KEYSTONE
COLLEGE

COVID-19 Safety Planning Framework

Working Group

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To support the return of required on-campus, face-to-face activities and remote working and learning during COVID-19

1. Return to Campus Risk Mitigation

2. Gradual Recovery Operations Plan

3. Risk Mitigation: Return to Face-to-Face Delivery

4. Exposure Prevention: Public Facing Offices

Return to Campus Risk Mitigation

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BACKGROUND

We have seen a dramatic transition to distance learning delivery models over the past few months as contributed to the effort to limit the spread of COVID-19. As an institution striving to be the college of choice for experiential, place-based learning, many of our programs require hands-on learning. As the pandemic has evolved, Keystone is shifting away from emergency response and towards developing a measured plan for a gradual recovery of our operations and a return to our campuses. This plan provides a framework and anticipated timelines of gradual return strategies and general mitigation measures that can help reduce exposure to COVID-19.

STATEMENT OF PURPOSE

This document is intended to be used as a foundational plan to reduce or minimize the risk to the safety and health of employees and students. It must be completed by the department requesting access with support from the Safety Working Group. If planning for face-to-face activities while the risk of COVID-19 is present in the workplace, completion and implementation of this plan as well as ongoing monitoring and check-in's with workers in the workspace are required to meet the Work Safe BC BC guidelines for reopening.

GUIDING PRINCIPLES

In light of the COVID-19 outbreak and the variety of planning initiatives that are taking place across our workplaces, a number of Keystone guiding principles have been developed as per guidelines of health department. The following principles are intended to enable cohesive planning across the campus based on the same fundamental values and understanding of the current COVID-19 challenges now and moving forward

> Health, Safety and well-being of the Keystone College Staff and Students
> Operate within our fiscal parameters
> Commitment to delivery of quality educational experience
> Commitment to ensure quality student and support
> services

SCOPE

All face-to-face activities are included within this framework, including regular activities occurring outside the classroom and/or occurring only outside. Work from home activities will also be supported through this framework.

Risk assessment and safe work procedures need to be completed to ensure compliance with federal and provincial recommendations and must include considerations for safe travel to the site.

RESPONSIBILITIES

Organizational Structure
Keystone College operationalizes its health and safety in order to establish clear roles, responsibilities and accountabilities. At Keystone College , everyone has a responsibility for safety.

The internal organization structure consists of the following participants:
1. Keystone Management :
   CEO/Director
   Campus Manager
   Senior Education Administrator

2. Workers or employees,(Instructors/Student Support/Front End) as defined under the BC Workers' Compensation Act (persons who perform work or supply services for monetary compensation).

3. Students, although not defined under the BC Workers' Compensation Act, it is recognized that students have a role in health and safety and are accountable for their actions and must abide by institutional policy and complete recommended training as part of their programs of study.

Internal Responsibility System Responsibilities

CEO, Directors and Campus Administrators

To ensure compliance with the BC Workers' Compensation Act by:

a) Reviewing job hazards within their respective areas/department;
b) Ensuring that institutional and hazard-specific health and safety plans are in place in their respective departments; the plans will include worker safety orientation and training, accident investigations, safe work procedures, workplace inspection schedule, equipment maintenance/calibration, record keeping (i.e., worker training, workplace/equipment inspection, accident and investigation reports);
c) Fulfilling the responsibilities as a supervisor (e.g. investigating incidents and accidents, provide safety orientation, ensure completion of mandatory health and safety training, etc.);
d) Responding to health and safety concerns brought to their attention.

Administrator/Instructors (including academic staff who have supervisory responsibilities for the safety of students)

Administrator/Instructors are responsible for escalating workplace health and safety concerns to management team, as appropriate (e.g. inadequate resources, implications for policy and operational procedures, potential liability, etc.).

To ensure that those activities over which they have control are conducted in a safe manner and in accordance with the College's policies, programs and applicable sectoral legislation/ guidelines. This is achieved through:

a) Responding promptly to staff/students health and safety concerns;
b) Attending mandatory health and safety training;
c) Reviewing job task risk assessments to ensure that their employees/students receive appropriate orientation and training and that controls are in place to prevent exposure to disease and injuries;
d) Conducting and recording regular workplace inspections;
e) Implementing and maintaining emergency response and standard operating procedures/guidelines for all activities;
f) Implementing and enforcing relevant safety rules and KEYSTONE COLLEGE health and safety programs;
g) Advising staff/students of the existence of any potential and existing health and safety hazards; ensuring staff/students work in accordance with established instructions, procedures and guidelines, etc.; and
h) Investigating workplace accidents that occur, identifying root cause(s) and implementing remedial and preventative action.

Faculty and Staff

All faculty and staff of the College are "workers" under the BC Workers' Compensation Act. Employees, in addition to the duties imposed by legislation or contract, are responsible for:

a) Complying with the rules and procedures of KEYSTONE COLLEGE's Health and Safety Program by performing work in a safe and healthy manner;
b) Reporting promptly to the supervisor(s) any observed contravention of the BC OHS Act and Regulations, or rules and procedures under KEYSTONE COLLEGE's Health and Safety Program;
c) Reporting promptly to the supervisor(s) any workplace hazard of which they are aware;
d) Reporting promptly to the supervisor(s) any workplace injury;
e) Refraining from any activity which may jeopardize the health and safety of the employee, other workers, or other persons on KEYSTONE COLLEGE campuses;
f) Learn about and wear/use personal protective equipment as required; and
g) Complete any mandatory health and safety training provided by KEYSTONE COLLEGE.

Students

Are responsible for:
a) Complying with the all health and safety rules and procedures in the classroom, lab or shop and by performing their work in a safe and healthy manner;
b) Reporting promptly to the supervisor(s)/ instructor any observed contravention of established rules and procedures
c) Reporting promptly to the supervisor(s)/ instructor any classroom hazard of which they are aware;

d) Reporting promptly to the supervisor(s)/ instructor any workplace injury;
e) Refraining from any activity which may jeopardize the health and safety of the other students, other workers, or other persons on KEYSTONE COLLEGE campuses;
f) Learn about and wear/use personal protective equipment as required; and
g) Complete any mandatory health and safety training required to safely complete their coursework.

PROCESS

Keeping the above responsibilities in mind, each department should complete the supporting documents outlined in each of the steps below in order to effectively implement the Risk, Safety and Health Planning template for COVID-19. The Working Group and Occupational Health and Safety Committee will be available to assist as required.

1. Review the COVID-19 Exposure Control Plan
2. Complete the Risk Assessment template
3. Review and/ develop safe work procedures
4. Complete face-to-face activity space planning checklist
5. Complete people planning checklist
6. Identify Facility access/ cleaning plans required
7. Complete required training
8. Ensure oversight and compliance

Step 1: Review the COVID-19 Exposure Control Plan

An Exposure Control Plan (ECP) is required in a workplace where there is an identified risk of exposure to a hazard or biological agent (COVID-19) and it documents the specific and appropriate controls that will minimize or eliminate that risk. The ECP is general since it applies to all KEYSTONE COLLEGE operations, and it should be reviewed as a base of information to assist in the completion of the other steps in this plan.

