

Safe Work Plan				
COVID-19: <i>Paralegal and Law Clerk</i>				
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Created Date	October 4, 2020	Revised Date	N/A	
Department/Lab	School of Justice and Community Development Classrooms B3250 and C2125	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
Paralegal and Law Clerk		LAWS 323 and ORGB 11		

Overview

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario advises the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic labs.

If an employee or student begins to feel unwell while on campus, please contact ext.4444 immediately to receive instruction and guidance on next steps.

Scope

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This safe work plan applies to all Fleming staff, students and community members operating within the lab space or participating in the courses listed above. This safe work plan must be used in conjunction with all Fleming College operational procedures and established safety protocols.

Restricted Campus Access

All occupants must be pre-approved prior to arrival. All individuals attending campus are required to complete "Return to Campus" training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while on campus and practice physical distancing and personal hand hygiene.

Please complete this section

1. Overview of Tasks / Outline of Activities in Lab

- Complete lessons in the classroom as instructed by the faculty

2. Recognize Hazards - Potential exposure while performing work

(In reviewing lab activities please add any additionally identified hazards to the list below)

- a) Close contact (less than 2 - meters) with other personnel while supervising other students
- b) Potential of congregation and grouping of individuals

3. 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 within the classroom. A face covering must also be worn at all times while in the classroom, as per Fleming College Policy and Public Health directives.
- b) Shared Equipment – N/A – no equipment will be used
- c) Congregation – Floor markings, entry/exit guidelines and staggering of breaks will be implemented to ensure that physical distancing will be maintained in and out of the classroom spaces.

4. Space Readiness

a) Close Contact

- i. All unnecessary equipment will be removed from the lab spaces to promote physical distancing.
- ii. Students will be assigned to a workstation for the day and will not be permitted to move freely within the computer lab space.
- iii. All classes will be scheduled ensuring that students remain in cohorts or 'contact bubbles' to assist with contact tracing.
- iv. Attendance will be taken daily, including partnerships, and assigned workstations.

b) Shared Equipment

- i. No students will be allowed to share lab books or pens.

c) Congregation

- i. Lounge areas outside of the classrooms will be arranged to promote physical distancing.
- ii. Floor markings will be installed for students lining up to check into classroom.
- iii. Students will be permitted to enter only one room. They will enter/exit through one door only.
- iv. Student breaks will be staggered and will be kept to workstation bubbles and partners.
- v. Faculty and students will be encouraged to limit personal belongings being brought into the space, lockers will not be available for use while on campus.

5. Lab Occupancy Exceedance

If this lab has an approved and planned exceedance, please detail additional mitigation strategies for this inherent risk.

☐ Yes

☒ No

Risk Mitigation Strategies Details Here (If needed): N/A

Evaluation of Safe Work Plan

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- c. Weekly inspections to ensure spaces remain decluttered and organized.
- d. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

Approvals

Revision History

Date		Rev.	Revision Summary	by
Oct 4/20		0	Original.	DC
Oct 18/20		1	Update program name and remove content that is not applicable	DC