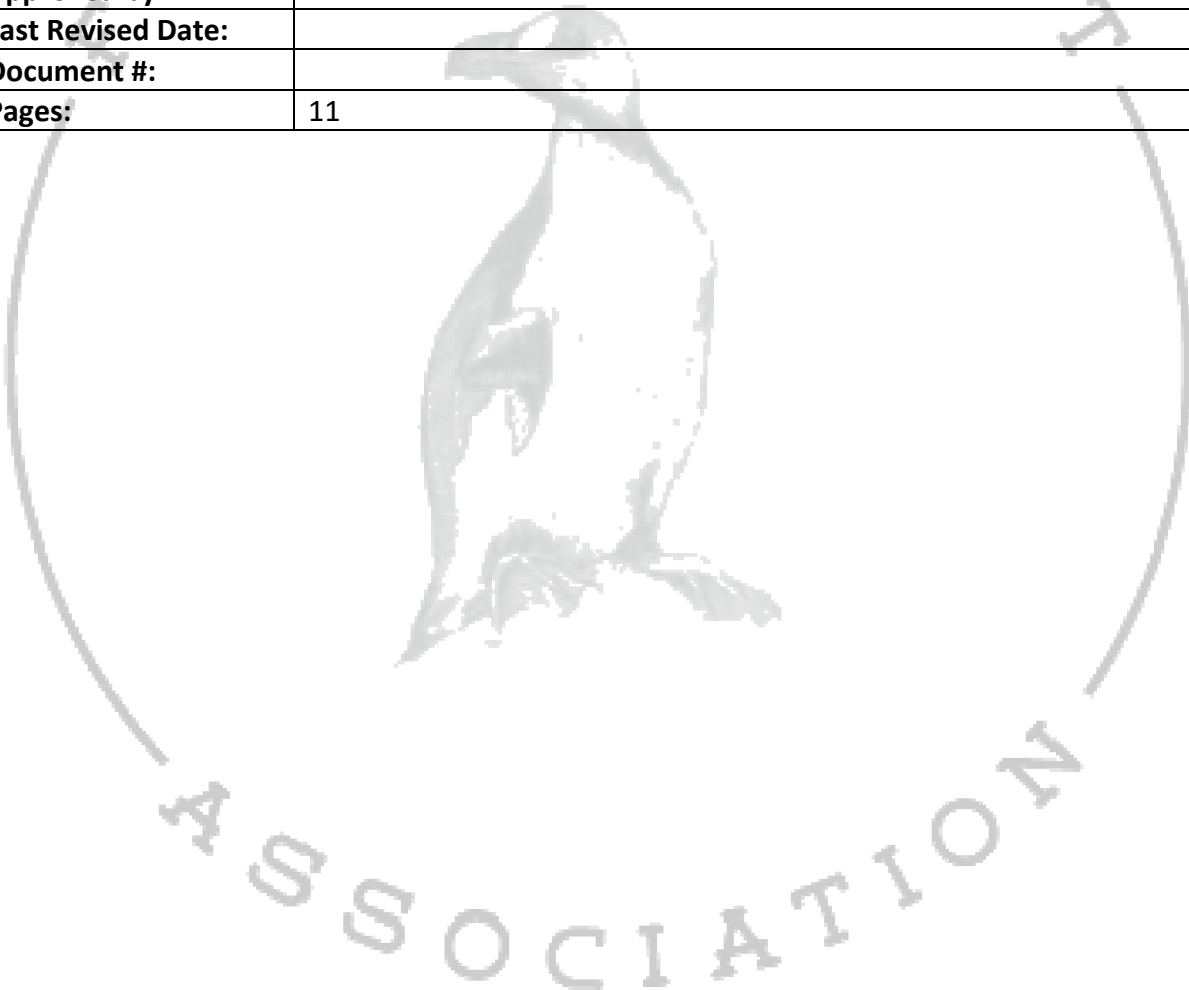


FSA Safe Work Plan

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Purpose

The Frost Student Association (FSA) is committed to the health and safety of its employees, students, faculty, support staff and administration of Fleming College and the Lindsay/Kawartha Lakes 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 Haliburton, Kawartha, Pine Ridge District Health Unit . The intent of this document is to provide a safe work plan for the FSA to allow the continuation of operations and provide support and services to Fleming College students both on campus and those learning remotely. The FSA 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 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 FSA owned Auk's Lodge Student Centre and Offices above.

Scope

This safe work plan applies to all FSA employees, directors, students, visitors, and Fleming College Administration operating within the FSA offices and the Auk's Lodge Student Centre. This safe work plan must be used in conjunction with all Fleming College Health and safety protocols and approved procedures.

Representation on Campus

The FSA 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, FSA staff need to be on site to continue to provide services such as the Student Health Plan, the Emergency Food Cupboard, 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 the FSA is on campus to help bridge that disconnect. By not being present on campus and having direct access to students,



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barriers are being inadvertently created for students with accessibility issues. As an important part of the overall student experience at Fleming College, the FSA 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 FSA office and Auk's Lodge Student Centre must be pre-approved to be on campus prior to arrival through the Fleming SAFE app. All FSA 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 FSA owned space and practice physical distancing and personal hand hygiene. While in the Auk's Lodge Student Centre, visitors will not be required to wear a non-medical face covering while sitting and eating. Directional arrows will be setup throughout the space to ensure a mandatory 2m distance is always kept.

