



Occupational Health & Safety Guideline

COVID -19

Planning for a Safe Return

It's **YOUR** Health, It's **YOUR** Safety

Occupational Health & Safety

June 9, 2020

Revised: September 6, 2020

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1 Introduction

1.1 Purpose

COVID-19 is an infectious disease hazard. The nature of this hazard means that the risks associated with this hazard cannot be eliminated. However, the risk can be reduced significantly through careful planning, risk assessments, appropriate controls and the support and cooperation of all staff. The purpose of this document is to:

- Meet relevant legislative standards by effectively implementing Emergency Response and Health and Safety “Planning for Safe Return to Work” procedures.
- Collectively identify COVID-19 risks.
- Assign responsibilities to workplace parties for carrying out the necessary controls, in alignment with other OHS hazards in the workplace,
- Identify and align the recommended engineering, administrative and personal protective equipment (PPE) that can be applied to reduce the risks associated with COVID-19.

Opportunities to mitigate the effects of COVID-19 as we plan for a safe return to work largely focus on reducing the likelihood of infections. By reducing the potential for infections to occur, the impact on College operations can be mitigated. However, there are no workplace measures that can be taken to eliminate the impact of an infection on any individual.

The success of any control measure will rely on the support and cooperation of all workplace parties. Compliance to the new requirements of work at St. Clair is the key to a successful and safe return.

It’s YOUR health, It’s YOUR safety.

1.2 Scope of Guideline

The scope of this guideline applies to the College Community as a whole. This guideline will be revised to coincide with changing information and guidance from public health and regulatory authorities. Changes will be dated and clearly identified.

1.3 Responsibilities

Senior Management

- Provide leadership and guidance to the College community through the recovery period of the COVID-19 Pandemic.
- Provide the administrative and financial resources necessary to ensure that effective response measures are in place and strictly adhered to.

- Designate and empower individuals who must participate in, and, who will be responsible for the preparation and implementation of the COVID-19 Guideline.

Dean/Director/Chair/Manager/Supervisor

- Ensure all aspects of this guideline are reviewed and implemented within their areas of control.
- Ensure that controls for COVID-19 are widely communicated throughout their department. This includes communicating the outcomes of the Departmental Risk Assessments.
- Ensure that workers use appropriate personal protective equipment (PPE) where applicable (e.g. gloves, glasses, respiratory protection, etc.) and as determined by the Departmental Risk Assessment. Consult with OHS on the level of protection required for protection outside of already established PPE.
- Ensure that workers are provided with a face covering. . The College requires face coverings in all common areas, labs, shops, computer labs and classrooms.
- Ensure that workers are training on the use, care and maintenance of any PPE and face coverings that are required.
- Ensure that physical distancing is maintained wherever practical.
- Promote preventive actions amongst your workplace, leading by example.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Review and assess the College's reliance on suppliers, contractors or others in the community. The purpose is to ensure adequate resources should a key vendor or contractor have services impacted due to COVID-19.
- Ensure that office areas do not exceed their maximum occupancy set out in risk assessments.
- Ensure that all reasonable precautions are taken in the workplace and ensuring compliance with all Federal, Provincial and Municipal Public Health Agency guidelines.
- Ensure that supervisors and workers are educated and trained on the risk associated with COVID-19 and the controls necessary for their protection.
- Maintain records of training and inspections.
- Receive and review contractor COVID-19 plans where applicable.
- Conduct a regular review of the effectiveness of the organization's COVID-19 plan.
- Ensure that all illnesses that are or have the potential to be COVID-19 related are communicated as follows:
 - Staff – Communicate to your HR Representative, AVP, Safety, Security and Facilities Management and the Manager, Health, Safety and Wellness
 - Staff – complete the Pandemic Illness report in PeopleSoft

- Students – Communicate to the AVP, Safety, Security and Facilities Management, the AVP, Academic, the Chair and the Manager, Health, Safety and Wellness.

Worker

- Follow established safe work practices and procedures as directed by the employer or supervisor.
- Always maintain physical distancing unless indicated by the risk assessment.
- Know the hazards associated with COVID-19 in the workplace.
- Promote preventive actions amongst your workplace, leading by example.
- Use any required PPE and/or face coverings as instructed.
- Know how to report exposure incidents.
- Report any unsafe acts or conditions to the supervisor.
- Know when to stay home and follow public health recommendations for self-isolation where required.
- Participate in all training as provided by St. Clair College.
- Communicate any reports of COVID-19 related illness as follows:
 - Staff – Communicate to your HR Representative, AVP, Safety, Security and Facilities Management and the Manager, Health, Safety and Wellness
 - Staff – complete the Pandemic Illness report in PeopleSoft
 - Students – Communicate to the AVP, Safety, Security and Facilities Management, the AVP, Academic, the Chair and the Manager, Health, Safety and Wellness.
- Do not come to work if you are ill, have been diagnosed with COVID-19, or have been asked to self-isolate by Public Health.

Joint Health and Safety Committee (JHSC)

- Review workplace policies and programs related to COVID-19.
- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- Consult with workers and the employer on issues related to COVID-19.
- Make recommendations to the employer for the improvement of the health and safety as it relates to COVID-19.
- Help in the Investigation of work refusals as required.

1.4 Applicable Legislation and College Policies

- Occupational Health and Safety Act
- Public Health Agency of Canada (PHAC)
- Health Canada
- Public Health Ontario

- Local Public Health Authorities
- Occupational Health and Safety Policy

1.5 Phased-In Approach for Returning to Campus Life

The College is preparing for a safe and sustainable return to work. This requires a multi-phased approach in order to ensure that as activities resume on campus, we continue to operate in a low risk category. Phases have been identified with key areas to resume, however, the dates on when we will move through each phase will be dependent on Public Health and Government regulation and guidance. The evolving pandemic is dynamic, and as government and public health authorities react to new information, St. Clair College will continue to do the same. For Fall 2020 the College is operating under Phase 2 guidelines below.

