COVID-19 SAFETY PLAN – SNAPSHOT

Post this snapshot in a place where it can be seen easily by your employees, patrons and other people entering the business or organization. This will help them know what actions are being taken in your business or organization to protect them from COVID-19.

Business name: Humber College/University of Guelph-Humber

Date completed: February 8, 2021

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

Revision date: Reviewed January 24, 2022

INTRODUCTION

This Safety Plan applies to all Humber College and University of Guelph-Humber operations and premises. This document meets the provincial and municipal requirements to have a COVID-19 safety plan outlining the measures in place to protect individuals and prevent transmission of COVID-19 in workplaces. This plan is to be made available for all individuals in the Humber community and will be posted on Humber's and Guelph-Humber’s (Humber) websites for students and employees and is to be provided to all contractors who are required to come on campus. Humber College partially activated its Emergency Operations Centre (EOC) in February 2020 as COVID-19 began to spread. The EOC was fully activated in March 2020 as a result of the declaration of emergency by the Premier of Ontario. The EOC remains activated and meets virtually a minimum of once per week. Meetings are increased as necessary based on response requirements. The EOC will remain activated as long as deemed necessary in order to ensure the ongoing, effective response by the college to the pandemic.

Measures we are taking:

NOTE: Effective January 1, 2022, individuals must be fully vaccinated in order to attend any Humber/Guelph-Humber campus or location. Those with approved medical exemptions may enter with proof of the exemption and a negative COVID-19 test taken no more than 72 hours prior.

Students seeking vaccination exemptions will be required to complete a medical or non-medical exemption request form for consideration and email it to studentmedical exemption@humber.ca or studenthumanrightsexemption@humber.ca. A response will not be provided until proof of completion has been received.

If you do not provide proof of full vaccination status, or do not have an approved exemption, you will not be able to attend campus. Information on the staff exemption process can be found on the HROE COVID-19 Resources for Employees page.

Additional note: On January 24, 2022, all lab-based courses will return to campus as planned and in compliance with local public health guidelines and government directives.

All theory-based courses will remain online until Sunday, March 6, 2022. We are planning to return to in-person learning on Monday, March 7, 2022.

For the time being, only those required to be on campus to deliver essential services will attend campus. The college continues to monitor requirements set forth by the provincial government and will make any necessary changes to operations based on government direction.
1. Screening

- All students and staff attending any campus/location are required to download the Guardian App and upload proof of vaccination status. This can include uploading the Provincial Enhanced Vaccination Certificate.
- All contractors, visitors, and guests are required to provide proof of vaccination status via the Guardian App by registering as a guest and uploading their Provincial Enhanced Vaccination Certificate.
- All individuals (e.g., students, employees, contractors) are required to complete health self-screening prior to coming onto Humber premises.
- Self-screening will be carried out by responding to questions using one of the following tools:
  > Humber Guardian app
  > Humber’s Screening questions
  > Review of responses by Public Safety staff at entrance of campus buildings
  > Provincial self-screening tool
- Any individual who has symptoms, has tested positive, does not pass the self-screening assessment outlined above or is required to self-isolate because they have come in close contact with an individual who has COVID-19 must stay home and not come on campus. If they are already onsite and exhibit symptoms, they are to leave the premises immediately. They are required to confidentially report their situation to the COVID Reporting Health Team (CRHT) at covid.reporting@humber.ca or 416-675-5007. Employees are required to notify their managers if they are ill. The procedures for reporting COVID-19 cases, symptoms or exposures are outlined at: COVID-19 Reporting at Humber: When and How to Report Website.
- Currently, there is no requirement for the CRHT to report positive cases to Toronto Public Health. However, the CRHT is required to conduct contract tracing and follow up with individuals who either test positive or exhibit symptoms of COVID-19 and ensure that they follow current isolation requirements set forth by the Ministry of Health.
- 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, Training and Skills Development.

