times on campus**
- Make sure the face mask **fits** to cover your nose, mouth and chin
- Wear your face mask **properly** to **avoid common wearing mistakes**



8 EDUCATION AND TRAINING

HC, in response to the COVID-19 virus, has established the following means of communication, education, and training to ensure adherence to the Safety Plan.

HC will regularly communicate campus updates and place information notices on the campus website to ensure adherence to mitigation protocols.

Additionally, before the resumption of face-to-face or on-campus activities, faculty, staff, and students will be required to complete a targeted training module on Schoology addressing:

- COVID-19, how it spreads, and how to reduce risk of transmission
- Health monitoring
- Procedures to follow even when mild symptoms are present
- The Illness Response Protocol (IRP) and related policies
- Safe Practices (as stipulated in Section 7 of the Plan)
- Personal responsibility towards own social circles, classmates, and the campus

An extract of the COVID-19 course module is provided in **Appendix G**.

Upon completion of the training module, faculty, staff, and students will be asked to sign and submit an attestation confirming they have reviewed and understood the content and commit to the following:

- Perform a daily personal health assessment and stay away from work/school if directed by self-assessment/active health screening outcome, and report

this to the Academic Department (students) and immediate supervisor (faculty/staff)

- Follow all campus signage and classroom management protocols
- Maintain safe practices on and off-campus

9 HEALTH MONITORING

There are two ways to provide constant health monitoring at HC. All faculty, staff, and students are required to perform the Daily Self-Assessment before entering campus; however, the PHO may require an additional Active Health Screening process outlined below.

Daily Self-Assessment

Before entering the campus during an approved/scheduled onsite workday, all faculty, staff, and students are required to perform a personal health assessment using the BC COVID-19 Health Assessment tool found at <https://bc.thrive.health/>.

Active Health Screening

At the direction of the PHO, HC will assign a supervisor or associate to conduct active health screening for approved onsite staff on rotation during a workday. A record of individual answers will not be kept, and staff are not required to fill out the questionnaire on paper, only reply aloud.

HC will, however, create a record of the employee performing the screener role to ensure that screening was completed for each day.

- **Implementation checklist for performing an active health screening:**
 - ✓ Have an accessible, legible copy of the Active Health Screening Questionnaire
 - ✓ Entry points will be limited to ensure each entry will have a designated screener
 - ✓ There will be signs at entrances where there won't be screening to ensure the use of the designated screening entrance(s) only
 - ✓ There will be signs indicating a designated staff screening entrance(s)
 - ✓ 2-metre distance signage and/or a barrier between the screener and the staff entering the workplace will be provided
 - ✓ There will be signs at all entrances reminding all people (staff and clients) not to enter if they are sick or if they are required to self-isolate in accordance with Public Health directives
 - ✓ Training will be provided to a designated screener to ensure they can administer a safe health screening and to know the proper protocol to follow if an employee answer yes to any of the questions

- ✓ Update to the workplace assessment and protocols to include active health screening and procedures will be provided, and the Joint Health & Safety Committee will be informed of this new protocol
- ✓ HC staff will be notified of the new active health screening process

Appendices

APPENDIX A

RISK LEVEL AND PREVENTION CONTROL BY POSITION

POSITION	LEVEL OF RISK	CONTROL MEASURES
Front Desk Staff	Low to moderate	<ul style="list-style-type: none"> • Regular hand washing • Physical distancing
Designated Screeners	Moderate to High	<ul style="list-style-type: none"> • Personal protective equipment • Physical distancing • Regular and effective hand hygiene • Increase sanitation protocol
Faculty	Low to moderate	<ul style="list-style-type: none"> • Regular and effective hand hygiene • Physical distancing • Alternate course delivery method (virtual learning) • Work from home
Advisors/Admission officers/Counsellors	Low to moderate	<ul style="list-style-type: none"> • Regular and effective hand hygiene • Physical distancing • Alternate service delivery method (virtual advising/counselling) • Work from home
General Administrative Staff	Low	<ul style="list-style-type: none"> • Regular hand washing • Physical distancing • Work from home/rotating shifts
Facility Staff	Low	<ul style="list-style-type: none"> • Regular and effective hand hygiene • Physical distancing • Personal protective equipment
Contract Cleaners	Low to moderate	<ul style="list-style-type: none"> • Personal Protective equipment • Physical distancing • Regular and effective hygiene • Increase sanitation protocol

APPENDIX B

COVID-19 CAMPUS POSTERS AND SIGNAGE

Sample front door signage:

HANSON
COLLEGE

COVID-19 Campus Guidelines

All visits are by appointment only

- You must **book** your appointment **48 business hours** in advance
- You must **bring ID** with you (student ID, BC ID, Driver's License, Passport)
- Appointments available: **Mon - Fri 10 am - 3 pm**

SCAN TO BOOK

Student Services	Academics	Study Space	Computer Lab
<ul style="list-style-type: none">FeesCareer ServicesGeneral Q's	<ul style="list-style-type: none">GradesAttendanceAcademic Advising	<ul style="list-style-type: none">1 hour slotsGroup projects	<ul style="list-style-type: none">Computer usagePrinting

It is mandatory for you to...