Phase 1	Phase 2	Phase 3	Phase 4
<p>Only students who must return to graduate from their Winter/Spring semester and require in-person lab and shop time or in-person assessments to be permitted on campus.</p> <p>During Phase 1, the following additional assumptions and provisions will be followed:</p> <ul style="list-style-type: none"> • Physical distancing is required (minimum of 6 feet); • Risk assessments completed for each shop/lab/classroom to determine an appropriate number of persons permitted for that area 	<p>It is the College’s intent to have a hybrid delivery whereby students will be engaged on campus with face-to-face labs, shops and classes, where required, and have on-line delivery of lectures to minimize the number of students on campus at one time. The following assumptions will be followed:</p> <p>Physical distancing is required (minimum of 6 feet);</p> <ul style="list-style-type: none"> • Student Residences will be open with modified format 	<p>Phase 3 would see the resumption of some theoretical courses on site with a loosening of physical distancing guidelines.</p> <ul style="list-style-type: none"> • Physical distancing restrictions are loosened, and larger gatherings are permitted with restrictions; • Student services and support departments return to campus for face-to-face support only 	<p>Phase 4 would see the resumption of all theory and face-to-face curriculum with a further loosening of physical distancing guidelines.</p> <ul style="list-style-type: none"> • Student Services and support departments open; • All employees are back to work (except those who have provisions to continue to work from home);

<p>based on size of room, station orientation, equipment use/orientation, traffic flow and physical distancing requirements;</p> <ul style="list-style-type: none"> • PPE controls are being utilized (face coverings, masks, face shields) and/or physical barriers installed; • Limited food services. 	<p>and special provisions;</p> <ul style="list-style-type: none"> • Limited food services will be available, modified format; • Limited face-to-face student and support services by appointment only. 	<p>where necessary;</p> <ul style="list-style-type: none"> • Additional food services will be available; • Other services will be evaluated based on guidelines. 	<ul style="list-style-type: none"> • Food service resumes at full capacity; • Events, Sports and Fitness and Gym recreational use resumes at full capacity.
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2 Coronavirus (COVID-19)

2.1 Information About the Virus

Coronavirus (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in the Chinese city of Wuhan in December 2019. On March 11, 2020, the World Health Organization (WHO) declared the outbreak a pandemic due to the rapid spread of the virus globally.

2.2 Symptoms of COVID-19

Individuals who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are like a cold or flu.

- COVID-19 may have **classic symptoms** such as feeling feverish, new or worsening cough, and/or difficulty breathing. For the most up to date information on symptoms of COVID-19 [CLICK HERE](#)

Symptoms may show up after 2 days or take up to 14 days to appear after exposure to COVID19. This is the longest known incubation period for this disease.

2.3 How the Virus Spreads

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze;
- close, prolonged personal contact with someone who is infected, such as touching or shaking hands;

- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

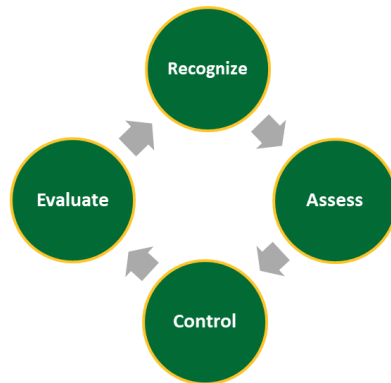
Current evidence suggests person-to-person spread is efficient when there is close contact.

While there is discussion on the transmission through fomites (surfaces) and animals, the Centre for Disease Control has recently stated that it is not the main route of transmission. [CLICK HERE](#). The College is continuing with enhanced cleaning protocols to prevent the spread of infection.

3 Risk Assessment

3.1 Recognize and Assess Risks

As a risk assessment process, the steps of *Recognize, Assess, Control, Evaluate (RACE)* are applied to establish effective controls in the workplace.



Implementing effective risk assessment and control measures across the College is crucial to minimize potential sources of exposure. The internal responsibility system for occupational health & safety is based on a system of inter-connected roles and responsibilities that result in all workplace parties carrying responsibilities for health & safety in the workplace. As such, employees and managers play key roles in the recognition, assessment and control of specific hazards.

The COVID-19 hazard is unlike traditional hazards due to the nature of risk of infection. 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. Many of the controls that will be introduced are related to strong principles of infection control and infection prevention.

3.2 Risk Controls

Controls

The controls that follow in the next table are examples and not exhaustive. The specific nature of work activities may lend itself to additional controls that may be appropriate in the circumstances. If potential risks are identified, managers can consult with internal occupational health & safety resources to pursue effective controls for the identified hazards they may encounter.

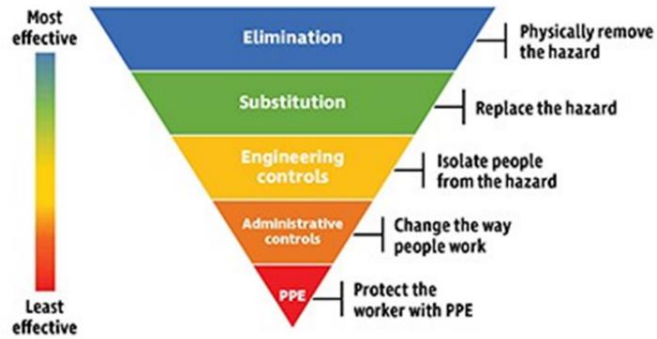
Type of Control	Description	Examples
Engineering	Remove/block the hazard at the source.	Physical distancing; physical barriers.
Administrative	Optimizing the movement of workers to minimize potential contact with the hazard.	Scheduling; limited hours; virtual meetings; symptom screening; training,
Administrative Personal Hygiene	Worker action and behaviour that may reduce the hazard exposure.	Hand hygiene; respiratory etiquette, physical distancing.
Personal Protective Equipment	The “last line of defense” when other controls are infeasible or exhausted.	Selection based on exposure risk. May include face coverings, face shields, etc.

