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## **Metropolitan Community College COVID-19 Safety Plan**

### **For Safe Campus Operations During the COVID-19 Pandemic**

Safety for students, faculty, staff and the community is the number-one priority at Metropolitan Community College as we prepare for the coming winter semester with strict adherence to health and safety guidelines put forward by the Provincial Health Officer.

This plan is designed to support safe levels of in-person teaching, learning, administrative and support services at Metropolitan Community College while COVID-19 presents a risk to our community. The plan, in conjunction with *WorkSafe BC's six-step process* and [the \*Go-Forward Guidelines for B.C.'s Post-secondary Sector\*](#), provides guidance to members of the College Community for safe on-campus education delivery, and student and employee services. The protocols in this plan do not replace existing health and safety policies and procedures at Metropolitan Community College, but instead work in tandem with them to keep our community safe.

This plan will be updated regularly to reflect changes in response to new information, updated procedures, or guidance from the Provincial Health Officer, WorkSafe BC or the Ministry of Advanced Education, Skills and Training. Comments or suggestions regarding the plan are encouraged and may be sent to [admin@metropolitancollege.ca](mailto:admin@metropolitancollege.ca).

### **Guiding Principles**

Safe operations on our campus are guided by the following principles:

- Our top priority is the health and safety of our community
- We use the *Go-Forward Guidelines for the post-secondary sector* and *WorkSafe BC Standards* as our baselines for returning to in-person activities
- We recognize the benefits of in-person instruction and services and will add these when safety permits
- We recognize that every individual has unique circumstances that may affect the ability to deliver in-person instruction or services



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- We recognize that the COVID-19 pandemic situation is ever-changing and we must be flexible and adaptable in our approach, prepared to be able to relax or tighten restrictions as circumstances dictate

## **Reducing the Risk of COVID-19**

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia.

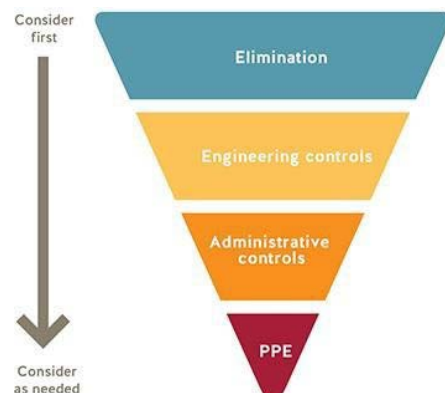
Metropolitan Community College will maintain organizational awareness of the level of community transmission in order to implement interventions that are proportionate to selecting prevention measures for the workplace.

When selecting the most appropriate prevention measures, consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The collection of prevention measures chosen will depend on what the institution needs to function.

**First level protection (elimination):** Where practical, promote safe physical distancing between people as recommended by the Provincial Health Officer. Use policies and procedures to reduce the number of prolonged close contacts among staff and students. These may include creating assigned seating in classrooms.

### **Second level protection (engineering controls):**

In situations where physical distancing cannot be maintained and a large number of contacts are expected (e.g. front desk,





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lunch room), install physical barriers to reduce the numbers of close contacts.

**Third level protection (administrative controls):**

Establish rules and guidelines, such as cleaning protocols, advising staff and students not to share tools, or implementing one-way doors or walkways. Maintain hand hygiene stations and clean high touch surfaces.

**Fourth level protection (protective Equipment or PPE):** During periods of high levels of community transmission and when physical distancing is difficult to maintain, consider the use of PPE, such as non- medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure staff and students are using masks appropriately. Note that PPE may be mandatory in certain post-secondary settings (e.g., clinical settings, laboratories). Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options should be included in planning.

**Roles and Responsibilities**

Safety is everyone’s responsibility. To reduce the risk of COVID-19 transmission, all members of the Metropolitan Community College community have particular roles and responsibilities.

As an institution, Metropolitan Community College commits to:

- Ensuring Metropolitan Community College is in compliance with all provincial and federal health and safety regulations
- Ensuring every employee returning to campus gets the training of COVID-19 safety plan
- Ensuring common areas, classrooms and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted
- Ensuring necessary signage is posted at all entrances and common areas
- Providing flexibility, tools and resources for employees to be able to work from home when necessary where physical distancing is not possible, and
- Installing physical barriers such as Plexiglas including them in cleaning protocols



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- Providing guidelines, training and signage for students and employees regarding safe conduct on campus
- Ensuring adequate hand-washing and hand sanitizing supplies are available on campus
- Ensuring enhanced cleaning protocols are followed
- Ensuring College relevant policies and practices (e.g., travel, illness, self-isolation, working from home etc.) adequately address COVID 19 and are clearly communicated
- Ensuring that students and employees adhere to College policies regarding non-discrimination, and respectful conduct
- Ensuring all staff members understand how to report and reporting potential exposure or other COVID 19-related unsafe conditions

All employees, students and contractors to Metropolitan Community College campuses are required to abide by the following safety protocols before coming to campus and/or while on campus:

- Self-assessing daily for COVID-19 symptoms. Expectations and guidance for self-assessment and reporting symptoms will be posted online and at all campus entrances.
- Reading and understanding departmental COVID-19 safety plans.
- Attending health and safety meetings as required if necessary.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

Campus visitors are required to abide by the following:

- Self-assessing daily for COVID-19 symptoms. Expectations and guidance for self-assessment and reporting symptoms will be posted online and at all campus entrances.
- Wearing medical or non-medical PPE.
- Complete COVID-19 Screening: check in at front office / reception for confirmation of COVID-19 Daily Checklist, and complete temperature check before proceeding to their destination on campus



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- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions

### **COVID-19 Daily Self-Assessment**

All employees and students must assess themselves daily for COVID-19 symptoms prior to accessing campus property. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

- The BC COVID-19 self-assessment tool is available online for conducting self-assessments: <https://bc.thrive.health/>.
- Signage posted at the entrance for completing a self-assessment to all individuals before they enter the campus.
- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a



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confirmed case of COVID-19 must self-isolate in accordance with guidance from the BC Centre for Disease Control.

- In some circumstances, the College may require individuals to provide self-reporting declarations. This will be dependent on the risk presented, including contact intensity.

### **COVID-19 Case Management Protocol**

Metropolitan Community College continuously monitor the health conditions of its students and staff to ensure a safe environment for everyone on campus. While the college has implemented various protocols with limited access to campus and alternative method of education delivery, the following procedures will be followed in certain situations where there might be a risk of COVID-19:

#### **Procedures if Individuals Develop COVID-19 Symptoms on Campus:**

- Provide the individual with a confidential first aid assessment, including the [Thrive BC assessment for COVID-19](#)
- The individual will be advised to contact 8-1-1 for further assessment and testing and provide updated to the school
- Advise the individual to remain in isolation till assessment result shows negative
- If the individual shows symptoms which are gone by itself, the individual is required to remain in isolation for 14 days before returning to the school
- Contact the Building Manager to notify them with potential risk and request for immediate hygiene service arrangement with disinfectant
- The College will keep monitoring the individual's condition by conducting daily check-in
- The College will gather information on all people who had been in close contact with the individual

#### **Procedures for Reporting Unsafe Conditions for any compliance issues or if informed of a COVID-19 diagnosis of someone who has been at our site within the last 14 days:**

- The school will contact the Public Health Authority (Vancouver Coastal Health) to report all unsafe conditions with compliance issues or confirmed COVID-19 cases at our site



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- The school will collect the information contained in Section 1 of the “COVID-19 Case Management Protocol” and report all the information to the Public Health Authority (Vancouver Coastal Health)
- Provide the Public Health Authority (Vancouver Coastal Health) with all the relevant records and contact tracing lists for all rooms where the affected person may have spent time within the last 2 weeks.
- Upon reporting, follow the guidance and direction from the Provincial Health Authority (the guidance or direction from the Provincial Health Authority shall overcome other internal procedures)
- Inform the Building Manager of the unsafe conditions and cooperate with the Building Manager with disinfecting the campus as well as the building’s common areas such as classrooms, hallways, all equipment and furniture, elevator, etc.
- Keep record of reporting and keep track of the people who have been in close contact with the person confirmed positive. Report to the Public Health Authority (Vancouver Coastal Health) if anyone found symptoms of COVID-19.

**Procedures in case of a potential outbreak**

- If the school receives confirmation that potential on campus transmission exists, the school will immediately notify the Public Health Authority (Vancouver Coastal Health) to report the situation
- Upon reporting, follow the guidance and direction from the Provincial Health Authority (the guidance or direction from the Provincial Health Authority shall overcome other internal procedures)
- The school will implement a 14-day shutdown of all physical campus activities and request all students, faculty and staff to remain online to ensure delivery of education
- In case of an outbreak where more individuals are tested COVID-19 positive during the above 14-day shut down period, the school will reset the shutdown date with a new 14 -day period

**International Student Quarantine Requirement**

Metropolitan Community College has adopted a quarantine plan for international students. The plan is designed to support international student safe arrival and self-isolation/quarantine in preparation for study at Metropolitan Community College while COVID-19 presents a risk to our community.



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The Self-isolation/quarantine Plan is broken into four stages; pre-arrival communication, pre-arrival travel planning; quarantine, and post-quarantine. This plan will be updated regularly by the Metropolitan Community College to reflect changes in response to new information, updated procedures, or guidance from the Provincial Health Officer or the Ministry of Advanced Education, Skills and Training. Comments or suggestions regarding the plan are encouraged and may be sent to admin office, [admin@metropolitancollege.ca](mailto:admin@metropolitancollege.ca).

- Details regarding self-isolation and support can be found in the [Self-Isolation/Quarantine Protocol - For Safe Arrival of International Students](#)
- The student-facing information related to quarantine requirements is updated regularly and found on the College's [COVID-19 Info & Updates](#) web page.

