Safe Work Plan			
COVID-19: Name of Academic Lab/Activity/Dept			
Created by		**Approving Supervisor**	
Created Date		**School**	

Applies to the following:

Program	Course Code

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 to them. The following plan includes recommendations to help reduce the risk of COVID-19.

For onsite campus illness reporting

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.

For offsite campus illness reporting

If an employee or student begins to feel unwell, please contact 705-749-5530 ext. 8000 to report illness and 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 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 approved individuals attending campus are required to complete “Return to Campus” training in advance and participate in daily health-related screening as per Public Health requirement. Additionally, all employees and students are required to wear a non-medical mask/face covering, practice physical distancing and vigorous hand hygiene while on campus.

Recognize the COVID related hazards

- Sustained close contact (greater than 15mins)
- Shared materials, tools, equipment
- Congregation

Expected Controls to Reduce COVID Transmission

The following controls reflect current Public Health measures to reduce transmission of COVID-19 in the work and learning environment. All participants are expected to practice these safety measures during the course of work.

Close Contact

- Ensure physical distancing is in accordance with public health measures at all times.
- Daily attendance will be taken. Ideally make note of partnerships and assigned workstations.
- If project/pair work is required, staff and students will be assigned consistent partner for the entirety of the course. Activities that require contact will only be completed with assigned partners.
- Sustained close contact (greater then 15mins) requires a procedural mask AND eye protection.

Shared Equipment

- Assigned equipment to be used as much as possible to reduce sharing.
- Students will be encouraged to bring in their own tools when possible.
- When shared equipment and tools must take place, vigilant hand hygiene will be the primary control.
- Diligent hand hygiene will occur before and after contact with a piece of equipment.
- The instructor podium and electronics i.e. safety phone, computer keyboard, mouse, monitor, etc. will be disinfected prior use and after use using wipes provided.

Congregation

- Respect all directional floor markings and posted safety signs.
- Use of staggered schedules to reduce potential of hallway, breakroom etc. congregation.
- Numbered workstations are assigned for duration of all lab activities.
- Workstations are pre-stocked, by lab technologist in advance to minimize student's movement during the lab.
- Demonstrations will be led by instructor in smaller groups to avoid close congregation.
- Consider the use of technological support such as document cameras.
- Use of plexiglass barriers can be considered for close contact discussions in addition to face coverings.
- Unapproved close contact between individuals is strictly prohibited.

Sanitation

- All labs and workspaces will be provided with hand sanitizer and disinfectant wipes. Care will be taken to use only what is required to prevent waste of supplies.
- All consumables such as wipes will be discarded in the garbage cans provided after use.
- All unnecessary equipment will be removed from the lab/workspace space to promote wipeable surfaces and encourage physical distancing.
- Vigorous hand hygiene must be practiced before and after using shared equipment, porous materials or high touch surfaces.
- It is extremely important that everyone washes and/or sanitize hands
    - 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.

CAUTION: DO NOT USE HAND SANITIZER WHEN COMPLETING FLAME WORK DUE TO THE FLAMMABILITY OF THE ALCOHOL IN THE HAND SANITIZER. 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.

Shared Responsibility

- All participants are expected to read and practice all safety measures outlined in this document.
- All participants are responsible for identifying safety related hazards in the workplace.
- The Supervisor is responsible for ensuring all safety measures are known and adhered to by all workers in the workplace.

This section is to capture additional information regarding the unique characteristics of the activity taking place. Please complete this area.

List the standard PPE requirements for this course/dept.

1. **Detail the course/department specific activities that require additional safety measures or considerations, not covered in the list above.**

Provide details here:

2. **Provide details regarding the additional safety measures required to address the risks outlined above?** (consider suggestions in tip sheet attached)

Provide details here:

3. **List new or additional PPE considerations.**

☐ **N/A** *(*please check this box if these considerations are not applicable to this SWP)

Provide details here:

4. **Provide details regarding required curricular and/or extracurricular activities including location.** (Examples Day Trips, Visitors/Guest**,** One-Off Trips*)*

☐ **N/A** (please check this box if these considerations are not applicable to this SWP)

Provide details here:

Compliance

Failure to comply with this Safe Work Plan or 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.

Evaluation of Safe Work Plan

a. Review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
b. Weekly lab inspections to ensure spaces remains decluttered and organized.
c. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments – Prior to each semester at minimum.

Approvals

Revision History

Date	Rev.	Revision Summary	by
	0	Original.	

Tip Sheet

Mitigation Control Strategies

Please review the following examples of mitigation control strategies as related to the inherent risks associated with the acute respiratory illnesses including COVID-19.

Elimination/Substitution Controls:

- Remote work where possible
- Staggered shifts, lunches, breaks
- Virtual learning and demos
- Removal of unnecessary equipment/furniture/materials
- Material handling tools
- Point of Sale Extension Poles

Engineering Controls:

- Plexiglass Barriers
- Workstation Partitions
- Use of a document camera
- Enlarged Screen

Administrative Controls:

- Floor Markings
- Entry/Exit Guidelines
- Assigned workstation/equipment/tools
- Job Rotation for work behind plexiglass partitions

PPE Controls:

- Procedural Mask
- Face Shield
- Safety Glasses