

OHS - Safe Work Procedure				
COVID-19: Residence Boot Camp - Student Safe Work Plan				
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Department/Lab	Residence	Document #		

1. Concern

COVID-19 (COVID) is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others within a 2m area.

2. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This work plan applies to all Fleming students staying in Residence during boot camps and their interactions with Fleming staff.

3. Overview of Interactions / Outline of Activities

- Pre-arrival & Check-in
- Observing COVID community standards and physical distance practices
- Residence services & requests
 - Submitting cleaning or maintenance work orders
- Meetings with students in residence regarding support, advising and community standards
- Addressing unsafe behaviour
- Residence health services & self-isolation
- Cleaning services & refuse removal
- Check-out

4. Recognize Hazards / Potential Exposure while Performing Work

- a) Close contact (less than recommended 2-meters) with other personnel and/or students
- b) Handling shared equipment and materials
- c) Potential for congregation and groupings of individuals
- d) Students or visitors that are not following health & safety practices

5. Detail the Controls that are implemented to Reduce Hazards

- a) **Close Contact** - Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is always to be encouraged at Residence (exterior and interior spaces). However, due to the nature of the spaces and the skills that are to be completed within the spaces, a face covering, and eye protection will be required in all Residence interior public areas. This includes foyers, hallways, stair wells, laundry rooms, study rooms, meeting areas. Close contact situations with students (community standard meetings, maintenance work orders) will include physical distancing or virtual meeting options.

- b) **Shared Equipment** – Wherever possible, equipment and materials (i.e. keys, office furniture, supplies, equipment) will be dedicated to staff workstations and separate from students or visitors. Vigilant hand hygiene and routine disinfection practices will be put in place.
- c) **Congregation** – Floor markings, entry/exit guidelines, staggering of meeting times, touchless check-in/out practices will be implemented to ensure physical distancing is maintained. Community behaviour standards related to COVID will be implemented.
- d) **Unsafe Behaviour** – Students, guests and visitors are made aware of the COVID physical distancing practices before arriving on-campus. At check-in Campus Security will perform in-person COVID screening. Staff will review the COVID protocols in residence with each student. The aforementioned signage, wayfinding and physical distancing markers reinforces these measures.

6. Preparation of Site

Close Contact

- i. Building entrances and exits will be identified to control the flow of traffic.
- ii. Masks will be required in public interior spaces.
- iii. Stairwells will be identified as one-way (up or down).
- iv. Students and staff will adhere to best practices and physical distancing signage in residence and on-campus.
- v. Where possible, touchless services (check-in/out) will be implemented.
- vi. All unnecessary equipment, supplies, and materials will be removed from the residence public spaces and office areas to promote physical distancing (i.e. foyer furniture, vacuums, sports equipment).
- vii. Students will observe staff working in separate work stations where physical distancing is maximized.
- viii. Service counters will have Plexiglas installed.
- ix. Students will limit close contact while interacting with staff. This includes the service counter, completing maintenance work orders, and/or providing advice and support.

Shared Equipment

- i. Students will be encouraged to use their own equipment when possible, avoiding the use of shared belongings, furniture, bathrooms or other items. If equipment sharing does occur, diligent hand hygiene is recommended before and after contact with a piece of shared equipment.
- ii. Public areas will be cleaned and disinfected in accordance with public health guidelines, by the college's custodial contractor.
- iii. Shared or loaned equipment, supplies or materials previously provided to students will be discontinued (vacuums, sports equipment).
- iv. Students may request any adhoc cleaning and disinfection requirements may be requested by contacting the Residence Office. An emergency cleaning or disinfection requirements can be made by contacting Campus Security at ext. 8000.

Congregation

- i. Guests or visitors are not allowed inside the residence buildings.

- ii. Suites and bedrooms will be limited to the assigned occupants. Students will not visit other suites to socialize. Alternative public areas in residence are available to socialize where physical distancing is possible (outdoor pavilions, study rooms, meeting rooms).
- iii. Where possible, public areas where physical distancing is not possible will be identified with signage (hallways, foyers, laundry rooms, meetings rooms) and occupancy limits will be identified.
- iv. Foyer lounge areas, laundry rooms, meeting rooms, study rooms will have furniture and amenities arranged to promote physical distancing.
- v. Flooring markings will be installed for staff and students lining up at the service counter.
- vi. Meetings with students regarding support, advising and community standards will occur virtually.

