

COVID-19 safety plan

Company details

Business name: **Durham College**

Revision date: new

Date completed: November 19, 2020

Developed by: H&S Officer

Division/group: Post Secondary Education

Others consulted: DC Operations Task Force, DCLT

Date distributed: December 4, 2020

This safety plan has been developed to summarize the actions taken by Durham College to mitigate and control the risk of COVID-19 spread within our campus community.

An Operations Task Force was created that is comprised of: Risk Management, Health and Safety, Emergency Management, Campus Safety, IT, Scheduling and Facilities. This task force has been in place for several months with weekly meeting to ensure protocols are reviewed and developed as necessary.

The members of this task force were selected to create a cross functional view of the challenges our post secondary institute would face during the pandemic.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- A special section related to COVID-19 information has been created on the webpage and is maintained on a regular basis by Communications and Marketing.
- Training related to control measures has been developed by Health and Safety (H&S) and is a mandatory requirement for all employees.
- An orientation tool has been created by Communications and Marketing that informs all those coming to campus of the new risk mitigation measures and changes to campus protocols.
- Risk and H&S meet every 2 weeks with Durham Region Health Department (DRHD) to ensure we are updated on developing information.
- Government communication is constantly monitored by H&S and Risk to ensure compliance with provincial guidelines.
- Along with passive screening signage, a screening App was developed by IT and is now a mandatory requirement for completion prior to entry into any campus building. The App can be accessed and downloaded or opened up through use of a QR code posted on entry doors. Access is restricted to particular locations so this can be controlled.

2. How will you screen for COVID-19?

Actions:

- DRHD updates Risk and H&S should any symptoms be added or removed.
- An internal case management document has been prepared by Risk and H&S and is updated as new information becomes available.
- Along with passive screening signage, a screening App was developed by IT and is now a mandatory requirement for completion prior to daily entry into any campus building.
- The screening App can be accessed and downloaded or opened up through use of a QR code posted on entry doors. Access is restricted to particular locations so this can be controlled. The result is valid for the day screening questions are completed set with expiry at midnight.

3. How will you control the risk of transmission in your workplace?

Actions:

- Risk assessments were completed in late spring/early summer using the hierarchy of controls.
- Barriers were installed in all locations where there are front line workers.
- Hand sanitizing stations were placed at all entrances as well as throughout the building.
- By-law was adopted to require masks be worn in all campus buildings unless alone in a private office.
- Signage was developed and posted reminding individuals to maintain 2 metre distancing, hand washing/sanitizing, no gathering, wear a mask.
- HVAC systems were reviewed in accordance with ASHRAE recommendations and appropriate changes made where possible.
- We continue to encourage remote work/study where possible.
- A resumption of activity template was created that must be submitted by all areas needing to return to campus. This includes all risk mitigation measures be considered and commented on.
- Resumption plans were reviewed by the Operations Task Force for compliance.
- All contractors scheduled on site must review our protocols and reporting requirements and sign back an acknowledgment.
- Designated food consumption areas were identified with appropriate cleaning protocols in place as well as signage reminding the parameters regarding mask removal

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- A complete case management plan has been created and aligned with DRHD protocols.
- Case management plans include all direct contact information to DRHD, custodial staff and transportation support.

- Supports are in place to provide any contact tracing information requested by DRHD.
- Individuals are directed to remain home if feeling unwell and to leave campus immediately if feeling unwell; avoiding public transit.
- A reporting flow chart has been developed, posted on the website and distributed, to inform all of our campus community of the steps to follow if an illness, potential case or suspected exposure to COVID-19 is identified.
- 2 main contacts have been identified for reporting in order to streamline this process and ensure consistency in communication and direction. Students are to notify Risk Management and employees are to notify Health and Safety.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Human Resources manages a wellness page on our website to support employee needs.
- Student supports are available and communicated through the webpage by Communications and Marketing.
- Risk assessments will continue as operations change to address modifications to the academic semester related to face to face course delivery.
- The Operations Task Force will continue to meet weekly to discuss any pending changes or new space request.
- Any request for an event on campus must be submitted to the Risk Manager for review and approval.

6. How will you make sure your plan is working?

Actions:

- Current indicators of plan success relate to the lack of occurrence of internal community spread on the campus.
- Reviews/audits of compliance to the submitted resumption plans are periodically performed.
- Security is heavily involved in ensure compliance to protocols.
- Plan components and discussion are a regular agenda item for weekly task force meetings.
- Feedback and input is requested from the JHSC.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Stay home if you are unwell and leave campus immediately if you begin to feel unwell.
- Report illness, suspected COVID case or potential exposure to Risk/H&S.
- Screening must be completed prior to approval to enter any campus building.
- Masks are a mandatory requirement in all campus buildings.
- Use hand sanitizer upon entry and continue hand washing/sanitizing throughout the day.

How we're screening for COVID-19

- Screening questions can be found using:
(<https://ssbp.mycampus.ca/apex/r/banner/covid19-prescreen168/login>)

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Maintain 2 metre distance wherever possible.
- Barriers installed in front line service areas
- Reduced occupancy

Cleaning

- High touch points are cleaned twice daily
- Disinfection solution provided to all areas in use

- Wipes provided for additional surface cleaning

Other

- Anyone entering a building must show a screening pass to security prior to entry.
- Any contractor coming on site must sign an acknowledgement of campus protocols in addition to screen prior to entry

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Individuals are asked to remain off campus.
- Case management team works with Public Health to review next steps.
- Individuals effected are notified as soon as possible by a member of the case management team to make them aware of any impact to them.

How we're managing any new risks caused by the changes made to the way we operate our business

- A risk assessment is initiated each time there is a change to operation or regulation.

How we're making sure our plan is working

- All absence due to illness is tracked.
- Each case is monitored individually.
- No communicability within the campus community is evident according to Public Health.