

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 September 2, 2021

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 September 7, 2021, anyone attending any Humber/Guelph-Humber location, including students, staff, visitors, guests, contractors, etc., must be fully vaccinated. If you are not vaccinated, you must provide proof of a negative test taken not more than 72 hours before you attend campus. Full information on the vaccination requirement can be found here.

1. Screening

- All individuals (e.g., students, employees, contractors) are required to complete health 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 or does not pass the self-screening assessment outlined above 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: <https://humber.ca/campus-return/covid-19-reporting-humber-when-and-how-report>
- The CRHT is required to report all positive cases on campus to Toronto Public Health. The college will take the direction of Public Health in following up with cases. This will include contact tracing and communication regarding risks of exposure to COVID-19 within the college setting, any required self-isolation or self-monitoring, as well as any enhanced cleaning requirements that need to be implemented.
- A WSIB claim will be filed for any employee who becomes ill because of exposure to COVID-19 in the Humber workplace.

2. Physical Distancing

- While on campus, all individuals are to maintain a minimum two metres (six feet) distance from others. Where physical distancing is not possible, additional health and safety protocols are to be introduced.
- Measures to minimize the number of individuals on campus and to facilitate physical distancing and separation at the college will include:

- › Work or academic activities to be scheduled virtually wherever possible; only essential activities will be conducted on campus
- › Limiting the number of people working in one space at the same time
- › Limiting unnecessary onsite interactions between individuals
- › For activities involving singing or the playing of brass or wind instruments, individuals will be separated by an impermeable barrier (e.g., plexiglass) or be at least three metres apart in the instructional space.

(NOTE: 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.)

- › Holding meetings virtually, or in a large space if the meeting cannot be accommodated virtually, and adhering to 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
- › 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)
- › Physical indicators (e.g., signage, decals, directional arrows) to facilitate distancing and traffic flow
- › 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
- › Removal of furniture (or placement of Do Not Use signage) to prevent or minimize congregation of individuals in close proximity
- › Use of booking systems to limit the number of individuals that come on campus to a given location
- › Limited food and retail services in modified format (e.g., no sit-down service in on-campus food venues, no buffet-style service)
- Each Faculty/Department will complete an On Campus Activity Planning Guide that outlines measures to be implemented and will review and update these on a regular (semester) basis

3. Use of Masks and Face Coverings

- All individuals are required to wear a mask or face covering when indoors or in enclosed spaces on campus.
- 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
 - › 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 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.
- 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.
- Requests for masks will be sent to Occupational Health and Safety for review and will be delivered by the Mailroom to the faculty or department. Managers will ensure that the masks are distributed to their staff.
- References for the proper use of masks and face coverings:
 - › [Video: How to Wear a Non-medical Mask or Face Covering Properly](#) (Public Health Agency of Canada)
 - › [Poster: How to Safely Use a Non-medical Mask or Face Covering](#) (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 the few spaces that did not already have Merv 13 filtration we are 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, hard hat, 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 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 coverings 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

- All employees are required to successfully complete the mandatory COVID-19 Awareness Training for Employees course prior to coming on campus or within their first two weeks of employment, whichever comes first.
- The training is required for employees who work on campus or remotely.
- As part of the COVID-19 Awareness Training, 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 required training, and following all other required safety measures.
- The training is administered through Occupational Health and Safety and resides on Blackboard. Employees can access the training by going to learn.humber.ca. Managers can provide a listing of new employees to healthandsafety@humber.ca.
- Those who are unable to access the training can send an email to healthandsafety@humber.ca for assistance.
- In addition to the COVID-19 course, 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
- Each department/faculty will have Physical Distancing Champions (PDCs) 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 PDCs and regular meetings will be coordinated through Occupational Health and Safety to obtain feedback from the local PDCs.