2. Physical Distancing

- Physical distancing requirements do not apply to academic/instructional spaces such as classrooms, labs, and libraries. Physical distancing measures should be applied as best as possible within these areas. In areas where physical distancing cannot be maintained due to the nature of the activities, a medical mask and eye protection are to be worn (see PPE section).
- It is strongly recommended that physical distancing be maintained to the extent possible while moving about campus, including while changing classes, walking in hallways or moving throughout campus buildings.
- In non-instructional spaces (cafeterias, communal seating areas, meeting rooms, shared offices, etc.), physical distancing requirements of a minimum of six feet (2 metres) from others are in effect. (NOTE: as the pandemic continues to evolve and change, the provincial government may make changes to the maximum number of students within a given instructional space at any time. Humber will follow direction set forth by the government). Other actions to be followed include:
  > Holding meetings virtually, or in a large space if the meeting cannot be accommodated virtually, and adhering to current limitations on the number of people allowed to gather
  > Adherence to government requirements of gatherings for all in-person events, and approval by the departmental VP. No external events will be permitted on campus until at least March 31, 2022.
• Physical barriers (e.g., plexiglass) in areas where employees are public-facing (e.g., service desks) or where individuals are required to work in close proximity (within six feet/2 metres)
• Individuals are encouraged to use the stairs if they are able. Elevator capacity is limited to a maximum of two persons at a time
• Maximum occupancy signage for rooms or common areas
• Limited food and retail services in modified format (e.g., no sit-down service in on-campus food venues, no buffet-style service)

3. **Use of Masks and Face Coverings**

   • All individuals are required to wear a face mask when indoors or in enclosed spaces on campus.
   
   • Non-medical face masks (e.g., cloth masks) can be used as source control in situations where physical distancing can be consistently maintained.
   
   • Non-medical face masks should:
     
     ‣ Be made of at least three layers of tightly woven fabric, or 2 layers with a filter
     ‣ Fit the user well, covering the nose, mouth, and chin without gaping
     ‣ Fit securely without requiring adjustment while worn
     ‣ Be comfortable, easy to breathe through and not limit your vision
     ‣ Be clean, dry, and free of damage; and
     ‣ Not include gaiters, scarves or bandanas, or masks with an exhalation valve.
   
   • Employees may choose to wear a non-medical mask, a medical mask, or a respirator. Where required work or academic activities result in an employee not being able to maintain physical distancing of 2 metres/6 feet, the college will provide the employee with a medical mask and eye protection (refer to the [PPE section](#)).
   
   • Exemptions for wearing of masks are as follows:
     
     ‣ Employees who are in private offices or personal workspaces where physical distancing (2 metres/6 feet) from others can be maintained.
     
     ‣ Everyone must wear a mask when they get up from their desk, regardless of whether or not they are in a private office (e.g., going to the printer, kitchen, washroom, etc.).
     
     ‣ Individuals who are unable to safely wear a mask due to medical reasons must contact the COVID Reporting Health Team via email at [covidreporting@humber.ca](mailto:covidreporting@humber.ca) to request a medical accommodation.
   
   • Individuals will bring their own reusable cloth masks for use on campus.
   
   • Individuals who forget their mask or need a new, clean one can purchase masks from the bookstore, cafeterias, and vending machines on both campuses. Limited numbers of masks are available from screening guards at campus entrances.
   
   • To enhance visual communication and in support of our commitment to accessibility and inclusion, the college will make available clear masks where needed. Professors who will be teaching on campus are encouraged to use these masks. These masks are to be used only when physical distancing of 2 metres/6 feet can be maintained at all times.
   
   • References for the proper use of masks and face coverings:
     
     ‣ [Video: How to Wear a Non-medical Mask or Face Covering Properly](https://www.phac-aspc.gc.ca/covid-19/en/video-facemask-guide/) (Public Health Agency of Canada)
     
     ‣ [Poster: How to Safely Use a Non-medical Mask or Face Covering](https://www.phac-aspc.gc.ca/covid-19/en/poster-facemask-guide/) (Public Health Agency of Canada)
4. Heating, Ventilation and Air Conditioning (HVAC) Systems

- All HVAC systems have been checked.
- The highest efficiency filters that are compatible with the building HVAC system are being used wherever possible. In keeping with the filtration level recommended by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), filters have been upgraded to MERV 13 filters. In the few spaces that did not already have MERV 13 filtration, plans are scheduled for upgrading, where possible.
- Daily and regular monitoring of HVAC systems will continue to be carried out, 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.