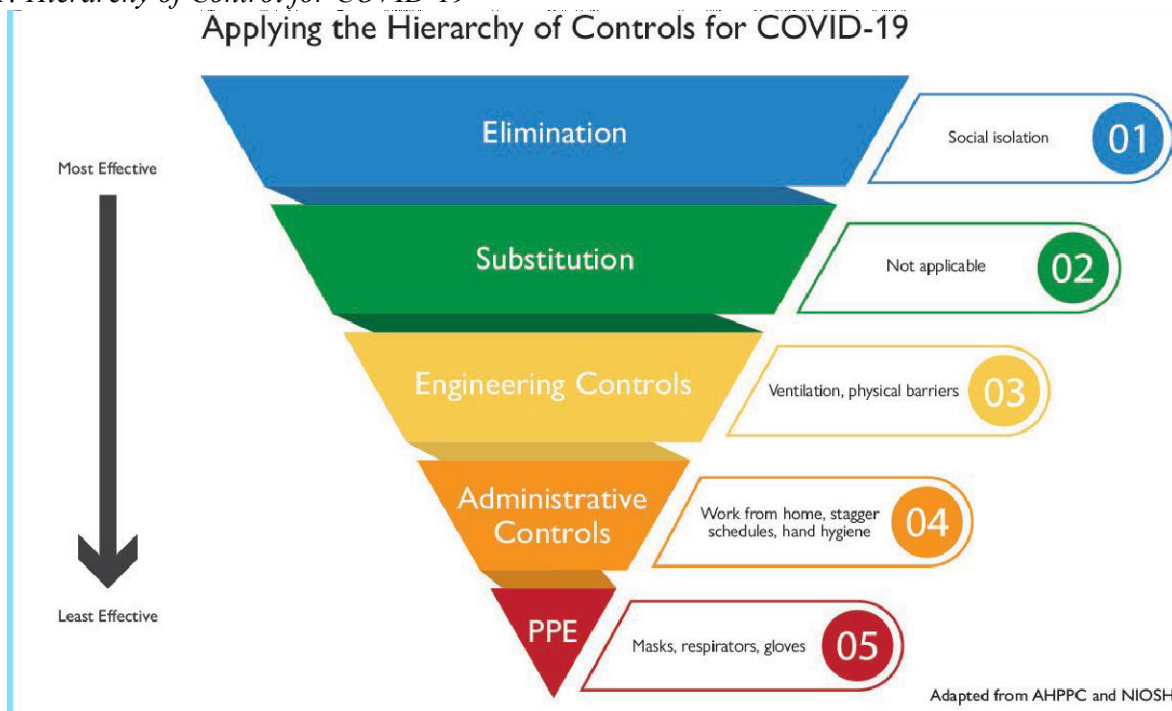| FACE-TO-FACE ACTIVITIES: GENERAL COVID-19 TRANSMISSION PREVENTION GUIDELINES	
SAFE SOCIAL INTERACTIONS	Ensure that spaces are set up to allow 2-meter physical distancing between all occupants.
	Determine and implement room capacities in order to maintain 2-metre physical distancing.
	Cordon off demonstration/instruction areas to allow for students and staff to maintain 2- metre physical distancing. *With tape, chalk, etc.*
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
	Set up physical barriers when distancing is not an option
	Post infection control practices and physical distancing posters.
PERSONAL HYGIENE	Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind individuals to avoid face touching during class and to wash hands before and after participation (and during when possible).
	Advise individuals they are required to stay home if they are unwell. Ensure that student housing measures are developed for students in isolation/quarantine.
	Promote no eating during face-to-face activities or in workspaces.
	Ensure all staff have reviewed the online COVID-19 Exposure Control Plan Training
ENVIRONMENTAL HYGIENE	Consider using a non-medical mask or face covering if physical distancing is not possible (i.e. the task is unsafe to do 2m apart).
	Where possible, eliminate physical handout papers/forms or any pens, pencils, and other common writing/learning tools.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any provided tools/equipment – if possible, ensure each participant has their own dedicated items.
	Identify all tools/equipment that must be shared by all participants.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touch points.
	Ensure that cleaning supplies are provided and that individuals are instructed on how to correctly clean/sanitize.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Instruct employees, students, and others on how to safely use and remove any required PPE for the activity.

COVID-19 Transmission Prevention Guidelines

Figure 1 (below) outlines examples of general COVID-19 transmission prevention guidelines or hazard controls outlined in the Exposure Control Plan, which are based on current provincial and federal requirements. These guidelines should be used as controls during the risk assessment of critical tasks to mitigate the risk of exposure to COVID-19. Any controls that are chosen to mitigate identified risk should follow the hierarchy of controls presented in the COVID-19 Exposure Control Plan beginning at the most effective strategies.

Figure 1: Hierarchy of Control for COVID-19

Applying the Hierarchy of Controls for COVID-19

Most Effective → Least Effective

Elimination	Social isolation	01
Substitution	Not applicable	02
Engineering Controls	Ventilation, physical barriers	03
Administrative Controls	Work from home, stagger schedules, hand hygiene	04
PPE	Masks, respirators, gloves	05

Adapted from AHPPC and NIOSH

The transmission prevention guidelines are used throughout this planning document. They are measures that have been recommended by provincial and federal health authorities, including BC Centre for Disease Control and WorkSafe BC BC. Many of these guidelines are built into the checklists found throughout this document and will be implemented as part of those processes. They are listed here in order to provide another layer of guidance when completing the risk assessment for critical tasks simply as a point of reference.

Step 2: Complete the Risk Assessment
The purpose of the hazard identification and risk assessment template is to pre-identify critical tasks/work activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect workers and students from COVID-19. Identifying tasks will also assist in determining what safe work procedures need to be amended or developed. One risk assessment can be done for each Faculty/ Area as long as all critical tasks are listed and the work area is generally the same. An example would be, doing a risk assessment for Vendor doing carpentry work in the area . Critical tasks would include, tasks done by instructors such as teaching, supervising and observing student work, demonstrations, checking work or providing one on one support and risk assessment of vendor employees before using that area.

The Risk Identification Assessment, and Control Template Directions

List and assess critical tasks/situations encountered in the work setting in column 1.
Critical Tasks/ work are those tasks that must be completed – E.g. Students enter lab, deliver lab demonstration
List the possible situations for each task that could be associated with being exposed to COVID- 19: Think about how COVID 19 is spread (through the droplets from infected people, often from coughs or sneezes).

Assess the risk of exposure to COVID-19 (low consequence, medium consequence, or high) in column
E.g. Low – deliver a lab demonstration with physical distancing intact.
E.g. Medium – breaching the 2m physical distance to conduct work with other controls in place (e.g. PPE), where physical distancing would increase the hazard of the work.
E.g. High – working with high risk individuals (COVID-19 positive patient) in a health care setting.
Select the appropriate control strategies for the task/situation in column 3.
E.g. Use the hierarchy of controls figure and the transmission guidelines above for mitigation ideas or see examples below:
Eliminate or substitute: Postpone in-class or onsite activities, offer distributed learning or remote work option.
Engineer: Cordon off demonstration areas to support physical distancing (use of tape or chalk) Plexiglas or other barrier appropriate for learning space.
Administrative: Number of participants in alignment with maximum space capacity established by Facilities Services, arrange class to promote physical distancing, stagger teaching times, enhance cleaning protocols, etc.
Personal Protective Equipment: Only considered after careful considering previous control measures.
Describe the mitigation strategy chosen.
E.g. Physical distancing - cordon off the demonstration area
E.g. Administrative - sanitizing tools/equipment.
If administrative or PPE controls are selected, create a safe work procedure.
E.g. develop a safe work procedure for sanitizing tools/equipment.

Risk Identification, Assessment, and Control Template

Risk Identification, Assessment and Control				
Dept./Faculty:	**Job/Work:**		**Start Date:**	
1. Identify Critical tasks	**2. Risk Assessment**		**3. Hazard Control Mitigation (see table above for ideas)**	**4. Describe Control to be implemented**	**5. Safe work procedure required**
Critical Task(s)/Work	Risk(s) exposure	Risk Rating (L, M, H)	Type(s) of Controls (Hierarchy) Select one or more options	Description of Control(s)	Identify new procedure(s) for Administrative or PPE Otherwise mark n/a
E.g. Delivering a lab demonstration	*E.g. Exposure to COVID-19*	*E.g. L*	**Physical Distancing Elimination Administrative PPE**	*E.g. Cordon off instructing area*	*E.g. n/a*
E.g. Use of shared tools/equipment to undertake class work	*E.g. Exposure to COVID-19*	*E.g. L*	**Physical Distancing Elimination Administrative PPE**	*E.g. hand washing and sanitizing tools*	*E.g. develop safe work procedure for sanitizing tools*
E.g. Hair Dressing student practice	*E.g. Exposure to COVID-19*	*E.g. H*	**Physical Distancing Elimination Administrative PPE**	*E.g. use of PPE (N95, disposable gloves)*	*E.g. develop safe work procedure for PPE*

Step 3: Safe Work Procedures

In some cases, departments may be required to establish Safe Work Procedures (SWPs). SWPs must be developed to establish a consistent level of safety and performance for everyone doing the same or similar critical task or activity identified in the Risk Assessment. Some safe work procedures will be general enough to share across departments.
A SWP includes:

A step-by-step description of the requirements to do a task and to do it safely.
The materials and equipment being used in the task/activity.
All hazards identified that may be encountered while performing the task or activity, including possible exposure to COVID-19.
How to control exposure to COVID-19 when also conducting the specific task or activity in a safe manner.

