



## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS</b>	<b>Area of Responsibility: VICE PRESIDENT, HUMAN RESOURCES, SAFETY, SECURITY &amp; FACILITIES MANAGEMENT</b>
<b>Policy Section:</b>	<b>EMERGENCY RESPONSE AND HEALTH &amp; SAFETY</b>	<b>Policy No: 3.35</b>
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### 3.35 PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS

1. Purpose: This policy was developed in response to the 2020 pandemic, COVID-19. This procedure replaces the emergency addendum that was initiated at the beginning of the pandemic. to allow for new procedures to be put in place over and above the requirements of current policies and procedures to deal with mitigating the pandemic on campus. As Public Health requirements change, changes to this procedure may be required to ensure compliance and safety. These changes will be communicated to all employees and students and this procedure will be updated to reflect the changes as necessary.
  
2. Scope: The pandemic procedure applies to the St. Clair College community including employees, students, contractors and community members.
  
3. Specific Procedures
  - 3.1. Training  
College Employees
    - All St. Clair College employees must take COVID-19 Staff Training Module available on the Staff Learning Management System which can be accessed from the College webpage and intranet. Once the training is completed, employees are expected to download the OHS COVID 19 Guideline “Planning for a Safe Return” and fully review the protocols outlined.
    - On completion of the Staff Training Model, employees will be given access to the daily screening questionnaire for entry into the College.
    - This course has been added to the mandatory training courses required of all new employees

### St. Clair College Students:

- All students who attend on-campus labs, shops or classes or plan to attend campus for any reason must first take the COVID-19 Student Training Module available on Blackboard.
- Students will only be given access to the daily screening questionnaire for entry into the College once they have completed the Covid-19 Student Training Module.

### Contractors and Community Members:

- On-campus contractors (those who work on campus regularly) must take the COVID-19 Staff Training Module available on the Staff Learning Management System. This will be tracked by the responsible College contact for that service.
- A one-page Pandemic Protocol for Contractors and Community Members will be sent to all contractors and community members who need to access campus occasionally. This one-page document can be found in Appendix A. It is the responsibility of the College contact to ensure that contractors are provided this document. Additional instructions for contractors and community members are included below.

### 3.2. Pandemic Steering Committee and Pandemic Plan

- The College will form a pandemic steering committee set out by Senior Management who will meet regularly during a pandemic to review cases (no names will be shared), safety procedures, employee and student concerns, communications, etc.
- The College has a Pandemic Plan which outlines the College's response to pandemics in general. The Pandemic Steering Committee will meet at least two times per year to review the Pandemic Plan. The Pandemic Steering Committee will meet on a regular basis, as required by the current situations or requirements.
- Specific policies to address any given pandemic will be produced and communicated.

### 3.3. Illness Reporting

- All St. Clair College staff and students are being asked to stay home if they are symptomatic if someone in their household is symptomatic and going to be tested or are awaiting test results or have been told to self-isolate. . Staff are to report their illness to their Manager and covidtrakcer@stclaircollege.ca Students are to report their absence to their Faculty. We ask all Faculty forward COVID related student communication to covidtracker@stclaircollege.ca.
- We are asking for both staff and students for disclosure of COVID related testing/illnesses in the interest of protecting the College community. Staff and students must follow the Standard Operating Procedures and associated flow charts for illness/absence reporting. These are found on the Intranet on the COVID-19 page.

### 3.4. Risk Assessments

- All Administrators must complete a risk assessment for their office areas and all labs and shops that will be used by staff and students. As well, risk assessments are required for any College sanctioned event or activity. A template is available on the Microsoft Teams Site "COVID: Safe Return to Campus" under Risk Assessments. Occupational Health and Safety will complete risk assessments for buildings in general and all commonly used classrooms. Risk assessments must cover capacities of students and staff, ensuring a 2 metre distance between all individuals being the highest priority. Assessments must also detail the required cleaning protocols, ensure the availability of cleaning products and hand washing/sanitization stations, document the need for physical barriers required if any, document any required PPE, and identify traffic flow direction if appropriate. All risk assessments must be sent to Occupational Health and Safety for review and risk ranking. Once the risk assessment has been through the safety review, the Manager must send to the IT web team to be posted.

