

COVID-19 SAFETY TRAINING MANUAL

COVID-19 Safety Protocols are in place at the College. At this location we:

- Limit person capacity in each area of the College
- Wear masks properly
- Wash our hands often
- Stay home if we are sick
- Report symptoms or exposure to COVID-19

- Follow physical distancing protocols

- Follow cleaning and disinfecting protocols

FACE:

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practice physical distancing and stay home if you are sick.

- DO wear a non-medical mask or face covering when on site at the College.
- DO ensure the mask is made of at least two layers of tightly woven fabric.
- DO ensure the mask or face covering is clean and dry.
- DO [wash your hands](#) or use [alcohol-based hand sanitizer](#) before and after touching the mask or face covering.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your reusable mask with hot, soapy water and let it dry completely before wearing it again.
- DO store reusable masks in a clean paper bag until you wear it again.
- DO discard disposable masks in a plastic lined garbage bin after use.
- DO wear your mask properly.
 - Reasonably snug fit against skin all around
 - Nose covered to the bridge
 - Mask tucked under chin
 - Hair off your face



DO !

DON'TS



- DON'T reuse masks that are moist, dirty or damaged.
- DON'T leave your nose or chin uncovered
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

HOW TO WASH YOUR HANDS PROPERLY



HOW TO USE HAND SANITIZER PROPERLY

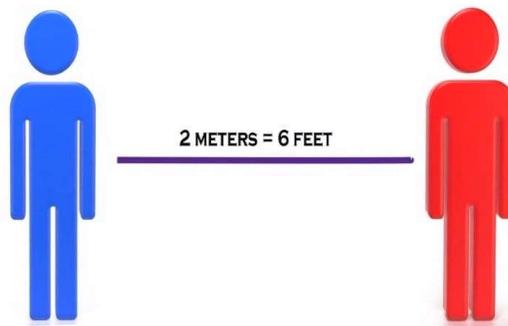




Rub fingernails and fingertips

DISTANCING:

At the College, we practice Physical Distancing by staying at least 2 metres or six feet away from other people whenever possible.



Physical Distancing is not the same as Social Distancing. In fact, we encourage our staff and students to be social with each other while onsite at the College. After all, College is where lifelong friendships are formed!

Some Physical Distancing rules to keep in mind:

- If there are already two people in the elevator when you arrive, wait for the next car.
- If there are people waiting in the hallway when you get to the College, it means the reception area is already at capacity. Please wait patiently in the hallway at least 2 metres from the next person until you are instructed to enter the College.
- Wait outside the washroom if there are already people inside. When someone exits, it's your turn!
- Do not stop in the hallways to chat with anyone. The hallways inside the College are "no stopping" areas.
- Pay attention to the maximum capacity signage posted at the campus. If a room is already at capacity, wait outside until someone exits.
- Desks in classrooms have been placed 2 metres apart. When you enter a classroom, wash your hands, and then go directly to your desk. Stay there until it is time to leave the room. Keep a distance of 2 metres from others when leaving the room.

MAXIMUM CAPACITY:

Various areas of the College have a defined maximum person's capacity. Signage is posted at each location identifying the capacity for that area. If an area is already at maximum capacity, wait patiently until someone exits the area before entering.

The maximum capacities for this College are:

Elevator	2 people
Reception area	2 people
Offices	2 people
Coffee Area	2 people
Classrooms	10 people
Entire Campus	24 people

DISINFECTING:

- Cleaning removes dust, debris and dirt from a surface by scrubbing, washing and rinsing.
- Sanitizing reduces the bacteria on a surface.
- Disinfecting destroys or inactivates both the bacteria and on hard, nonporous surfaces. Disinfecting hard, nonporous surfaces is one of the most reliable ways to help lower the risk of spreading germs from surfaces by touch.¹

At least once a day, all hard, nonporous surfaces at the College need to be wiped with a disinfectant and a disposable cloth. These surfaces include:

- Door handles
- Light switches
- Counter tops
- Desks
- Chairs

Equipment needs to be disinfected after each use. Equipment includes:

- Door handles
- Light switches
- Counter tops
- Desks
- Chairs
- Phones
- Copiers
- Microscopes
- Computers
- Keyboards
- Keypads
- Kettles
- Shredders
- Vending Machines
- Pens/Keys

ASSESSING COMPLIANCE:

It is important to continually assess yourself to ensure you are following the safety protocols in place at the College.