SWPs also serve as a training tool for new workers and/or students or as a reference guide for seasoned employees/students. SWPs will incorporate the protective measures identified in the COVID-19 Exposure Control Plan and the transmission guidelines. Depending on the task or activity, one or more protective measure may be needed. Looking at protective measures outside of KEYSTONE COLLEGE (in industry) may also provide some creative ideas on what can be implemented at KEYSTONE COLLEGE.

Common Safe Work Procedures will be made available as part of COVID-19 safety resources. Where safe work procedures are required to be developed, the following general procedures should be considered by the department:

Exposure Control Plan for COVID-19
Donning/ Doffing and Cleaning Personal Protective Equipment (PPE) Disinfectants that meet Health Canada's requirements for COVID-19 The use of non-medical face masks
General Entry/ Exit to spaces

Step 4: Complete Face-to-Face Activity Space Planning Checklist

The face-to-face activity space planning checklist supports safety planning, ensuring that optimum levels of mitigation strategies are being utilized to maintain safe spaces for employees and students.

Step 5: Facility Access & Cleaning Plan

The re-opening of any KEYSTONE COLLEGE spaces for the purposes of face-to-face activities requires approval. This is applicable to every KEYSTONE COLLEGE activity, on or off campus.

Prior to re-opening any facility for the purposes of face-to-face learning, Facility Access and Cleaning requirements must be fulfilled. Facilities Services must be informed of the intention to provide face-to-face activities five days in advance of the proposed start dates to determine if the level of service required for each facility is possible:

1. Cleaning requirements
2. Schedule of activities (Start date, End Date, days of the week, times)
3. Location (R#/campus)
4. # of people in space
5. department
6. program/course/activity name

This information needs to be submitted to management through a email as soon as it is known to ensure that appropriate planning can occur.

KEYSTONE COLLEGE COVID-19 FACE-TO-FACE ACTIVITY SPACE PLANNING CHECKLIST

Directions:

Use this checklist as a quick tool to assess pandemic control measures in the space.

Describe the details for each control measure indicated as 'yes'.

It is possible that a Faculty/Department has multiple site plans as part of this framework.

Review completed questionnaires often to ensure they are still effective and in use.

Person(s) completing the plan:		Class Type	☐ Classroom ⌐	☐ Lecture Hall ☐
Date :		Room #s:		

#	Control Measure	Yes	N/A	Details/Applicable Task from Risk Assessment Template
1.	Entry/Exit Process is in place?	☐	☐	*E.g. implemented safe work procedure - one door, hand sanitizing, pre-screening questions*
2.	Areas identified within the workspace to be cordoned off from access?	☐	☐	*E.g. lecture or demonstration areas, faculty offices, prep areas*
3.	Infection control and physical distancing posters posted in classroom and throughout the common areas?	☐	☐	
4.	The maximum number of persons allowed in a space has been determined?	☐	☐	*Facilities Services will post the capacities for each space. General guidelines are 40% of regular capacity/ based on 2m social distancing requirement – Considerations for equipment providing sufficient distance requirements to be included. E.g. lab bench, car hoists, etc.*
5.	Directional arrows to support flow of people throughout the teaching space are in place?	☐	☐	*E.g. use tape, etc. or contact Facilities with your needs* Submit a service desk ticket to Facilities Services outlining your request for support where these measures are not already in place.
6.	Facilities has been notified of access needs before classes begin?	☐	☐	Access is required at these times: Access is required on these days: Submit a service desk ticket to Facilities Services outlining your plans; ensure space booking is in place with Registrar's Office; email to ensure your access is in place.
7.	Review exposure control plan – are there any additional cleaning considerations?	☐	☐	# Washrooms: Other high traffic areas outside the classroom: Additional requirements: Submit a service desk ticket to Facilities Services indicating any cleaning considerations

Step 6: Required Training

Workers and students returning to face-to-face activities need to be trained in the new processes and procedures that have been developed to support their safe return. They should be familiar with the contents of this document and should complete the following training:

Employee training requirements

1. Orientation to the KEYSTONE COLLEGE Exposure Control Plan for COVID-19
2. Department Orientation to new or updated safe work procedures
   a) E.g. Sanitizing equipment
   b) E.g. General KEYSTONE COLLEGE teaching space entry/ exit procedure
3. PPE – donning and doffing, use care and maintenance
   Note: PPE (gloves, respirators, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact your manager for further guidance regarding PPE, the safety working group via nav.dhindsa@keystonecollege.ca or p.sharma@keysotnecollege.ca

Student training requirements
Teaching staff should build in time to orient and train students and should include the following training at a minimum:
1. Orientation to the KEYSTONE COLLEGE Exposure Control Plan for COVID-19
2. Orientation to new or updated safe work procedures
   a) E.g. Sanitizing equipment
   b) E.g. General KEYSTONE COLLEGE Teaching-space entry/exit procedure
3. PPE – donning and doffing, use care and maintenance
   a) Note: PPE (gloves, respirators, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact your manager for further guidance regarding PPE, the working group, or OHS for additional advice.
4. Record keeping

Records must be maintained reflecting any actions taken to deliver orientation, training, education that has been provide (and when) to all employees and students. Records are required to be managed in accordance with established protocols. Final safety plans shall be made available in the appropriate space.

Step 7: Oversight and Compliance

All employees and students have a responsibility to follow the established safe work practices and procedures implemented during COVID-19. Anyone identified with a supervisory role also has the added responsibility of ensuring compliances with the established practices within their Faculty/ department, which includes regular and periodic inspections of the workplace.
It should be expected that the requirements of this plan could change in the future. Any changes in requirements will be communicated as soon as practicable with the expectation that every endeavor will be made to conform to the changes as soon as practicable.

Gradual Recovery Operations Plan

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OVERVIEW

Keystone College aims to be the college of choice for experiential, place-based learning, and allowing students to learn both in the classroom and in the spectacular spaces that are so unique to the region. Many of KEYSTONE COLLEGE's programs require hands-on learning. As the pandemic has evolved, KEYSTONE COLLEGE is shifting away from emergency response and towards developing a measured plan for a gradual recovery of our operations and a return to our campuses. This plan provides a framework and anticipated timelines of gradual return strategies and general mitigation measures that can help reduce exposure to COVID-19.

KEYSTONE COLLEGE is planning a measured approach, using a gradual, phased return to on-campus work, and informed by public health requirements and guidance. The College is working closely with local and provincial authorities to ensure organizational alignment. KEYSTONE COLLEGE will give full consideration to the guiding principles as outlined by the Provincial Health Officer, Ministry of Advance Education, Skills and Training, Public Sector Employers' Council, BC Centre for Disease Control, and WorkSafeBC.

As the planning process has been sensitive to the various needs and concerns of our community, KEYSTONE COLLEGE will be flexible in adapting to changing public health concerns and requirements. Gradual implementation is being monitored, taking note of anything that helps us meet immediate needs in the next phase, anticipating and addressing challenges, and modifying any scenarios as necessary. On-campus academic and administrative activities will be phased in slowly in order to comply with public health learning and workplace requirements, avoid further stresses on in-demand resources, and safely manage our learning and working spaces.

Phases and predefined capacities required in each phase will be identified through continuous communication, monitoring and reporting, as well as the triggers needed to progress from one phase to the next. Each phase is anticipated to require a period of a minimum three to four weeks to observe the results of the previous phase, and to make determinations about acceptable next steps.

Planning Assumptions

While we remain open, we continue to recognize that alternative modes of educational delivery show our commitment to providing quality educational experience while putting health & well-being of students, faculty and staff at the forefront.

Programs and courses which cannot proceed without in-person experiential learning are being assessed. Limited, in-person delivery following all Public Health Officer directives will respond to professional and field-specific requirements from educational regulators, articulation bodies, and other relevant third parties. This will be a complex process, and it is imperative that we build into these plans the recommended health and safety measures required (i.e. physical distancing, gathering size, regulatory guidelines).

Decisions driven by risk assessments will support protection of the health and safety of our KEYSTONE COLLEGE community and the public. The addition of consultations with multidisciplinary stakeholder groups ensures that various voices are heard and that additional programmatic and financial resources can be redirected to places where they are most needed.

