



Safe Work Plan

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Purpose

The Fleming College Student Administrative Council (Fleming SAC) is committed to the health and safety of its employees, students, faculty, support staff and administration of Fleming College and the Peterborough community. This document has been created as a safe work plan in response to the COVID-19 pandemic.

This Health and Safety Plan is based on guidance provided by Fleming College Health and Safety policies and procedures, the Government of Ontario, and the Peterborough Public Health Unit. The intent of this document is to provide a safe work plan for the Fleming SAC to allow the continuation of operations and provide support and services to Fleming College students both on campus and those learning remotely. Fleming SAC will update this document as external or internal guidelines change.

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 guidelines include recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in the Fleming SAC and Steele Centre leased space.

Scope

This safe work plan applies to all Fleming SAC employees, Directors, students, visitors, and Fleming College Administration operating within the Fleming SAC offices and the Steele Centre pub. This safe work plan must be used in conjunction with all Fleming College Health and safety protocols and approved procedures.

Representation on Campus

The Fleming SAC serves the social, political, and supportive needs of the students at Fleming College. To ensure students receive the support and services provided by our organization that are designed to create a better college experience, Fleming SAC staff need to be on sight to continue to provide services such as the Student Health Plan, the Emergency Food Bank, the Transportation Program and other business services and support.

Because the COVID-19 pandemic caused the college to close, a disconnect between Fleming College and the students has been created. It is imperative that Fleming SAC



is on campus to help bridge that disconnect. By not being present on campus and having direct access to students, barriers are being inadvertently created for students with accessibility issues.

As an important part of the overall student experience at Fleming College, Fleming SAC is an essential service to all students at Fleming to ensure we create a better and stronger community.

Restricted Campus Access

All visitors of the Fleming SAC office and the Steele Centre pub must be pre-approved prior to arrival through the Fleming SAFE app. All Fleming SAC employees and Directors 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 in SAC leased space and practice physical distancing and personal hand hygiene.

1. Overview of Tasks / Outline of interactions with Students

Fleming SAC Offices:

- Provide ongoing support to students with the Domestic Student Health Plan.
- Provide ongoing support to students in need of the Emergency student Food Bank on campus
- Provide ongoing support to students with the Transportation Program.
- Provide academic support to students with accessibility issues
- Provide ongoing support to students with advocacy concerns regarding COVID-19 and the effects on the Academic year.
- Inventory Control
- Financial administration of Fleming SAC business
- Interactions with students surrounding a variety of business services that Fleming SAC offers to students for free

Steele Centre Pub:

- Financial Administration of the Steele Centre
- Inventory Control of the Steele Centre pub
- Online Event Programming from the Steele Centre.
- Managing space for students who cannot leave campus between classes
- Managing ongoing maintenance of machinery and overall cleanliness of space to locked spaces.



2. Recognize Hazards - Potential exposure while performing work

- Fleming SAC presence on campus
- Developing symptoms on campus
- Close Contact between students and Fleming SAC employees.
- Shared equipment in the Office space
- Employees, Directors, and students not following proper health and safety procedures
- Potential for students to congregate when trying to access the Fleming SAC offices.

3. Detail the controls that are implemented to reduce hazards

Fleming SAC Presence on Campus

- All Fleming SAC employees will complete the COVID-19 self-screening via the Fleming SAFE app and have phone conversation with the General Manager prior to arriving on site.
- Fleming SAC employees will continue to perform duties from their home offices during non-scheduled office days.
- There will be a maximum of three (3) Fleming SAC employees permitted in the Fleming SAC offices per day.
- While the Steele Centre pub is closed to students, there will be a maximum of three (3) SAC employees permitted in the Steele Centre pub per day. The Steele Centre Manager will be on campus every day.
- Occupancy limit including Fleming SAC employees for the offices is set at five (5) people. The limit including Fleming SAC and Steele Centre Employees for the Steele Centre is set at ten (10) people.
- All Fleming SAC employees will be required to complete COVID-19 Fleming Safe – Return to the workplace training provided by Fleming College and ensure all health and safety protocols are followed.
- SAC employees to use the Steele Centre Bathrooms as the only bathrooms for use.

