



PANDEMIC (COVID-19) WORKING ONSITE POLICY

Approved by: Academic Coordinating Committee

Authorizer: Director, Safety & Security

Code: OSP-038 (**Version 3**)

Effective Date: 10/26/2020

POLICY STATEMENT:

The purpose of this Policy is to establish workplace practices for Conestoga College essential staff and contractors during the COVID-19 pandemic. This Policy establishes a minimum standard to help protect staff, contractors, and students by reducing the spread of disease.

SCOPE:

Additional health and safety measures are in place during a pandemic situation and it takes the full College community to reduce the chance of disease transmission. This Policy applies to all Conestoga employees and contractors at Conestoga owned workplaces during a pandemic.

DEFINITIONS:

Adequate

In relation to PPE, adequate means that it is sufficient for both its intended and actual use, as well as sufficient to protect a worker from occupational injury or disease.

Common Areas

Locations that are commonly used by more than one individual, including, but not limited to: corridors, washrooms, classrooms, break rooms, lobbies, elevators, and stairwells.

Contractor

Any person or entity contracted to provide service to Conestoga College.

Employer

A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Pandemic

A global disease outbreak that can be caused by a variety of agents, including influenza and coronavirus.

PPE

Personal protective equipment.

Physical Distancing

The act of avoiding close contact with others by creating a minimum space of 2 meters between individuals.

Supervisor

A person who has charge of a workplace or authority over a worker. This includes faculty and technicians who are given charge of a workplace or authority over a worker.

Worker

A person who performs work or supplies services for monetary compensation or on voluntary or unpaid placement positions. This includes individuals working under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.

Workplace

Means any land, premises, location or thing at, upon, in or near which a worker works.

RESPONSIBILITIES:

It is the responsibility of all employers, supervisors, workers, and contractors to protect themselves and others during the time of a pandemic. All measures taken should remain in compliance with the Occupational Health and Safety Act, this policy, and associated regulations.

COMPLIANCE:

Any individual at a Conestoga College building must comply with the guidelines outlined in this procedure, the Public Health Agency of Canada, and the local Public Health Unit.

PROCEDURES:

Traveling to Conestoga College

It is recommended that anyone travelling to a College workplace does so individually to avoid contact with others.

If this is not possible or if public transportation is used, please follow the specific guidelines of the local transportation services. This includes practicing physical distancing, wearing a face mask or covering, and sanitizing your hands upon entry to a Conestoga College building.

Entry

If you are experiencing or have been in contact with someone who has been experiencing any common COVID-19 symptoms, do not enter the workplace. Notify your College supervisor or employer of your symptoms.

Common COVID-19 Symptoms:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher);
- Chills;
- Cough that's new or worsening (continuous, more than usual);
- Barking cough, making a whistling noise when breathing (croup);
- Shortness of breath (out of breath, unable to breathe deeply);
- Sore throat;
- Difficulty swallowing;
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions);
- Lost sense of taste or smell;
- Pink eye (conjunctivitis);
- Headache that's unusual or long lasting;
- Digestive issues (nausea/vomiting, diarrhea, stomach pain);
- Muscle aches;
- Extreme tiredness that is unusual (fatigue, lack of energy); or,
- Falling down often.

If you developed COVID-19 common pandemic symptoms or have encountered someone who has (and been instructed to self-isolate by Public Health), you may not return to the workplace for a 14-day period. Contact security services (ext. 3357 or securityservices@conestogac.on.ca) and follow the guidelines of your local Public Health Unit for assessment, testing, or emergency procedures.

Public Health Unit COVID-19 Resources:

Brant County Public Health:

<https://www.bchu.org/ServicesWeProvide/InfectiousDiseases/Pages/coronavirus.aspx>

Huron Perth Public Health:

<https://www.hpph.ca/en/news/covid-19-testing-and-updates-for-huron-and-perth.aspx>

Region of Waterloo, Public Health:

<https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>

Southwestern Public Health:

<https://www.swpublichealth.ca/content/community-update-novel-coronavirus-covid-19>

Wellington-Dufferin-Guelph Health Unit:

<https://www.wdgppublichealth.ca/your-health/covid-19-information-public/testing-and-treatment>

At least 48-hours prior to the start of work, a Campus Access Request form must be completed and approved by Security. At least 24-hours before entering any Conestoga College building, the Conestoga Mobile Safety Application (Safety App) screening assessment must be completed. Entry is permitted only at approved locations as identified in the Safety App upon successful completion of the screening. If the Safety App is not completed for any reason, a Safety & Security contact will manually complete the screening process at an approved entry location.