Approval Authority
Director -Nav Dhindsa along with Campus Manager – Pankaj Sharma are responsible for developing
and regularly updating the COVID-19 Safety Planning Framework

Planning Framework

As KEYSTONE COLLEGE continues to develop scenarios and a plan for the institution moving forward, the
guidelines and guiding principles will continue to be applied to ensure the college and the province are in
alignment. KEYSTONE COLLEGE has prioritized following four guiding principles:

    Priority 1:   Health & wellbeing of the KEYSTONE COLLEGE community
    Priority 2:   Operate within our fiscal parameters
    Priority 3:   Commitment to delivery of quality educational experience
    Priority 4:   Commitment to ensure quality student and support services

KEYSTONE COLLEGE anticipates two categories of change that will need to occur in the workplace:
Environmental changes including those mitigation strategies that are not driven by behavior, but by
physical, surrounding variable factors, such as readjusted airflow, enhanced sanitization protocols, etc.
And behavioral changes which require end users to approach challenges and apply solutions differently,
such as respecting and applying physical distancing measures within the workplace. Environmental
changes are easier and straightforward, and behavioral changes will take time to develop, with the help
of training and, most importantly, communication.

PHASED IMPLEMENTATION APPROACH

KEYSTONE COLLEGE will employ a multi-phased approach to reintroducing face-to-face education and
service delivery, consistent with the directions and timelines dictated by the Ministry of Advanced
Education and BC Health Authorities:

Phase One (Fall 2020)
Phase Two (Winter 2021)
Phase Three (Spring 2021)

Phase One

Planning and execution of remote/distance services with face-to face activities restricted to those identified
as essential. Limited essential services which cannot proceed without face-to-face solutions requested for
consideration on a case-by-case basis in advance of their start. All campuses remain closed to the public,
with access restricted to approved staff and students as well as prospective students, clients, and contractors.

Face-to-face activities will follow all Public Health Officer directives and respond to professional and field-
specific requirements from educational regulators, articulation bodies, and other relevant third parties. This
complex process will require that KEYSTONE COLLEGE builds into plans applicable health and safety
measures required (i.e. physical distancing, gathering size and regulatory guidelines).

The Working Group will maintain a current approach and continue to collaborate to determining access to campus spaces based on a number of factors, including: building, resources, room capacity, viability of implementing physical distancing and other preventative measures, and various activity priorities, while:

· Assuming revised measures to still remain in place
· Awaiting PHO guidance to control and minimize transmission

In accordance with the Go-Forward Guide for post-secondary institutions, where there are high levels of community transmission, increased protocols such as the use of non-medical masks and disclosure forms may be implemented.

For Fall 2020, the college would be in Phase 1 and supported remote delivery, with limited face-to- face activities taking place as per program where identified as essential and undertaken safely.

Phase Two

Building on phase one, phase two will see KEYSTONE COLLEGE continue planning and executing a mix of remote delivery with limited, essential face-to-face activities. Limited essential services which cannot proceed without face- to-face solutions requested for consideration on a case-by-case basis in advance of their start. All campuses remain closed to the public, with access restricted to approved staff and students as well as prospective students, clients, and contractors. The Working Group will develop recommendations to ensure safety as per advisory by health department and provincial or federal governments.

For Phase II , if COVID-19 transmission rates remain low or are in decline under enhanced protocols, the college will be operating in Phase 2. In the event transmission rates increase, there are regional outbreaks, or other risks, the college may determine to revert to operating in Phase 1.

Phase Three

If COVID-19 transmission rates remain low or in decline during phase II , KEYSTONE COLLEGE will consider for increased face-to-face activities in preparation for Spring 2021. The Working Group will continue to oversee and maintain the framework working closely with Occupational Health and Safety, and collaborating with departments

In the event transmission rates increase, there are regional outbreaks, or other risks, the college may determine to revert to operating in Phase 2, or Phase 1, as required.

IMMEDIATE STRATEGIES FOR RE-OCCUPANCY

Capacity Building

KEYSTONE COLLEGE's priority is to build capabilities for a fast-changing environment. Maintaining a strong end-user experience during unprecedented times requires ongoing collaboration to understand changing dynamics, new critical points as well as agile innovation to address them. As our KEYSTONE COLLEGE approach, it is significant to create value for all our members as well as our built environment.

KEYSTONE COLLEGE has created a Working Group consisting of various academic, administrative and service departments to ensure holistic approach to safe and gradual recovery planning.

Re-Occupancy Strategy

KEYSTONE COLLEGE is following physical distancing requirements of two meters, along other various measures such as guidelines on hand hygiene, capacity control and enhanced sanitation measures. The College is focusing on a number of various short-term strategies for re-occupancy, including:

Maintaining appropriate in-person attendance in accordance with space capacity considerations (Operating no more than 40-50% occupancy based on pre COVID19 space capacity);

Identifying controlled traffic flow patterns (up/ down staircases, directional hallway markers);

Using signage and wayfinding to indicate distancing protocols;

Alternating schedules;

Facilities Services and the Working Group members will continue to work with various departments to establish requirements to ensure a safe environment and suitable maximum capacities within individual instructional spaces.

Flexible Learning and Working Arrangements

As planning progresses and face-to-face activities are initiated, it is important to remember that the health and safety of our community continues to be our top priority, thus the College will need to remain responsive to changing conditions.

Flexible work arrangements, such as working remotely, and flexible or staggered schedules can help prevent the spread of the illness by allowing employees to work while reducing risks of exposure. Predicting, planning and evaluating user pattern flows will allow the College to maintain access to learning and services, and ensure that no area of the college becomes over-capacitated. Equipping the campus with a flexible infrastructure that can quickly adapt to uncertainty and change will address preparedness.
Several major operational shifts in technology, resource allocation, campus access protocols, cleaning, and preparedness will drive new usage patterns of infrastructure and space as we plan for the future.

Campus Access Management

Limiting the density of our on-campus population reduces the chances of incidental contact that spreads illness. KEYSTONE COLLEGE is determining the best way to monitor access to buildings, considering the volume and frequency of occupants and hours of operation, while following measures are in place:

Provision of designated access and exit points. Facilities Services will identify access and egress points for each building and space.
If it is not possible to have separate entry/exit point, the entrance / exit will be defined to ensure people respect the 2-meter physical distancing.
Campuses are promoted as being closed to the public.
Building entrances will be on "lock mode" with visible signage redirecting individuals to the entry.
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Controlled Access

To further reduce the chances of exposure, KEYSTONE COLLEGE remains closed to the public and are developing various protocols to limit access to campus buildings. To maintain a safe learning and working environment for all, KEYSTONE COLLEGE anticipates that every individual entering the campus will be required to self-assess to access campus, including students, faculty, staff, tenants and contractors, on implementation of these COVID-19 detailed operations planning efforts, and in advance of the fall semester. To enter a KEYSTONE COLLEGE campus, the following will be required for all students and employees:

A plan for extra time to get to their activity on campus.

Carry their KEYSTONE COLLEGE ID enrolment letter with them at all times to help prevent unauthorized access to the spaces in order to keep everyone healthy and safe.

Complete the COVID-19 orientation and training, providing KEYSTONE COLLEGE community members with up-to- date education and training on risk factors and protective behaviors (e.g., safe social interactions, hand hygiene, cough etiquette, and care of PPE).

Complete the COVID-19 Self-Screening on a daily basis, confirming that symptoms similar to respiratory illness are not present; that they have not returned from outside of Canada within the past 14 days; and that they have not been in contact with someone with a confirmed or probable case of COVID-19.

Individuals may only proceed on to campus if they can confirm none of the self-screening items are true for them. Individuals who self-assess that any of the self-screening items apply to them are not permitted on campus, must reach out to their supervisor or instructor by phone and leave campus immediately.

Furthermore, KEYSTONE COLLEGE, as well as its contractors have an obligation to protect workers and occupants from hazards in the workplace as set out in the Occupational Health and Safety Act (OHSA) and its regulations and the directives coming from the Chief Medical Officer of Health.

Resource Assignment and Scheduling

In order to facilitate a transition back to essential face-to-face activities, the College needs to ensure provision of a safe and accessible environment for students, staff and faculty. Because economical and scalable strategies for resilience and flexibility will be critical in immediate mitigation of anticipated risks, the following aspects of Phase One are being considered:

> Restricting use of elevators to 2 individual
> Avoiding bottlenecks and unsafe situations by utilizing instructional spaces that do not require access through restricted spaces (such as an elevator).
> Ensuring that there is the opportunity to disinfect workspaces between activities in a coordinated fashion while being conscious of costs associated with additional cleaners and enhanced sanitization frequencies and protocols.
> Managing the volume and movement of individuals on campus by having an overall clear understanding of activities scheduled on campus at all times that can be easily shared between operational units (i.e. Facilities, janitorial, etc.) to maintain safety.
> Utilizing physical space required for the delivery of experiential programming in the most efficient fashion to ensure social distancing, safe access to and from the educational space,   etc.

