



General Workplace Safety Plan – COVID-19

MEASURES TO REDUCE THE RISK OF PERSON-TO-PERSON TRANSMISSION

First Level Protective Measures (elimination):

- Physical distancing of 2 meters (6 feet) is to be practiced at all times as much as possible
- Workers are encouraged to work from home as possible
- A limit of 1 worker is per work vehicle (i.e. maintenance & farm vehicles, golf carts, etc.) is to be practiced as much as possible, and masks worn by driver and all passengers when this is not possible
- Workers are to work from their primary work spaces and visit other work areas *only* when necessary
- Maximum occupancy limits are in place for all workplaces and guest facilities
- No visitors or unregistered guests are permitted on property

Second Level Protective Measures (engineering):

- Barriers are installed in key locations (i.e. classrooms, dining rooms, Main Office reception desk, 'Pump House', kitchen and guest check-in tables)

Third Level Protective Measures (administrative):

- Workers are required to practice good personal and hand hygiene
- Workers are required to practice good workplace surface & equipment cleaning and disinfecting
- Protocols are in place to ensure the cleaning of all public spaces
- Workers are required to stay home if ill and report to supervisory staff
- Students or guests are prohibited from entering the property if they are or have recently been ill, have recently travelled outside of Canada or have recently been in contact with someone with COVID-19

Fourth Level Protective Measures (personal protective equipment):

- Where physical distancing is not possible and risk of transmission is high, workers are to wear non-medical masks and/or gloves if necessary (i.e. kitchen & food services, first aid and certain recreational activities)
- IT IS CURRENTLY REQUIRED THAT FACE MASKS BE WORN AT ALL TIMES IN PUBLIC INDOOR SPACES. This includes common spaces and lobbies in offices and other areas. This will be updated as government requirements are modified.

CLEANING AND SANITIZATION

Each work department has specific protocols in place, which include:

- Workplace and public space routine cleaning and disinfecting of surfaces and equipment
- Worker handwashing, distancing and PPE practices
- Increasing of ventilation
- Occupancy limits

ADDRESSING ILLNESS

Workers who become ill:

- Any worker who notices symptoms of COVID-19 must notify their supervisor and the Main Office as soon as possible, then immediately self-isolate at home or a designated location
- Management staff will decide based on the symptoms whether to contact public health authorities or direct the worker to seek medical attention
- All work equipment and surfaces that the worker has recently come into contact with will be thoroughly cleaned and disinfected
- Persons (workers, students or guests) who have come into contact with the ill worker will be informed and asked to self-monitor for symptoms and to self-isolate if the ill worker is confirmed to have COVID-19
- Workers will only be permitted to return to work when they are free of COVID-19 symptoms for at least 10 days or on the advice of a medical professional

Students who become ill:

- See "Student Community Health Guidelines"

ADDITIONAL POLICIES AND PROTOCOLS IN PLACE

Departmental Protocols (regarding hygiene, sanitization, physical distancing and student/guest service procedures):

- Health, Wellness, First Aid and Illness Management
- Kitchen and Food Services
- Housekeeping and Janitorial
- Recreational Activity
- Fitness Room
- Classroom and Technology
- Children's Ministry
- 'Pumphouse' Snack and Gift Shop
- Maintenance and Gardens
- Office

Student Community Health Guidelines (COVID-19 Campus Safety Plan)

Student Safety Participation Policy

Health Screening Questionnaire

NOTE: This Safety Plan and the additional protocols will be modified as public health orders and safety guidelines change