

COVID-19 SAFETY GUIDELINES

Date: September 2, 2022

Division/group: Occupational Health and Safety, and Business Continuity and Emergency Management on behalf of the Critical Incident Response Team

INTRODUCTION

These safety guidelines apply to all Humber College and University of Guelph-Humber operations and premises.

As of July 1st, 2022, the COVID-19 measures in place at Humber College and the University of Guelph-Humber became aligned with the province's public health directives. This document is intended to provide guidance as Humber continues to focus on our shared responsibility for the health and safety of the Humber community and to provide support to individuals to make personal choices that are consistent with their own comfort and wellbeing. This document will be made available to all new students, employees and contractors who are required to be on campus. Employees will be asked to read this document as part of their onboarding once they join Humber.

The college will continue to monitor the COVID-19 requirements and directives issued by the province and municipalities, and will make any necessary changes to operations and this guidance document, based on government directives and public health recommendations.

Thank you to the Humber community for its participation and support of COVID measures throughout the pandemic. Let us continue to work together to maintain a safe environment for all members of the Humber community.

VACCINE REQUIREMENTS

As of May 2nd, 2022, Humber's COVID-19 vaccine mandate was paused.

- Students and staff are not required to provide proof of COVID-19 vaccination to work or study on campus.
- In keeping with [Public Health](#) recommendations, Humber strongly encourages each member of the Humber community to stay current with their COVID-19 immunization, including all booster doses, to best protect against serious illness linked to the virus.

SELF-SCREENING AND REPORTING

- Any individual who is experiencing symptoms, has tested positive for COVID-19 or had had close contact with someone who has COVID-19 is to take the [Ontario's self-assessment](#) and to follow the recommended measures, including those for self-isolation, self-monitoring and masking. For all other questions or concerns regarding COVID-19, the COVID Reporting Team can be reached at covidreporting@humber.ca or 416-675-5007.
- Students living in residence who are isolating as a result of COVID-19 must complete the [Residence Isolation Reporting Form](#).
- Any individual who is already onsite and begins to exhibit symptoms is to leave the premises immediately, and follow the steps outlined above.

- If ill and required to self-isolate, students and employees are to follow standard processes for notifying their professors or managers.
- Individuals who test positive or exhibit symptoms of COVID-19 should notify those who they have been in close contact (within 6 feet, for 15 minutes or longer) with when they were infectious (the infectious period begins 48 hours before testing positive or exhibiting symptoms, whichever comes first).
- Employees who believe they have a campus-acquired case of COVID-19 are to notify Occupational Health and Safety at occhealth@humber.ca. A WSIB claim will be filed for any employee who becomes ill because of exposure to COVID-19 in the Humber workplace. An occupational illness report will also be filed with the Ministry of Labour, Immigration, Training and Skills Development.

PHYSICAL DISTANCING

- Any individual who is experiencing symptoms, has tested positive for COVID-19 or had had close contact with someone who has COVID-19 is to take the Ontario's self-assessment and to follow the recommended measures, including those for self-isolation, self-monitoring and masking. For all other questions or concerns regarding COVID-19, the COVID Reporting Team can be reached at covidreporting@humber.ca or 416-675-5007.
- In workspaces, or when planning meetings, events or gatherings, where possible, considerations can include:
 - › Keeping in place physical barriers (e.g., plexiglass) in areas where employees are public-facing (e.g., service desks) and meeting with many individuals over the work day.
 - › Using a larger room/space when people are gathering, to avoid overcrowding.
 - › Planning meetings and events that can be attended both onsite or remotely.
 - › Incorporating a workplace design that allows some individuals to work at a 6-foot distance from others.
 - › Using stairs if able to do so, instead of using an elevator.