- Administrators must review the risk assessment with all affected staff. Staff must follow the requirements in the risk assessment.
- Faculty must review the risk assessment with all on-campus students. Students must follow the requirements in the risk assessment.

### 3.5. Screening Questionnaire

- All staff and students must pre-screen daily through the SIS (Student Information System) on Peoplesoft before coming on campus. There are several screening questions related to symptoms of COVID-19, contact with someone who has been diagnosed with COVID-19 and travel. If approved to come on campus, an email is sent, in green type, indicating clearance to come on campus. If not approved to come on campus, (this is due to answering yes to one of the questions), a red typed email will be sent denying access to campus for the day.
- Emails with the results of the screening questionnaire must be shown to Security at the designated entry points each day of attendance.
- If denied access to campus for the day, the individual is to remain home (or will be sent home by Security), inform their Manager (staff) or Faculty (students) and follow the directions on the email. Staff and students will be told to either call their physician for an assessment, do the on-line self-assessment tool at <https://covid-19.ontario.ca/self-assessment/> or call the College Health Centre at 519-972-2380.
- Managers and Faculty must follow the SOP for absences and the accompanying flowcharts which are located on the COVID-19 webpage <https://www.stclaircollege.ca/health-centre/coronavirus/faq>.
- Students must receive clearance through the St. Clair College Health Centre before returning to class if the absence is COVID-19 related due to a test, isolation direction, quarantine direction, positive result or travel.

### 3.6. On-Campus Attendance

- Staff and students must only enter the buildings through a designated entrance point which has a Security guard present for screening purposes.
- Each staff member is responsible for tracking their daily attendance, meetings and interactions. This should be documented at the end of each day and available is requested.
- Faculty will take attendance for students through Peoplesoft at the beginning of class. This will be a final check that a student is on campus, identify the room that the student is in and indicate that the student has completed and passed both the pre-screening tool and the COVID-19 Student Training Module.
- Faculty will assign seating within classrooms and computer labs and stations and partners in lab/shop settings. Every effort must be made to ensure consistent partners from one class to another. Assigned seating/ station/ partner documentation must be sent to the Chair's office for recordkeeping daily or uploaded to Peoplesoft by end of day.

### 3.7. Personal Protective Equipment

In addition to regular PPE required in labs and shops, the following additional PPE is required during the pandemic.

- All St. Clair College employees, students, contractors, and community members are required to wear medical grade masks that cover the nose, mouth and chin while on campus. The only exceptions include when:
  - Staff are seated at their desk, which is at least 2 metres apart from anyone else and protected from those walking by within 2 metres. If this cannot be maintained, masks must always be worn.

- Staff or students are seated in the cafeteria or lounge, seated at least 2 metres apart from anyone else, and actively eating or drinking. When not actively eating or drinking, masks must be worn in these areas.
- All St. Clair College employees, students, contractors, and community members are required to wear eye protection (safety glasses, goggles, face shields or prescription glasses with side shields) while on campus. The only exception is for staff, when seated at their desk, which is at least 2 metres apart from anyone else and protected from those walking by within 2 metres. If this cannot be maintained, masks must always be worn. Please note that in all labs and shops where safety glasses are required already, safety glasses remain mandatory.
- When using on campus outdoor spaces employees, students, contractors, and community members must wear medical grade masks and eye protection (safety glasses, goggles, face shields or prescription glasses with side shields) when physical distancing of 2 metres cannot be maintained.
- Gloves may be worn to protect hands in certain applications identified on the risk assessment applicable to that department/activity. Gloves shall also be worn when using cleaning product.
- Personal protective equipment must be cleaned after each use and must not be shared.
- Students and staff who state that they are unable to wear a mask must follow the Mask Exemption Accommodation Request Process Guide in Appendix B. Attendance on campus will not be permitted until we have a valid medical exemption and an Exemption Card has been issued to the staff or student.

### 3.8. Personal Hygiene

- All St. Clair College staff, students, contractors and community members must follow pandemic protocols for personal hygiene. Wash hands with soap and water for 20 seconds frequently or sanitize hands fully. This should be done when you first walk in the building at the designated entrance points, before you use any equipment or tools that are shared and after such use, upon entering a classroom, computer lab, lab or shop and several times throughout the day. In addition, if you need to cough or sneeze, do so into your elbow, do not spread germs into the air.