Controls are 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.

The best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.

As illustrated below, the measures are generally grouped and listed from most effective to least effective. The use of PPE is considered a last line of defense for a particular hazard. PPE is effective in reducing residual risk following the application of other control measures, but it is recognized that a single means of control should never be relied on for protection from a hazard.

NIOSH HIERARCHY OF CONTROLS



Although elimination and substitution of a hazard are the preferred means for hazard control, these approaches are not generally available for controlling the workplace hazard associated with infectious diseases, in this case, COVID-19.

3.3 Engineering Controls

Engineering controls involve the use of physical means and systems to reduce the exposure to a hazard. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on human behavior.

Examples of engineering controls for COVID-19 include:

Ventilation Systems:

- Measures are taken to reduce the recirculation of the air inside a building and exhaust potentially contaminated air as much as possible.
- The rate of indoor air exchanges is increased as much as possible.
- Filters are used to filter any re-circulating air before it is supplied back into the general air supply. The College uses MERV 13 filtration.
- General dilution ventilation is encouraged wherever possible.

Physical Barriers

- The installation of a physical barrier between a worker and the source of a hazard. Physical barriers can be made of different materials, depending on the specific application, but are often made of plastic or acrylic to allow for cleaning. They can be 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.

3.4 Administrative Controls

Administrative controls generally correlate to work practice changes that can be introduced to reduce hazards to workers. Administrative controls require management decisions, workplace

parties' awareness, observance and enforcement to be effective. A wide range of administrative controls are recommended for mitigating the risk associated with COVID-19, due to the nature of the risk.

Examples of these controls include:

- Hand Hygiene – The single most effective means of reducing the risk of exposure and the risk of spread of a virus in a population is hand hygiene. This practice requires strong promotion and adherence within the College community.
- Cough Etiquette – Coughing and sneezing into your arm or sleeve rather than into your hands is more effective in controlling the spray plume from a cough or sneeze and also contributes to hand hygiene.
- Physical Distancing – Create distance between people by limiting the number of people in a given area at any one time. Current public health guidance promotes physical distancing requirements as a distance of 2m (6 ft.) between individuals.
- Cleaning and disinfecting of high-touch surfaces and handwashing after contact with high-touch surfaces
- Interim policies that diminish or eliminate non-essential travel to places where the risk of exposure to COVID-19 is higher or cannot be effectively controlled.
- Ensuring that persons who are ill do not attend the campus or workplace and risk further spreading of the virus (such as large events).
- Eliminating high-risk activities where the hazard cannot be controlled effectively through other means.
- Introduction of a range of work practices that support and promote the above administrative controls.
- Awareness is a key element of administrative controls that influences the broad observance required for these types of controls. All typical means for communications within the workplace should be accessed to mount an appropriate level of awareness including posters, communiqués, signage, websites, instruction, training and written procedures.

3.5 Safe Work Practices

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. Viral infection is influenced by the time of exposure to a source of infection and the intensity of the exposure.

A range of safe work practices for the College are identified that consider the likelihood of transmission in different work settings. However, all possible interactions cannot possibly be anticipated. For this reason, it is important that managers and employees have a broad understanding of the application of controls that they can utilize to reduce their potential exposure.

3.6 Personal Protective Equipment (PPE)

The use of PPE to provide protection from a hazard is generally intended as the last line of defense between the hazard and contact with a worker. 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.

All types of PPE must be:

- Selected based on the specific hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained and replaced, as necessary.
- Properly removed, cleaned and stored or disposed of, as applicable, to avoid contamination of self, others or the environment.

Non-medical face coverings are **not** considered PPE. The intended use of non-medical facemasks or face-coverings is to provide source control and a degree of protection to persons other than the person wearing the face covering. The Public Health Agency of Canada states that “when worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.” A person who is infected and symptomatic should not be in close contact with others or be on campus. Non-medical face coverings (ie cloth masks) must be worn in all common areas, classrooms, labs, shops etc. Limited exceptions apply where your mask can be removed (ie staff in their own office, small staff meetings where 2 meters distance is maintained, while eating/drinking at a 2 metre distance from any other individual, etc). Please review with your Manager if you are unsure.

These types of masks may not be effective in blocking virus particles that may be transmitted by coughing, sneezing or certain medical procedures. They do not provide complete protection from virus particles because of a potential loose fit and the materials used.


All various masks and face-coverings also contribute to infection control measures by helping to prevent touching one’s face (mouth, nose, eyes). **Face coverings are mandatory as directed by the College.** This will be enforced by the College through the H&S Discipline policy and by the MOL.

Disposable Masks:

HOW TO PROPERLY PUT ON A MASK


**THE RIGHT WAY
TO WEAR A SURGICAL
MASK**

COLORED SIDE OUT, WHITE SIDE IN




**THE WRONG WAY
TO WEAR A SURGICAL
MASK**

WHITE SIDE OUT, COLORED SIDE IN



**PROPERLY
MASK**

HOW TO REMOVE A



DO NOT TOUCH the front of the mask
Grasp mask by ear loops to pull off.

Wash hands or use sanitizer
Immediately after removing PPE

Dispose of masks in the trash and do not put into recycling.