MASKS

- As of July 1, 2022, Humber's mask mandate was lifted.
- Humber will continue to be a mask-friendly community where individuals can choose to wear a mask (non-medical or medical) and have their choices supported. We ask that all community members respect the choice of others to wear a mask which may be due to individual health needs or comfort levels, or not to wear a mask.
- Health care settings (e.g., health centre) and individual programs may require their students and employees to wear a mask (or other personal protective equipment) as part of the safety measure requirements within their operations or programs, particularly if it is an industry-related standard.
- [Toronto Public Health](#) recommends wearing a well-fitting, high-quality mask in indoor public spaces for added protection, especially in crowded areas.
- For those who have tested positive for COVID-19, have COVID symptoms or have had close contact with someone who has COVID-19, public health measures include the use of a well-fitted mask in all public settings, including on campus, for a period of 10 days.
- Humber will continue to monitor and review all public health guidance and government directives for changes to mask requirements.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) SYSTEMS

- The college will continue to ensure that its building ventilation systems are maintained in good operation and meet current ventilation and filtration standards recommended by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).
- The highest efficiency filters that are compatible with the building HVAC system are being used wherever possible. In keeping with ASHRAE recommendations, HVAC filters at the college have been upgraded to Minimum Efficiency Reporting Value (MERV) 13 filters.
- Daily and regular monitoring of HVAC systems will continue, as well as standard preventative maintenance of such systems.
- For leased properties, the appropriate property management group or landlord will be contacted to ensure that the above is carried out.

INFECTION PREVENTION PRACTICES (HAND AND RESPIRATORY HYGIENE, AND CLEANING AND DISINFECTION)

- Everyone is reminded to continue to use good infection control practices for the prevention of infections such as COVID-19 or the seasonal flu. Such practices include:
 - › Frequently hand washing or using hand sanitizer;
 - › Coughing or sneezing into a tissue or their elbows;
 - › Avoiding touching the face with unwashed hands; and
 - › Staying at home if sick.
- Handwashing facilities are available in all washrooms. Facilities will ensure that washrooms are checked for appropriate supplies and cleaned throughout the day.
- Hand sanitizer stations are available throughout all campus facilities.
- Disinfectant wipe units have been installed in classrooms, labs and office areas. Staff and students can continue to clean their workspace and equipment before and after use as needed.
- Facilities will continue to clean classrooms, labs and common spaces at the end of each day, and will conduct regular cleaning of high-touch surfaces (e.g., elevators, door handles, stair rails, washroom sinks, water fountains).
- References for proper hand hygiene, and respiratory etiquette include:
 - › [Video: How to Hand Wash](#) (Public Health Ontario)
 - › [Video: How to Hand Rub With Hand Sanitizer](#) (Public Health Ontario)
 - › [Poster: Cover Your Cough](#) (Toronto Public Health)

EMPLOYEE AWARENESS

- New employees are required to read this COVID Safety Guidelines document as part of their onboarding process. Completion of this task is to be tracked by their manager.
- Existing employees are encouraged to read these guidelines from time to time to ensure they are up to date on any changes made to the plan as a result of government or public health direction. A notice will be posted in the Communique whenever significant updates to the guidelines are made.
- The local Covid Safety Champions (CSCs) group is currently being paused. This group was originally established to allow local employees to assist with monitoring the safety measures in place within a given department/faculty and informing the appropriate resources (management, Public Safety, Occupational Health and Safety) where needed.

COMMUNICATIONS

- Regular and timely communication will be directed to the Humber community regarding COVID-19 issues and measures.

ONGOING MONITORING AND SAFETY MEASURES

Given the unknowns related to the evolution of the pandemic and the emergence of new variants, Humber's safety measures may change depending on public health directives or the recommendations of public health authorities.

The College, through its Emergency Operations Centre (EOC) or the COVID-19 Watch Group, will continue to regularly:

- Monitor all levels of government and public health authorities for activities and information related to COVID-19, including regulatory changes, community outbreaks and public health directives;
- Review the impact and need for any follow-up actions, changes to existing policies or practices, or communication strategies; and
- Review and update COVID-related measures as per changes and direction from either the provincial government or the Ministry of Health.

MENTAL HEALTH AND WELL-BEING

Your mental health and well-being matters. It is especially important that our employees and students feel supported during this pandemic.

- Students:
 - › Go to [Student Services Update](#) for available programs and services.
- Employees:
 - › Inform your manager if your work activities are impacted and discuss options for addressing these.
 - › Resources for employees can be found on [Humber's Human Resources and Organizational Effectiveness](#) website, including learning and well-being initiatives.
 - › [Humber's Employee Assistance Program](#) (EAP) provides short-term counselling, and other services and supports to full time employees, and is available 24/7.
 - › Contact Occupational Health and Safety (occhealth@humber.ca) if you need to request a workplace medical accommodation.