### 3.9. Cleaning

- St. Clair College employees are instructed to clean their workstation before use each day and after use. If shared, then the person who leaves the workstation must clean it and the next person must clean it before use. Cleaning products have been supplied by Facilities Management in each department office area, classrooms, labs and shops. Work orders must be submitted for replacement cleaning materials.
- Students must clean any tools and equipment before and after use. If partnered with another student, and common equipment are handled by both, both students shall use hand sanitizer or wash hands before starting to work. Cleaning product has been supplied by Facilities Management.
- Classrooms are fogged between use. Students and staff must sanitize or wash hands as they enter and leave the classroom.
- Lab and shop equipment are disinfected nightly or at the end of the last class.

### 3.10 Contractor Management Program

- Contractors must be cleared to come on campus by the Associate Vice President, Safety, Security and Facilities Management or designate. There must be an essential reason for their presence on campus.
- Community members on campus must be limited and approved by an AVP or VP. Only essential community members will be allowed on campus.

- Contractors and community members will be provided with a one-page Pandemic Contractor and Community Member Pre-Screening and Access Protocols before they come on campus.

### 3.11 Eating and Drinking

- Eating and drinking is only permitted in seated areas as described below. Staff and students must not walk around with food or drinks as this requires masks to be removed temporarily.
- Students must only consume food and drink in the cafeteria or in a lounge area where tables and chairs are set up 2 metres apart and cleaned regularly. Masks may be removed in this setting only and only while actively eating or drinking. Student must not move chairs or tables.
- Staff may eat at their desk or in staff lounges, the cafeteria or other lounge areas where tables and chairs are set up 2 metres apart and cleaned regularly. Masks may be removed in this setting only and only while actively eating or drinking. Staff must not move chairs or tables.

### 3.12 Enforcement

- Staff are expected to follow all health and safety policies, procedures and standard operating procedures, including all pandemic related SOPs, Department Risk Assessments and communications. The Health and Safety Discipline Policy will be used for any non-compliances.
- Students are expected to follow all health and safety policies, procedures and standard operating procedures applicable to their on-campus lab/shop or class including all measures addressed above. Students who violate any health and safety policy or procedure will be identified to the College Resolution Officer who will investigate under the Code of Student Rights and Responsibilities. An interim suspension will be issued while the matter is being investigated.
  - Appendix C contains a guide for students to understand the severity of actions that may be imposed under the code. This is a guide; actual outcomes may vary based on the investigation of the College Resolution Officer and may be severe than those identified based on the situation.
- Within the classroom/lab/shop environment, the Faculty and Technologist must enforce the safety procedures as they do with all safety procedures, that are applicable to the activity in that lab or shop (i.e. PPE). If the student is unwilling to follow protocols, after a warning is given, Faculty must ask the student to leave, document the violation and inform their Chair and the Health, Safety and Wellness Manager. This will be moved to the College Resolution Officer for investigation and the Chair or College Resolution Officer will communicate with the student on immediate actions. Warnings are not appropriate for College community safety protocol violations (ex. screening, not following isolation orders, etc.).
- Violations of self-isolation orders by external parties (Public Health Unit, Covid-19 Assessment Centres, College Health Centre or other medical practitioners involved) or self-quarantine orders (Canadian Boarder Services Agency) which result in an on-campus impact will be seen as an egregious act and may result in suspension pending the College Resolution Officer's investigation.

## APPENDIX A

### Contractor and Community Members Pandemic Prescreening and Access Protocols

We welcome you to St. Clair College. In an effort to keep our campus community safe, please follow the safety protocols noted below. Do not attend St. Clair College if you answer yes to any of our screening questions included at the end of this protocol.

