

Return Plan for On Campus/or In-Person Activity

COVID-19 Exposure Prevention

Purpose

This document is to be completed by Faculties/Departments that are planning for *on campus* and/or *face to face* working and learning activities while the risk of COVID-19 is present in the community.

Principles for Return

As we begin a managed and careful return, we will operate under the following guiding principles:

1. Our top priority is the safety, health, and wellness of our students and employees.
2. We act in the public good to help reduce the rate of COVID transmission.
3. Return to in-person operations will be done according to WorksafeBC guidelines and following the advice of the Provincial Health Officer.
4. We recognize the value of in-person instruction and services and seek to provide these activities as needed and where it is possible to do so safely.
5. As we return to campus operations, we will work to provide clear and consistent standards for in-person interactions across the College.
6. We prioritize our return to in-person interactions based on safety, program requirements, student needs, and employee wellness.

Scope

Face-to-face activities included within this framework are:

- Laboratories (skills, research)
 - Clinics (Health Sciences)
 - Studio(s)
 - Trades Shops/Trades practical
 - Exams
 - Field activities, includes regular course work occurring outside the classroom
- and coursework that occurs only outside.
- Risk assessment and safe work procedures are required to ensure compliance with provincial and federal recommendations and must include considerations for safe travel to/from the site.

Face-to-face activities **NOT** included within this framework are:

- Practicums – external agencies should be able to provide plans that demonstrate their COVID-19 compliance practices to the Faculty Deans.
- Classes determined for fully online delivery

Important Definitions

Site Operations Team – a team of people made up of Facilities Services, SSRM and MCO. This team is supporting safe site operations during the College’s response to the COVID-19 pandemic.

Routine Cleaning – Arranged through Facilities Services and conducted by contracted cleaners, includes the continual, regularly scheduled cleaning of offices, classrooms, labs and common areas but is not focused on disinfecting.

Enhanced Cleaning – In response to COVID-19, arranged through Facilities Services and conducted by contracted cleaners, includes scheduled cleaning and disinfecting of ‘high-touch’ spots (i.e. door

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handles, light switches, faucets/taps, desks, counters, communal surfaces like tables, fridges and microwaves).

Room Specific Disinfectant Cleaning – Cleaning and disinfecting items used in the classrooms, laboratories or other areas where cleaning/disinfecting needed is not covered by enhanced cleaning. This cleaning is not covered by routine or enhanced cleaning and needs to be completed by the department or program using that room (i.e. tools or equipment used during the process covered by the plan).

Directions:

1. Return Plan is developed by Supervisor, Manager, Responsible Administrator and Instructor/Staff involved in the work/activity.
2. Return Plan, risk assessment, and any associated procedures (Documents) are submitted to SSRM/Site Operations Team at safety@douglascollege.ca
3. Documents are sent to the campus Joint Occupational Health and Safety Committee (JOHSC) for review within two working days.
4. Feedback from the JOHSC sent to SSRM/Site Operations Team.
5. SSRM/Site Operations Team will accept the Return Plan, or articulate concerns to the approving Dean/Director.
6. Once approved, it is **the department's responsibility** on a **daily basis** to ensure all safety protocols are followed, as outlined in their Return Plan.
7. Approved Return Plans will be posted at the workplace as per the Provincial Health Officer.

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Part 1 – Return Plan Submission/Review/Approval

Campus/ Room # or Location	Maple Ridge – 170 – 22470 Dewdney Trunk Road		Name of approving Dean/Director	Val Lockyer
Department	The Training Group		Program	WorkBC Employment Services
Person submitting Return Plan	Karoline deVries		Submission Date	29-Sep-20
# of Students Joining in class/activity	6 clients (staggered appointments)		# of Employees Participating in work/activity	3
Return Plan start date and end date	Start Date 4-Oct-20	End Date Ongoing	Names of employees involved in developing Return Plan	Karoline deVries Angela Williams Phil Swann

Reviewed:

JOHSC Names	Danica Isherwood Rick Beckett	Date Reviewed	8-Oct-20
Comments	<p>Part 1 – Note that the resource centre is not able to hold.</p> <p>1a. Recommend ensuring that all parties wear masks in situations where physical distance cannot be maintained.</p> <p>1b. Suggest adjusting as site does not have tables that are 6-feet in length.</p> <p>1b. Repeat of suggestion from 1a.</p> <p>1e. Suggest that anyone who is symptomatic while on site be asked to seek site first aid.</p> <p>1h. Recommend clarifying sentence.</p> <p>1i. Suggest that the 5th floor be added to the cleaning contractor’s list if this space will be used.</p> <p>2. Recommend including in this section references to the work that will be done off site under this plan.</p> <p>4. Suggest noting that both employees and clients will be expected to wear face coverings in situations where physical distance cannot be maintained.</p> <p>5. Recommend providing training on safe use, indications for use and limitations of PPE required under this plan.</p> <p>9. Note that clients and staff enter and exit through the main door.</p> <p>10. Recommend outlining safety processes for places like the reception area.</p> <p>12. Recommend including reference to policy encouraging use of face coverings in common spaces.</p>		

Revised (by Submitter, if required):

Summarize Plan changes below (based on JOHSC or SSRM/Site Operations Team feedback) if applicable. Submit revised Plan back to SSRM/Site Operations Team for acceptance via safety@douglascollege.ca.

Nov 13 2020 – Face masks mandatory in all common areas and when meeting with any other individual			
Person Submitting Revisions	Karoline deVries	Date	29-Sep-20

Accepted by:

Name	Name	Signature	Date
SSRM/Site Operations Team acceptance	Mark Conklin		14-Oct-20

Final Approval

Created on: May 20, 2020

Revised on: November 13, 2020

Dean/Director Signature	Date	14-Oct-20
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Part 2 – Return Plan Details

1. Return Plan Framework:	
a) Describe why the work/activity under consideration needs to occur on campus/in-person.	
Yes <input checked="" type="checkbox"/> Describe: No <input type="checkbox"/>	<p>Learners experiencing significant barriers to accessing online services or learning (e.g. low English language skills, no computer literacy skills and/or no access to a computer or the internet). These learners were marginalized prior to the pandemic and current circumstances have increased their isolation and vulnerability resulting in potential exclusion for accessing services.</p> <p>Contractual obligations. Although, most services are provided remotely using online or telephone tools, some services must be contractually completed in person to ensure an audit trail and verify authenticity (e.g. training applications signatures, receipt of financial supports for bus tickets, gas cards, etc.).</p> <p>Administrative tasks such a picking up the mail, processing paper based invoices, and processing client financial support payments (restricted access to confidential personal and banking information).</p> <p>Our contract requires Customized Employment Specialists to place and monitor Clients when they secure employment and to provide community support on an as needed basis. Our Business Liaison and Placement Specialists are also required to connect with Employers and Service Providers in the community. These outreach services are to be conducted on an as needed basis in consultation with the Center Manager. Prior to approaching any employer or service provider, Employees must request a copy of their COVID Protocols to review with the Centre Manager. Staff will follow DC’s COVID Safety Protocol and wear face masks in situations where face to face meeting must occur and physical distance cannot be maintained.</p>
b) Describe how the work/activity will allow for 2 metre physical distancing between all involved? (If not possible, see Point 4 below).	
Yes <input checked="" type="checkbox"/> Describe: No <input type="checkbox"/>	<p>Prior to all appointments Client will be required to wear a face mask while on site. If they don’t have, one will be provided.</p> <p>In Person: Most in person, client activities (e.g. case management) will continue to be provided remotely. Where services cannot be provided remotely or we are contractually required to provide in person services, Clients can attend the site by appointment only. Clients will be sitting at a 5’ table with the Staff at a work station spaced 6’ apart. All client appointments will require the completion of a pre-screening questionnaire based on the BC Self Assessment tool. Clients must respond ‘No’ to all questions in order to be allowed onsite. Client onsite visits are tracked by recording the pre-screening questionnaire information which includes client name, phone number, date, time and room location which is then uploaded to H drive (AA24).</p> <p>Classroom: All workshops will be delivered remotely; if unable to participate online the Client will meet with the career Coach for one to one sessions.</p> <p>Administrative Activities: A small number of administrative tasks need to be performed on site. These include mail pick up, depositing cheques from government departments that do not use electronic transfer, processing invoices received by mail, processing Ceridan payments for clients (includes a significant amount of personal information).</p> <p>External activities will do so following our COVID Safety Plan, 1) Ensure that where they are going has a safety plan that they can review</p>

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1. Return Plan Framework:

- 2) Connect with the Center Manager to review their plan, and purpose for visit
- 3) Update the COVID Employee tracking form and enter Name and Location
- 4) Conduct a verbal COVID pre-screen with the person the Staff is meeting with
- 5) Have a face mask for themselves and a spare in case the person that they are meeting with does not have one
- 6) Use hand sanitizer before and after the meeting