- Is your mask covering your chin and the bridge of your nose?
- Are you cleaning your hands when you enter a room?
- Are you maintaining a two-metre distance between you and other people?

- Are you respecting the maximum capacity in each area of the College?
- Are you remembering to disinfect equipment after you use it?

During this COVID-19 pandemic, we can expect people to feel anxious and this sometimes causes emotional behaviours. Please



Be Kind
Be Calm
Be Safe

REPORTING SYMPTOMS OR EXPOSURE TO COVID-19

Please follow the COVID-19 Reporting Guide on the following page.

COVID-19 RESPONSE GUIDE – SYMPTOMS OR EXPOSURE TO COVID-19

How is Granville College working to prevent the spread of COVID-19?

- Completing mandatory health self-assessment forms before entry and enforce this protocol with students and visitors.
- Mandating the use of personal protective equipment (PPE), including face masks and hand sanitizer.
- Providing and utilizing disinfectants and hand sanitizers for every workstation, classroom, and common area.
- Enforcing physical distancing by restricting maximum capacities in areas of the campus, including classrooms, common areas, and elevators.
- Increasing cleaning, disinfection, and sanitization in work areas, classrooms, common areas, and other accessible areas.
- Posting prominent signage conveying health and safety information throughout the campus.
- Maintaining records of any reported cases of COVID-19 and all students and staff who have recently travelled abroad.

What will happen when symptoms or exposure to COVID-19 has been reported by a student or staff member?

- **Immediately report symptoms or exposure.** Any person who is experiencing symptoms of or exposure to COVID-19 must immediately report it to the Director of Operations (Terri) at 250-619-2637 or to an onsite College staff member.
- **Isolate symptomatic person.** If the reporting person is on campus at the time of reporting they will be directed to wash or sanitize their hands and wear a face mask and other PPE as required to reduce spread. This person will also be directed to quarantine in a secured area of the campus, away from others and to complete the College's COVID-19 self-assessment form.
- **Contact Emergency Services if required.** If the symptomatic person or exposed person is on campus and is exhibiting severe symptoms (ex: chest pain, difficulty breathing), a staff member or instructor will call 911 for assistance.
- **Direct symptomatic/exposed person to immediately return home.** The symptomatic or exposed person will be directed to **RETURN HOME** via private transportation arranged by themselves or the College as required. Once home, they must **GO INTO QUARANTINE** and may not return to the campus until they have been symptom free for at least 14 days. If the symptomatic or exposed person receives a positive COVID-19 test, they may not return to the campus until such time as they are symptom free for at least 14 days AND provide documented proof of a current negative COVID-19 test.
- **Direct all other staff and students to immediately return home.** All other staff and students who may have been in contact with the symptomatic or exposed person will be directed to return home until such time as they are assured to be symptom free for a period of 14 days. During this time, all classes will continue virtually and students will be expected to be in attendance online.
- **Contact local Public Health.** The Director of Operations, or a designate, will contact Public Health to report the incident. The symptomatic or exposed person will be asked to contact their local health unit and/or family doctor to report their case and receive personal medical attention if required, at which time they may be instructed to get tested for COVID-19 at a local assessment centre.

- **The College will temporarily shut down for cleaning and disinfection.** Once a person reports they are symptomatic or have been exposed, the College will shut down for the rest of the day for deep cleaning and disinfection of all affected areas and equipment. All records relating to any cases of infection on campus and witness information will be retained.
- **Monitoring after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a designate, will document and monitor all reports of symptoms of or exposure to COVID-19, recording the name and contact information of the reporting person and recording the names and contact information of all staff and students on campus at the time of the reporting or who have been in contact with the reporting person in the previous 14 days. If and when required by a Public Health official, the College administration will release the names and contact information collected.
- **Communications after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a designate, will follow up with all staff and students after a person has reported symptoms of or exposure to COVID-19 to ensure any affected staff and/or students have complied with the 14-day stay at home or isolation period and will advise all staff and students when it is permissible for them to return to the campus. In any event, any staff members or students returning to the campus must first complete and sign the Granville College COVID-19 Self-Assessment Form showing they have been symptom free for at least 14 days.
- **Failure to Report symptoms or exposure.** Any student or staff member who is experiencing symptoms of COVID-19 or has been exposed to COVID-19 who does not report the incident to the College forthwith, will be considered to be endangering the health, safety and well being of the college population and may be subject to immediate dismissal from their program of study or their employment with the College.

Be Kind. Be Calm. Be Safe.