Close Contact

- Physical distancing markers at 2 meters between the hallway outside Tim Hortons and the entrance to the Fleming SAC office. This will be communicated by signage inside and outside of the Fleming SAC office.



- Signage reminding students and visitors that non-medical masks must always be worn on campus and inside the Fleming SAC offices and the Steele Centre Pub.
- Employees will ensure they maintain physical distance in all face-to-face interactions with others at a minimum of 2 meters (6 Feet).
- Employees and guests are required to use non-medical face coverings while in Fleming SAC leased space including the Steele Centre.
- Fleming SAC employees will remain in their individual offices during work hours outside of accessing bathrooms and coming to or leaving the office for the day.
- Employees will not enter office space that is not their own working area.
- Employees will continue to use WebEx Meetings to conduct all meetings with co-workers, students, and Fleming College Administration.
- There will be plexiglass at the front desk to ensure secondary barriers between office administration and students/ visitors.
- There will be one (1) student at a time allowed in the SAC office unless students has accessibility supports such as an interpreter.
- Directors will not have access to the Directors office because physical distancing guidelines will not be able to be met.
- There will be no in persons meetings in the Fleming SAC office space unless specific accommodations are needed. Students seeking a meeting with an employee will be directed to email and set up a virtual meeting through WebEx.
- Students and visitors to the SAC office will enter the space through the main sliding doors and exit through the Board room (C1430.1)

Shared Space/Equipment in the SAC Office

- Fleming SAC employees will sanitize all equipment after each use.
- Students must schedule an appointment with Fleming SAC before entering Fleming SAC space through info@flemingsac.ca. Students will follow all health and safety procedures outlined by Fleming College.
- Students will wait in the Cafeteria space outside the Fleming SAC office and be greeted by an employee before entering space.
- All meals must be had in individual offices.

- Lunches and breaks will be staggered to ensure employees keep with physical distancing guidelines.
- The Fleming SAC Fridge and Microwave will be cleaned and sanitized after each use.
- A daily logbook of all visitors will be kept on file for 30 days and accessible to Fleming College when requested.
- A logbook of a cleaning and sanitization completed by Fleming SAC staff will be kept up to date and completed each day. The Logbook will be signed off daily by the General Manager and made accessible to the College when requested. These files will be kept electronically on the SAC s-drive.
- Students will be encouraged to use their own personal equipment when possible. If a student needs to use any Fleming SAC equipment it will be disinfected immediately after use by Fleming SAC staff using proper PPE.
- Personal Offices within the Fleming SAC and Steele Centre space will be cleaned at the beginning and end of every day and kept in a logbook on file with Fleming SAC by the employee using that space.

Following Health and Safety procedures

- **Self-Isolation:** If a Fleming SAC employee develops symptoms of COVID-19 or think they may have symptoms; they are not allowed to come to work. Employees are encouraged to follow directives of the Peterborough Public Health Unit on self-isolation.
 - Employees need to self-isolate if they:
 - have symptoms, even if mild, associated with COVID-19.
 - If they have been diagnosed with COVID-19.
 - Are waiting for lab test results after being tested for COVID-19.
 - Have been advised to self-isolate by Peterborough Public Health Unit.
- **Developing symptoms at Work:** If an Fleming SAC employee develops symptoms of COVID-19, or believes they have been in contact with someone who has tested positive for COVID-19, or has been advised to self-isolate for 14 days by the Peterborough Public Health Unit the following procedures will be in place:
 - Separate yourself from others.
 - Contact 4444 immediately to receive instructions and guidance on next steps.
 - Contact the GM using a telephone or by e-mail.



- Notify your manager where you worked that day.
- Disclose any interactions with fellow staff, students, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.