- Wear a **mask**
- Sanitize** your hands upon entry
- Wipe** every surface you touch, including computer, keyboard, mouse
- Leave campus** when your booking time is over

Stay home if...

- You are feeling **sick**
- You have a **sick family member** at home

Sample floor signage:



Sample front desk signage:

HANSON
COLLEGE

COVID-19 Campus Guidelines

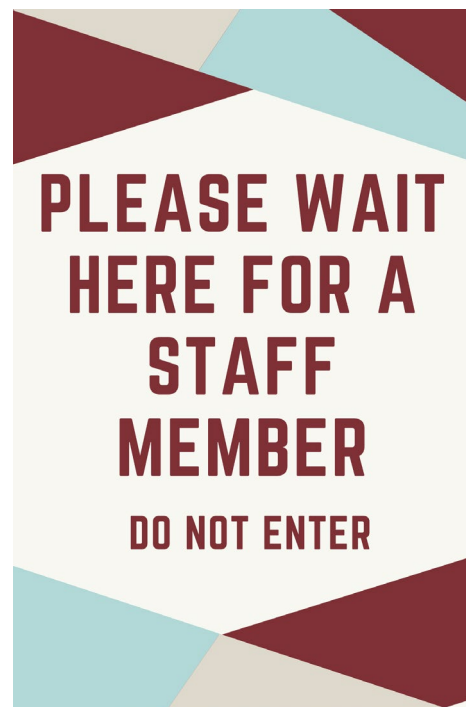
PLEASE RING THE DOOR BELL!!

- If you do not see anyone sitting at the Front Desk, please ring the doorbell and someone will come greet you.
- DO NOT wander down the halls to look for Staff!

All visits are by appointment only

- You must **book** your appointment **48 business hours** in advance
- You must **bring ID** with you (student ID, BC ID, Driver's License, Passport)
- Appointments available: **Mon - Fri 10 am - 3 pm**

The doorbell is the little white button in front of this sign



APPENDIX C

SPACE OCCUPANCY GUIDE

HC developed these room and floor occupancy limits to ensure physical distancing measures are observed.

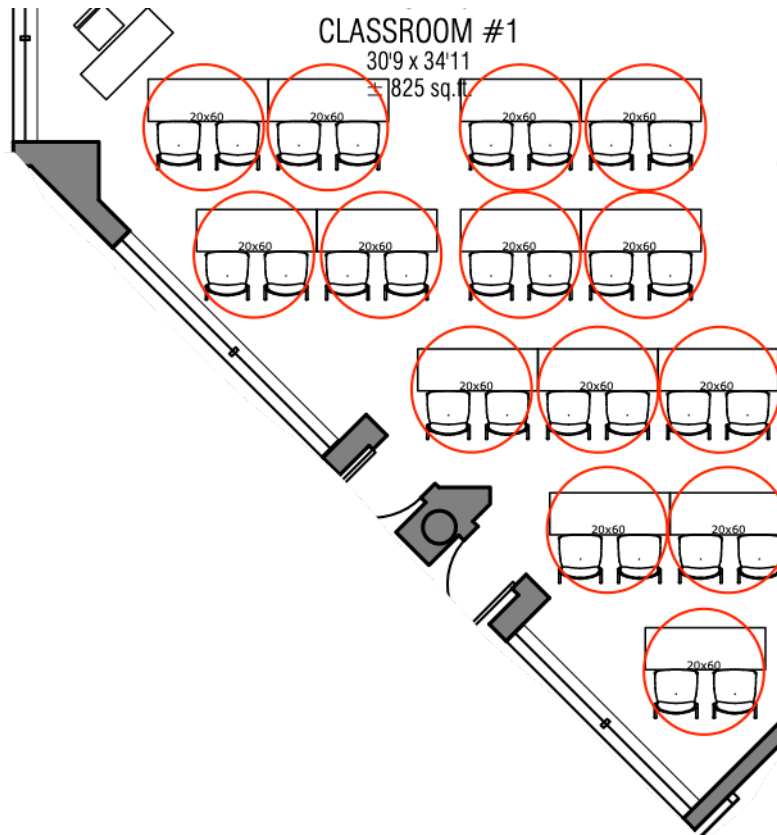
960 Quayside Building		810 Quayside Building	
Room	Max People	Room	Max People
Front Desk	1	Front desk	1
Marketing	2	Office 1	1
SSD	4	Office 2	3
Academics	4	Office 3	2
Finance	1	Office 4	2
Faculty Room	3	Faculty room	2
Copy Room	1	Copy room	1
Kitchen	3	Kitchen	2
IT Room	1	IT office	
Counselling room	2		
Board Room	3		
VP Room	1		
Waiting Area (student)	2		