Reusable Cloth Face Coverings:

St. Clair College is providing reusable, washable cloth face coverings to staff and students. Please refer to the instructions that come with your mask for the use, care and maintenance.

Cloth masks must be washed at the end of the day to prevent the spread of infection.

The Government of Ontario outlines how to properly use face coverings.

When wearing a face covering, you should:

- wash your hands immediately before putting it on and immediately after taking it off (practice 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;
- not share it with others.

Face coverings should be changed when they get slightly wet or dirty. Wash your hands before and after removing your face covering.

Cleaning:

If the face covering can be cleaned, you should:

- put it directly into the washing machine or a bag that can be emptied into the washing machine;
- wash with other items using a hot cycle with laundry detergent (no special soaps are needed) and dry thoroughly;
- wash your hands after putting the face covering into the laundry.

Please note, you should always review any specifications that were provided by the manufacturer for cleaning.

**Risk Assessment Methodology for Determining PPE
COVID-19 Personal Protective Equipment (PPE) Risk Level Summary**

Risk Level	Risk Description	Job Role / Activity	PPE
Very High	Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical or laboratory procedures.	<ul style="list-style-type: none"> • Healthcare workers in Health Services performing aerosol generating activities. • Faculty, staff and students entering hospital setting for student learning. 	Respirator (N95 or PAPR). Disposable gown. Safety glasses or chemical goggles. Face shield or surgical mask (extends N95 life). Disposable gloves.

<p>High</p>	<p>Jobs with a high potential for exposure to known or suspected sources of COVID-19. No aerosol generating procedures performed.</p>	<ul style="list-style-type: none"> • Clinical Care (e.g., medical, dental, veterinary). • Security (close contact with suspected COVID-19 positive individuals) such as when performing emergency first aid. • Residence Staff (when dealing a suspected or known COVID-19 positive Student in residence or staff). • Health Care workers in Health Centre performing non-aerosol exams. 	<p>Standard PPE as prescribed by the program.</p> <p>Face coverings, gowns and gloves for emergency first aid or in residence in this circumstance.</p> <p>Standard PPE for the tasks as well as face shields. All patients will be in a mask.</p>
<p>Medium</p>	<p>Jobs that require frequent/close contact with people who may be infected, but who are not known to be infected.</p> <p>In areas where there is ongoing community transmission, workers in this category may have contact with the general public</p>	<ul style="list-style-type: none"> • Food Services • Frontline staff • Residence Front Desk • Cashiers • Faculty or other staff where physical distancing cannot be maintained or other controls are not sufficient. 	<p>Surgical masks or cloth face coverings must be worn with limited exception (ie staff in own office or outdoors where 2 meters distance is achievable).</p>
		<ul style="list-style-type: none"> • Custodial enhanced disinfection for a known or suspected COVID location. 	<p>Disposable gloves. Disposable gown. Safety goggles or face shield (splash potential). Surgical Mask /Cloth face coverings must be worn with limited exception (ie staff in own office or outdoors where 2 meters distance is achievable) Surgical mask (required if in COVID-positive areas).</p>
<p>Lower Risk (Caution)</p>	<p>Jobs that do not require contact with people known to be or suspected to be infected.</p> <p>Workers in this category have minimal occupational contact with the public and other coworkers.</p>	<ul style="list-style-type: none"> • Custodians • Maintenance • Utility and Infrastructure • Security Guards * • Laboratory Staff • Animal Care • Office staff (low public interaction) • Mail Services 	<p>Surgical mask/cloth mask must be worn with limited exception (ie staff in own office or outdoors where 2 meters distance is achievable)</p>

* **Close contact** is defined as being within less than 2 meters (6 feet) of another person for a prolonged period (i.e., more than a few minutes).

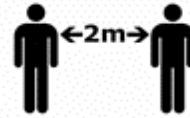
3.7 Evaluate Effectiveness

All managers and employees need to continuously review all implemented mitigation strategies and adjust if conditions change or if there are observations of exposure risks that had not been previously considered. In cases where workplace factors may impede the proper implementation of controls, the workplace factors should be addressed or the controls adjusted to allow for effective implementation. Protocols will be reviewed during the Monthly Manager inspections and added to the JHSC monthly inspections.

4 Applying Principles for Controlling Virus-Spread

The range of precautions that are needed will be in place, to varying degrees, until such time as the COVID-19 virus is no longer a serious threat to people. The realities of the workplace have changed and the staff and students will have to change customs to help mitigate the spread of the virus. Everyone will need to play their part to maintain a safe working environment.

It's YOUR health, It's YOUR safety! Follow these simple principals.



4.1 Hand Hygiene

Effective hand hygiene is the most significant control measure that can be effectively applied to minimize the spread of COVID-19.

Proper hand washing will help prevent the transfer of infectious material from the hands to other parts of the body-particularly the eyes, nose and mouth or to other surfaces that are touched. At all times, individuals should avoid touching your eyes, nose or mouth with contaminated gloves or unwashed hands. It will be a new routine to adjust to, but members of the College community should build into their workday regular times to wash their hands throughout the day.

Members of the College community should be washing their hands at a minimum:

- Before leaving the work area.
- Before eating, drinking.
- When returning to your work area from other areas.
- After handling materials that may be contaminated.
- After visiting the washroom.
- When you get home from work.

Hand sanitizing stations are installed throughout the College community.