For all of the Above Activities

- 1) Staff should only come onsite to complete tasks that cannot be completed remotely or on days assigned under operating requirements.
- 2) Prior to coming onsite employees must satisfactorily complete a self-assessment following the BC Self Assessment tool located online at <https://bc.thrive.health/covid19/en>. (Satisfactorily defined as responding 'No' to all questions asked).
- 3) All employees must track their onsite presence by pre-booking space using the Training Group's Covid19 Site Access Log on SharePoint. Employees must indicate which room and what hours they will be onsite. The Log limits the number of employees who can be at a TG site at any time and allows management to track who is onsite and when.
- 4) Staff must complete Douglas College's online Covid19 Safety training prior to working on site and follow all Douglas College safety protocols including those for physical distancing, handwashing and use of supplies and equipment. Masks are strongly recommended in common spaces such as washrooms and hallways.
- 5) Staff are required to follow all posted safety signage.
- 6) Disinfecting wipes, hand sanitizer, masks and gloves are available for use.
- 7) Staff are encouraged to wipe down their workspace before and after each use, as well as the multifunction machine, fax, etc.
- 8) Staff should wash their hands properly before leaving home, before starting work, before and after any meeting or interaction with other people, before and after using any common equipment (multifunction machine), after breaks and using washroom, and after work.
- 9) Staff are advised to avoid or minimize the use of shared spaces and equipment.
- 10) Staff must obtain their own lunch and must use their own utensils. Employees are to eat at their desks, outside or off campus. Break room items such as cups, plates and utensils are removed from the site.
- 11) Staff should enter and leave through designated entrances and exits at each site.

The Staff workstation is separated by 3 2'f wide tables from the Client.

External: Recommend that all parties wear face coverings when physical distance cannot be maintained.

c) Does this plan ensure signs are posted for hand washing, COVID-19 symptom screening, physical distancing requirements, and room capacities?

Describe:

Yes, appropriate signage is posted throughout the building for hand-washing, COVID-19 symptom screening, physical distancing, room capacity, and direction signage.

d) Describe advance communication to students and employees regarding expectations to not participate on campus/in-person if sick/symptomatic or required to self-isolate for any reason.

Describe:

Employees have completed the DC COVID training and attended on site orientation. All employees, clients and guests have been instructed to stay at home if sick/symptomatic or required to self-isolate.

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e) Describe your process for routine daily symptom screening for all employees/students involved in plan:

- Instructor/Supervisor to verbally review symptoms of COVID 19;
- Those who are displaying symptoms must go home, and seek medical advice, call 8-1-1;
- Instructor/Supervisor to immediately report persons with symptoms to SSRM via safety@douglascollege.ca

Describe:

Employees are advised through training and policy to go home or stay home if they are sick or symptomatic. All employees with any symptoms are to report to the Centre Manager, CCSP and submit through safety@douglascollege.ca.

The day before an appointment, the employee will contact the Client/Guest and complete the COVID questionnaire and then once again when they arrive for their appointment. The Employee will also review (script provided) with the Client/Guest what to expect upon entering the building such as, bringing a facemask, where the hand sanitizer is located etc. If any Employee or Client/Guest display symptoms during their appointment, they are to leave immediately and the Douglas College SSRM will be informed.

f) Describe how students will be informed to leave campus as soon as on campus/in-person activities are completed.

Describe:

Employees will advise the Client/Guest that the appointment is about to end and that they are going to leave – Employee will remind to follow the direction signage upon exiting the office. The Employee will direct the Client/Guest and follow the directional signage located on the floor. All appointments are staggered to ensure that we are able to maintain social distancing while leaving the building.

g) Describe your process to ensure employees participating in the work/activity will complete the Safe Work Procedure for COVID-19 online training and receive the site-specific COVID-19 safety orientation:

Email safety@douglascollege.ca for online training link.

Supervisors are responsible to complete the site specific COVID-19 safety orientation with faculty/staff.

Describe:

All DC Employees and subcontractors have participated and completed the COVID-19 safety orientations and training. New employees are to notify the CCSP upon completion for tracking purposes. COVID is a regular item on our team meeting agendas so that we can discuss any issues that arise.

h) Describe how students and staff are instructed in the safe use of provided personal protective equipment. List specific PPE and the training provided for PPE safe use.