Post-quarantine, Metropolitan Community international students have access to all services available to domestic students and a number of enhanced services for those studying outside of Canada.

## **Safety Measures on Campus – College Wide**

### **Reducing the Number of People on Campus**

Metropolitan Community College supports a number of efforts to reduce the number of students and employees on campus, including:

- Moving classes to online remote learning during COVID-19 pandemic while permitted by the regulatory body
- Arranging to add online portion to current program setting to form combined program delivery so that in-class students can be significantly reduced to maintain social distancing on campus
- Encouraging employees to work from home when possible
- Encouraging meetings by phone or videoconferencing
- Encouraging students to consider the necessity of any visits to campuses
- Implementing HR policies that support employees to stay off campus if they are feeling unwell
- Continuing to follow provincial orders and guidance by prohibiting gatherings of more than 50 people if unnecessary





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### **Occupancy Limits and Physical Distancing**

The College has created an occupancy management plan to determine occupancy limits in reception, lounge, meeting rooms, classrooms, together with directional signage to promote and guide physical distancing throughout the campus. The occupancy management plan addresses other safety measures including the provision of additional hand sanitizers on campus, the strategic placement of seating, and the installation of plexiglass to prevent spread of COVID-19.

All employees and students are expected to abide by the posted room occupancy limits and follow any directional or other signage. All persons on campus should attempt to maintain a two-meter distance from others at all times as directed by the Provincial Health Officer.

### **Reducing the Number of Service Visits**

To facilitate efficient campus visitation by students, campus may implement "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all rooms.

### **Limiting Visitors**

The College is open to employees and students to facilitate essential on-campus learning and working, and to support the remote working and learning environment. The College is otherwise operating in a limited-access mode, with no public events on campus or community event bookings accepted at this time.

### **Non-medical Face Coverings**

Metropolitan Community College requires anyone entering campus to wear a non-medical / medical face covering.

Wearing a face covering may provide an added layer of protection whenever maintaining two meters of physical distance is not possible or predictable, such as hallways, elevators, classrooms, washrooms, etc.

### **Hand Hygiene**



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The college provides and stocks adequate hand-washing facilities on site for staff, students and visitors. Occupancy limits are posted in all rooms to ensure physical distancing.

Staff and students should wash their hands, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, before and after sporting activities, after handling cash or other materials, before and after handling common tools and equipment, etc. Staff and students are to provide the ability for frequent hand-washing or sanitizing.

Numerous hand sanitizing stations are located throughout the campus, at the entrance, in rooms, and in corridors to facilitate hand hygiene.

### **Cleaning and Sanitizing Protocols**

The College is cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings. An enhanced cleaning schedule utilizes additional cleaning personnel to focus on high- traffic areas and high-contact surfaces, such as entrance door handles/push bars, elevator push buttons, sanitizer dispensers, water filling stations, common areas.

Adequate hand-washing facilities are stocked and available on site and easily accessed.

#### **Cleaning Schedule:**

Public Area Touch Points (doors, elevator, hard surfaces, etc.)

- Frequency - Varies, several times per day
- What is cleaned/wiped - Entrance Reception Desk, Elevator Push Buttons, Lobby Hand Rails, Sanitizer Dispensers, Water filling stations

Classrooms & Computer Labs

- Frequency – Daily
- What is cleaned/wiped – desks, table tops, chairs, Door Handle/Push Plates, Floors, computer keyboards, mouse



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#### General Office Areas

- Frequency – Daily
- What is cleaned/wiped – desks, table tops, chairs, Door Handle/Push Plates, Floors, computer keyboards, mouse, telephone, light switch

#### Private Office Areas

- Frequency – Weekly
- What is cleaned/wiped – desks, table tops, chairs, Door Handle/Push Plates, Floors, computer keyboards, mouse, telephone, light switch

### **Education Delivery**

To facilitate safe campus operations, Metropolitan Community College has moved to a primarily remote teaching and learning model during COVID-19 pandemic while permitted by the regulatory body, with the vast majority of course offerings occurring via remote technology. However, as the College is preparing to re-open the campus and welcoming more international student, learning activities require in-person participation will gradually resume.

The following protocols apply to a range of learning settings including but not limited to classroom-based instruction and field classes.

- Implement instructor and student orientation procedures prior to room usage where applicable.
- Where possible, class scheduling will be conducted to reduce the number of close contacts and to facilitate contact tracing should it become necessary.
- Practice physical distancing, in conjunction with enhanced hand hygiene and cleaning protocols.
- Implement measures to restrict the number of people within the physical space at any given time.
- Consider using shifts to minimize close contact.
- Contact administrative staff if supplemental portable hand-washing stations are identified as a requirement.
- Wearing masks in all indoor public spaces on campus at Metropolitan Community College is required as an additional precaution.
- Apply Cleaning and Sanitizing, Physical Distancing, and PPE/Non-Medical Mask protocols.
- Apply guidance pertaining to signage on campus.