Going forward, Campus Administrator will be responsible for the coordination of campus spaces to ensure that KEYSTONE COLLEGE is maintaining a safe space for all on campus. As such, Facilities Services will be responsible for the following:

> Laying out spaces and arranging desks, chairs, and tables to meet physical spacing requirements.
> Establishing a detailed list of spaces and capacities.

Instructors will need to coordinate with the Campus Manager/Director to:

> Establish a standardized schedule containing blocks of time which can be utilized by programs that require students, staff and faculty on campus to participate in and support face-to-face activities.
> Assign instructional space based on their discussions with educational departments.
> Require all occupants to follow the times and dates assigned in order to support overall physical asset management and provide a safe environment.

As part of this process an overall master schedule of daily use of physical space at each campus will be established which can be used to support and manage safety considerations both inside and outside of the learning environment, in addition this will:

Cleaning and Sanitization Protocols

Since March 2020, KEYSTONE COLLEGE implemented an enhanced cleaning and sanitization protocols for all common and high traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, elevator panels, etc.

KEYSTONE COLLEGE is in compliance with the Orders from the provincial health officer (PHO) and guidance by the BC Centre for Disease Control and WorkSafeBC, which represent the minimum and COVID19 recommended standards in order to ensure occupant health and safety. Consecutively, the following measures have been applied:

KEYSTONE COLLEGE's cleaning and sanitizing schedules are being maintained in accordance with the Fraser Health for lower mainland and Island Health for Courtenay Campus These contractors and established schedules are monitored by Facilities Services to address fluctuating occupancy landscapes across our campuses.
Departmentally assigned spaces such as labs will continue to be primarily serviced as outlined above and by the lab occupants.
For equipment, end users will be responsible to clean these surfaces prior to individual use.

Limited and Safe Interactions

As we resume face-to-face activities, KEYSTONE COLLEGE community members are encouraged to continue to conduct meetings at a distance using remote-meeting technology tools whenever possible, as well as:

If it is necessary to conduct a meeting in person, the number of attendees should be limited in accordance with the size of the meeting room to ensure that those present can sit a minimum of six feet apart.
Encourage KEYSTONE COLLEGE community members to exit the campus as quickly as possible following completion of their class or shift.
Discourage socializing on campus in order to minimize the risk of transmission, while developing alternative means of virtual social connections through development of various apps and learning and information sharing platforms.

HEALTH AND SAFETY RULES AND GUIDELINES

KEYSTONE COLLEGE recognizes the importance of student, faculty and staff safety as we continue our operations following COVID-19 related interruptions.

KEYSTONE COLLEGE, in accordance with the WorkSafeBC guidelines, has developed a COVID-19 health and safety limitations around the policies, guidelines, and procedures put in place to reduce the risk of COVID-19 transmission. This approach follows the six steps outlined below:

On-Campus Risk Assessment

KEYSTONE COLLEGE is continuing to assess spaces in order to identify areas where the risk of transmission is introduced and may be heightened. This process must involve frontline workers, Administrator/Instructors, and joint health and safety committees and/or worker representatives. The workplace assessments will resume after the roll out of phase 1 to ensure risks are being continually identified and managed.

On-Campus Essential Space Occupancy Assessment

To support rolling occupancy, departments will work with Facilities Services to create strategies to ensure existing spaces remain dispersed, rethink underutilized spaces, and incorporate structures to support hybrid set-ups for digital and physical use. Completed assessments of essential learning and services spaces will incorporate and make available the following:

Floor plans of each visited space with their current and suggested restricted capacities, for all campuses, based on current physical distancing measures in place (2m clearance)
Excel files with data and notes taken during our site visits.

Occupancy Evaluations

While the occupant load determined under the **Fire Code** is the maximum number of people permitted in a space under any condition, during COVID-19 these occupancies have to be reassessed in order to ensure overall end user health and safety.

Facilities Services will assess essential high priority areas, anticipated to be in use as the Phase One of the Gradual Recovery operational Plan is rolled out. Additional ongoing office, meeting, classroom and lab space capacity will continue to be assessed to ensure a consolidated re-population approach. As presented in Appendix 1, additional occupancy control measures include:

Returning essential user groups only
Implementing staggered shifts so that cleaning and sanitization can be occurring throughout the day and as end user groups change
Alternating days with multiple end-user groups
Mandated revised maximum 50% occupancy

Occupancy Control Measures

As our occupancy strategy is being developed based on the public health agency recommendation and measures in place, KEYSTONE COLLEGE will continue creating a roadmap for how to reduce surface transmission through various behavior protocols. Suggested additional measures in place as we continue planning for anticipated Phase Two and Phase Three:
The common measure recommended for social distancing in this COVID-19 pandemic is to keep six feet between yourself and others.
Manage in-out capacities at the predefined entrance points.
Consider open collaborative office spaces as single occupancy unless they can accommodate a 2m separation.
Continue recording revised occupancy of the rooms and issue revised room capacities through updated door/ space signage.
Continue reallocating the excess chairs and keyboards from various spaces to continue encouraging social distancing behaviors and to help educate the end user on the new   capacity limitations.

In situations where existing desk spacing is less than 6 feet apart, KEYSTONE COLLEGE occupants to use every other desk to create a buffer for each person

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Implementation of Exposure Control Plan

An Exposure Control Plan has been developed to safely bring students and employees back on campus. The Exposure Control Plan was developed in accordance with WorkSafeBC regulations.

Implementation of standard infection prevention measures brings advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect students, faculty and staff from exposure and will minimize risk of transmission.

WorkSafeBC requires that KEYSTONE COLLEGE implement infectious disease controls in the following order of preference:

4.3.1   Elimination, as a Priority #1

As elimination controls are the most effective in preventing the spread of COVID-19, maintaining distance learning for all programs which do not have essential face-to-face components is recommended, including the following measures in place:

> Eliminate face-to-face contact and rely on digital tools for internal and external communication wherever possible Limit the number of staff on campus at any given time and continue to support employees working from home indefinitely through the implementation of Remote Working guidelines.
> Where appropriate, these controls, reduce exposure to hazards without relying on worker behavior and can be cost-effective to implement.
> KEYSTONE COLLEGE will establish anticipated occupancy schedules that help support situational awareness on campus as well as maintain an up-to-date list of students, faculty and staff on campus.

4.3.2   Engineering Controls, as a Priority #2

Engineering Controls represent physical changes to the workplace and may include equipment guarding, traffic control lanes and various physical barriers:

> Exits to be separate from the entrances wherever possible.
> As an added safety precaution during the COVID-19 pandemic, and to prevent transmission, KEYSTONE COLLEGE water fountains have been disabled until further notice. Bottle refill components and stations will remain open for use with increased sanitization frequencies.
> Areas for exterior queuing solutions are being identified, following social distancing measures in place.
> Ensure the designated building/ space ingress and egress pathways support clearly separated directional paths while providing accessibility for all.
> Where distance cannot be maintained, consider separating end users with partitions or Plexiglas barriers.

4.3.3　Administrative Controls, as a Priority #3

Administrative controls require various actions by multiple administrative and academic units and typically represent changes in work policy or procedures to reduce or minimize exposure to hazard:

> KEYSTONE COLLEGE has temporarily moved all face-to-face campus services for students and the public to remote delivery options.
> Ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. KEYSTONE COLLEGE uses Microsoft Team as a video conferencing tool for faculty and staff in order to minimize contact among end users and replace face-to-face meetings with virtual communications.
> KEYSTONE COLLEGE has also enabled Microsoft Teams, a program that allows users to chat, video conference, share files, share screens, and work collaboratively. The Microsoft Teams mobile app is also available to chat, video conference, audio conference and access files from your smartphone.
> Identified important resources for those working from home, including ergonomic, mental wellness, home computer protection, and training options.
> Establishing alternating breaks, days and/or shifts that reduce the total number of individuals in a space at a given time, allowing them to maintain distance from one another while utilizing a full onsite work day, thus reducing a need to return to campus more regularly.
> Institute physical distancing strategies throughout the college implement occupancy-reduction guidelines
> Institute workplace entrance screening
> Promote hand washing and personal hygiene, including hand soap and towel dispensers
> Provide alcohol-based hand sanitizer containing at least 60% alcohol disinfectants.
> Educate occupants on respiratory etiquette and encourage self-monitoring for symptoms.
> Provide safety training for staff to assist incoming occupants/ customers
> Limit the occupancy of restrooms to single to double occupancy use where possible.
> Determine ingress/ egress to and from restrooms to establish paths that mitigate waiting and proximity for guests and staff.
> Install signage encouraging one-way travel where practical as well as to visualize
> recommended minimum physical distancing among occupants.