- **Developing Symptoms at Home:**

If a Fleming SAC employee experiences any of the COVID-19 symptoms the following actions must take place:

- Immediately begin self-isolation to prevent any possible spread of COVID-19
- Contact the General Manager via email or phone to inform them of your condition
- General Manager will contact Fleming College Health and Safety team to be advised of the next steps for the staff member.
- Possible testing of COVID-19
- Possible isolation for 14 days and to remain away from Fleming college.

- **Hand Hygiene**

Hand Hygiene is an important step in fighting COVID-19. Fleming SAC employees will be encouraged and reminded to use the following tips to ensure proper hand hygiene:

- Wash hands frequently. Thoroughly wash hands with an alcohol-based rub or with soap and water. Wash hands for at least 20 seconds.
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible.
- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
- Avoid touching surfaces people touch often.
- Instead of a handshake, give a friendly wave.
- Use any necessary personal protective equipment as directed.
- Handshakes are not permitted at this time as it would violate physical distancing rules. This would also include foot bumps, elbow bumps or fist bumps. All these are in violation of the physical distancing rules.
- Do not share any personal items such as; pens, cups, dishes, cutlery or food.
- Clean all clothing when you return home to avoid any possible contamination.



- The use of non-medical face covering while on Fleming College property always. During lunch or meal breaks, the removal of face coverings is permitted.
- An Employee that has developed symptoms in the SAC Office, will exit the office through the emergency exit located in the SAC office to ensure the safety of anyone on campus. They will go immediately to their vehicle and go home to self-isolate. If the employee took public transit, an alternative will be provided to ensure the safety of the community.
- If a Fleming SAC employee tests positive for COVID-19, the employee will be guided through the Fleming College Health and Safety department for a safe return to work.

Congregations

- Visitors with appointments to Fleming SAC are only permitted by themselves when entering Fleming SAC space. No other guests are permitted to remain in the SAC space unless it is due to accessibility issues.
- Fleming SAC will have staggered appointment times for students seeking access to Fleming SAC services. There will be 15-minute periods between appointments to allow Fleming SAC staff to properly clean and disinfect areas that visitors come in contact with.
- Personal Offices are limited to the employees that are assigned to them. No others will be allowed in the personal office space.
- The meeting room (C1430.9) will be arranged in a way to ensure physical distancing when being used for a meeting. There will be an occupancy limit of two (2) people in this room at any time.
 - The meeting space will only be used for students with listed accommodations that are unable to meet virtually.
- Occupancy limitations will be listed using clear signage
- Floor Markings will be installed for students and staff lining up for services.
- The Fleming SAC office space will be closed to traffic and only students with appointments will be let into the space.
- Directional arrows will be installed to inform students of how to enter and exit the space.
- The table and seating in the Fleming SAC public space will not be permitted to be used by anyone.



4. Space Readiness

Sanitation Supplies

- Hand sanitizer stations provided by Fleming SAC will be located at the Entrance/Exit of the SAC Offices and Steele Centre Pub.
- Hand sanitizer provided by Fleming SAC will be in every personal office space
- Hand sanitizer station provided by Fleming SAC will be located at the Steele Centre Bar.
- Hand sanitizer stations provided by Fleming SAC will be located at the SAC sink to be used by staff when accessing the fridge or microwave.
- Disinfectant wipes at the Front Desk and in the Steele Centre to wipe down all shared equipment.
- Tables and chairs in public spaces to be cleaned and sanitized by the Fleming College Cleaning services
- Meeting Room table to be cleaned after every use.

PPE Requirements

- Non-surgical face covers to be worn by all persons inside the SAC offices or Steele Centre pub.
- Hand hygiene to be done by Fleming SAC employees before and after the use of shared equipment in the office and Steele Centre.
- Plexi-glass installed at front desk. Work Request for this to be completed and submitted to Facilities Department before the office opens to students.

