

OHS - Safe Work Procedure				
COVID-19: Field Work - NATR129				
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Department/Lab	Soils Lab (fieldwork, NATR129)	Document #		

1. Concern

The aim of this document is to establish a Safe Work Procedure for field work while at Frost Campus. This safe work plan is designed for Soils and Ecosystems (NATR129). This course occurs in both Ecosystem Management and the Forestry Technician programs. This document applies to staff and students.

Fleming College is responsible for implementing all possible prevention and disinfection measures under the guidance of Provincial jurisdictions having authority and local public health units to ensure the health and safety of all. However, there is always a risk of contracting COVID-19 at Fleming facilities, as is the case in any other public space. COVID-19 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 2-meters (6ft).

2. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This procedure applies to all Fleming staff and students and community members that conduct on-campus field work activities. ALL staff and students will be required to complete COVID-19 screening, prior to campus access or prior to participating in any off-campus academic activity.

3. Overview of Tasks / Outline of Outdoor activities

Students and staff in the NATR129 course are required to perform:

- Hand augering of soil samples on campus
- Identification of soil samples using hand techniques
- Use of hand tools to sample and identify soil
- Work in teams of 2 for the duration of the bootcamp

4. Recognize Hazards / Potential Exposure while Performing Work

- a) Close contact (less than the recommended physical distance of 2-meters /6ft) with other students and staff when performing practical exercises.
- b) Handling shared equipment and materials.

- c) Potential for congregation and grouping of individuals

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 to be encouraged at all times while conducting field work. If physical distancing cannot be maintained, appropriate PPE (face mask and eye protection) will be used to mitigate risk and students/staff will practice proper mask cleaning/replacing protocols. If it is not possible to maintain a distance of 2-meters (6ft) due to field site or operational requirement, the following mitigation measures should be considered in order of priority:
 - 1. Increase the size of change the configuration of the work location
 - 2. Move the work location to an area of greater available space
 - 3. Rotate students in and out of small spaces that limit the ability to maintain 2-meter separation. Use of face covering must be used for each student entering the space.If none of the above is possible:
 - i. Wear appropriate PPE (face mask and eye protection) to limit potential for droplet transmission
 - ii. Try to face in opposite direction or at least 90 degrees away from each other
 - iii. Try to limit close proximity to minimally required time
- b) Shared equipment - Vigilant hand hygiene and routine disinfection practices will be put in place. All equipment will be sanitized after use and between students and thoroughly cleaned at the end of day in preparation for the next field day. Students will be required to clean their PPE daily (at the end of every day) or when contamination is expected. Hand sanitizer will be used prior to the start of the field work, when leaving the field work site, before and after breaks or use of bathrooms to minimize contamination of surfaces. Sets of field tools will be dedicated to each 2-person team.
- c) Congregation - Floor markings, entry/exit guidelines and staggering of breaks will be implemented to ensure that physical distancing will be maintained at all times. While in the field, faculty will issue frequent reminders to ensure physical distancing is maintained at the field work site. Safety talks and tailgate meetings will be conducted in a manner that is consistent with the principles of physical distancing and address COVID-19 specific safety procedures for field work.

6. Preparation for Field Work

- a. Close Contact
 - i. When walking to the field site, students/staff will maintain a social distance of 2m (6ft) at all times.
 - ii. Safety talks and tailgate meetings will be conducted in a manner that is consistent with the principles of physical distancing and address COVID-19 specific safety procedures for field work.
 - iii. Students will be assigned to a work site and will not be permitted to move freely while being in the field without permission to move to another station.

- iv. Students will be assigned a partner for the entirety of the bootcamp/semester. Activities that require contact will only be completed with assigned partners.
- v. All bootcamps will be scheduled ensuring that students remain in cohorts or 'contact bubbles' to assist with contact tracing.
- vi. Attendance will be taken daily, including partnerships.
- b. Shared Equipment
 - i. Students will be encouraged to bring in their own equipment when possible.
 - ii. Sets of field tools will be dedicated to each 2-person team
 - iii. Disinfection supplies will be brought into the field by faculty/technician. Students will be required to disinfect personal equipment prior to starting the field work.
 - iv. Diligent hand hygiene will occur before and after contact with a piece of equipment.
 - v. All tools and equipment will be disinfected after use by each student, and in addition at the end of each field day by the assigned faculty/technician.
 - vi. All tools, equipment and workstations will be thoroughly disinfected following each session and will be labelled with a 'clean' tag to ensure this is properly communicated.
- c. Congregation
 - i. Students/staff should refrain from congregating in one spot for lunch and breaks. Breaks will be staggered to promote physical distancing.
 - ii. No lockers are available currently.
 - iii. Physical interaction between individuals other than for essential tasks related to your work or learning are strictly prohibited.
 - iv. All students and staff are required to maintain a distance of 2 meters (6ft) from others in order to comply with physical distancing measures wherever possible. If other unexpected persons are found in your work or learning area, stop what you are doing and distance yourself. Inform your faculty and/or techs immediately. If necessary, call Campus Security at extension 8000.