4.3.4　Education and Training, as a Priority #4

> Development of ongoing education and training procedures to ensure the college community is informed of the risk of COVID-19 is a top priority. Regular updates to the KEYSTONE COLLEGE website are provided by linking it to health department website to ongoing as the situation evolves. Posters provided by the Ministry of Health are being shared with employees through emailed instructions on physical distancing and proper handwashing techniques.

> KEYSTONE COLLEGE plans to institute online training to educate employees and students about reducing the spread of COVID-19, while setting clear expectations with its members when it comes to illness and personal hygiene.

> According to the BC Centre for Disease Control, if you have any COVID-19 symptoms, avoid

contact with others whenever possible. Even if your symptoms are mild, self-isolate for a minimum of 14 days. Employees should follow the normal protocol in their department for reporting absences due to illness.

Common symptoms for COVID-19 include fever, cough, sore throat, and sneezing. Symptoms may take up to 14 days to appear after exposure. If you are unsure about your symptoms, use the BC COVID-19 Symptom Self-Assessment Tool. Before visiting any medical facility in person, call HealthLink BC (8-1-1) for direction regarding testing or care.

4.3.5   Safe Work Practices, as a Priority #5

Safe work practices include safe social interactions, proper hand hygiene, cough/sneeze etiquette, and the use of masks or N95 respirators where necessary. Additional safe work practices are department specific and are highly dependent on the type of work being done. Regardless, personal hygiene and appropriate behavioral etiquette should be encouraged regularly:

Employees should wash their hands with soap and water for at least 20 seconds, should use hand sanitizer with at least 60 percent alcohol if soap and water is not available and should avoid touching their eyes, nose and mouth with unwashed hands.

Require regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.

Post handwashing signs in restrooms.

4.3.6   Personal protective equipment (PPE), as a Priority #6

Use of Personal Protective Equipment is the last resort of mitigation strategy and includes using PPE for protection against transmission.

According to Health Canada, wearing a non-medical mask in the community has not been proven to protect against COVID-19, however, it can be used as a measure to protect others around you.

Canadians are currently advised to wear non-medical face masks in situations where proper physical distancing can't be ensured.

Planning forward is based on the AEST, WorkSafeBC, ITA, Provincial and Federal government guidelines. Please note that above and beyond the safety measures in place within regular programming, if the current risks are considered high, it will be each School's resolution, with the support and guidance of the Working Group and/or Occupational Health and Safety Committee, to recommend regulation of the PPE equipment while on campus.

While PPE is not mandated within the non-health essential post-secondary institute sector, properly used PPE may be needed to prevent certain exposures but should not take the place of other preventative measures.

Utilize WorkSafeBC guidelines to identify when and what type of protection is to be used. Secure necessary supplies and proper on-site storage facilities.

Use of Personal Face Shields or Plexiglas barriers may be requested from Facilities Services as a viable solution as part of the immediate need for those departmental units that may require them (frontline employees). Personal Face Shields will require time to source and receive; Plexiglas barriers installation will require time and additional resources for space condition assessment and

planning, so that custom designed and appropriate solutions, fitting various counter fronts / doors / pre-existing built conditions, are provided, built and applied.

Policy Development

KEYSTONE COLLEGE is taking a number of reasonable steps to ensure the health and safety of students, faculty, staff and KEYSTONE COLLEGE community partners while on and off campus, by following the orders of the provincial health officer and guidance provided by the BC Centre for Disease Control, and implementing policies and procedures to protect workers from the risk of exposure to COVID-19.

Given the exceptional circumstances that KEYSTONE COLLEGE is facing regarding emerging issues and recommendations from government, the College will undertake efforts to develop and implement Temporary Remote Working Guidelines.

These guidelines apply to work off-site for a temporary period of time while physical distancing measures and other health and safety measures are in place due to the COVID-19 pandemic. Resources will incorporate:

> Temporary Working Guidelines that must be reviewed by each employee and a completed form submitted to their supervisor including the Self-Assessment Tool.
> A process outline or request form to support requests for equipment related to accommodation.

Additional considerations will include:
> Monitoring and adjustment to restricted building access and guiding of ingress/ egress points.
> Monitoring and adjustment of restricted operating business hours.

Communication and Training

In order to mitigate concerns and manage expectations before return to campus, KEYSTONE COLLEGE has established a number of communication platforms to provide essential health and safety information to its students, faculty and staff:

> KEYSTONE COLLEGE has established a central location where new information is posted relating to COVID-19 www.keystonecollege.ca
> KEYSTONE COLLEGE employees are encouraged to establish remote access to college systems via KEYSTONE COLLEGE's portal login or through website/emails/SharePoint as applicable.
> For those employees who are required to come to campus, departmental plans are being individually developed that adhere to the Provincial Health Officer's guidelines.
> Students, faculty and staff returning to campus should practice situational awareness: recognize threats to health and safety exist, take responsibility for your own safety as well as those around you, be alert, and take appropriate action.

Workplace Monitoring and Ongoing Plan Development

KEYSTONE COLLEGE is committed to the health and safety of our students, staff, and faculty.

KEYSTONE COLLEGE has activated its COVID-19 dedicated team of professionals. This team meets regularly throughout the week to actively monitor the COVID-19 situation. The Executive team would be responsible to continues to liaise with local and provincial health authorities.

The COVID-19 Safety Working Group will continue to implement the government's recommendations and offer guidance and instructions to the KEYSTONE COLLEGE community as needed, as well as continue to put plans in place for timely responses to the KEYSTONE COLLEGE community.

KEYSTONE COLLEGE's executive team continues to meet regularly to evaluate and respond to the rapidly evolving situation surrounding COVID-19 and to support the continuation of learning and operations at KEYSTONE COLLEGE during this challenging time.

Operations Risk Assessment

KEYSTONE COLLEGE continues to remain open to staff and students on a very limited in-person access, to support quality learning and training in alternative ways. KEYSTONE COLLEGE also remains open in order to support our community and the provincial response to this pandemic, and we will be part of the ecosystem that helps rebuild and shape our collective future.

KEYSTONE COLLEGE campuses are operating, but with restricted access to ensure that KEYSTONE COLLEGE is supporting physical distancing recommendations from the health authorities. Students must bring KEYSTONE COLLEGE or government-issued ID and a letter from their program identifying them as an active student. Building entrances are clearly indicated and may require swipe card or sign-in to access.

Layout Considerations

Facilities Services will ensure that spaces are arranged in a way that meets occupancy requirements. Where multiple layouts may be available for consideration, Facilities Services will work with the department and/or space planning committee to finalize layouts. Final layouts will be posted outside the space and on the website alongside safety planning documentation.

PROGRAM PLANNING OVERVIEW

Each program area will provide an overview of their requirements for face-to-face delivery on need basis and approach to controls for the semester ahead. These will be compiled and rolled-up to support safety planning requirements.

Program has total services/ courses being offered in fall.
Program has # of services/courses proposed for face-to-face delivery in the INSERT Semester

There are approximately # employees expected to return to the campus starting DATE(s)

There are approximately # students expected to return to the campus, with anticipated DATE(S) enrollment dates. Describe cohorts/ programming requirements.

The risk level for this group is LOW/MED/HIGH, and requires: List,

Based on the spatial assessments, as well as minimum user requirements, it is recommended Describe space requirements.

Expected controls include: …

Educational Service Delivery Plan – Low/Med/High Priority Return to F2F

Program	Campus	Date required to return	Expected Enrolment	Risk Level	Exposure Controls	Equipment/PPE Needs

Risk Mitigation: Return to Face-to-Face Delivery

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Risk Mitigation: Return to Face-to-Face

Delivery RISK IDENTIFICATION

Risk Identification, Assessment, and Control

The COVID-19 pandemic is posing an unprecedented threat globally. The absence of an effective treatment or a vaccine combined with an exponential growth in infections from late February, led many countries to implement non-pharmaceutical interventions such as 'stay-at- home' policies alongside other community and physical distancing measures such as the cancellation of mass gatherings, closure of public spaces, and moving away from face-to-face instruction in post-secondary institutions. This approach has collectively reduced transmission and there is now significant interest in defining a sound approach to adjusting the measures and slowly reopening public spaces. However, lifting measures too quickly, without appropriate mitigation plans in place, may cause a sudden resurgence of sustained community transmission.