Furniture Removal/Relocation/Assignment

- Chairs in the SAC office Foyer to be relocated into the Storage Closet in the SAC office. To be completed by Fleming SAC staff during week 10 of fall semester
- Chairs in the Boardroom C1430.1 to be relocated to the storage Lockers in the Basement. To be completed by Fleming SAC staff during week 10 of fall semester
- Chairs in the Boardroom C1430.9 to be relocated to the storage lockers in the Basement except two chairs that remain in the room. To be completed by Fleming SAC staff during week 10 of fall semester
- SAC Board of Directors Office to remain locked with zero access to staff or the Board of Directors.



Engineering Controls (Plexiglass barrier/Partitions, etc.)

- Plexiglass installed at front desk.
- Stanchions in the SAC Office to control flow of traffic.
- Doors to the SAC office to remain closed to ensure access is limited to appointments only.
- stanchions in the SAC Boardroom C1430.1 to control access and traffic.

Floor Markings general signage

- Floor Markings distanced at two meters to ensure physical distancing.
- Signage indicating procedures at the entrance and inside the SAC office and Steele Centre pub.
- Floor Markings in the SAC office to indicate where students should stay while visiting.
- Directions floor signage indicating traffic flow will be place at the entrance, in the SAC office and the exit of all spaces.

Educational Information on COVID-19 from the Peterborough Public Health Unit displayed throughout the leased space and on all Fleming SAC Poster Boards. Info can be found at <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

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Entry/Exit Guidelines

- Visitors will book an appointment with Fleming SAC through email. Only students who have a previously approved meeting may enter the SAC office Space.
- Visitors to the Fleming SAC office will enter through the Boardroom C1430.1 and exit through the sliding doors.
- Fleming SAC will greet each visitor at their designated appointment time to allow entry into space.
- Students without appointments will not be permitted access to the SAC office. Notices will be up for students without appointments to make appointments.

Workplace Cleaning

- Staff will always be encouraged to use proper hand hygiene throughout the day and any time that share equipment is used in office.



- Personal office space will be cleaned at the beginning and end of each day by Fleming SAC employee who is assigned to the space.
- Only cleaning and disinfecting agents that have been approved by the Peterborough Public Health Unit will be used to clean office space.
- The Fleming SAC General Manager is responsible for training all employees how to use cleaning products.
- Fleming SAC will have a checklist of places that are to be cleaned daily and keep this logbook on the S-drive and made available to Fleming College upon request.
- Fleming SAC will close the office after every visitor for 15 minutes to clean and disinfect all areas that the visitor would have touched. This will control the traffic in and out of the SAC office.

5. Fleming SAC/Steele Centre Occupancy Exceedance

☐ Yes

☒ No

There is no Approved occupancy exceedance allowed in this space unless approved as an emergency contingency plan.

Risk Mitigation Strategies Details Here (If needed):

In the case of an emergency, staff and students may use the emergency exit located in the SAC office.

Evaluation of Safe Work Plan

- The safe work plan will be reviewed as follows to ensure it reflects updates, amendments to legislation:
 - Every two (2) weeks review and revision of Safe Work Plan to reflect ongoing policy revision and amendments; or
 - When directed by Fleming College; or
 - After any changes made to best practices by the Peterborough Public Health Unit; or
 - Any legislation changes made by any government.
- Fleming SAC will ensure private stock of cleaning and disinfectant supplies are kept on hand and an ongoing review of inventory maintained.
- Weekly inspections to ensure spaces remain decluttered and organized.



Approvals

Date	Rev.	Revision Summary	By
Oct. 26, 2020	0	Original	Fleming SAC COVID Safety Committee
Nov. 3, 2020	1	Changes made to plan from recommendations from Kim English and the Health and Safety Department at Fleming College.	Joel Willett
Dec. 1, 2020	2	Changed Wording to Sec 3. Paragraph 4. As per Marriah Wickert per Health and Safety Department at Fleming College.	Chauncey McCarrell