

# Columbia College

## Post Pandemic Relaunch (Stage One)

NOTE:	Clarification of Terms
<i>Must; Shall; Will:</i>	These words or phrases indicate actions or activities that are <b>essential or mandatory</b> .
<i>Should:</i>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<i>May or Could; Can:</i>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

### Prevention of Community Spread

1. Maintaining a 2 meter (6 feet) separation between individuals is required. Restricting the number of staff and students at any one time in the building.
2. Abundant supply of essential items such as toilet paper, paper towels, cleaning supplies, disinfectant, masks, face shields and thermometers.
3. Maintain bathrooms and any associated amenities (such as elevators and stairwells) in a clean and sanitary condition. The frequency of cleaning and disinfection will vary depending on usage. Use a “wipe-twice” method to clean and disinfect high-touch shower surfaces such as faucets, door handles, and soap dispensers. **Use a “wipe twice” procedure (a 2-step process) to clean and then disinfect surfaces (i.e. wipe surfaces thoroughly to clean visibly soiled material then wipe again with a clean cloth saturated with disinfectant to disinfect)**
4. Maintain physical distancing of users in order to prevent the spread of COVID-19. Distancing can be facilitated by the use of partitioned stalls, decommissioning toilets or urinals that are less than 2 meters apart or staggering entry. Post signage in bathroom that informs users of how to mitigate risks of COVID-19 transmission (E.g., hand hygiene, respiratory etiquette). Post signage outside of elevators and in stairwells to reinforce 2 meter (6 feet) social distancing.
5. Implement the installation of hand sanitizers around the college to provide a means of sanitizing hands at points of entry to the college.
6. Educate staff and students to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content). Hands should be cleaned before and after using mask and/ or gloves.
7. Maintain and follow respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).
8. Use posters that remind staff and students to practice respiratory etiquette and hand hygiene in work areas where they are easily seen (e.g., entrances, washrooms).
9. Maintain separation between desks and workstations of 2 meters (6 feet).
10. Use Plexiglas screens in public areas (e.g. front office)

11. Eliminating or re-structuring of non-essential gatherings (e.g. meetings, training classes) of staff, and students.
12. Limit the number of people in shared spaces (e.g. classroom) to 15 people and stagger break periods.
13. Limit hours of operation or setting specific hours.

### **Cleaning and disinfecting**

1. Use a “wipe-twice” (as above) method to clean and disinfect. Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, public washrooms.
2. Increase frequency of cleaning and disinfecting high-touch/shared surfaces such as: Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings, phones, computers, remote controls, keyboards, desktops, staff rooms, kitchens, and washrooms. The use of regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.
3. Remove all communal items that cannot be easily cleaned, such as newspapers.

### **Screening**

1. Implement active daily screening of staff and students for symptoms of fever, sore throat, cough, runny nose or difficulty breathing. Anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, **MUST NOT** be in the college.
2. Staff and or students with identified symptoms are not be allowed in the college and should be advised to return home, and provided with a mask if travelling on public transit.
3. Department heads to maintain an up-to-date contact list for all staff and students, including names, addresses and phone numbers to facilitate quick contact.
4. For the purposes of tracing close contacts, department heads will be able to indicate roles and positions of persons working in the department at any given time and who an employee may have worked with on any given shift.

### **Communications and Knowledge Management**

1. Implement a communication plan to inform internal and external stakeholders of the re-launch timeline.

2. Implement communications and information technology infrastructures that are enhanced to provide staff and student support for telecommuting and access to college website.
3. Maintain culturally and linguistically appropriate communication for staff and students.
4. Inform staff and students about Columbia's post pandemic re-launch plan (Stage one).
5. Appropriate communication is put in place to deal with the concerns of fear and anxiety, rumors, and misinformation.

### **Contingency plan for each department**

1. Department heads to provide updated pandemic contingency plan to respond to public health orders and re-launch (stage one) to the COVID-19 Relaunch Approval Team.

# Columbia College May 2020 Standard Precautions: Using a face mask

## What is a face mask?



Face masks are one tool utilized for preventing the spread of disease. They may also be called dental, isolation, laser, medical, procedure, or surgical masks. Face masks are loose-fitting masks that cover the nose and mouth, and have ear loops or ties or bands at the back of the head. There are many different brands and they come in different colors.

## What is a face mask used for

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill a face masks can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids.

## When should a face mask be worn?

Consider wearing a face mask when you are sick with a cough or sneezing illness (with or without fever) and you expect to be around other people. The face mask will help protect them from catching your illness.