1. Overview of tasks/Outline of interactions with students

FSA Offices

- Provide ongoing support to students with the Domestic Student Health Plan.
- Provide ongoing support to students in need of the Emergency Food Cupboard 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 FSA business.
- Interactions with students surrounding a variety of business services that FSA offers to students as part of the ancillary fees paid per academic semester.

Auk's Lodge Student Centre

- Financial administration of the Auk's Lodge Student Centre.
- Inventory Control of the Auk's Lodge Student Centre.
- Online event programming from the Auk's Lodge Student Centre.
- Managing space for students who cannot leave campus between classes.
- Managing ongoing maintenance of machinery and overall cleanliness of space to locked spaces.



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2. Recognize Hazards - Potential exposure while performing work

- FSA Presence on campus
- Close contact between students and FSA employees and directors
- Shared equipment in the Office space
- Employees, directors, and students not following proper health and safety procedures and protocols.
- Potential for students to congregate when trying to access FSA offices.

3. Detail the controls that are implemented to reduce hazards FSA presence on Campus

- All FSA employees will complete the COVID-19 self-screening via the Fleming SAFE app and ensure their work is necessary to be on site via conversation with the President prior to arriving on site.
- FSA employees/directors will continue to perform duties from their home offices during non-scheduled office days.
- There will be a maximum of five (5) FSA employees/directors permitted in the FSA offices at any given time. The Office Manager will be on site every day to ensure a clean space for students and staff.
- While the Auk's Lodge Student Centre is closed to students, there will be a maximum of five (5) FSA employees/directors permitted in the Auk's Lodge Student Centre at any given time based on the above schedule of employees on Campus. The Auk's Lodge Manager will be on site every day to ensure a clean space for students and staff.
- Occupancy limit including FSA employees for the offices is set at eight (8) people. The limit including FSA and Auk's Lodge Employees for the Auk's Lodge is set at (to be determined) people.
- All FSA 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.
- FSA employees will use the Auk's Lodge bathrooms as the only bathrooms available for use.

Close contact/Preventative measures

- Physical distancing markers will be set at 2 meters between the hallway to the cafeteria, the entrance to the FSA Office, and into and throughout the Auk's Lodge Student Centre. This



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will be communicated by signage inside and outside of the FSA offices, hallway and Auk's Lodge.

- Signage reminding students and visitors that non-medical masks must always be worn on campus and inside the FSA offices and the Auk's Lodge Student Centre unless eating or drinking in a designated eating area or an individual's office.
- 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 FSA owned space including the Auk's Lodge.
- FSA employees will remain in their individual offices or stations as often as possible during work hours outside of accessing bathrooms and coming to or leaving the office for the day, or other tasks required for the successful completion of their jobs.
- 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.
- Plexiglass will be setup where necessary to ensure secondary barriers between FSA staff and students/visitors.
- There will be three (3) students at a time allowed in the FSA office unless students have accessibility supports such as an interpreter. One (1) student will be allowed in the waiting room, one (1) in the quiet room and one (1) to meet with FSA employees.
- Directors will have access to director offices as safe physical distancing can be met.
- Students may be permitted to have in-person meetings in the FSA offices provided a safe distance can be maintained. Students will be requested to prioritize virtual WebEx meetings if possible.
- Students and visitors to the FSA office will enter through the primary stairs. Signage will be provided to let students know whether or not they may enter.

Shared Space/Equipment in the FSA Office

- FSA employees will sanitize all equipment after each use.
- Students must schedule an appointment with FSA before entering FSA offices through info@frosts.ca. Students will follow all health and safety procedures outlined by Fleming College and FSA.



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- Appointments will be staggered and students will wait in the hallway space or at designated spaces in the Auk's Lodge outside of the FSA office to ensure physical distancing. They will be escorted by an employee into the space.
- All meals by FSA employees must be had at designated eating areas, such as offices, desks or within the Auk's Lodge.
 - Lunches and breaks may be staggered to ensure employees keep with physical distancing guidelines.
 - The FSA 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 all cleaning and sanitization completed by FSA staff will be kept up to date and completed each day. The Logbook will be signed off daily by the President via email and made accessible to the College when requested. These files will be kept electronically on the FSA shared Microsoft Teams.
- Students will be encouraged to use their own personal equipment when possible. If a student needs to use any FSA equipment, it will be disinfected immediately after use by FSA staff using disinfecting wipes and sprays.
- Personal Offices within the FSA and will be cleaned at the beginning and end of every day and kept in a logbook on file with FSA by the employee using that space.