All work within buildings must be completed during regularly scheduled work hours between 8am-6pm, exterior work can begin at 7am. Visitors are not permitted under any circumstances to enter any Conestoga College building.

Two protective masks will be supplied upon every entry to the College. Do not reuse masks and follow proper mask wearing procedures, as outlined in “Additional Procedures”. If for any reason both masks are damaged or lost, contact security at the buildings designated entrance for an additional mask.

Link to Safety App:

<https://apparmor.apparmor.com/clients/conestogac.on.ca/>

Gatherings

When it is possible, physical distancing is to be practiced while at the workplace. No gatherings greater than ten (10) people is permitted at any time.

If a distance less than 2 meters is required to complete an essential task within a common area, face shields and face masks are required to be worn simultaneously

Building Accessibility and Use

Accessibility to College buildings is only permitted within approved location(s). Contractor work routes and required amenities such as washrooms or mechanical rooms must be outlined prior to the start of work.

Wayfinding markers and routes have been made available to help direct building occupants and reduce the likelihood of close contact in shared spaces.

Physical distancing is required during all breaks in work. If possible, all breaks should be staggered to avoid gatherings. Only designated washrooms, break locations, and entrances/exits are to be used.

Additional Procedures

All approved Contractors must follow their individual health and safety and pandemic policies and procedures as well as this policy while within their dedicated work areas.

General Hygiene

- Frequently wash or disinfect your hands.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.

Note: Gloves are not a substitute for proper hand hygiene

Protective masks

- In addition to common areas, College-issued masks are to be worn within business areas not accessible to the public. This includes all shared office spaces where two or more individuals work together.
- Ensure the mask provides adequate protection to disease and is adequate for the work being completed.
- Prior to putting on a face mask, wash hands with soap and water or apply an alcohol-based hand sanitizer (>70% alcohol).
- Cover nose and mouth to ensure that the mask is properly fitted to face without gaps and is tightly secured.
- Avoid touching or adjusting the mask during use. If this is done, wash hands or apply an alcohol-based hand sanitizer.
- Remove the mask from the straps behind the ears, do not touch the front of the mask.
- Replace all dirty, damaged, or damp face masks.

Tools and Equipment

- Do not share tools, office supplies, or PPE.
- If a task cannot be completed without the sharing of tools, they must be disinfected prior to the next user handling the item. Sanitizing supplies will be made available in these situations.

- All community tools and equipment must be disinfected at the end of their use.

Cleaning and Disinfecting

- Prior to a change in personnel at a workstation, ensure all surfaces have been adequately disinfected.
- At the end of a workday, work surfaces must be disinfected. Contractors are to supply their worker and sub-contractors with hand sanitizers or hand washing stations. The sanitizer/disinfectant must adhere to the requirements of the local Public Health Unit.

Washroom Use

- Physical distancing must be practiced while in a shared washroom space.
- Follow Public Health Canada’s guidelines on hand washing:
 - Wet hands with warm water
 - Apply soap
 - For at least 20 seconds, make sure to wash the palm and back of each hand, between fingers, under nails, and thumbs
 - Rinse well
 - Dry hands with paper towel
 - Turn off tap using paper towel (if required)
- Dispose the paper towel in a provided receptacle

Food and Drink

- No food services will be available at this time.
- Hands must be washed or sanitized prior to using a water fountain.
- During breaks to eat, gatherings must be avoided, and physical distance remains in effect.

RELATED DOCUMENTS:

OSP-004: Contractor Safety Program
 OSP-008: Personal Protective Equipment Procedure

REFERENCES:

OHSA – Occupational Health and Safety Act
 Government of Ontario – Resources to prevent COVID-19 in the workplace
 Government of Ontario – COVID-19 Stop the spread
 Public Health Canada – Reduce the Spread of COVID-19

REVISION LOG:

Revision Date	Summary of Changes
07/27/2020	Policy & Procedure Committee – Approved
07/27/2020	Academic Forum – Approved
07/27/2020	Academic Coordinating Committee – Approved

10/13/2020

Campus Health and Life Safety – Approved

POLICY ACKNOWLEDGEMENT:

I have received and read a copy of the “Pandemic Working Policy” and agree on behalf of:

Department or Company Name

to comply with all requirements contained in this document and the Ontario Occupational Health & Safety Legislation.

Name &

Signature

Date

The original copy of this Policy Acknowledgement must be returned to Conestoga College, Safety & Security (Safety@conestogac.on.ca) prior to work commencing.