

# COVID-19 safety plan

## Company details

**Business name:** St. Lawrence College

**Date completed:** Friday November 27, 2020

**Date distributed:** Friday November 27, 2020

**Division/group:**  
Brockville Campus  
Cornwall Campus  
Kingston Campus

**Developed by:** SLC Safety Team

**Revision date:** January 21, 2022

**Redistribution date:** January 21, 2022

**Others consulted:** Joint Health and Safety Committee and a cross section of College representatives including: Campus Deans, Human Resources and Organizational Development, Communications, Security, Student Wellness and Accessibility

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## How SLC will ensure all workers know how and are able to keep themselves safe from exposure to COVID-19:

### Actions:

- Implementation of COVID-19 Vaccination Policy and requirement for proof of vaccination.
- Staff, students, contractors, visitors and tenants entering SLC campuses are required to complete daily health screening prior to entering campus.
- Procedures created and communicated to inform staff, students and contractors on the COVID-19 processes available on the College Webpage
- Maintaining and updating the SLC website with COVID-19 related information as appropriate to ensure it remains a source of current and credible information.
- Implementing measures and procedures to reduce the risk of transmission for COVID-19 where appropriate, to ensure compliance with current public health guidelines and government orders.
- Communicating important updates to the St. Lawrence College community via email, website, and social media channels.
- Posting current COVID-19 related information throughout the campus (i.e. signage and use of plasma screens).

## How SLC will screen for COVID-19:

### Actions:

- Prior to entering campus all staff, students, contractors, tenants and visitors will be required to actively screen before coming to campus.
- Screening questions align with the Ontario COVID-19 Self Assessment requirements and include additional symptoms list as required by local Public Health Units.
- Once the health-screening questionnaire has been completed, verification is provided to the screened person and they are required to present this verification to a security guard posted at the single entry points of the campus. The health screening questionnaire needs to be completed each time a person enters the College.

## How SLC will control the risk of transmission in the workplace:

### Actions:

- Elimination Controls:
  - In alignment with directives of the Ministry of Colleges and Universities as well as recommendations made by local public health units, the College has implemented a COVID-19 Vaccination Policy requiring students, employees, volunteers, contractors, and members of the public who wish to physically access College facilities and campuses to be fully vaccinated.

- Prior to entering campus all staff, students, contractors, tenants and visitors will be required to complete a COVID-19 self-screening assessment. This process is required to prevent anyone with COVID-19 symptoms or possible exposure to COVID-19 from entering the campus.
- Program delivery is offered in a variety of formats including:
  - Face to face
  - Off campus
  - Alternative delivery
  - Online
- Where possible, staff continue to work remotely from home.
- Where possible, staff continue to hold meetings virtually.
- **Engineering Controls:**
  - To ensure adequate ventilation, and in accordance with The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards and Ontario Public Health recommendations, the College has implemented the following at Brockville, Cornwall and Kingston campuses:
    - All re-circulating ventilation systems have had the filter specification increased from MERV-8 (original scope) filters to MERV-13 filters tri-campus.
    - Ventilation systems have a minimum outdoor air flow rate ranging from 20% to 33%. Depending on the time of year this can be higher to allow for control of humidity, efficiency and temperature comfort.
    - Ventilation systems are maintained through a robust operation and maintenance program.
    - Dedicated staff provide oversight to the ventilation systems and responds to issues.
    - The frequency of ventilation system inspections has increased from 4 times/year pre-pandemic to 6 times/year.
    - The frequency of the ventilation system filter changes has increased from 4 times/year pre-pandemic to 6 times/year.
    - Regular review of ASHRAE standards and Ontario Public Health recommendations are conducted by qualified staff who provide oversight to the ventilation systems to ensure current with standards and recommendations.
  - Touchless fixtures for the sink taps and toilet handles have been installed in the washrooms throughout Brockville, Cornwall and Kingston campuses. Progress for retrofit of existing fixtures to touchless fixtures continues to be made.
  - Physical barriers (i.e. plexi-glass) are installed to maintain separation in service areas (i.e. cafeteria cash counters, student services desks, etc.).
- **Administrative Controls:**
  - Student and Employee specific “Return to Campus Primer” training available on the College webpage offering valuable information regarding a safe welcome back to campus and directs to credible and current information related to College processes and public health guidelines.