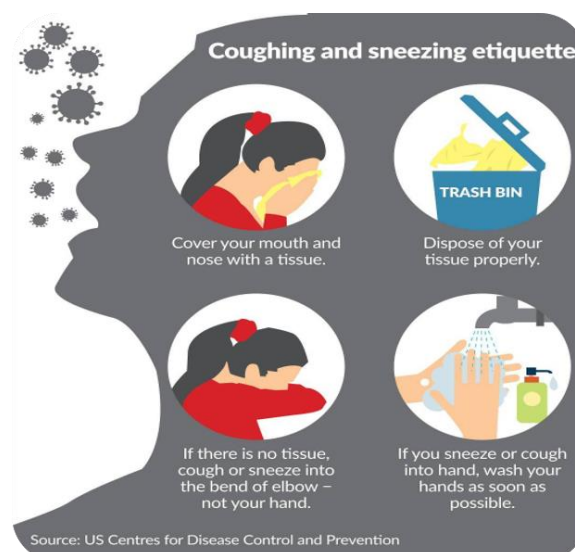
[CLICK HERE](#) for a link to Handwashing/Sanitizing Protocol from the Windsor Essex County Health Unit.

4.2 Cough and Sneeze Etiquette

Germs such as influenza, cold viruses and even whooping cough are spread by coughing or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs.

When you touch an object such as a door handle, telephone or computer keyboard with unclean hands, you are spreading germs. The next person who touches these objects may pick up germs and get sick if they do not clean their hands before touching their eyes, nose or mouth. Stop the spread of germs that can make you and others sick by:

- Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.
-
- Wash your hands often with soap and warm water for 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer.



4.3 Physical Distancing

Limiting personal contact through physical distancing is a highly effective way to reduce the spread of COVID-19 and is advised by public health agencies as a practice that should always be promoted. The physical distancing guideline that has been promoted for COVID-19 is 2m (6ft.) between individuals. This reduces the likelihood of transmission through contact and through droplets expelled during normal verbal interactions.

There are a wide range of measures that have been recommended to encourage physical distancing throughout the College. Department Risk Assessments were completed to determine the expected ratios for a given space which will be adjusted based on Public Health guidelines as they are released. Members of the College community should be familiar enough with the requirements to be able to practice physical distancing individually.

Strategies to encourage physical distancing include, but are not limited to:

- Taking measures to reduce the total population of College community members in each space helps to support physical distancing by allowing adequate space for the remaining individuals in a space.
- Remote delivery of services (academic and support) and remote business practices where practical.
- When persons are on campuses, adopting customs and preferences for remote activities rather than in person activities and providing services and spaces that do not encourage gatherings greater than the number of persons who can safely physically distance themselves in a space is another strategy that can be applied across all campus activities.
- Using floor markings to support physical distancing requirements and assist with the management of persons where congregation may occur, such as queues and natural gathering areas.
- Taking advantage of opportunities to reduce the number of face to face interactions by using phones and technology for virtual meetings or discussions between employees.
- . Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors.
- Training workers who need to use protective clothing and equipment how to put it on, use/wear it and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Offices/Workspaces:

- Alternating of tasks to reduce the risk of exposure and improve physical distancing.
- Performing work tasks in a location that allows more distance between employees and their co-workers or customers.
- Rearranging the workplace to minimize physical contact between employees.
- Using only alternate desks (checkerboard) by disabling the use of alternate desks through signage or alternate means or removing alternate desks altogether.
- Increasing space between desks.
- Adding panels between desks including height adjustable panels for sit/stand desks.
- Specifying seat assignments for employees to ensure minimum work distances.
- Installing barriers to create space at counters, seated areas and service areas.
- Separating entrances and exits for areas to avoid congestion, where possible.
- If sharing an office without the ability to physically distance, alternate schedules.
- Reduce, where practical, the sharing of company vehicles.
- Instructing clients to maintain at least 2 meters (6 feet) distance from the staff member in circumstances where clients are being served.
- Implementing a system for virtual and/or telephone/video consultations when and where possible.
- Holding meetings virtually.
- Reducing capacity of spaces i.e. removing some chairs from large meeting rooms.

- Prohibiting shared use of small rooms by groups and reducing the number of occupants at any given time.
- Staggering seating arrangements in common areas.
- Prohibiting use of some rooms.
- In common offices areas, staff, when seated are 2 metres apart, mask may be removed. Masks must be worn for any movement with the office complex.

Lobbies/Common Areas:

- Using hand sanitizer near stairs, elevator lobbies and all other building common areas.
- Providing wayfinding signage or floor markings to direct foot traffic to avoid congestion points.
- Explaining new rules or protocols for common areas.
- Rearranging or reducing furniture to promote physical distancing.

Meetings and Academic Activities:

Meetings and academic instruction should conduct remotely, whenever possible. If it is not practical to do so, the meeting organizer shall respect current Public Health guidance regarding group sizes and take preventive measures such as:

- Arranging spaces and seats so that participants are at least 2 meters (6ft) apart.
- Requiring that anyone exhibiting signs of illness will be asked to leave immediately.
- Labs, shops and classrooms require face coverings.
- Taking attendance and retaining the names and contact details of all participants for at least one month. This will help Public Health Authorities trace people who may have been exposed to COVID-19, if one or more participants become ill shortly after the event.
- Assign seating in all academic settings and document.

Food Service Amenities:

- Consider dividers between service providers and clients.
- Reducing self-service access to foods.
- Protecting food using barriers.
- Promoting tap pay and app ordering.
- Clearly marking queuing areas with signposts or floor markings.
- Removing or rearranging furniture to promote physical distancing.

Stairwells/Hallways:

- Stay to the right and maintain distance when passing.
- Stay 3 steps behind someone in the stairwell.

- Be respectful and let others pass if necessary.
- Follow all directions (i.e., one way hallways).

Washrooms:

- Maintain your distance in washrooms. Use the furthest sink from another person.
- Wash your hands and turn off the tap with a paper towel.
- Follow all posted occupancy limits for washrooms. If there are too many people in a washroom, wait outside.

