

# BACK TO CAMPUS

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Portage College's  
COVID-19 return to campus guide

## RECORD OF AMENDMENTS

### IMPORTANT – PLEASE READ

The COVID-19 pandemic continues to be a rapidly changing situation throughout our province, country and the world. Guidelines continue to change as health experts learn more about COVID-19.

For this reason, it's important you continue to familiarize yourself with the most recent version of our return to work guide. Please reference the table below to conveniently see where we have made changes.

Date	Version	Summary of changes	Approved by
June 16, 2020	1.0 – New document	New document	Executive Committee
July 7, 2020	Version 2.0	Minor changes – added appendices section and moved room max capacity guide and added general hazard assessment	
August 4, 2020	Version 3.0	Updated <a href="#">Classroom, lab and meeting room capacities</a> section and <a href="#">chart</a> .	
August 20, 2020	Version 4.0	Added several new sections: <a href="#">Mandatory mask zones</a> , <a href="#">washroom and elevator max capacities</a> , <a href="#">appliances and other items in lunch rooms</a>	
September 1, 2020	Version 5.0	Updated several sections to reflect new mandatory mask rule. See: <a href="#">Wearing masks and Personal Protective Equipment (PPE)</a> and <a href="#">Instructor Checklist</a> . The <a href="#">COVID-19 Hazard Assessment</a> has also been updated to reflect new mask rule.	
October 2, 2020	Version 6.0	Minor changes: <a href="#">Update vehicle use</a> – supervisor approval required for personal vehicle use, Updated <a href="#">daily COVID-19 screening questions</a> and <a href="#">Instructor Checklist</a> .	
November 30, 2020	Version 7.0	Updated section on reporting <a href="#">COVID symptoms, close contact and positive results</a> , added a section on <a href="#">what to do if you develop symptoms on campus</a> .	
December 9, 2020	Version 8.0	Updated the following section to reflect new AHS restriction put in place on Dec. 8: <a href="#">Masks are required in classrooms now, no gatherings permitted, increased employees working from home</a>	
March 9, 2021	Version 9.0	Added new sections called: <a href="#">My responsibility</a> ; <a href="#">Circumstances where isolation or quarantine may not be required</a> ;	
April 10, 2021	Version 10.0	Major update to isolation period for close contacts due to new variants, see: <a href="#">Isolation and quarantine requirements</a> ;	

### **CONFIRMATION OF REVIEW**

After you have read this guide, please click below to confirm that you have reviewed and understand your role in keeping our College community safe. You will be required to sign into Office 365.



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## Background

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### Purpose of this guide

The purpose of this document is to provide employees with important guidelines on COVID-19 and the measures and behaviours that will help prevent the spread of COVID-19. Employees who are working on campus are required to read through this document to know and understand what's expected of them. If you have questions or need clarification on any information included in this document, please call Andre Delaire at 780-276-0124 or [covid19@portagecollege.ca](mailto:covid19@portagecollege.ca).

### Safety is paramount

The number one principle driving this guide is the safety of our employees, students and others entering our facilities or performing work for Portage College. We need to ensure the safety of our people – it needs to drive our decision-making. If we attempt to perform work without first considering not only to our own health and safety, but also the health and safety of others, we're taking unnecessary risks and violating workplace health and safety legislation under the OHS Act.

### My responsibility

As employee at Portage College, you are responsible for following the health and safety measures in place to help prevent the spread of COVID-19.

As well, all employees and instructors who are leading or are otherwise responsible for an individual or group (this includes students, contractors and others) on campus, you must ensure they follow the health and safety measures and guidelines outlined in this document and by Alberta Health Services.

Instructors should review the [Instructor checklist](#) in this guide.

## Background on COVID-19

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### How COVID-19 is spread

Alberta Health Services advises that it is spread through tiny droplets of liquid produced by people who have the virus (coughing, sneezing, talking, laughing, singing). It is spread by touching objects or surfaces the virus has landed on and then touching your eyes, nose or mouth. It is not airborne.

AHS believe the virus generally only survives for a few hours on a surface or object. However, it is possible for it to survive several days under some conditions.

### Most effective measures to prevent COVID-19

Current information suggests that until a vaccine is created and distributed to the public, there are a few key measures we need to continue to practice, regardless of what phase of relaunch the College or province is in:



Practice social/physical distancing by keeping a distance of at least 6 feet (2 metres) from others at all times while on campus.

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Enhanced cleaning, particularly of high touchpoints and communal surfaces. Don't rely solely on our cleaners – this is a joint responsibility. Help keep your workspace clean.

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Practice good hygiene, including frequent and proper hand washing. Wash your hands for at least 20 seconds.

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Wear a non-medical mask in all public spaces on campus and when you are unable to maintain a physical distance of at least 6 feet (2 metres) from others.

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Stay home if you are sick or have symptoms of COVID-19 and follow Alberta Health Services mandatory isolation requirements.

## Before you come on campus

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### Who can come on campus

The College continues to take strong preventative measures against COVID-19. Anyone who can reasonably and appropriately work from home is expected to continue to do so as a measure to contribute to everyone's safety. There are some exceptions to ensure essential and necessary services continue on campus (i.e. campus security and housing, health and safety, infrastructure and sanitation maintenance).

A list of identified positions permitted on campus has been provided to supervisors and is included in a document called **Guidance on Essential Services on Campus**.

