



CCBC COVID-19 Safety Plan

October 7, 2020

Coastal College of British Columbia (CCBC) is committed to providing safe education delivery during the COVID-19 pandemic. This document contains important information to ensure the safety and well being of our college community and the larger community. This plan is to be followed in conjunction with the [CCBC/WorkSafe BC six-step process](#) and the [Post Secondary Sector Go-Forward Guidelines](#).

At Coastal College of British Columbia, our first priority is the safety of all stakeholders including staff, instructors, students, visitors, and customers. Key interventions to reduce COVID-19 transmission include assessing the risks at all CCBC sites, implementing measures to reduce risk, developing policies and procedures that ensure wellness, ensuring communication with all stakeholders, providing training on a regular basis and updating policies and procedures as required.

Contained in this Safety Plan are the numerous ways the college community has come together to create a plan that meets the safety requirements outlined by the Provincial Health Officer, WorkSafe BC, the Government of Canada, the Ministry of Health, the BC Centre for Disease Control, and the Ministry of Advanced Education Skills and Training is included.

Assessing the Risks at all CCBC Sites

- a) The Health and Safety Committee will meet weekly to discuss COVID-19 related issues, ensure compliance with all requirements and distribute relevant COVID-19 related materials.
- b) The Health and Safety Committee will identify areas of risk including:
 - i. Individuals in close proximity
 - ii. Contaminated high touch surfaces such as light switches and doorknobs
 - iii. Meeting areas or other areas where the college community congregates
 - iv. Resources, materials, tools, and equipment that are shared

Implementing Measures to Reduce Risk

Maintaining physical distance is an important measure to reduce the transmission of COVID-19. The following Safety measures to reduce the risk of transmission include:

- a) Reducing the number of people in different areas of the college by:
 - i. staggering start and finish times

- ii. staggering break and lunch times
 - iii. encouraging staff to work from home whenever possible
 - iv. working within your department group to minimize the risk of broad transmission through the workplace. When moving between departments, wear a mask
 - v. providing online course completion
 - vi. encouraging virtual meetings
 - vii. establishing occupancy limits for each space in the college
 - viii. limiting or prohibiting visitors
- b) Changing the physical arrangement in the college by:
- i. ensuring 2 metres (6 feet) of distance between work or study spaces by re-arranging furniture and posting signs
 - ii. installing plexiglass barriers where social distancing is not possible. These barriers will be cleaned twice daily. Cleaning will occur once during the day and once after hours.
 - iii. de-cluttering areas by removing furniture and objects such as removing all tables in hallways
- c) Consistent and regular risk assessment in:
- i. identifying the areas people congregate and ensure that cleaning occurs twice daily in these areas. Cleaning will occur once during the day and once after hours
 - ii. identifying when workers are required to be in close proximity to one another and implement safe working procedure such as posting occupancy limits in areas, staggering break times and staggering shift start and end times.
 - iii. identifying high touch areas and high traffic areas and ensure that cleaning occurs twice daily in these areas. Cleaning will occur once during the day and once after work hours.
 - iv. identifying tools, materials, and equipment that workers share while working and ensure that these items are cleaned twice daily. Cleaning will occur at least twice a day, once during the day and once after work hours.
 - v. involving stakeholders within the department and workplace through weekly meetings, regular memos, and a process for submitting comments or suggestions.

Developing Policies and Procedures that Ensure Wellness

Policies and procedures must be followed to prevent the spread of COVID-19 by all stakeholders. To ensure everyone's wellness the policies and procedures listed below must be followed.

- a) A daily self assessment for COVID-19 symptoms must be completed prior to arriving to a college site.

- b) Anyone with symptoms associated with COVID-19 as well as anyone who has traveled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must isolate
- c) Instructors and staff who normally attend face to face but are self- isolating as a result of the daily self assessment for COVID-19 should contact their supervisor to report their absence and to discuss temporary remote work arrangements, if practical. Those individuals working alone at their residence will receive a phone call from their supervisor each day to ensure their wellness.
- d) All stakeholders must have access to the CCBC COVID-19 safety plan and other Health and Safety materials.
- e) The opportunity to attend health and safety meetings must be provided.
- f) Signage such as room occupancy, physical distancing, and hand washing must be posted. signage must be displayed at the main entrance indicating who is allowed to enter the premises. Visitors will be prohibited or significantly limited.
- g) All members of the college community are asked to wear masks.
 - i. Two re-usable masks will be available for each staff member, instructor and student as requested.
 - ii. Training will be provided in terms of 1 mass should be worn, how to care for them, and how to properly put them on and take them off.
 - iii. Disposable masks will be made available for use by visitors and customers when requested.
- h) Shared materials and equipment must be wiped down with a sanitizing wipe after and before use.
- i) If an individual is displaying any COVID-19 like symptoms, even mild, they are required to stay home. If the individual is at a college site, and exhibiting COVID-19 like symptoms, they must
 - i. go directly to the first aid room, wash their hands, and put on a mask
 - ii. for further guidance, the individual will be asked to go home and consult the BC COVID-19 Self-Assessment Tool or call 811
 - iii. If the individual is having severe symptoms, such as difficulty breathing or chest pain, 911 must be called
 - iv. the custodian will clean and disinfect the space where the individual was separated and any other areas used by that individual
 - v. the college will seek advice from the local health authority around managing cases of COVID-19
 - vi. the college will maintain and keep records on first aid reports an incidence of exposure
- j) For customers at the salon, they are asked to:
 - i. wait in their car or outside until their scheduled appointment time
 - ii. self assess for COVID-19 symptoms prior to arriving for their appointment
 - iii. follow all posted safety signage such as room occupancy, physical distancing, and hand washing
 - iv. wear a mask

- k) Cleaning and disinfecting must occur in high traffic areas and on high touch surface areas.
 - i. cleaning products must be available.
 - ii. training must be provided.
 - iii. the cleaning schedule must be followed.
- l) Understanding that hand hygiene is critical.
 - i. adequate washroom and hand-washing facilities must be available on site for instructors, staff students, visitors, and customers.
 - ii. capacity limits must be posted on washroom doors.
 - iii. instructors, staff, students, customers, and visitors should wash their hands, including upon arrival, before and after breaks, before and after eating, before food preparation, after handling materials, before and after handling common tools and equipment, etc.
 - iv. hand sanitizer must be readily available for use.
- m) Policies and procedures will be updated to ensure that the most up to date information and measures are implemented at the college. Supervisors will be trained to ensure that policies and procedures are followed.

Ensuring Communication with all stakeholders

Transparency is a cornerstone of the CCBC COVID-19 Safety Plan. All stakeholders are encouraged to be informed and should regularly familiarize themselves with the information provided by the Provincial Health Officer, WorkSafe BC, the Government of Canada, the Ministry of Health, the BC Centre for Disease Control, and The Ministry of Advanced Education Skills and Training. CCBC will ensure relevant information will be provided to our CCBC community through training and signage including but not limited to:

- Policies and procedures
- COVID-19
- Self-isolation
- Non-discrimination
- Respectful conduct
- Hand hygiene
- Use of masks