

| Safe Work Plan                                                   |                                                                              |                            |              |                  |
|------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------|--------------|------------------|
| COVID-19: Working at Heights                                     |                                                                              |                            |              |                  |
| <b>Created by</b>                                                | Mary MacLeod                                                                 | <b>Supervisor Approved</b> | Mary MacLeod | <b>Pages</b> 1-6 |
| <b>Created Date</b>                                              | October 20, 2020                                                             | <b>Revised Date</b>        |              |                  |
| <b>Department/Lab</b>                                            | School of Trades and Technology – Working at Heights Practical Lab (D0101.4) | <b>Document #</b>          |              |                  |
| <b>Note: This SWP applies to the following PROGRAMS/COURSES:</b> |                                                                              |                            |              |                  |
| <b>Program</b>                                                   | <b>Course Code</b>                                                           |                            |              |                  |
| Continuing Education                                             | CNST 211, CNST 227 – Working at Heights                                      |                            |              |                  |

## 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 705-749-5530 ext.4444 (If using a campus phone only dial 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 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.

## 1. Overview of Tasks / Outline of Activities in the Working at Heights Practical Lab

- a. Perform safe set-up, operation, and inspection of Working at Heights equipment and personal protective equipment.
- b. Recognize hazards and understand how to eliminate and control the hazards and/or protect themselves while working at heights.
- c. Use personal fall preventive/protective equipment in compliance with applicable regulations and standards.
- d. Perform safe work practices using personal fall protection equipment, anchor points and/or work positioning systems. Become familiar with different tie off points by connecting and disconnecting their harnesses from the certified tie off points as instructed.
- e. Perform rescue planning procedures.
- f. Practice safety procedures for warning methods, ladders, and other equipment.
- g. Apply sustainable practices throughout the duration of the course.

## 2. Recognize Hazards / Potential Exposure while Performing Work

- a. Close contact (less than recommended 2-meters) with other personnel while supervising student work.
- b. Handling shared equipment and materials.
- c. Handling of porous materials within the lab environment (i.e.: fall arrest harness).
- d. Potential for congregation and groupings of individuals.

## 3. Hazard Reduction

- a. Close Contact
  - i. Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is to be encouraged at all times. However, due to the nature of the spaces and the skills that are to be completed within the spaces, Personal Protective Equipment (PPE) including a hard hat, safety glasses and a facial covering must always be worn while in the lab.
  - ii. All unnecessary equipment will be removed from the lab space to promote physical distancing.
  - iii. Only if required due to specific project work, students will be assigned a partner for the entirety of their course. Activities that require contact will only be completed with assigned partners.
  - iv. Attendance will be taken daily, including partnerships if required.
- b. Shared Equipment
  - i. Whenever possible, equipment will be dedicated to student workstations.
  - ii. Vigilant hand hygiene and routine disinfection practices are in place.
  - iii. Students will be encouraged to bring in their own tools when possible.
  - iv. Disinfection stations are set-up for each lab space. Students will be required to disinfect personal equipment prior to the beginning of the lab.

- v. Diligent hand hygiene will occur before and after contact with a piece of equipment.
  - vi. All tools and equipment will be disinfected before and after use by each student or staff member and in addition at the end of each lab by the assigned lab tech.
- c. Porous Materials
- i. Consumables such as wipes will be discarded in the garbage cans provided after use. Care will be taken to provide only what is required for each student, to prevent waste of supplies.
- d. Congregation
- i. Lounge areas outside of the labs are arranged to promote physical distancing.
  - ii. Floor markings are installed for students lining up to enter the lab.
  - iii. Students will be permitted to enter the lab following the instructor's direction.
  - iv. Physical interaction between individuals other than for essential tasks related to your work or learning are strictly prohibited.
  - v. All students, staff, contractors are required to maintain a distance of 2 meters (6 feet) 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.

## 4. Space Readiness

- a. Sanitation Supplies
- i. Staff and students are responsible for diligent hand hygiene for the duration of their time on campus.
  - ii. Each lab is equipped with a sink, running water and soap for use upon entry into the lab. Directions of effective hand washing signs are present at all sinks. Hand sanitizer is also available as an alternative.
  - iii. Staff or students using any tools, equipment and shared PPE will clean common touch points using disinfectant wipes and allowed to air dry. This will occur at the beginning and end of their lab. For shared tools and/or workstations disinfectant wipes can also be used throughout the lab.
  - iv. It is extremely important that everyone maintains physical distancing of 2 meters and wash and/or sanitize 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.