Elevators:

- Posting signage nearby that reminds workers to maintain physical distancing while they are waiting to enter the elevator.
- Maintaining physical distancing and reduce the number of passengers at any one time.
- While inside an elevator, passengers should face the control panel side of the elevator to avoid being inside each other's breathing zone.
- Establishing elevator cleaning protocols to ensure on-going cleaning of high touch surfaces like elevator panels/buttons.

4.4 Cleaning and Disinfecting

During the COVID-19 pandemic, the College will be undertaking detailed cleaning and disinfection protocols to reduce the risk of exposure to COVID-19. COVID-19 can survive on different surfaces for differing periods of time. Although cleaning and disinfection protocols are being adjusted, workers in personal office spaces can contribute to cleaning and disinfecting within their own workspaces.

What You Should Know:

- Commonly used cleaners and disinfectants are effective against COVID-19.
- 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.
- Check the expiry date of products you use and always follow manufacturer's instructions.
- Facilities Management and the College cleaning contractors use hospital grade cleaners on all College surfaces and touch points.
- SDS for all products used are on the Intranet, under WHMIS.

Clean Frequently Touched Surfaces Multiple Times Throughout the Day:

- In addition to routine cleaning, surfaces that have frequent contact with hands should be cleaned and disinfected regularly and when dirty. Custodial has increased all touch point

cleaning throughout the College and departments are to determine cleaning frequency as required based on the risk assessments.

- Examples include doorknobs, elevator buttons, light switches, toilet handles, counters, handrails, touch screen surfaces and keypads.



General Use Procedure for Bulk/Industrial Grade Disinfectants:

- Wear disposable gloves.
- Brush all dry solid materials/dirt off the surface to be cleaned.
- Wipe the surface with an all-purpose-cleaner first before disinfecting.
- Spray the chosen disinfectant.
- Follow the directions for use of the disinfectant.
- Do not bathe or soak your keyboards, electronics and other operator controls in disinfectant. Always spray disinfectant onto the cloth, not the electronics.
- Discard the disposable cloth in waste basket in your area.

A list of disinfectants is available from the [Public Health Agency of Canada, CLICK HERE](#)

Pre- Packaged Disinfecting Wipe Instructions:

Each wipe style product has its own disinfecting procedures. Read the label instructions or visit the manufacturers' website. A quick wipe or light misting will not effectively kill the virus. To kill COVID-19, the specific instructions for your product must be followed:

Who is Responsible for This?

With COVID-19, all College staff are responsible for doing their part and ensuring cleaning and disinfecting of their own workstation and shared tools to prevent transmission among and by the staff performing the cleaning. For shared areas, designate someone internally or increase external presence to meet the above cleaning schedules. Additionally, larger spaces will be fogged with disinfectant between use.

Higher Touch Count Surfaces:

Here is a list of potential areas in your area that may receive the most contact from potentially ill persons that also allow COVID-19 to survive for long enough to transfer to someone else. There are more. Think about the surfaces that you personally touch on your way to the lunchroom, the washroom and in your personal workspace. These surfaces need to be disinfected most often.

High Touch Count Item	Mitigation
Door Handles	Place hand sanitizer station next to external doors to allow for hand cleaning after touching door handles.
Lunchroom Tables	Stagger breaks and ensure all personnel understand how to disinfect and supply the disinfectant product and disposable cloths in the lunchroom.
Drinking Fountains	We ask all to refrain from drinking from the fountain and only refill your water bottles. Regular disinfecting is occurring.
Shared Printer/Fax Machine/Microwaves	Wash hands/sanitize hands before and after use. Have one staff responsible for regular disinfecting of the machine.
Desks/Countertops	Designate single person use or supply disinfectant training and equipment. Monitor and enforce disinfecting procedures, as described above, especially early on to create good habits surrounding disinfecting shared surfaces.
Toilet Seats/Bathroom Stall Handles	Increase professional cleaning frequency.
Computer Mice	Designate single use mice where possible and single person workstations.
Light Switches	Turn the lights on once per day and disinfect at the start and end of shift. Never spray liquid disinfectant directly onto a light switch.
Keyboards	Where possible, designate for single use. Disinfect between each operator if shared. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.
Operator Control Stations	Where possible, designate for single use. Disinfect between each operator if shared. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.
Shared Tools	Where possible, designate for single use. Disinfect between each operator if shared. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.
Alarm Panels	Where possible, designate for single use. Disinfect between each operator if shared. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.

Vending Machines	Inform workers of the risk. Install hand sanitizer stations next to the vending machines. Wash or sanitize hands before and after use.
Phones	Where possible, designate for single use. Disinfect between each operator. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.
On/Off Buttons	Where possible, designate for single use. Disinfect between each operator. Always spray liquid disinfectant onto a cloth, never directly onto electronic devices.
White Board and White Board Markers	Each person that needs to write in information on white boards should be provided with their own marker.
This is not an exhaustive list and you may not have some of these high touch areas, or you may have other items unique to your business that require extra attention that are not on this list.	

COVID-19 - Deep Cleaning and Disinfection:

The College will initiate deep cleaning and disinfection protocols when an employee working on College premises is identified as testing positive for COVID-19 and/or contamination of a specific area may have occurred. 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 as all safety protocols are adhered to.

5 Workplace COVID -19 Exposure Protocols

5.1 Workplace Exposure

Employees who are ill with any symptoms of illness are advised to stay home. Follow regular protocols for notifying your manager. Expect your Manager to ask follow-up questions on Covid-19 related symptoms.

Employees who are ill and subsequently test positive for COVID-19 must advise their manager of this result. The manager will complete the Pandemic Illness form in PeopleSoft and notify OHS so that appropriate measures can be directed within the workplace, based on the circumstances relating to exposure potential. Employees should follow all directions from their Local Public Health Unit to manage their illness and determine their needs regarding testing. Employees can refer to the flow charts that are posted on the intranet.