7. Procedure

- a. Getting to the field site
 - i. Ontario Public Health recommends wearing a non-medical mask, such as a cloth mask, this is especially important in all common areas such as washrooms, water refill stations, dining areas, hallways and stairwells.
 - ii. Students will leave the lab in FR123 according to faculty directions. Departure will be staggered to ensure social distancing, starting with the back row of the lab space. Students will line up 2-meters (6ft) apart on floor marking outside the lab. The first student leaving the lab will move to the floor marking which is the furthest away from the lab space (special marking on the floor). The second student will line up behind the first student and so on. Faculty will lead students to the field site. A physical distance of 2-meters (6ft) will be maintained while walking to the field site.
 - iii. All attendance will be recorded.
- b. Student Movement at the field site
 - i. Students are required to stay at their workstation as much as possible.
 - ii. Students must disinfect their hands before using equipment.
 - iii. Students must sanitize all shared equipment with the wipes provided at the beginning of an activity.

- iv. Students are NOT allowed to walk around freely. The instructor/tech will advise when the student can move to participate in an activity.
 - v. Faculty/tech will have required equipment prepared and ready at the site of an activity to minimize how much everyone moves around.
 - vi. Students will be called up to view demonstrations in small groups while maintaining physical distancing as much as possible. Students will be instructed to maintain physical distancing during demonstrations.
 - vii. If required for certain activities, students will receive an assigned partner for the duration of their bootcamp/course.
 - viii. Students, even if working in pairs, must try to stay 2 meters apart. If this is not possible then students must put on a cloth face covering. All efforts must be made to minimize the time within 2 meters and try to face in opposite directions while being in close proximity to each other.
 - ix. Students will be responsible for disinfection of equipment between partner use.
 - x. Students will also be responsible for diligent hand hygiene for the duration of their time on campus.
 - xi. At all times the student and staff must comply with the guidelines of the Public Health Agency of Canada.
 - xii. It is extremely important that everyone maintains physical distancing of 2 meters and wash your hands immediately
 - before touching your face, eyes, or mouth;
 - before putting on your personal protective equipment (PPE);
 - before eating, drinking, smoking or vaping;
 - after removing your PPE or your soiled work clothing;
 - after working on a surface touched by other people; and
 - after using a tool or equipment that is shared with other people.
- c. Leaving the field site
- i. Each student must sanitize their equipment with the wipes provided.
 - ii. Each student will be reminded to sanitize hands before they leave the field site.
 - iii. Attendance will be taken as they leave the field site.
 - iv. When leaving the field site students/staff will stay 2 meters apart from anyone.

8. Sanitation Procedures

a. Equipment Disinfection Guidelines

- i. All tools and equipment and reusable supplies will be sanitized using wipes provided and allowed to air dry.
- ii. Used wipes will be discarded in a garbage bag designated for these items and disposed of appropriately.
- iii. Equipment will receive a 'clean' tag at the end of the day after sanitation was completed. This process will take place more frequently if there are multiple sections in a day or a week that are using the same equipment.

b. Daily Procedures

- i. Following each field day, students will be required to sanitize the equipment using wipes provided and return all supplies to the respective drop off station.
 - ii. Field work equipment must be cleaned and disinfected upon return to campus by the assigned faculty/tech.
 - iii. Disinfection of equipment should take place outdoors to prevent contamination of surfaces. If this is not feasible, surfaces must be cleaned after equipment was cleaned and disinfected.
- c. Post Bootcamp Procedures
 - i. All daily procedures will be completed.
 - ii. All tools and equipment and reusable supplies will be disinfected using guidelines listed above and returned to their appropriate storage location.

9. Evaluation

- a) Frequent review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- b) Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

10. NATR129 Personal Protective Equipment (PPE)

PPE for each task is based on the Occupational Health and Safety Standards following the guidelines of CSA W117.2. This includes but is not limited to the following:

- Students MUST bring their own hard hats.

11. Approvals

Revision History

Date		Rev.	Revision Summary	by
		0	Original.	