## How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist (approximately after 20 minutes).

Always follow product instructions on use and storage of the mask, and procedures for how to put on and remove a mask. If instructions for putting on and removing the mask are not available, then follow the steps below

### How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. Pull the bottom of the mask over your mouth and chin.

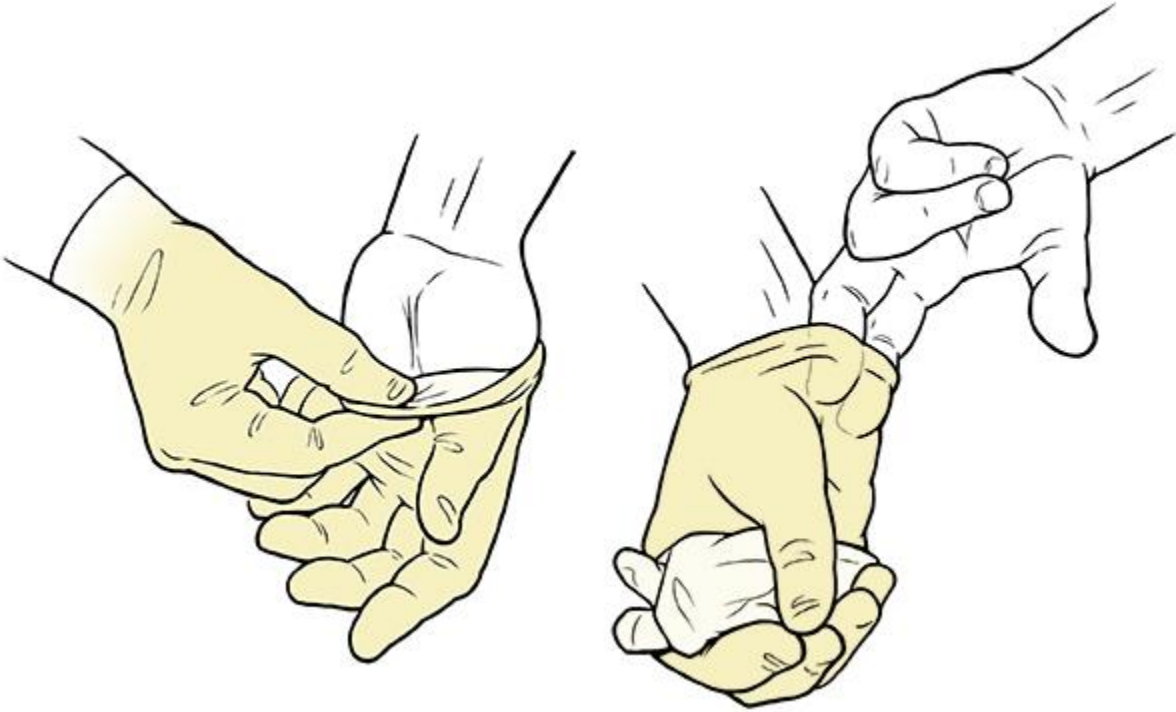
### How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.

2. *Face Mask with Ear loops*: Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties*: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands*: Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

## Columbia College May 2020 Standard Precautions: Removing Gloves Safely

To remove gloves without spreading germs, never touch your skin with the outside of either glove. Follow these steps:



### Step 1.

Grasp the palm of one glove near your wrist. Carefully pull the glove off, turning it inside out.

### Step 2.

Hold the glove in the palm of the still-gloved hand. Slip two fingers under the wrist of the remaining glove.



### Step 3.

Pull the glove until it comes off inside out.

The first glove should end up inside the glove you just took off.

Dispose of the gloves safely.

### Step 4.

Always wash your hands after removing gloves and before touching any objects or surfaces.

Gloves can have holes in them that are too small to be seen.

## When to wear gloves

Before putting on gloves, wash and dry your hands well. Cover scratches or scrapes with bandages.

- Wear gloves when touching any item or area that may be contaminated.
- Don't touch uncontaminated items with contaminated gloves.
- Remove gloves right after use. Wash hands. Don't reuse disposable gloves.



## Screening Questions

1. Do you have a fever? (take temperature; fever is a temperature of 37.8 C or greater)

2. Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, sore throat, and/or runny nose?

New or worsening cough

Shortness of breath

Sore throat

Runny nose or sneezing

Nasal congestion

Hoarse voice

Difficulty swallowing

Loss of smell or taste

Nausea/vomiting, diarrhea, abdominal pain

Unexplained fatigue/malaise

Chills

Headache

Red or sore eyes

3. Have you or anyone in your household travelled outside of Canada in the last 14 days?

4. Have you had close contact (face to face contact within 2 meters/6 feet) with someone who is ill with a cough or fever?

5. Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?

## **COVID-19 Screening Tool for ALL Individuals at Columbia College**

This tool provides basic information only and contains recommendations for COVID-19 screening. It is not intended to take the place of medical advice, diagnosis or treatment. Where the document includes references to legal requirements, it is not to be construed as legal advice. At a minimum, the following questions should be used to screen individuals for COVID-19

Anyone who does not pass the screening should not be allowed to enter the building.