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

- Advise their manager that they are unwell, and leave work immediately following physical distancing protocols. If you rely on public transportation call extension 4484 (Health Centre). An isolation room will be provided while determining a safe method of transport home.
- Be advised by the manager to consult with the Local Public Health Unit or Telehealth: 1-866797-0000 and complete the self-assessment at <https://covid-19.ontario.ca/selfassessment/> if there are any concerns that the symptoms coincide with COVID-19.
- Follow the directions they receive from the above sources and advise their manager of the outcome.
- In the case of a suspected or confirmed COVID-19 infection, once notified, the manager/supervisor of the infected employee shall immediately shut down the work area/office where the infected employee works and consult with Occupational Health & Safety regarding an investigation to identify if there are any potential exposure risks to other employees/students. It should be noted, that because the College is practicing physical distancing/masking, the risk should be low. The manager will be required to collect all necessary information identified for reporting an occupational illness.
- Facilities Management may be required to conduct a deep cleaning and disinfection or close the area for 72 hrs. Departments will need to assess alternate work plans in the event of an area being shut down.

5.2 Accident/Injury/Exposure Reporting

What do you do if an employee gets hurt at Work?

All employees of the College are required to report accidents/injuries/exposures to their immediate manager/supervisor.

Personal injury includes all injuries (regardless of seriousness), occupational illnesses, hazardous exposures to blood and body fluids and hazardous exposures to chemical, biological or physical agents.

As per normal protocol, the employee is responsible to ensure that his/her manager/supervisor is immediately notified of accidents or hazardous conditions and that an Accident/Incident Report is initiated. Where an accident results in lost time or medical aid and/or prevents the employee from doing his/her regular duties, the employee must seek health services from a physician.

Supervisors are to ensure that:

- i. First aid/medical treatment is provided as required.
- ii. The Accident/Incident Report form is completed by the Manager with the employee and submitted to OHS within 24 hours.

5.3 Reporting an Occupational Illness

The employer must report illnesses acquired at work, including COVID-19, to the Ministry of Labour, Training and Skills Development (in writing) within four (4) days. The report must contain all information outlined in Section 5(2) of the regulation.

Copies of the report are also provided to:

- the joint health and safety representative,
- the trade union (if applicable).

The College must also report **occupationally** acquired illnesses (e.g. COVID-19) to WSIB within 72 hours of receiving notification of the illness.

Reporting will be done by the Manager, Health, Safety and Wellness.

5.4 Public Health Authorities

Once contacted about a suspected case in the workplace, Public Health Authorities may initiate an investigation into the potential workplace exposure and will contact the infected employee and the College, to understand the risk and identify any potential employees/students who may have been exposed to the infected worker. Public Health Authorities will advise on any actions or precautions that should be taken.

5.5 External Exposure to COVID-19 (Non-Occupational Illness)

An external exposure would be an exposure where a College employee has been exposed outside of the workplace. If this is the case, College staff should immediately:

- Follow the Local Health Unit guidance that is posted on the website and take extra care to follow personal hygiene and other preventative measures as outlined in this document.
- Employees must inform their manager and advise where the guidance to self-isolate originated from.
- Maximum support period on all cases is 14 days unless medically indicated otherwise.
- After 14 days notification will be provided to Acclaim for any ongoing support.
- Utilization of a Confirmation of Illness(CIF) form completed by employee not doctor and Public Health to provide quarantine letters for those recommended to self-isolate.

5.6 Community Tracing

Departments and Schools should be aware that Public Health Units involved in tracing activities when responding to a positive test for a student or employee might contact the College. Departments and Schools should be prepared to release information in accordance to the Freedom of Information and Protection of Privacy Act. This would include identities, class and section lists and contact information to help facilitate public health tracing activities. There is a range of strategies that the College will adopt to assist in tracing activities, such as the taking of attendance for classes, taking attendance for business meetings, strategies to reduce cross campus travel by staff or students, gathering names at controlled access points and limiting the number of access points to buildings on campus. Contact with the Health Unit is coordinated through OHS. If you receive a request for information please contact Rebecca Demchuck and Wintre McConnell.

6 Work Refusal and WSIB Protocols

6.1 Work Refusals

Under the Occupational Health and Safety Act, section 43 (3);

A worker may refuse to work or do work where he or she has reason to believe that,

- (a) Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- (b) The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself;
- (b.1) Workplace violence is likely to endanger himself or herself; or
- (c) Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.

Under the "general duty clause" 25(2)(h) of the OHSA, the College shall take reasonable precautions to protect the health and safety of its workers.

In the event of a work refusal, the manager must respond in accordance with occupational health and safety legislation and College policies. This response will include a manager-led investigation into the concerns and, if appropriate, adopting measures to eliminate or reduce the workplace danger.

During the COVID-19 pandemic, it is essential that the College implement appropriate protective measures by following the latest guidance of their municipal and provincial public health agencies, as well as the latest guidance of the Public Health Agency of Canada ("PHAC"). Based on current PHAC guidance, these measures should include the following:

- restricting individuals from the workplace based on the official criteria for recommended or required self-isolation, including returning from travels outside Canada.
- requiring employees who have even mild COVID-19 symptoms, as recognized by PHAC, to stay at home, contact public health authorities, and follow their directions.
- encouraging physical distancing to reduce transmission, which may include facilitating remote work arrangements and rearranging the workplace for other workers as practical.
- promoting good hygiene practices, including frequent hand washing, avoiding the touching of one's face with unwashed hands, coughing or sneezing into one's elbow and ensuring the regular cleaning of high-touch surfaces throughout the workplace.