5. Personal Protective Equipment (PPE)

- Personal protective equipment is a form of protection used or worn to protect the individual wearing the PPE from a particular hazard. The specific type of PPE used will depend on the work environment, the work conditions and the work activities being performed.
- If academic activities or work duties warrant the use of necessary and certified PPE (e.g., respirators, safety eyewear, hearing protection, hardhat, safety footwear), then such PPE would continue to be required. Departments and faculties are responsible for providing such PPE to their employees and training their employees on how to properly and safely use such PPE.
- Non-medical masks (e.g., cloth masks) or face coverings are not considered to be PPE.
- Where an employee is not able to maintain consistent physical distancing (i.e., 2 metres/6 feet) or has a greater risk of exposure to the virus (e.g., contact with bodily fluids or aerosols), appropriate PPE must be worn to cover their nose, mouth, and chin, and would include a medical mask along with appropriate eye protection (e.g., face shield, safety goggles, safety glasses). Requests for such PPE (i.e., used as a COVID safety measure) are to be sent to Occupational Health and Safety for review, and will be delivered by the Mailroom to the department.
- Gloves are generally not required for protection against the COVID-19 virus. Instead, individuals must continue to use proper and frequent hand washing or hand sanitizing measures. If activities include direct contact with another person, a risk assessment should be conducted to determine if protective gloves are to be worn.
- Protective gloves may be worn by individuals required to conduct more extensive cleaning or those who may be sensitive to cleaning chemicals. The vinyl gloves that may be obtained through the PPE Request Form are intended for minimal barrier protection. A more protective glove would be required if using hazardous cleaning chemicals; the cleaning/disinfecting product’s safety data sheet must be consulted on appropriate measures.
- Staff can consult with their manager about appropriate face masks or PPE to be used at work. Managers and employees can also consult with Occupational Health and Safety about masks and PPE requirements.
6. **Hand Hygiene and Respiratory Etiquette**
   - Handwashing facilities are available in all washrooms. Facilities will ensure that washrooms are checked for appropriate supplies and cleaning throughout the day.
   - Hand sanitizer stations are available throughout all campus facilities.
   - References for proper hand hygiene, respiratory etiquette and use of gloves include:
     - [Video: How to Hand Wash](Public Health Ontario)
     - [Video: How to Hand Rub With Hand Sanitizer](Public Health Ontario)
     - [Video: Putting on Gloves](Public Health Ontario)
     - [Video: Taking off Gloves](Public Health Ontario)
     - [Poster: Cover Your Cough](Toronto Public Health)

7. **Cleaning and Disinfecting**
   - Disinfectant wipe units have been installed in classrooms, labs and office areas. Staff and students are required to clean their workspace and any equipment they may use before and after use.
   - Communal equipment will be cleaned by Facilities regularly.
   - Approved disinfecting products will be used at the college. Staff using these products will be trained on the safe use of handling these products, including required PPE.
   - Classrooms and labs will be cleaned at the end of each day by Facilities and throughout the day by faculty and students before and after use of equipment/desks/spaces.
   - A disinfection cleaning team will ensure that cleaning of high-touch surfaces (e.g., elevators, door handles stair rails, washroom sinks, water fountains) is done every two hours.
   - High traffic spaces will also be disinfected with electrostatic fog regularly and at least twice weekly.
   - Corridors and other public circulation spaces will be cleaned nightly.
   - The front spout of water fountains will be closed off; only the automated water bottle filling function (no-touch) will be operational.

8. **Employee Training**
   - New employees are required to read the COVID Safety Plan as part of their onboarding process. Completion of this task will be tracked by their manager.
   - Existing employees are encouraged to read the Safety Plan 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 Safety Plan are made.
   - Review of the Safety Plan is required for employees who work on campus or remotely.
   - Employees will acknowledge that they have read and understood the requirements for them to come on campus, including the requirement for self-screening, not coming on campus if ill, attending campus only for scheduled activities, completing review of the Safety Plan, and following all other required safety measures.
   - Each manager will review the safety measures that apply to their areas with employees returning to campus.
9. **Communications**

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

10. **Ongoing Monitoring and Safety Measures**

    - The College, through its EOC COVID-19 Subgroup, will regularly monitor all activities and measures related to COVID-19.

    - Humber’s COVID-19 Watch Group (CWG) will:

      - continue to 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 data regarding positive cases on campus to determine whether there were any trends or connections between individual positive cases
      - review the impact and need for any follow-up actions, changes to existing policies or practices, or communication strategies
      - review and update the COVID Safety Plan as per changes and direction from either the provincial government or the Ministry of Health

    - Each department/faculty will have Covid Safety Champions (CSCs) who will assist with monitoring the safety measures in place within the given department/faculty and informing the appropriate resources (management, Public Safety, Occupational Health and Safety) where needed. Training will be provided to the CSCs and regular meetings will be coordinated through Occupational Health and Safety to obtain feedback from the local CSCs.