**Covid-19 - Stage 3 - Building Access and Occupancy Protocol**

Fleming College continues to follow the guidance, advice and directives set forth by Federal, Provincial, Public Health Units and other jurisdictions having authority in order to reduce the risk of transmission associated to Covid-19. The College will continue to hold the safety and health of our staff and students as its top priority.

Ontario’s Framework to Reopening the Province has progressed to Stage 3 in all communities supporting Fleming College campuses. In order to continue our compliance with measures under the Emergency Management and Civil Protection Act (*EMCPA*) O. Reg. 364/20 and associated “Rules for Areas in Stage 3” the following Building Access and Occupancy Protocols have been updated. The measures detailed below must be strictly adhered to by all building occupants, at all times, until further notice.

**Access Measures**

# Restricted Access

To ensure appropriate physical distancing capacity limits, all building occupants must be approved, in advance of entry, by a member of the Fleming College Senior Management Team.

# Screening & Sign-In Protocol

All approved building occupants shall enter the building through the Designated Screening & Access For Everyone (SAFE) Entrances only. All persons will be subjected to the Sign-In Protocol, which includes a mandatory Covid-19 Screening Process which follows public health guidance.

**SAFE APP**: Prior to entering the building students and employees are required to complete the Self-Screening process via the Fleming Safe App.

**IN-PERSON**: Alternatively, In-Person Screening is available by Campus Security at the Information Booth at Frost and Sutherland.

**ONE CARD SIGN IN**: All Students and Employees will be issued a new Fleming One Card Identification Card that must be used to sign into the building at SAFE Entrances.

**Building Security**

All exterior doors, classrooms, labs and shops have been secured and will remain locked until further notice.

Any occupant entering a secured room is required to ensure it is returned to a secured state when they leave.

**Occupant Health and Safety Measures**

**Physical Distancing Requirements**

While in college buildings, all occupants must maintain a 6ft or 2m physical distance from other occupants. Signage is posted throughout our campuses and floor markers have been installed as reminders. On campus working and learning space layouts have been modified to support physical distancing. Occupants should refrain from congregating or socializing at all times.

*NOTE: Memorandum from MCU – July 20, 2020*

*The total number of students permitted in each instructional space at any one time must be limited to the number that can maintain a physical distance of at least 2m and in any event cannot exceed 50 persons indoors and 100 persons outdoors. In the ministry’s view, instructional spaces may include classrooms, lecture halls and labs and one building or campus can have many instructional spaces*.

*The instructional space must be operated to enable students to maintain a physical distance of at least 2m from every other person in the instructional space, except where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.*

**Non-Medical Mask Face Coverings**

All employees, students and contractors are required to wear a non-medical mask/facial covering while on campus. This must be used in all public areas and when physical distancing cannot be maintained. Masks can be removed only when in one’s private office space or if you are working alone behind a barrier. Anyone who arrives without a face covering will receive a mask and instructions for use while on campus. Alternative facial coverings such as burqas, hijabs and niqabs are suitable, so long as, the nose, mouth and chin are covered. If employees identify as being challenged using a face-covering please contact your HR Consultant to review accommodation options.Face coverings are available at the entrance area for those that may require. Educational signage is made available on campus regarding safe use of facial coverings.

Where sufficient barriers are provided. i.e. plexiglass installs, which protect an employee from a member of the public, a face covering is ***not*** required for the employee if 2m distancing can be maintained, but is required for the member of the public***.***

Under the guidance of Public Health, the enforcement of the required use of face covering will be in “good faith”. Best efforts will be made to only permit entry to persons wearing a facial covering. Security will remind, upon entry, that a face covering is mandatory.

*It is recognized that not all individuals are able to wear a facial covering. The college will work closely with all occupants to provide a supportive accommodation when requested.*

**Promotion of Personal Hygiene Practices**

Following the advice and guidance of all public health measures, all occupants are advised they must follow these safety requirements while on premise;

* Maintain physical distancing of at least 6ft (2m) at all times
* Adherence to hygiene protocols, including:
  + Use of hand sanitizer upon entering the building
  + Frequent Handwashing
  + Do not touch face or eyes
  + Use provided wipes to clean shared areas after usage

**Training Support**

Prior to arrival on Campus, all occupants including employees and students, will be provided with access to the COVID-19, Return to Campus Training session. This training provides all occupants with information supporting building access, personal health and safety measures and individual expectations. The content of this training will be made current with the ongoing advice and guidance of public health.

**Protocol Enforcement**

Campus Security is responsible for controlling access and enforcement of this protocol. If at any time, any building occupant is not complying with this Build Access and Occupancy protocol, that particular person(s) will be asked to leave the property immediately. Notification will be made to Director, Physical Resources.