

Columbia College

Post Pandemic Relaunch (Stage One) May 2020

NOTE:	Clarification of Terms
<i>Must; Shall; Will:</i>	These words or phrases indicate actions or activities that are essential or mandatory .
<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.