- High touch surfaces (i.e. elevator buttons, stair rails, doorknobs, light switches, etc.) are cleaned and disinfected as recommended by Ontario Public Health and in accordance with Ministry guidance document: “Cleaning and Disinfection of Public Settings”.
- Washrooms are cleaned and disinfected throughout the day.
- An adequate supply of liquid soap, disinfectant wipes, hand sanitizer and waste receptacles are located throughout the campuses.
- Information that addresses practicing proper and frequent hand hygiene, proper coughing and sneezing etiquette and the information relating to instructions on the proper use of masks including how to safely put on and take off a mask.
- COVID-19 related information signage continues to be located throughout the campuses. The signage is posted to remind the College community of the current Public Health measures.
- Promotion of physical distancing (i.e. stickers, signage) is communicated throughout the campus in areas where physical distancing (i.e. non instructional spaces such as outdoor spaces, hallways, cafeterias, pubs, and other areas where food and beverages are sold/provided, lounges, waiting areas, and other places with casual drop-in seating, stairs, foyers and vestibules, large venue spaces, mechanical and maintenance rooms, custodial break and storage rooms, printer and storage rooms, shipping and receiving, garages, bookstores, elevators, shared employee offices, etc.) remains a requirement.
  - Note: As of the date of this revision instructional spaces in Post-Secondary Institutions continue to not be subject to physical distancing and capacity limit requirements.
- Personal Protective Equipment (PPE) Controls:
  - PPE will continue to be supplied if it is an academic requirement.
  - Gloves are not provided as an additional PPE measure as they do not provide any more protection than hand washing or using hand sanitizer. However, gloves are provided in lab spaces and can be used (although not mandatory) while cleaning and disinfecting shared tools and equipment because of the COVID-19 sanitizing requirements.
- Community Protective Controls:
  - Mandatory Mask Policy. Masking is required for anyone (staff, student, contractors, visitors and tenants) while on campus.
  - Medical grade, disposable masks available at the designated entry points for anyone entering the campus and requesting.
    - Medical grade masks will be handed out by security staff who will be gloved. As an added layer of protection, the masks will be distributed using tongs. In order to maintain proper hand hygiene, hand sanitizing stations are available close by for those who wish to remove their existing mask and replace with a medical mask immediately.

## How SLC will handle a potential case, or suspected exposure to, COVID-19 at the workplace:

### **Actions:**

- If staff, students and contractors are experiencing COVID-19 symptoms while at home they are directed to stay home, self isolate and take the government self assessment immediately to help determine next steps.
- Processes including isolation requirements, testing (if eligible) and requirement to inform close contacts are available on the College webpage. These processes are specific to College affiliation (i.e. staff, student, contractor) and are in accordance with Public Health guidance.

## How SLC will manage any new risks caused by changes to the way business is operated:

### **Actions:**

- The College Health & Safety Team reviews Provincial and local Public Health guidance to ensure College protocols are up to date. Any new risks identified are discussed with the College's Incident Management Team (IMT) or the established COVID-19 related Working Group.
- Creation of "Return to Work on Campus Guide" and information sessions to assist SLC managers and leaders with the planning and oversight of campus reintegration activities of their respective work units along with mandatory training of guide content and opportunity to ask questions relating to return to campus.
- Safety plans are maintained current as Government requirements and Public Health recommendations evolve. Modification to existing procedures or protocols are communicated to all students, employees, contractors, tenants and visitors via the St. Lawrence College community email, website, and social media channels.
- New risks may be identified through workplace inspections and may be communicated to the following parties for follow-up action required:
  - The affected persons manager
  - The Health and Safety Team
  - The respective campus Joint Health Safety Committee

## How SLC will make sure the COVID-19 Safety Plan is working:

### Actions:

- The College regularly reviews the measures and procedures related to COVID-19 and brings updates and issues forward to the IMT or COVID-19 Working Group for review and consideration.
- Multiple departments and stakeholders are involved in the development, review and implementation of the Colleges plans, policies, procedures and supporting documents.
- The IMT or COVID-19 Working Group meets regularly and is provided with opportunities to review and provide input.
- The JHSC is involved through monthly meetings, workplace inspections and review of policies and procedures prior to implementation.
- Review of the COVID-19 Safety Plan by the JHSC during regular monthly meetings to ensure current with required measures and procedures.