Describe:

Douglas College’s “How to Use a Face Mask” and “How to Remove Gloves” posters are posted

WorkSafeBC signage is posted throughout the building and the employees will ensure Clients practice social distancing and masking.

As per DC protocols, Employees & Clients will be required to wear a mask while in common areas and required use of PPE as per company protocols.

Employees working off site will be required to wear either a facemask or shield depending on the event.

WorkBC Staff will ensure that appropriate physical distancing is maintained at all times.

i) Is the area under consideration covered by Facilities’ Services current Enhanced Cleaning schedule, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities?

If no, please describe cleaning plan:

Yes

Describe:

No Janitorial Services is provided by the property manager (Warrington PCI Management) and they will do thorough cleaning at the end of the day. We have implemented a communication log to highlight areas that require immediate cleaning.

Employees will also wipe down high traffic surfaces areas such as doorknobs, desks and keyboards.

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Staff attended site-specific safety orientation regarding returning to work and have completed the COVID training offered by DC.

j) Confirm that all shared items will be removed from the area (i.e. magazines, pamphlets, pens, pencils, etc.). If not, please describe why.

Yes Describe:
 No All shared items are removed from the Center including brochures, community information. All training is conducted through Blackboard and any materials are e-mailed directly to the Client before starting. If the Client is required to sign a document – they are issued a one-use pen and instructed to take the pen home with them.

k) Describe how employees/students will be encouraged to practice good hand hygiene and if additional hand sanitizer or hand washing station is required for the work/activity.

Describe:
 Advised to wash hands upon arrival/before commencing work/class
 Schedule allows for regular breaks for hand washing/hand sanitizing
 Advised to wash hands before/after breaks and/or eating
 Advised to wash hands before/after handling common equipment or tools

 Advised to wash hands prior to and after using Konica photocopiers

**l) Describe how employees will be instructed in safe use of common areas such as break rooms and departmental common areas.
 E.g. take lunches outside or at desk, bring in own utensils/plates, mind social distancing, one person at a time in copy rooms, proper handwashing, including handwashing after use of common space.**

Yes Describe:
 No There is COVID-19 protocol signage upon entering the site, in the meeting rooms and common areas. Employees are limited to a maximum of 4 on site and are directed to not gather in common areas and to all eat in common areas or go off-site. Employees are highly encouraged to wear a facemask in all common areas such as the reception area or hallway and when meeting with others.

 Advised to take lunches outside or at desk
 Advised to bring in own utensils/plates/mugs etc. and not leave in the room after use
 Advised to wash hands before/after breaks and/or eating
 Advised to adhere posted occupancy limits of room and maintain physical distancing
 Advised to follow any sanitizing protocols in the room
 Advised to wash hands after use of the common space

2. Describe how the on campus work/instruction and/or in-person activity will occur.

Describe specific processes, policies, procedures and workflows that support this Return Plan.

One to One: Work BC has identified meeting rooms for the Staff to use as they are able to accommodate 6’ distancing comfortably – each room has an Employee only workstation and a Client table. The Employees will maintain social distancing with all participants and wear a mask. All training sessions are online.

External: Our contract requires Customized Employment Specialists to place and monitor Clients when they secure employment and to provide community support on an as needed basis. Our Business Liaison and Placement Specialists are also required to connect with Employers and Service Providers in the community. These outreach services are to be conducted on an as needed basis in consultation with the Center Manager. Prior to approaching any employer or service provider, Employees must request a copy of their COVID Protocols to review with the Centre Manager. Staff will follow DC’s COVID Safety Protocol and wear face masks in situations where face to face meeting must occur and physical distance cannot be maintained (Refer to attached off site checklist).

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WorkBC has identified meeting rooms for the employees to use as they are able to accommodate 6' distancing comfortably – each room has an Employee only workstation. The Employees will maintain social distancing with all participants. All training sessions are on Blackboard.

3. Describe how this Return Plan and associated procedures will be communicated to those involved.

This Return Plan was completed with the Center Manager Angela Williams and then forwarded to the Executive Director Valerie Lockyer. Once approved the document will be posted at the front entrance and shared with the team with a focus on areas that have been revised and updated.

4. If physical distance (2 metres) cannot be maintained between individuals, describe control measures that will be in place to ensure safety.

As needed, please describe each task and the associated control measures to be used to protect workers and students in each situation.

