

OHS - Safe Work Procedure				
COVID-19: <i>Residence Boot Camp - Staff Safe Work Plan</i>				
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Created Date	July 13, 2020	Revised Date		
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 staff working in Residence during boot camps and their interactions with Fleming students, staff and visitors.

## 3. Overview of Interactions / Outline of Activities

- Checking in/out procedures
- Serving students or visitors at the Housing Services office
- Meetings with students regarding support, advising and community standards
- Completing inspections in residence buildings and/or suites and bedrooms
- Entering occupied suites to support students or complete maintenance work orders
- Daily cleaning services & refuse removal
- Turnover cleaning

## 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 guidelines

## 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 health and safety requirements 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. 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).
- ii. Staff will work in separate work stations where physical distancing is maximized.
- iii. Service counters will have Plexiglas installed.
- iv. Staff will limit close contact with students while providing service. This includes the service counter, completing maintenance work orders, and/or providing advice and support.
- v. Office kitchenette area will be limited to one person at a time.
- vi. Where possible, public areas where physical distancing is not possible will be identified with signage.
- vii. Building entrances and exits will be identified to control the flow of traffic.
- viii. Stairwells will be identified as one-way (up or down).
- ix. Staff will adhere to best practices and physical distancing signage in residence and on-campus.
- x. Where possible, touchless services (check-in/out) will be implemented.

### Shared Equipment

- i. Staff will be encouraged to use their own equipment when possible, avoiding the use of shared office furniture, supplies or equipment.
- ii. Office areas will be cleaned and disinfected in accordance with Public Health guidelines, by the College's custodial contractor. Employees are encouraged to clean shared areas before and after use. Disinfection supplies (wipes) will be provided to clean these shared areas and work stations.
- iii. Shared or loaned equipment, supplies or materials previously provided to students will be discontinued (vacuums, sports equipment).
- iv. If equipment sharing does occur, diligent hand hygiene is recommended before and after contact with a piece of shared equipment.
- v. Any adhoc cleaning and disinfection requirements may be requested via WO to the custodial contractors. For urgent requirements contact ext 8000.

**Congregation**

- i. Foyer lounge areas, laundry rooms, meeting rooms, study rooms will be arranged to promote physical distancing.
- ii. Flooring markings will be installed for staff and students lining up at the service counter.
- iii. Visitors or guests will not be allowed.
- iv. 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.
- ii. Signage will be installed in residence to communicate these community standards and COVID practices
- iii. 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 Security on-site before entering.
- 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 includes a complimentary mask, hand sanitizer and campus information related to COVID.
- v. Residence staff will remain behind the 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 on campus.

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

- i. Staff will arrange meetings with the Residence Life Supervisor as required to talk with students to provide support, advice or community standards.
- ii. The Residence Life Supervisor will schedule virtual meetings to provide support.

**Unsafe Behaviour**

- i. Staff will contact the Residence Manager on-site to address any students, guests or visitors that are behaving in an unsafe way. If a Residence Manager is not available staff will contact Campus Security at ext. 4444
- ii. As required, the Residence Manager will contact Campus Security ext. 4444 for additional assistance.

**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.

#### **Completing Inspections in Residence Buildings, Suites, Bedrooms**

- i. Staff will wear appropriate facial coverings while completing building, suite and bedroom inspections when the space is occupied
- ii. Staff will maintain physical distancing and where possible, will complete inspections when students are on campus.

#### **Entering Suites/Bedrooms to Complete Maintenance Work Orders**

- i. Staff will wear facial coverings appropriate personal protective equipment while completing building, suite and bedroom inspections when the space is occupied.
- ii. Before entering an occupied suite staff will use hand sanitizer. If there is an item or asset (i.e. toilet from plumbing repair) that requires contact to the item, staff will wear gloves or clean the item or area with a disinfectant wipe.
- 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
- ii. Staff will wear facial coverings or appropriate personal protective equipment while completing building, suite and bedroom cleaning when the space is occupied
- iii. Staff will maintain physical distancing (2m or 6 ft) and where possible, will complete cleaning when students are on campus.

#### **Check-Out**

- i. Students will drop-off their keys at the Housing Services office. This process will be touchless.
- ii. Students will be asked to clean and disinfect the keys to complete check-out-in.

### **Turnover Cleaning**

- i. Custodial Contractor will execute turnover cleaning and light maintenance work orders following prescribed cleaning runs and Public Health guidelines
- ii. Staff will inspection turnover cleaning quality assurance maintaining physical distancing and will wear facial coverings where appropriate.

## **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. Employees are encouraged to clean and disinfect shared items and spaces before and after use.

## **9. Evaluation**

- 1) Frequent review of stock of disinfecting wipes, cleaning supplies and personal protective equipment. A small inventory of supplies will be kept in the Residence office that can be replaced by submitting a WO to PRD.
- 2) Weekly inspections to ensure spaces remain decluttered and organized.
- 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.	