

**HEALTH AND SAFETY POLICY**

**COVID-19 Supplement - GENERAL**

April, 2020

Name of Policy

Implementation Date

**All Positions**

September, 2020

Position(s) Responsible

Date of Last Revision

Granville College is committed to providing a safe and healthy working and learning environment for all students, staff, and faculty.

Considering the COVID-19 outbreak, special steps have been taken to protect the health and safety of students, staff, and faculty at the College. These steps align with the recommendations made by the Province of BC and WorkPlace BC and will remain in place until such time as the College is advised otherwise.

In order to implement safe practices,

- The number of people on site has been limited during the COVID-19 pandemic.
- No one may enter the College unless scheduled or invited to be on site.
- Masks or facial coverings must be worn on site and must cover both the nose and mouth.
- Students, staff, faculty, and visitors must complete a COVID-19 Self-Assessment Form and be approved for entry to the College by a person authorized by the College.
- The College, at its discretion, may require Self-Assessment Forms and Acknowledgment Forms to be completed more than once.
- Cleaning and sanitizing practices have been put into place, specific to the overall building where the Campus is located and the Campus itself.
- The College, at its discretion, may refuse entry to any person at any time.

**Procedure for Entering the College:**

- Attendance at the College is by appointment or invitation only.
- Visitors are asked not to bring friends or family with them for appointments, however an exception will be made where a minor student requires a parent or guardian to be in attendance.
- All staff members, students, and visitors must wash their hands at the designated hand washing stations each time they enter the campus, a classroom, or an office. Hand washing stations have been set up inside the entrance of the school, inside the entrance of each classroom and at the entrance of each office.
- All students, staff, faculty, and visitors must wear a mask while on the campus premises unless they are working alone in a room or are at their desk in an office or classroom and maintaining a distance of 2 metres from other people.
- Students, staff, faculty, and visitors are not permitted to congregate in the hallway, reception, or coffee area.

- Visitors to the campus will be limited to those who have scheduled appointments and have been advised they must provide and wear a mask at all times while on site.
- Visitors will be asked to sanitize their hands as they enter the campus.
- All students, staff, faculty, and visitors will be asked to complete the College's Self-Assessment Form prior to attending on campus. Anyone indicating on their Self-Assessment Form that they are at high risk of having been exposed to COVID-19 are directed to follow the procedures set out in the College's COVID-19 Response Guides.

**Procedure while on site at the College:**

- There is a limit of 3 people allowed to ride in the building elevators at one time. Masks are to be worn while in the elevator.
- No more than 2 people are permitted in the reception area at one time. Masks are to be worn at all times while in this area.
- No more than 2 people are permitted in the front office at one time. An exception will be made where a minor student requires a parent or guardian to be in attendance. Masks are to be worn when there is more than 1 person in the office.
- No more than 2 people are permitted in the Instructors office at one time. Masks are to be worn while in this office if both parties are unable to maintain a distance of 2 metres or are moving around within the office.
- The College has set up classrooms to allow for effective virtual lectures to be delivered simultaneously or asynchronously to limit the number of individuals in the classroom. Class sizes have been reduced to a maximum of 18, with 9 students (per classroom) able to attend in-class for two days a week, while the remaining 9 students will receive live virtual instruction from home. Student groups will then switch for the following two days of the week so that the students who were attending in-class will receive live virtual instruction from home and the students who were at home will attend in-class.
- Class schedules have been staggered so that students in classroom 1 will arrive one half hour earlier and leave one half hour earlier than students in classroom 2.
- Classroom desks have been reduced to 10 (9 student desks and 1 instructor desk) and have been placed 2 metres apart from each other.
- No more than 2 people are permitted in the coffee area at one time and must wear a mask while in that area.
- Students, staff, and faculty must all wear masks while moving within the campus.

**Procedure for at Home Virtual Learning and Work-at-Home:**

- The Director of Operations and the Associate Director of Campus Administration will work from home as often as possible. Attendance at the campus for these two positions is limited to "as needed" only.
- Staff meetings will be held as necessary using a virtual method with "attendance" expected as though the meeting was being held in person.

- Students attending class virtually will have attendance taken as though the student was on campus learning.
- Class start times have been staggered so that each class start time is 30 minutes different from any other. Students learning from home are expected to be online on time and for the duration of the class.

### **Enhanced Cleaning Procedures**

Enhanced cleaning procedures have been put in place to ensure workstations, common areas and high touch areas are cleaned regularly and after use when applicable. Cleaning procedures are included in the Training Manual and set out in the section of the Health and Safety Policy– COVID-19 Supplement entitled Cleaning.