960 Quayside Building		810 Quayside Building	
Room	Max People	Room	Max People
QS-108A (1 faculty)	15	RM-001	14
QS-108B (1 faculty)	17	RM-002	11
QS-108C (1 faculty)	13	RM-003	14
QS-108LAB (1 faculty)	11	RM-004	14
QS-106 (1 faculty)	15	RM-005	12
QS-208LAB (1 faculty)	15		
Front Desk	1		
Lunch area	16	Student lounge	5
Waiting Area	3		
Student Resource Center	6		
Break Area	4		

APPENDIX D

SAMPLE CLASSROOM SEATING LAYOUT

HC has reduced classroom capacity to limit the risk of exposure to COVID-19. This classroom seating plan will be posted in front of every classroom and projected on the screen by faculty before allowing students access to the classroom. Students must follow this seating layout.



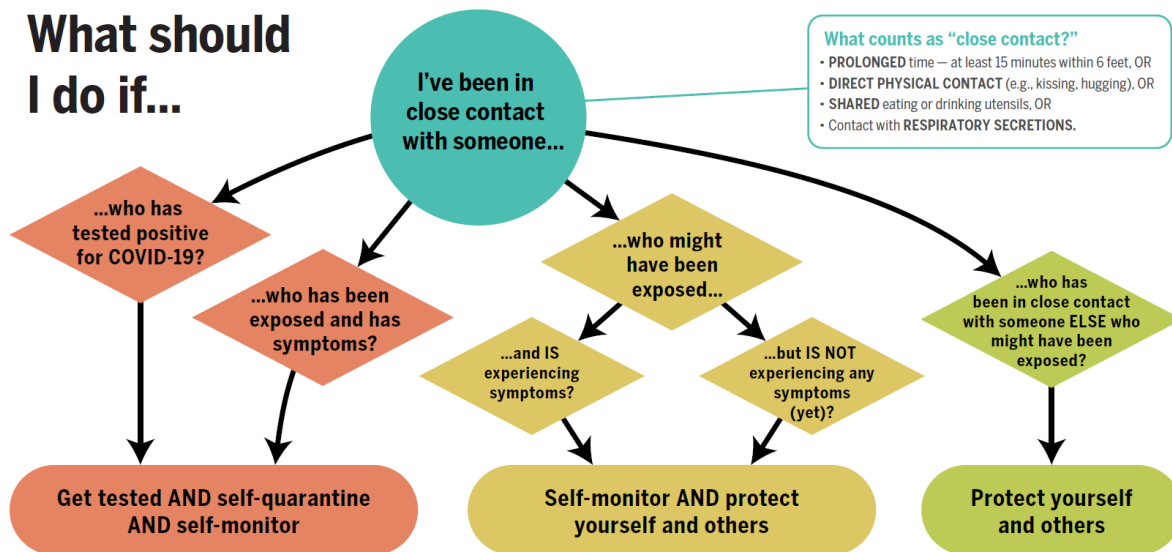
	960 QUAYSIDE BUILDING ROOM QS – 106	PHYSICAL DISTANCE CAPACITY 14 PLUS ONE FACULTY
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APPENDIX E

PROBABLE CONTACT AND RESPONSE PROTOCOL

If you have been in close contact with someone who tested positive for COVID-19 or might have been exposed to the virus, study this flow chart response protocol. (ref. MIT Medical, medical.mit.edu/WhatNow)

What should I do if...



How do I...

...get tested?

- **TIME IT RIGHT.** Get tested 5–7 days after possible exposure or as soon as you have symptoms.
- **GET THE RIGHT TEST.** A PCR test (not a rapid antigen test) will be the most accurate.
- **UNDERSTAND YOUR RESULTS.** The test is just a snapshot in time. A negative result doesn't mean your quarantine ends early.