Engineered	<input type="checkbox"/> Describe:
Administrative	<input checked="" type="checkbox"/> As per updated DC protocol – all employees and Clients will be required to wear PPE while on site, especially in common areas such as reception.
PPE	<input checked="" type="checkbox"/> One to One: During the COVID pre-screen Employees will be asking Clients to bring a face covering while seeking assistance one site. Office space allows for physical with the Staff Workstation placed 6' away from the Client's table. The site supervisor will may the occasional unannounced site visit to ensure policies are being enforced.

External: To ensure employees are protected in situations where physical distance cannot be maintained, all parties must wear a face covering of some kind when they are meeting with an Employer, Client or Community Service Provider.

5. Identify any education/training requirements outside of the online and site specific COVID-19 safety orientation; i.e. WHMIS, specific cleaning procedures, etc.

WHMIS training and cleaning procedure training has been completed with the janitorial service under contract with Warrington PCI Management and staff.

6. Describe procedures for cleaning equipment/surfaces (if applicable) before and after use.

Includes WHMIS and PPE requirements.

Training rooms and all high touch areas will be sanitized, before and after each use. Company cleaning staff will follow strict cleaning and safety procedures to comply company guidelines and WorkSafeBC requirements. Employees will use Clorox Wipes throughout the day on high touch surfaces such as doorknobs.

7. Describe process for notifying Facilities Services for cleaning used areas (for areas where Enhanced Cleaning is needed but not already scheduled).

Not applicable for DC Faculties' Services.

Janitors – will come in at the end of each day and complete a through deep clean

8. Materials/equipment needed to operationalize the Return Plan (provide trade names of products).

These are materials in addition to what you normally use, and would make a request to Purchasing or Facilities Services to obtain. Take into account it will likely take at least several weeks to get what you need.

Item	Quantity	Purpose
Masks Face Shields	5	To be used when entering and leaving and in all common areas such as hallway, washroom and reception or working offsite with Clients or Employers.

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Hand sanitizer	<ul style="list-style-type: none"> • 2 Hand sanitizer stands • Hand pumps for each office. 	To keep hands sanitized during meetings and prevent transmission of germs.
Clorox Disinfectant Wipes	container	To clean/sanitize DC equipment and high touch common areas

9. Procedures for room management.

Confirm/determine room capacities/calculations with Facilities Services. Post room capacities at entrances to room. Describe room setup to facilitate physical distancing – provide photo or sketch of room layout with traffic flows.

- Room capacity posted on each room and at entrance and/or online
- Traffic flow markers/signage
- Services provided by appointment only
- Shared items (utensils, cups, plates, pens, staplers etc.) are removed
- If sharing of equipment is required (e.g. photocopier/MFD) cleaning instructions and supplies provided
- Cleaning supplies/handwashing station readily available
- Workshops are completed virtually
- Office space is set up to allow for 6' distancing (room capacity 2 +1 guest)
- Clients will enter at reception – employee will greet – Employee will conduct the COVID questionnaire with the Client/Guest – follow directional signage to the appropriate office. At the end the Employee will remind the Client/Guest of the direction
- Participants will exit one-by-one in the opposite fashion leaving through the entrance door

10. Procedures for managing occupancy limits in a Service Area.

Includes directional control diagrams that facilitate appropriate physical distancing. Will a door monitor be required? If so, will this be a departmental employee or is security required?

Employee and client schedules have been staggered to ensure there is no overlap with other client services in start, break and end times. This will ensure that physical distancing can be maintained.

Staff will connect with the Client the day before their appointment and complete a COVID pre-screen and provide an orientation of what to expect when they arrive on site. This includes requesting that the Client arrive for their appointment wearing a face mask.

All Staff including sub-contractors are provided with DC Covid19 Safety Training and face masks.

Directional signage on the floor issued to guide traffic flow.

Reception has a Plexiglas shield

11. Procedures for managing Departmental Common Areas. Please check all that apply, and describe further if required.

Confirm/determine room capacities/calculations with Facilities Services.

Click or tap here to enter text.

- Room capacity posted at entrance and all meeting rooms
- Traffic flow markers/signage – this area is very low volume area and it is therefore self-managed
- Shared items (utensils, cups, plates, pens, staplers etc. removed) – there is nothing left in the room, the room is empty except for table, Employee workstation, hand sanitizer, disposal bin.
- Cleaning supplies/handwashing station readily available

12. Procedures for managing common areas like hallways and stairs (if applicable).

Includes directional control diagrams that facilitate appropriate physical distancing.

Staff will follow DC's COVID Safety Protocol and wear face masks in situations where face to face meeting must occur such as on to one appointments, entering common areas such as reception and hallways and conducting business off site.