Once an individual staff, facilitator, or student visiting Columbia College has passed the screening questions below and are able to enter the college, they should use hand sanitizer and be provided with a mask. They are to adhere to instructions from staff in the “putting on and taking off” of the mask, and the cleaning of the desk and chair as they arrive and leave.

### **Results of Screening Questions:**

- If the individual answers NO to all questions from 1 through 5, they have passed and can enter the classroom. They should use hand sanitizer and be provided with a mask. They are to adhere to instructions from staff in the “putting on and taking off” of the mask, and the cleaning of the desk and chair as they arrive and leave.
- If the individual answers YES to any question from 1 through 5, they have not passed and cannot enter the classroom. They should be given a mask and told to go home to self-isolate immediately, and told to contact a primary care provider, local public health unit or Telehealth to discuss their symptoms and/or exposure and seek testing.

**COVID-19 Assessment**  
**Results Tracker**

**Date:**

	Name	Time	Reason for being at the college?	Normal Temp? Yes/No	Did they answer "NO" to all questions?	If "YES", were they sent home?	Signature of Assessor
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## **Process for classroom/lab set up Post Pandemic relaunch (stage one) May 2020**

**IF YOU ARE UNWELL PLEASE REPORT TO YOUR DEPARTMENT HEAD. DO NOT PROCEED WITH FACILITATING OF OTHERS.**

- Ensure that all desks and chairs are 2 meters (6 feet) apart.
- Check that all students have been screened.
- Provide all students with hand sanitizer to cleanse hands remove original mask (as per instructions on separate sheet) and don new mask (as per instructions on separate sheet). This will need to be repeated a 20/30 minute intervals throughout session.
- Provide students with information in regards to washroom breaks (see separate instruction sheet).
- Provide students with instructions in regards to respiratory etiquette (see separate instruction sheet).
- Provide students with information in regards to eating and drinking during session (see separate instruction sheet).
- At the end of the session allow at least **30 seconds** between each student leaving the classroom, please inform students to leave the building immediately after the class session has ended.

## **Process for receiving packages and textbooks post pandemic relaunch (stage one) May 2020**

- Sanitize hands
- Put on your gloves
- Pick up the mask using the white strings on the side of the mask and set mask onto your face with the strings behind the ears and the blue side of the mask facing out  
***Do not touch the mask part with your hands otherwise the mask becomes compromised.***  
***If you need to adjust the mask pull down from the bottom of the mask (not from the middle or top)***
- Once the mask is placed on your face, you will then pinch the top to form to your nose
- Open the box, take out items, and wipe down each textbook/item with the sanitized wipes.
- Place the empty box into garbage bag and seal
- Remove gloves by pulling them off at the wrist and pulling them inside out and discarding into the trash.
- Remove the mask by the strings and place into trash.
- Sanitize hands



# COLUMBIA COLLEGE

## Pandemic Relaunch Plan Timeline

Revised: May 8, 2020

<b>Date</b>	<b>Group</b>	<b>Discuss</b>	<b>Comments</b>
May 4	AC Meeting	<ul style="list-style-type: none"> <li>• Documents from specific departments</li> <li>• Government opening soon relaunch strategy</li> <li>• Overall flexible plan moving forward</li> </ul>	
May 7	AC Meeting	<ul style="list-style-type: none"> <li>• Relaunch documents presented by Sharron</li> <li>• Pandemic Relaunch Plan Timeline</li> </ul>	
May 8	College Community	<ul style="list-style-type: none"> <li>• Receive relaunch documents from Sharron and provide feedback to Sharron by May 12</li> </ul>	
May 13	Sharron	<ul style="list-style-type: none"> <li>• Review feedback from College Community and modifies relaunch documents</li> <li>• Sharron updates to AC member by May 15</li> </ul>	
May 19	AC Members	<ul style="list-style-type: none"> <li>• Receive modified documents from Sharron</li> </ul>	
May 21	AC Meeting	<ul style="list-style-type: none"> <li>• AC members discuss modified documents</li> </ul>	
May 25	AC Meeting	<ul style="list-style-type: none"> <li>• AC members present recommendations to President</li> </ul>	
May 26	President	<ul style="list-style-type: none"> <li>• Shares college-wide relaunch plans with an understanding that these plans are open to change at any time</li> </ul>	
May 27	Department Managers	<ul style="list-style-type: none"> <li>• Submit their individual department plan after consulting with their team members. This plan must be approved by Patrick first and Sharron second, before seeking approval from Tom</li> </ul>	
May 28	Department Managers	<ul style="list-style-type: none"> <li>• Departments begin launching their approved plan</li> <li>• All plans will be open to change as needed</li> </ul>	