Following Health and Safety procedures

- **Self-Isolation:** If an FSA 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 Haliburton, Kawartha, Pine Ridge District 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 the Haliburton, Kawartha, Pine Ridge District Health Unit.
 - If they are waiting on the results of a potential case from someone directly in their household.
- **Developing symptoms at work:** If an FSA employee develops symptoms of COVID-19, or believes they have been in contact with someone who has tested positive for COVID-19, or



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has been advised to self-isolate for 14 days by the Haliburton, Kawartha, Pine Ridge District Health Unit the following procedures will be in place:

- Separate yourself from others and notify your manager.
- Contact 4444 immediately to receive instructions and guidance on next steps.
- **Developing symptoms at home:** If an FSA employee experiences any of the COVID-19 symptoms the following actions must take place:
 - Notify Manager (employee)
 - Seek guidance from Public Health on whether you need to get a COVID test or if you need to Self-Isolate. There are two ways to seek this guidance:
 - Online Assessment & Referral - <https://covid-19.ontario.ca/self-assessment/>
 - Phone Local Health Unit
<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>
 - Follow the guidance you received from the Online Assessment or Public Health Unit about testing or self-isolating.
 - Once you have received this guidance, please complete the online College COVID Report Form, located on the Health & Safety Website. Once we receive this form someone from the College will contact you to support your return to campus.
<https://department.flemingcollege.ca/safety/covid-reporting-and-case-management/>
- **Hand Hygiene**

Hand Hygiene is an important step in fighting COVID-19. FSA 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.



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- 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 FSA Office, will exit the office through the elevator located in the FSA office and then out the doors to the Auk's Lodge Patio 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 an FSA employee tests positive for COVID-19, the employee will submit a COVID reporting form to Fleming College Health and Safety department.

Congregations

- Visitors with appointments to FSA are only permitted by themselves when entering FSA space. No other guests are permitted to remain in the FSA space unless it is due to accessibility issues.
- FSA will have staggered appointment times for students seeking access to FSA services. There will be 15-minute periods between appointments to allow FSA 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 (169K) 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.
- Occupancy limitations will be listed using clear signage.
- Floor Markings will be installed for students and staff lining up for services or directional flow.
- The FSA office space will be closed to traffic and only students with appointments, or authorized staff 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 FSA office public space will not be removed or not permitted to be used.



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4. Space Readiness

Sanitation Supplies

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

PPE Requirements

- Non-surgical face covers to be worn by all persons inside the FSA offices or Auk's Lodge Student Centre.
- Hand hygiene to be done by FSA employees before and after the use of shared equipment in the office and Auk's Lodge.
- Plexi-glass installed where possible/required. Work Request for this to be completed and submitted to Facilities Department before the office or Auk's Lodge opens to students.

Furniture Removal/Relocation/Assignment

- Chairs in the FSA office main area to be relocated and made inaccessible in the FSA office. To be completed by FSA staff upon return to work.
- Chairs in the Boardroom (169k) to be relocated and made inaccessible. To be completed by FSA staff upon return to work.
- Chairs and tables in the Auk's Lodge to be relocated/moved to coincide with 2m distancing. To be completed by FSA staff in advisement from Fleming College Physical Resources.

Engineering Controls (Plexiglass barrier/Partitions, etc.)

- Any necessary plexiglass, partitions or stanchions will be installed at the advisement and coordination with Fleming College Physical Resources.

Floor Markings general signage

- Floor markings distanced at two meters to ensure physical distancing.



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- Signage indicating procedures at the entrance and inside the FSA office and Auk's Lodge Student Centre.
- Floor markings in the FSA office to indicate where students should stay while visiting.
- Directional floor signage indicating traffic flow will be placed at the entrance, in the FSA office and the exit of all spaces.

Educational Information on COVID-19 from the Haliburton, Kawartha, Pine Ridge District Health Unit will be displayed throughout the FSA owned space and on all FSA Poster Boards. Info can be found at <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

Entry/Exit Guidelines

- Visitors will book an appointment with FSA through email. Only students who have a previously approved meeting may enter the FSA office Space.
- Visitors to the FSA will enter through the main stairway following signage for availability to be set by FSA employees.
- FSA will greet each visitor at their designated appointment time to allow entry into the space.
- Students without appointments will not be permitted access to the FSA 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 an FSA employee who is assigned to the space.
- Only cleaning and disinfecting agents that have been approved by Health Canada will be used to clean office space.
- FSA will have a checklist of places that are to be cleaned daily and keep this logbook on the shared FSA Teams space and made available to Fleming College upon request.
- FSA 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 FSA.

5. FSA/Auk's Lodge Student Centre Occupancy Exceedance

- ☒ Yes
☐ No



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The only exception to occupancy will be using the FSA Boardroom located in the FSA office space as a designated safety area during an emergency.

Evaluation of Safe Work Plan

- The safe work plan will be reviewed as follows to ensure it reflects updates, amendments to legislation:
 - Every four (4) 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 Haliburton, Kawartha, Pine Ridge District Health Unit; or
 - Any legislation changes made by any government.
- FSA 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
Dec. 22, 2020	0	Original	President Adam Folland



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