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13. Procedures for picking up/dropping off equipment (if applicable).

E.g. Scheduling process, entry/exit points.

Physical Distancing	<input checked="" type="checkbox"/>	Describe:
Elimination	<input type="checkbox"/>	Clients may need to drop by the Center to pick up or sign a document and this is only allowed through a scheduled appointment:
Administrative	<input type="checkbox"/>	
PPE	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Employee will meet the client at the entrance – step back to the reception counter – conduct the COVID pre-screen and proceed with the article that they were to either pick up or sign. This is all possible using social distancing. Both Employees and Clients are required to wear a mask. After the Client leaves the Employee will wipe down all the touch points, table, door knob, chair – Client are instructed to take the pen once they have touched it

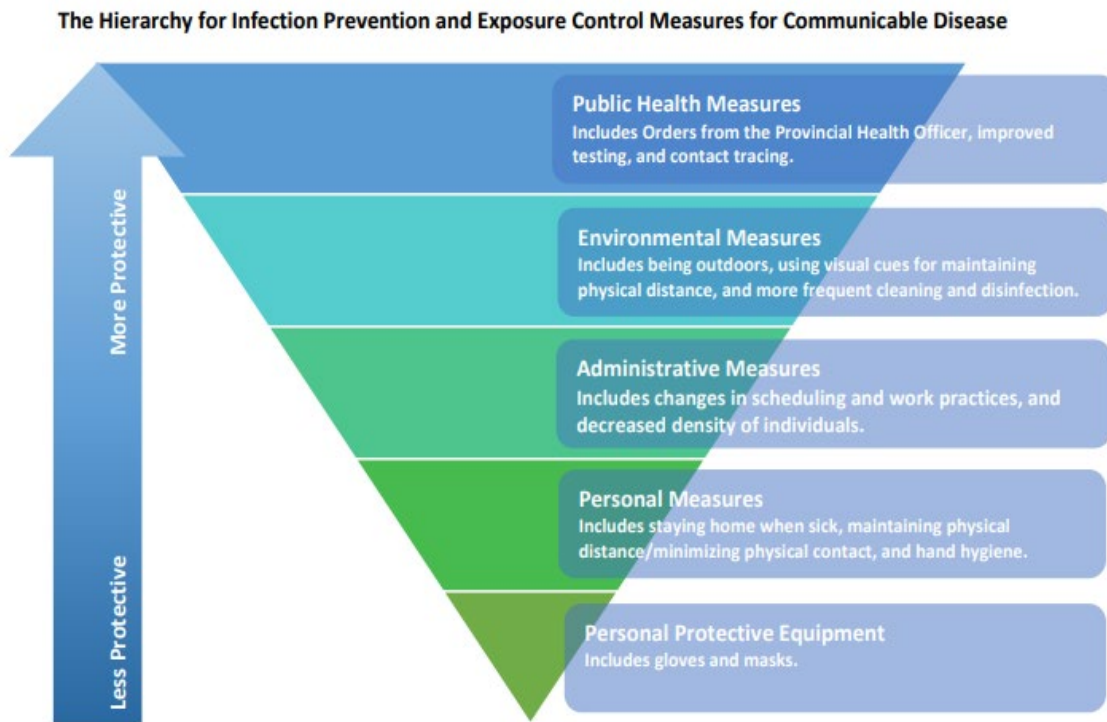
14. Describe who, in your department, is responsible for monitoring compliance to this Plan.

E.g. manager/supervisor/instructor spot checks), frequency (minimum daily).

Angela Williams 604-466-4601 Center Manager, will monitor compliance to this plan along with:
Karoline deVries CCSP P: 604.360.8343 | E: devriesk@douglascollege.ca

Part 3 – Review of Hierarchy of Controls

(from COVID-19 Public Health Guidance for K-12 School Settings, BC Government)



Public Health Measures are actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travellers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

Environmental Measures are changes to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate and frequent cleaning and disinfection.

Administrative Measures are measures enabled through the implementation of policies, procedures, training and education. Examples of these include health and wellness policies, decreased density in classrooms, staggered schedules and using virtual learning opportunities.

Personal Measures are actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

Personal Protective Equipment (PPE) is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected.

Part 4 – Additional Resources

Additional resources for implementing COVID-19 Return Plans can be found on DC Connect at the following link, <https://collegedouglas.sharepoint.com/sites/dconnect/departments/faculties/administrative/ssrm/Pages/resources.aspx>.