KEYSTONE COLLEGE must take efforts to minimize the impact of COVID-19 on student, employee, and community health while reintroducing face-to-face instructional delivery. This Risk Identification, Assessment, and Control document addresses this question by providing a framework for identifying low, medium, and high risk areas of exposure and making recommendations for adjustments to the workspace to minimize those risks.

RISK ASSESSMENT:

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

	or using hand wipes that contain effective disinfectant)	or using hand wipes that contain effective disinfectant)	or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling potentially contaminated objects on a regular basis.	Yes, in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

RISK CONTROL

WorkSafeBC Regulations require KEYSTONE COLLEGE to implement infectious disease controls in the following order of preference:

Controls used to mitigate the risks of exposure include:
       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. This includes eliminating face-to-face contact, by modifying service delivery to rely on video conferencing, phone, email or regular mail.

Engineering controls are those that alter the work environment to create a safe space. This would include distance controls (2 meters or greater) at reception counters or working inside an enclosure or behind a partition when helping customers or students. If practicable, conduct financial transactions by electronic means rather than cash or cheque. Additional examples may include physical barriers, which limit personal human contacts.

Administrative controls are procedures that can be implemented to reduce the risk of COVID-19 transmission, which include:
       Hand washing and cough/sneeze etiquette (cover your mouth and nose with a sleeve or tissue when coughing or sneezing).
       Allow a reasonable personal distance space to reduce human-to-human transmission.
       Increase cleaning frequencies for shared work surfaces and equipment and tools, including shared vehicles.
       Alternating work schedules to reduce the number of people in an area.

Education and Training procedures to ensure the college community is informed of the risk of COVID-19. Regular updates to the KEYSTONE COLLEGE website and FAQs are ongoing as the situation evolves. Posters provided by the Ministry of Health and the KEYSTONE COLLEGE Communications provide instructions on social distancing and proper handwashing techniques.
Safe Work Practices include social distancing, proper hand hygiene, cough/sneeze etiquette, and the use of masks or N95 respirators where necessary. Additional safe work practices are department specific and are highly dependent on the type of work being done.

Personal Protective Equipment is the last resort of mitigation strategy and includes using PPE for protection against transmission such, as wearing masks, respirators, gowns or aprons, gloves, goggles and/or face- shields. The use of PPE is required in high-risk situations, such as dealing with infectious people.

*While broad infectious disease controls have been implemented college-wide, we encourage individual departments to identify controls which could be implemented in their specific workspaces upon a return to in-person learning.

KEYSTONE COLLEGE Risk Position Risk Assessment

We have categorized positions at KEYSTONE COLLEGE, identified their level of risk, and recommended control procedures should they return to work on-campus. These are intended as a guideline and may not be suitable for all individual departments or workers. Students should follow the same control procedures as their instructors.

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff	Low to Moderate	Regular and effective hand hygiene, physical distancing
Instructors (other)	Low	Regular and effective hand hygiene, alternate course delivery models, working from home. Regular and effective hand hygiene, or as outlined in Operating Guideline
Managers	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
General Administrative Staff	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
First Aid Attendants	Moderate to High	Regular and effective hand hygiene, physical distancing where possible, personal protective equipment
Tool Room Attendants	Moderate	Regular and effective hand hygiene, personal protective equipment
Instructors (Labs) – Computers – during lab courses	Low to moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes.

Information Technology (IT) staff	Low to moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes. , personal protective equipment when unable to maintain physical distancing and/or when working on equipment that cannot be sanitized.
Instructors (Courtenay)	Low to moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes. , personal protective equipment when unable to maintain physical distancing and/or when working on equipment that cannot be sanitized.
Campus Store staff	Low to moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes.

See Appendix A for an example of suggested department-specific safe work control procedures.

SAFE WORK PROTOCOL – SETTING UP SPACES FOR FACE-TO-FACE ACTIVITY

The following protocol is designed as a general best practice that can be used for shops/classrooms returning to face to face teaching in alternative models. Guidelines should include, but are not limited to:

1. Entry to classroom/shop should be through a designated door. Hands should be sanitized at hand sanitizing station by door before entering and exiting.

2. Determine if disposable protective gloves are required for instructors and participants (dependent on the work). Gloves are required to be donned and doffed in accordance with safe work procedures and must be disposed of properly in a disposal container.

3. Janitorial contractor will provide regular sanitation of common areas, washrooms, wash up area and entrance area as determined by the recommended frequency of cleaning information provided.

4. Janitorial contractor will provide sanitation at end of each day to impacted student/worker areas.

5. Each participant will provide sanitation to equipment used, such as desks, tables, and chairs.

6. Physical distancing of individuals with spacing between work areas and clear markings or assignment of designated work areas with identifying signs if appropriate.

7. Individuals will not enter the work area of another participant.

8. Strict protocol as to direction of flow in main traffic areas of spaces with arrow indicators on floor.

9. No student access – restricted areas will be cordoned off using barrier tape.

10. Limiting students to own vehicles or individual locations for break/lunch periods.

11. Physical distancing of at least 2 meters will be maintained at all times between persons in the space.

12. Maximum capacity of space set by Facilities Services and posted to the door. No more than established maximum capacity will be permitted in the space at any given time.

13. Participants will wipe down/sanitize controls and surfaces after using any shared equipment as instructed by the instructor. Sanitizing spray bottles, single use disposable shop clothes and disposable rubber gloves will be provided. The towels are to be disposed of properly in disposal container provided.

14. For areas involving interactions between instructors and participants, where physical distancing is not possible a physical barrier or PPE may be required.

15. Students will wipe down/sanitize equipment and surfaces within their work area (shops only) at the end of each day. Sanitizing spray bottles, single use disposable shop cloths and disposable rubber gloves will be provided where required. The towels are to be disposed of properly in disposal container provided.

SUGGESTED CLEANING FREQUENCY AT KEYSTONE COLLEGE

These recommendations are based on the BC CDC document for cleaning clinical settings found below. Detailed cleaning protocols are outlined in the KEYSTONE COLLEGE Exposure Control Plan.

Shared equipment during face-to-face class:
Frequency: In between students as determined by each program/class
Examples: As determined by each program/class
Responsible: Instructors and students(students to wipe their desks and chairs before and after class using spray and paper towels provided disposing spent towels in container).

Frequently-touched surfaces:
Frequency: At least twice per day
Examples: door knobs, light switches, bathrooms, handrails, taps, telephones, keyboards, mice, pens, cell phones, toys
Responsible: Custodial/Staff/Students

General cleaning of classrooms, shops, labs with face-to-face
instruction: Frequency: Once per day
Examples: Chairs, tables, floors, to be determined based on type of
activity. Responsible: Custodial/ Staff/Students

HEALTH MONITORING

All individuals are required to monitor their health actively on a daily basis. Those unwell or required to self-isolate are not permitted to attend face-to-face activities. If this applies to any staff or student, they are required to:

1. Advise their supervisor/ instructor/ point of contact by phone if they must leave or be absent;
2. Complete the BC Self-Assessment tool, call 8-1-1 for advice, and follow all directions provided by health care professionals;
3. Work with your supervisor/instructor/point of contact to navigate any implications to your participation in KEYSTONE COLLEGE activities with support and in accordance with established policies and procedures.

Experiencing illness is normal, learn about the stigma associated with COVID-19.

Identifying COVID-19 is difficult, and it is important that anyone unwell stays home and access all the supports available. A medical diagnosis is not required by KEYSTONE COLLEGE; when an employee chooses to share their diagnosis, it will remain confidential. Where an individual discloses any diagnosis, they may not be discriminated against or face retaliation because of their diagnosis.
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Responding to disclosure of symptoms

Steps for Administrator/Instructors (including instructors responsible for supervising students) and managers

1. Request that the student or employee leave the campus immediately to self-isolate, seek public health or medical advice as needed. In the event an individual is on campus and cannot leave immediately, they should access the identified self-isolation space on campus till arrangement is made.

