

Fleming College Safe Work Plan – COVID-19

Overview

COVID-19 is a respiratory disease caused by a type of coronavirus. The virus is known to spread when the respiratory droplets produced by an infected person by coughing, sneezing, or talking is inhaled by 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 encouraged to complete “Return to Campus” training in advance and participate in daily health-related screening as per Public Health requirements. Additionally, all employees and students are required to wear a non-medical mask/face covering, practice physical distancing where possible, and vigorous hand hygiene while on campus.

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F. 705-749-5540

Lindsay

200 Albert St. S., Box 8000
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T. 705-324-9144
F. 705-878-9312

Haliburton

297 College Dr., Box 839
Haliburton, ON K0M 1S0
T. 705-457-1680
F. 705-457-2255

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Expected Controls to Reduce COVID Transmission

The following controls reflect current Public Health measures used 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.

Active Screening

- Prior to attending the campus, all staff, students and vendors or contractors will be required to complete daily health-related screening as per Public Health requirements. Should any person fail screening they will not be permitted to attend campus, and they will receive an email noting follow-up. Please notify your Manager for guidance and next steps.

Physical Distancing

- Ensure physical distancing is in accordance with public health measures at all times.
- Sustained close contact (greater than 15mins) requires a procedural mask AND eye protection.

Facial 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.

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Hand Hygiene

- Vigorous hand hygiene must be practiced
- Medical gloves, winter gloves or mittens are not a substitute for handwashing. Find out [WHY](#)
- It is extremely important that everyone washes and/or sanitizes hands:

- o before touching your face, eyes, or mouth;
- o before putting on your personal protective equipment (PPE);
- o before eating, drinking, smoking or vaping;
- o after removing your PPE or your soiled work clothing;
- o after working on a surface touched by other people; and
- o after using a tool, equipment or porous material that is shared with other people.

Congregation

- Respect all directional floor markings and posted safety signs.
- Use of staggered schedules to reduce potential of hallway, breakroom etc. congregation.
- 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.

Cleaning and Disinfection Protocols

The College will follow cleaning and disinfection control measures provided by Public Health Ontario. These measures, at a minimum, require cleaning and disinfection of all common touch surfaces in work areas twice per day. In addition, our contracted custodial vendor has increased the daily cleaning of washrooms and will regularly clean and disinfect all high touch areas such as elevator buttons, entrance doors and front-facing service areas lobbies and common areas of the workplace. Approved occupants will be required to provide detail of where they will be working on-site so cleaning schedules can be adjusted to visit those locations. All cleaning supplies meet the requirements of Health Canada for infection control measures. Disinfecting wipes and

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contact spray will be provided to departments for daily use. All supporting SDS information is posted on the H&S portal. Any concerns related to cleaning procedures should be directed to the Physical Resources Department using the [PRD work order system](#).

Additional Mitigation Measures

- **Use outdoor environments** whenever possible.
- Practice [respiratory etiquette](#) including covering coughs and sneezes

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

Compliance

Failure to comply with this Safe Work Plan or any other procedures or policies of Fleming College may result in you being asked to leave the College until your compliance for your safety and others can be assured.