...self-monitor?

- **BE ALERT** for symptoms, especially changes in your sense of smell or taste, cough, fever, or shortness of breath.
- **TAKE YOUR TEMPERATURE** every morning and night, and write it down.
- **GET TESTED** if you have any symptoms of COVID-19.
- **DON'T** seek medical treatment without calling first!

...self-quarantine?

- **STAY HOME** for 14 days.
- **AVOID CONTACT** with other people.
- **DON'T SHARE** household items.

...protect myself and others?

- **STAY HOME** as much as possible.
- **PHYSICALLY DISTANCE** yourself from other people — try to stay at least 6 feet away.
- **WEAR A MASK** in public or when you can't maintain physical distance between yourself and others.
- **AVOID CROWDS** of people.
- **AVOID CLOSED SPACES.** Outdoor activities are safest, but if you're going to be inside, aim for a relatively large, well-ventilated space. And don't stay long!
- **DON'T TOUCH** your face.
- **WASH YOUR HANDS** frequently.
- **DISINFECT** frequently touched surfaces regularly.

APPENDIX F

HOW TO SELF-ISOLATE AND QUARANTINE

The BC Ministry of Health and BCCDC have created guides to assist those who are close contacts, are undergoing a 14-day quarantine after travel, have been ordered to self-isolate, and/or are displaying COVID-19 symptoms.

These materials should serve as a guide to Hanson students or staff/faculty that seek guidance for one of the above-mentioned situations.

- Information on self-isolation for individuals who have been exposed to COVID-19 but do not have symptoms: http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_dos_donts.pdf
- Information on self-isolation for individuals who have COVID-19 or respiratory symptoms: <http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>
- Information for close contacts (caregivers, household members) of individuals with COVID-19: http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf
- Information on self-isolation for individuals returning from travel: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

APPENDIX G

COVID-19 MODULE

<https://hansoncollegebc.schoology.com/course/3400859692/materials>

The screenshot shows the Schoology interface for the course "Hanson College BC COVID-19 Orientation: 2021 BC Prep". The left sidebar contains navigation links: Course Options, Materials (selected), Updates, Gradebook, Grade Setup, Mastery, Badges, Attendance, Members, Analytics, Workload Planning, Edpuzzle, LockDown Browser, McGraw Hill K-12 SSO, VisualClassrooms, Access Code (DB39-PN8F-KXQCJ), and Information (Grading period: Endless). The main content area displays a list of materials under the "Materials" tab. The materials are organized into folders: Course Overview, Module 1: What is COVID-19?, Module 2: What should I do before coming to Hanson?, Module 3: What can I do to keep myself and the Hanson community safe?, Module 4: What happens if I fall sick on campus?, Module 5: I'm a student and I tested positive for COVID-19. What do I do?, and Module 6: My commitment to keep the Hanson community safe. Each folder contains a list of items, and each folder has a "Must Complete" status. The right sidebar shows the "Upcoming" section with the message "No upcoming assignments or events".

HANSON COLLEGE

Hanson College BC COVID-19 Orientation: 2021 BC Prep

Hanson College BC

Course Options

Materials

Updates

Gradebook

Grade Setup

Mastery

Badges

Attendance

Members

Analytics

Workload Planning

Edpuzzle

LockDown Browser

McGraw Hill K-12 SSO

VisualClassrooms

Access Code

DB39-PN8F-KXQCJ

Reset

Information

Grading period

Endless

Add Materials

Options

All Materials

Course Overview

- Introduction to the course

Must Complete

Module 1: What is COVID-19?

- COVID-19 and Symptoms
- COVID-19 Information Page
- Transmission

Must Complete

Module 2: What should I do before coming to Hanson?

- Daily Health Assessment
- Active Health Screening

Must Complete

Module 3: What can I do to keep myself and the Hanson community safe?

- Physical Distancing
- Cleaned Shared Surfaces
- Manage Breaks
- Hand Hygiene
- Cough/Sneeze Etiquette
- Wearing a Mask

Must Complete

Module 4: What happens if I fall sick on campus?

- Students
- Staff/Faculty Members
- What Happens Next?

Must Complete

Module 5: I'm a student and I tested positive for COVID-19. What do I do?

- Find Out What To Do Next

Must Complete

Module 6: My commitment to keep the Hanson community safe

- Overview
- Short Quiz

Must Complete

Upcoming

No upcoming assignments or events

Add Event

< End of document >