1. Contractors must be cleared to access the campus through the Associate Vice President (AVP), Safety, Security and Facilities Management.
2. Community members must be cleared to access the campus through either an AVP, Vice President or the President's Office. In either case, an email of authorization must have been sent to Security ahead of your arrival.
3. Contractors and Community members must always wear a 3-ply level 1 procedural mask or better and eye protection (safety glasses, goggles, face shields or prescription glasses with side shields) while on campus. They also must follow all safety protocols. Security will have masks however we ask that you please bring one with you.
4. You must only enter through the main lobby. You will be asked screening questions by Security at the Security Check-In Desk. If approved to enter, you are to sanitize your hands with the supplied hand sanitizer.
5. You must sign in at the Security desk in the contractor sign-in book and include information so that we can contact you should the need arise. You must also sign out. Security will ask who your College contact is and call that contact to meet you in the main lobby unless other arrangements have been pre-approved.
6. If you need to use any College equipment, you must clean the equipment before and after use.
7. If you become sick while on campus, please leave immediately and notify your St. Clair College contact.
8. In the interest of Campus safety, we ask for voluntary disclosure of a positive COVID 19 diagnosis if you have been on campus in the 14 days prior to a positive test result. Privacy is maintained. Contact Rebecca Demchuk ([rdemchuk@stclaircollege.ca](mailto:rdemchuk@stclaircollege.ca)) or Justin Martin ([jmartin@stclaircollege.ca](mailto:jmartin@stclaircollege.ca)).

**\*\*Please remember to always maintain physical distancing while at the College, always wear a face covering and to wash or sanitize your hands frequently.\*\***

## COVID-19 Screening Questions April 10, 2021

### 1. Do you have any of the following new or worsening symptoms or signs?

Symptoms should not be chronic or related to other known causes or conditions.

Choose any/all that are new, worsening and not related to other known causes or medical conditions.

- Fever or feeling feverish
- Cough or barking cough
- Shortness of breath or difficulty breathing
- Sore throat
- Difficulty swallowing
- Decrease or loss of sense of smell or taste
- Chills
- Unexplained fatigue/malaise/muscle aches
- Diarrhea, abdominal pain, nausea, or vomiting
- Runny nose/sneezing, nasal congestion without other known cause?
- Conjunctivitis
- Headache that's unusual or long lasting
- Falling often

2. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

3. In the last 14 days, have you or anyone you live with travelled outside of Canada?

If [exempt from quarantine requirements](#) (for example, an essential worker who crosses the Canada-US border regularly for work), select "No."

4. In the last 14 days, have you been identified as a "close contact" of someone who currently has COVID-19?

5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

This can be because of an outbreak, positive COVID test or contact tracing.

6. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you already went for a test and got a negative result, select "No."

## **Appendix B – Mask Exemption Accommodation Request Process Guide**

### **Overview**

Pursuant to the Pandemic Policy – Safety Procedures to Mitigate the Impact on Campus, St. Clair College has implemented additional health and safety measures to safeguard everyone on campus during the ongoing COVID-19 pandemic. All staff and students are expected to wear a protective mask while on campus.

This procedure is intended to create a seamless and consistent communication process for staff and students who may request a mask accommodation to participate on campus. This procedure applies to staff and students of St. Clair College.

You are not permitted to attend campus until the Mask Accommodation Form is received and reviewed by St. Clair College. For students, this may require a learning accommodation. It is the student's responsibility to make this request through Student Services. You must advise your faculty of your absence. For Staff, you will need to communicate with your Manager if this results in missed time.

### **Procedure**

1. First, contact the Manager, Health, Safety and Wellness if there is a request to be exempted from St. Clair College's safety protocol which requires a protective mask while on campus.
2. You will be given two options.

#### **Option 1**

- You can call the St. Clair College (SCC) Health Centre for an appointment at 519-972-2380. A mask will be required during this assessment.
- The Nurse Practitioner will complete the Mask Accommodation Form. This document will be retained in the Health Centre with a copy to the Manager, Health, Safety and Wellness who will communicate to the Chair of the affected School or Manager of the affected department.
- If medically exempt, the SCC Health Centre will issue an exemption card. This card must always be carried when on campus.

#### **Option 2**

- You can contact your own physician to complete the mask accommodation form. This form can be downloaded off of the Internet on the Health Services website.
- You must return this form to the Manager, Health, Safety and Wellness who will communicate to the Chair of the affected School or Manager of the affected department. If medically exempt, the Manager, Health, Safety and Wellness will issue an exemption card. This card must always be carried when on campus.