Unsafe Behaviour

- i. Students will be required to complete a COVID campus orientation prior to arrival on-campus. This includes the COVID community standards applicable to all students returning to campus.
- ii. Signage will be installed in residence to communicate these community standards and COVID practices.
- iii. Signage will include practices to promote safe behaviour.
- iv. Campus Security will be scheduled in residence when the Residence Office is closed.

7. Procedure

Check-In

- i. Students will receive pre-arrival information including the process to complete screening before entering a residence building.
- ii. Students will complete in-person screening with Campus Security on-site before entering a residence building.
- iii. Students will line-up 2 meters apart on floor marking in the residence office foyer.
- iv. The check-in process will be touchless. Students will obtain keys and a welcome kit that will include a complimentary mask, hand sanitizer and campus information related to COVID.
- v. Residence staff will remain behind the service counter and Plexiglas to communicate with the student requiring their stay in residence.
- vi. Students will be responsible for diligent hand hygiene for the duration of their time in residence and on campus.

Meetings with Students to Provide Support, Advice or Address Community Standards

- i. Students that require support, advice, or education regarding the community standards will have meetings scheduled with the Residence Life Supervisor.
- ii. The Residence Life Supervisor will schedule virtual meetings to provide support.
- iii. Outcomes from these meetings will be documented in StarRez and materials will be sent by email to the student.

Addressing Unsafe Behaviour - Related to Community Standards

- i. Students staying in residence will be provided the COVID community standards prior to their arrival.
- ii. If there is a student behaving in an unsafe way any student can contact Campus Security at ext. 4444 or contact the Residence Office.
- iii. Campus Security will document the incident in StarRez and a Residence Life staff will follow-up to explain the community standards, support the student and provide an educational sanction.
- iv. If a student were to continue to exhibit unsafe behaviour, placing other students and staff in jeopardy, the incident will be escalated and the response will escalate that may include relocating the students or the student leaving the campus.

Residence Health Services & Isolation

- i. If a student were to become ill and/or display COVID-related symptoms, they will be required to stay in their bedroom to contact the Residence Office or Campus Security 8000.
- ii. The student will be directed to contact the Public Health Unit and follow directions for assessment and testing. The staff speaking with the student will confirm contact information and ask them to notify the Residence Office before they return to residence/campus.
- iii. The Residence Manager will be notified.
- iv. The Residence Manager will notify the Manager of Health & Safety to communicate to the COVID task force and the College Senior Management Team (SMT).
- v. As appropriate the Residence Manager will communicate with the student. If the student is directed to self-isolate the student will be required to return home. If unable to return home, the Residence Self-Isolation procedure will be followed.

Maintenance Work Orders in Suites/Bedrooms

- i. Students can request cleaning or maintenance repairs in their suite or bedroom area. Students can request to be present when this work is scheduled.
- ii. Staff will wear appropriate personal protective equipment while completing building, suite and bedroom inspections when the space is occupied
- iii. Staff will maintain physical distancing and where possible, will complete maintenance when students are on campus.

Cleaning Services & Refuse Removal

- i. The Custodial Contractor will execute daily cleaning and light maintenance work orders following prescribed cleaning runs and public health guidelines in the Residence public areas (hallways, stairwells, foyers, offices, public bathrooms, marketplace).
- ii. Cleaning Services are not provided in student occupied suites and bedrooms.
- iii. The Custodial Contractor Staff will maintain physical distancing (6ft or 2m) and where possible, will complete cleaning when students are on campus.

- iv. Students will have the option to drop-off their garbage and recycling at the exit of each building. The Custodial Contractor will move refuse from each building to the Eco Shed to limit students use shared facilities.

Check-Out

- i. Students will drop-off their keys at the Housing Services office. This process will be touchless.
- ii. Students will clean and disinfect their keys to complete check-out.
- iii. Student will complete a survey to assess their stay in Residence and provide comments regarding their experience.

8. Sanitation Procedures

Daily cleaning

- i. The Custodial Contractor will execute daily cleaning adhering to disinfection guidelines and best practices as approved by the College in public areas and office areas.
- ii. Students are encouraged to clean and disinfect shared items and spaces in their suites before and after use.
- iii. If students are concerned about the cleaning and sanitization practices in their suite they are encouraged to contact the Residence Office.

9. Evaluation

- 1) Student residence boot camp survey. Specific assessment of Fleming Safe experience in residence and student comments/feedback.
- 2) Weekly review of StarRez incident reports to assess adherence to community standards and COVID Fleming Safe practices.
- 3) Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

10. Approvals

Revision History

Date	Rev.	Revision Summary	by
	0	Original.	