- Assess requirements for face coverings in line with Public Health recommendations.

Work Refusal Procedure

[CLICK HERE](#) for the Work Refusal Procedure.

6.2 Workplace Safety & Insurance Board (WSIB) Reporting and Claims

In the unfortunate event that an employee is injured or acquires illness as a result of an accident the College, as the employer, is required by law to report all injuries that require medical treatment or result in a loss of work time beyond the day of the accident to the Workplace Safety & Insurance Board (WSIB).

The initial documentation provided to the WSIB reports the circumstances of the accident and the nature of the injury/illness, along with necessary employment information for compensation purposes.

Following the submission of this documentation, the employee will be contacted by the WSIB to obtain more detailed and personal information.

[CLICK HERE](#) for the Early and Safe Return to Work Procedure

[CLICK HERE](#) for the Incident Reporting and Investigation Procedure

What if an employee contracts COVID-19 while at work? Are they covered by WSIB?

Possibly, but the assessment of whether the employee is entitled to compensation would be determined by WSIB on a case-by-case basis. WSIB will have to assess whether COVID-19 is an occupational disease (e.g. the illness was caused by and arose out of and in the course of employment).

With community transmission of COVID-19 occurring, a wide range of potential exposure sources of COVID-19 may now exist at work, home and elsewhere in the community, creating challenges in establishing work-relatedness when adjudicating claims.

For a COVID-19 claim to be allowed, evidence must show that the person's risk of contracting the disease through their employment is greater than the risk to which the public at large is exposed and that work **significantly contributed** to the person's illness.

While the nature of some people's work may put them at greater risk of contracting the virus, this is a constantly evolving situation and any claims received by the WSIB will need to be adjudicated, taking into consideration the facts and circumstances of the specific case.

In determining the work-relatedness of COVID-19 claims, the WSIB will need to consider whether:

1. the nature of the worker's employment created a risk of contracting the disease to which the public at large is not normally exposed; and
2. the WSIB is satisfied that the worker's COVID-19 condition has been confirmed.

If established, the above will generally be considered persuasive evidence that the worker's employment made a significant contribution to the worker's illness.

7 Training

7.1 Training Requirements

During the period that the College is resuming on-campus operations, the workplace has been significantly changed with new procedures and requirements for health & safety. Communication will be key and on-going as we navigate through the upcoming months. A mandatory training session has been prepared for College staff and students that will be required to provide the necessary level of awareness.

7.2 COVID-19 Training for a Safe Return to Work

This training will include:

- Identifying risk factors.
- Basic facts about COVID-19.
- The risks of exposure to COVID-19 and signs and symptoms of the disease.
- Assessing the risk of workplace exposure to COVID-19.
- Defining key steps in worker protection and infection control.
- Identifying mitigation strategies/methods to prevent and respond to COVID-19 exposure in the workplace.
- How to report exposure to or symptoms of COVID-19.

7.3 Workers Required to Wear Personal Protective Equipment (PPE)/Face Coverings

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. Respirators (for specified applications) or a face covering is only effective if people wear it correctly. Workers need PPE training that includes the fit, use, care, maintenance, cleaning and limitations of the PPE.

Any worker required to wear PPE shall receive training in the proper use and care of PPE prior to use. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE is required.
- What type PPE is required.
- Fitting requirements (for respirators).
- How to properly don, remove, adjust and wear PPE.
- The limitations of the PPE.
- PPE inspection.
- The proper care, maintenance, useful life and disposal of the PPE.

7.4 Workers Required to Wear Respirators Training and Information

Where mandated, staff and students must be fit tested and receive training on the use, care and maintenance of respirators. This type of PPE is not being mandated across the campus and is limited to applications as defined on the risk assessment (typically aerosol producing procedures/ health care applications).

7.5 Medical Evaluations

A medical evaluation to determine whether an employee is able to use a given respirator is an important element of an effective Respiratory Protection Program and is necessary to prevent injuries, illnesses.

7.6 Hazard Assessment

A hazard assessment is a formal means of determining the appropriate PPE selection based on the hazards of a job. When conducting a hazard assessment, a task is investigated and the hazards and the potential hazards associated with the task are determined.

Department Managers are to train staff on the department protocols based on the risk assessments completed. This is to be completed prior to a return to work.

8 Mental Health

8.1 Mitigating Employee Anxiety

A confirmed case of COVID-19 in the workplace will cause anxiety among co-workers and some may become stressed. Clear communication is important, directing workers to reliable sources of information about COVID-19. Managers should be supportive and understanding and as far as possible flexible on work arrangements.

Employee Assistance Program (EAP):

[CLICK HERE](#) to be taken directly to the Employee Assistance Plan webpage.

- 24/7 confidential access to professional support to help employees manage stress, anxiety, grief, financial concerns and much more.
- Connect to support by phone, video or chat anytime, anywhere.
- Vast library of online resources for coping with trauma, building resiliency, self-care, managing change and much more.

9 References

Standard Operating Procedures located on the Intranet.

- Reducing the Risk of COVID -19 Spread on Campus
- Reducing the Risk of COVID-19 in Computer Labs
- Reducing the Risk of COVID-19 in Residence
- Return of Equipment.

Windsor Essex County Health Unit

<https://www.wechu.org/>

Public Health Ontario

<https://www.publichealthontario.ca/>

Government of Ontario

<https://www.ontario.ca/page/government>

Government of Canada

<https://www.canada.ca/en.html>

Public Health Agency of Canada

<https://www.canada.ca/en/public-health.html>

St. Clair College OHS Policies

<https://intranet.stclaircollege.ca/pandp/index.html>

Centre for Disease Control

<https://www.cdc.gov/>

World Health Organization

<https://www.who.int/>