3. If you **do require** a mask accommodation to participate on campus:
  - You must always be in a face shield and maintain a distance of 2 metres.
  - You will be issued a card to be carried with you at all times when on campus. If you are asked to verify your exemption you will show this card. This is to endure the safety of everyone on campus.
  
4. If you **do not require** a mask accommodation to participate on campus:
  - The Nurse Practitioner at the SCC Health Centre is available by appointment to discuss mask education and personal coping strategies while wearing a mask on campus. Please call 519-972-2380.
  
5. Faculty will be able to verify if there is a mask exemption in their class, lab or shop on the attendance roster. The Manager, Health, Safety and Wellness will update the SIS system once this form is received and an exemption is confirmed.
  
6. Mask exemption cards can only be issued by an Authorized St. Clair College Health and Safety Representative.

#### **References**

- Mask Accommodation Request Form

## Mask Accommodation Request Form

### Section 1. To be completed by the Requestor. Please print clearly.

_____	_____
Name	Student or Employee ID#
_____	_____
Date of Birth	Email Address

### Section 2. To be completed by a Physician or Nurse Practitioner.

The above person presented to St. Clair College requesting to be exempted from St. Clair College's COVID-19 Campus safety protocols requiring all staff and students to wear a mask while on campus. We ask that you please complete a medical assessment and complete the section below.

Based on my assessment, it is my medical opinion that this individual:

- Has a medical requirement for** a mask accommodation to participate on campus
- Does not require** a mask accommodation to participate on campus

_____	_____
Health Care Provider Name & Designation	Signature of Health Care Provider
_____	_____
Address and Telephone Number of Health Care Provider	Date of Assessment

If you are medically exempt you must wear a face shield and maintain 2 meters distance from others at all times.

St. Clair College Health Centre is a resource for strategies to use while wearing a mask where **no** accommodation to participate on campus is medically necessary. You can call 519-972-2380 for an appointment.

#### Consent

By signing this form, I understand the Health Practitioner's assessment and strategies. I understand that information confirming my accommodation (if one is required) will be shared as applicable with persons at St. Clair College. I also understand that I will always be required to have on me my exemption card if I have an accommodation for a mask exemption.

Please note: Personal health information will not be shared.

_____	_____
Signature	Date

**APPENDIX C**  
**Guide to COVID-19 Behaviour Infractions for Students**

<b>Covid-19 Behavioural Infractions</b>	<b>Suggested Penalty</b>
Conscious violation of attending Campus or any College sanctioned activity or event after a COVID positive result is confirmed.	Dismissal from College
Conscious violation of attending Campus or any College sanctioned activity or event after being advised to self-isolate while awaiting the results of a COVID test and was not truthful on College screening questionnaire.	2 Semester Suspension
Conscious violation of attending Campus or any College sanctioned activity or event after travelling outside of Canada and was advised to self-quarantine by the order of the CBSA.	1 Semester Suspension
Conscious violation of attending Campus or any College sanctioned activity or event and was not truthful on the College screening questionnaire.	3 Day Suspension
Conscious violation of entering Campus through an unauthorized entry point and not completing the screening questionnaire.	3 Day Suspension
Conscious violation of assisting an individual or a group of individuals to access the Campus through an unauthorized entry point.	2 Day Suspension
Conscious violation of entering Campus through an unauthorized entry point, however, completed the screening questionnaire.	2 Day Suspension
Unable to support or demonstrate mask exemption status and consciously choosing not to wear a mask.	2 Day Suspension
Consciously disabling a safety device (i.e. Plexiglass barrier) which was installed to limit the spread of COVID.	2 Day Suspension
Repeated violation of PPE protocols.	2 Day Suspension
Repeated violations of any of the above infractions.	1 Semester Suspension up to Dismissal.
Having approved mask exemption status and not maintaining the required physical distancing.	1 Day Suspension
Failure to comply to established safety protocols, procedures and policies.	As deemed

**Notes:**

- Penalty(s) will be served on "in class, in lab" days.
- It is the student's responsibility to make up material that is missed.
- Assignments, projects and test/exams will not be rescheduled.
- Blackboard accounts will be disabled during penalty period.
- This is a guide only. The College reserves the right to assess penalties that differ from the above based on the severity and circumstances around the infractions.
- Numerous and/or repeated infractions will result in combined and/or progressive penalties.