## b. PPE Requirements

- i. Ontario Public Health recommends and the City of Peterborough by-law mandates wearing a non-medical mask, such as a facial covering in all public indoor settings. If an accommodation is needed please contact your instructor and seek further direction.
- ii. The following face coverings are NOT permitted as they do not provide adequate retention of personal droplets
  - Vented Face Mask
  - Neck Gators
  - Bandana
  - Scarf
- iii. Staff or students using any tools, equipment and reusable supplies will sanitize common touch points using disinfectant wipes and allowed to air dry.
- iv. Lab specific PPE for each task is base on the Occupational Health and Safety Standards following the guidelines of CSA. This includes but is not limited to the following:
  - Students **MUST** bring and wear safety glasses at ALL times.
  - Students **MUST** wear protective footwear that meets the requirements of CSA Z195 Grade 1 (green patch)

## c. Furniture Removal/Relocation/Assignment

- i. The lab has been modified to promote physical distancing and minimize the amount of time students need to move around.
- ii. Furniture and equipment have been removed from the lab to enhance the ability to hold small physically distanced demonstrations.
- iii. Assigned areas are typically used for the duration of the course unless the students need to use a different piece of equipment outside of their assigned area as approved by the instructor.

## d. Engineering Controls

- i. Physical distancing has been implemented in this lab.

## e. Floor Markings/General Signage

- i. Proper hand washing directions is posted at the lab sink.
- ii. Floor markings – dots have been positioned on the floor to demonstrate 2 meters distance.
- iii. At the instructor's demonstration area small groups will be called up while maintaining physical distancing.

## f. Entry/Exit Guidelines

- i. All students and staff must enter the building of the Sutherland Campus through either of the following entrances:
  - C Wing Main Door by the information booth for Fleming SAFE and Alternate Screening
  - D Wing Main Door for Fleming SAFE and Alternate Screening
- ii. Students will line up 2-meters apart on floor markings outside the lab in the downstairs D-wing hallway.

- iii. Students will provide name to check-in with an instructor.
- iv. Attendance will be recorded.
- v. As much as feasibly possible start and end times to reduce the amount of people in the hallway waiting to enter or exit a lab.
- vi. Students are required to stay in their assigned area as much as possible.
- vii. Students must sanitize all tools and equipment in their assigned area with the disinfectant wipes provided at the beginning of the lab.
- viii. All efforts must be made to minimize the time within 2 meters for example if one student is assisting the partner must move back so they can return to safe physical distancing of 2 meters as soon as feasibly possible.
- ix. When exiting the lab you will stay 2 meters apart from everyone.
- x. Failure to comply with this COVID-19 Safe Work Plan, any other procedures or policies of Fleming College may result in your dismissal from the lab and you may be asked to leave the College until your compliance for your safety and others can be assured.

## 5. Lab Occupancy Exceedance

☐ Yes

☒ No

**Risk Mitigation Strategies Details Here (If needed):** NA

## 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           |
|------------------|------|------------------|--------------|
| October 21, 2020 | 0    | Original         | Mary MacLeod |
|                  |      |                  |              |



## HELP REDUCE THE SPREAD OF COVID-19

### TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS DISEASE (COVID-19):



follow the advice of your **local public health authority**



wash your hands often with soap and water for at least 20 seconds



use an **alcohol-based hand sanitizer** containing at least 60% alcohol if soap and water are not available



try not to touch your eyes, nose or mouth



avoid close contact with people who are sick



cough and sneeze into your sleeve and not your hands



stay home as much as possible and if you need to leave the house practice **physical distancing** (approximately 2 m)

### SYMPTOMS

**Symptoms** of COVID-19 may be very mild or more serious and may take up to 14 days to appear after exposure to the virus. The most common symptoms include:



**FEVER**



**COUGH**



**DIFFICULTY BREATHING**

### IF YOU HAVE SYMPTOMS



**Isolate** at home to avoid spreading illness to others.



Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.



Call ahead before you visit a health care professional or call your local public health authority.



If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.

### FOR INFORMATION ON COVID-19:

☎ 1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

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