2. Protect personal information, including medical information as highly confidential;

3. Consider any space requirements;

4. For employees, identify an alternative individual to perform the employee's duties if their job duties cannot be completed in a remote work environment, or if they are on medical leave; inform them on any policies that may apply to them.

   For students, identify an option to allow the student to continue to participate remotely where possible, inform them on any policies that may apply to them the event their learning is impacted by illness.

5. Remain in contact with the individual to stay informed of their health status and help them feel connected and supported. Ensure they are informed on policies and procedures and are connected to any campus resources that apply to them.

6. Follow the individual's medical practitioner or health authority's direction regarding the appropriate timing and requirements for the individual to return to school or work safely

CONFIRMED CASES

With no known vaccine or treatment currently available for COVID-19, reopened campuses could experience confirmed cases of the virus.

Protocols for confirmed cases, including testing, contact tracing, isolation, and monitoring are outlined by the BC CDC and supported or undertaken by the health authorities. Keystone College will support any requests from BC CDC and Health Authorities as required, but does not undertake any activities related to managing confirmed cases directly. Information below is summarized for your reference, please visit the BC CDC website for current guidance: http://www.bccdc.ca/health-info/diseases-conditions/covid-19.

Any employee or student who tests positive for COVID-19 will be notified by their local health authority directly and will be required to self-isolate for a minimum of 14 days. A representative from the health authority will call daily to monitor the individual's health. Health authorities will notify both the positive case and any close contacts as to when their isolation should end.

When the health authority is notified of a positive case, their contact tracers immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc. The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer calls or otherwise personally notifies each contact to let them know that they have been exposed to a positive case. Those exposed to the diagnosed individual would not include everyone who had a class with the individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.

If an employee, student, or participant of KEYSTONE COLLEGE receives a confirmed positive diagnosis of COVID-19 they should follow the steps outlined under health monitoring.

Communication by KEYSTONE COLLEGE to the college community will take place on the advice and guidance of the provincial authorities, and is determined by a number of factors, including accessing the risk to the KEYSTONE COLLEGE community and/or to the public. Any such notice would ensure faculty, staff, and students know which authorities the college is working with (e.g. PHO/CDC/local health authorities). And communication may be through avenues such as, but is not limited to: KEYSTONE COLLEGE website, social media, email etc.

COVID-19 Exposure Prevention Form Public Facing Offices

Directions: To be completed by Supervisor with input from staff, approved by the Director. Use this form alongside the Risk Identification, Assessment, and Control template. List the tasks performed in the space where there are interactions with the public.

1. List tasks performed in this workspace where there are interactions with the public in Risk Identification, Assessment, and Control Template
2. Determine risk level – refer to KEYSTONE COLLEGE Risk Assessment matrix (appendix A) for more information. Determine frequency of asks. Assign Likelihood (Lower, Moderate, Higher), Impact (Lower, Moderate, Higher) and summarize controls.
3. List Items used by the public during the tasks and then determine control measures in Table 2.
4. Determine if other control measures are appropriate for this work space in Table 3.
5. Use Table 4 to determine alternate ways to conduct business, make Comments and provide Recommendations.
6. Forward a copy to the campus administrator for record.

Assess. Date:		Assessor(s):					Supervisor/Manager/Director:		
Campus:		Build/Depart:					Assessment Location:		
Participants:							Action on Control Measures:	Control measures must be implemented if risk level is Moderate and/or higher.	
Frequency: (#)	Frequently (many times daily): 4	Often (daily, weekly): 3	Sometimes (monthly): 2	Infrequently (yearly+): 1		Exposure:	Direct or indirect contact: Likely (L)	Within 2 meters: Likely (L)	Greater than 2 meters or no contact: Rare (R)

Table 1

	List tasks performed at the front counter/public space	Items used by the public (elaborate in Table 2)	By who; position (How many #)	Frequency	Likelihood		Consequence		Risk Level		Controls
					W/out	With	W/out	With	W/out	With	
1.											
2.											

1

Table 2
Control methods must reduce likelihood of exposure to unlikely or rare, using the hierarchy of controls, which includes, elimination, engineering (e.g. barriers) KEYSTONE COLLEGE Exposure Control Plan and Table 1 for more information.

Task #	Items used by the public and describe how used	Eliminated		Cleaned		Single Use		If No to all, what other control measures will be used?
		Yes	No	Yes	No	Yes	No	

Table 3

		Yes	No	NA	Task(s) # applied to, if Yes	
	Entrance					
A	KEYSTONE COLLEGE communications poster regarding cough etiquette and hand washing posted at the entrance to space.					
B	A disability access button that is well signed and visible, if there is a door to the space.					
	Reception area/waiting room					
C	Reception is clearly visible/ indicated.					
D	Unnecessary items in the reception area are removed e.g. magazines.					
E	Chairs are moved at least 2 meters apart.					
F	Number of people in the reception area or at counter is limited e.g. one at a time (e.g. through signage)					
G	Spacing between those waiting for service kept to at least 2 meters (e.g. through signage or barriers).					
	Counter tops used by the public					

		Yes	No	NA	Task(s) # applied to, if Yes	
H	Cleared of unnecessary items.					

		Yes	No	NA	Task(s) # applied to, if Yes	
I	Hand sanitizer available.					
J	Counter top wiped frequently using supplied wipes or by housekeeping.					
K	Pens/pencils eliminated. If no, see 9a and 9b 9a. Pens/pencils cleaned after each use using supplied wipes. 9b. Pens/pencils are disposable.					
L	Paper transactions eliminated or reduced.					
M	A minimum of 2 meters can be maintained from the public.					
N	Barrier, such as Plexiglas, between employee and public.					
	Education/ training					
O	Employees have completed the Pandemic Exposure Control Plan online education (or completed hard-copy versions and signed off)					
	Alternative controls to reduce public contact and traffic footprint					
P	Operation hours is reduced and/or numbers of employees working in the office/area is limited.					

Table 4

Alternate ways to conduct business that reduces exposure	Yes	No	NA	Descrip ti on
Online				
Telephone				
Other (describe):				
Comments:				
Supervisor or Manager's Signature:				
Date:				

Likelihood for: Risk Mitigation	Low risk: Workers who typically have no contact with pandemic influenza- infected persons2	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces3	High risk: Workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces4
Hand hygiene	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes in some cases- e.g., when working directly with pandemic influenza patients
Apron, Gown, or similar body protection	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Eye protection - Goggles or Face shield	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Airway Protection - respirators	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)
	Low	Medium	High Impact

COVID-19 Space Entry/Exit Guideline

KEYSTONE COLLEGE's priority during COVID-19 is the continued support of the safety and well-being of our students, employees and broader community. The following procedure is designed as a general best practice that can be used for any learning space at KEYSTONE COLLEGE as KEYSTONE COLLEGE transitions back to face-to-face teaching activities at all KEYSTONE COLLEGE campuses

	#	
SAFE SOCIAL INTERACTIONS	1.	Physical distancing of 2m is maintained outside of learning space while waiting to enter
	2.	Entry to space should be through a designated door
	3.	Exit from space should be through a designated door
	4.	Traffic flow indicators within the space should be used to help maintain physical distancing using of tape, decals, etc. on the floors (approved by Facilities Services)
	5.	Social distancing (2m) between students maintained using clear markings (signs, decals, etc.) or pre- assignment, designated work areas with identifying signs and/or decals on the floor, if appropriate
	6.	Participants will not enter the work area of another individual
	7.	Participants will respect the 2m area within spaces that are dedicated to instructors
	8.	No participant access within any section of any restricted space that has been cordoned off from use
PERSONAL HYGIENE	9.	Hands to be sanitized at hand sanitizing station by door before entering.
	10	On entry, remind all persons about personal hygiene expectations throughout the class (hand washing, cough/sneeze etiquette, etc.) and to refer to posters in the class if needed.
	11	Hands to be sanitized at hand sanitizing station by door before exiting.
ENVIRONMENTAL HYGIENE	12	On Entry, remind participants about responsibilities to clean shared equipment/tools between each use
	13	On Exit, remind participants that the controls and surfaces of any shared equipment needs to be sanitized before they leave
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	14	Any Personal Protective Equipment that is required to safely manage the hazards of a face-to-face activity, are put on at the entry
	15	Any Personal Protective Equipment that is required to safely manage the hazards of a face-to- face activity, are disposed of into garbage receptacle on exit