All other employees are expected to obtain permission from their manager, who will then obtain VP approval, to work from campus. Approvals to work on campus are at the discretion of the manager and VP and should be based on necessity and not a preference, and the time on campus should be limited to the minimum time required. After all, we all have to do our part to prevent the spread of COVID-19.

### Steps to take before coming on campus

There are many measures you can take to help prevent the spread of COVID-19 and keep others safe before you get to work.

<b>Screening questions</b>	Each morning before coming to campus, you must answer the five screening questions in the Portage Alert app.
<b>Stay home if sick</b>	Don't leave your home if you have any symptoms of COVID-19 – you are required by law to stay home. The only exception is if you have a pre-existing health condition or illness – this needs to be discussed with Human Resources before coming on campus.
<b>Avoid carpooling or public transportation</b>	Avoid carpooling with people outside your household or using public transportation. If you have no choice, please take all precautions, including wearing a mask.
<b>Download Portage Alert</b>	You should have the Portage Alert emergency app on your phone. The College's emergency planning and health and safety office provides regular updates.
<b>Download ABTraceTogether</b>	Consider downloading the ABTraceTogether app to help with contact tracing in the event you, or someone you came close to, tests positive for COVID-19.

## Screening questions to ask yourself and others before coming on campus

While in the past many of us would go to work with a cough, running nose or other ailment, during the COVID-19 pandemic this is no longer acceptable. We all have the responsibility to not take any chances when we are sick, even mild symptoms. Stay home.

Anyone who answers 'Yes' to one or more of the questions below is not permitted on campus. And as noted earlier in this document, some employees are required to confirm this information with their students, clients, contractors and others ahead of time (i.e. when booking appointments) and again at the time they arrive on site. Please send external visitors this link to the [COVID-19 Self-Assessment](#) or you can complete it on their behalf.

1. Do you have a new or worsening onset of any of the following symptoms: fever, cough, sore throat, shortness of breath, difficulty breathing or runny nose?
2. Do you have any of the following symptoms: chills, painful swallowing, headache, pink eye, nausea/vomiting/diarrhea, unexplained loss of appetite, loss of sense of smell or taste, muscle or joint aches, or feeling unwell/fatigued?
3. In the past 14 days, have you had close contact with a person confirmed as having COVID-19?
4. In the past 14 days, have you had close contact with a symptomatic person who was in close contact with a person confirmed as having COVID-19?
5. In the past 14 days, have you returned from travel outside of Canada, or has someone in your household and they are presenting with symptoms?

Anyone on campus who appears to have symptoms may be asked to leave.

## Isolation and quarantine requirements

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### COVID symptoms, close contact or positive test

If you have symptoms of COVID-19, had close contact (known exposure) or test positive for COVID-19, **you are legally required to isolate at home.** See table below for isolation periods.

All employees, students and others are required to immediately report symptoms, close contact or positive test results to the College as we are subject to strict reporting responsibilities with AHS and Alberta OHS. Please send an email to [covid19@portagecollege.ca](mailto:covid19@portagecollege.ca).

Employees who receive a report that a student or visitor to campus has symptoms or tests positive for COVID-19, please don't take any chances and report it to us.

<p><b>Symptoms</b> Such as cough, fever, sore throat, runny nose, shortness of breath)</p>	<p>You are legally required to isolate for 10 days from the onset of symptoms or until symptoms resolve, whichever is greater.</p> <p>If your test results are negative and you have no known exposure to COVID-19, you are not legally required to isolate, however, you must stay off campus until your symptoms resolve to avoid infecting others.</p>
<p><b>Positive test</b></p>	<p>You are legally required to isolate for a minimum 10 days or until symptoms resolve, whichever is greater.</p>
<p><b>Close contact or known exposure</b></p>	<p>Your isolation period will depend on your specific situation and whether or not the close contact is with a variant of concern:</p> <p><b>I do not live in the same household as the positive case</b> You are legally required to isolate for a minimum of 14 days from the date of last exposure and monitor for symptoms. If you get tested and your results are negative, you are still required to isolate for the 14 days as you had exposure to a known case.</p> <p>If you develop symptoms during this time, you must isolate for an additional 10 days from the beginning of symptoms or until symptoms resolve, whichever is greater.</p> <p><b>I live in the same household as the positive case</b> If you live in the same household as a <u>regular or B.117 variant</u>, you must isolate for 14 days from last exposure if the positive person can isolate in a separate bedroom and bathroom.</p> <p>If the infected person does not isolate in a separate bedroom and bathroom, you will need to isolate up to 24 days.</p>

	<p>If you live in the same household as a <u>P.1 or P.135.1 variant</u>, it is not sufficient for the infected person to isolate in a separate bedroom and bathroom.</p> <p>If the infected person isolates at a separate location (such as a hotel or different home), you will need to isolate for 14 days from the date of last exposure.</p> <p>If the infected person does not isolate at a separate location, you will need to isolate up to 24 days.</p>
<b>Out of country travel</b>	You are legally required to isolate for 14 days if you return to Alberta from outside of Canada. If you develop symptoms during this time, you must isolate for an additional 10 days from the beginning of symptoms or until symptoms resolve, whichever is greater.

### What if I develop symptoms or told I’m a close contact while on campus

If you start to experience symptoms while on campus or in residence or if you learn that you were, or may have been, in close contact with a person positive for COVID-19, you must:

- Immediately return home or to your residence and isolate
- Take the COVID-19 self-assessment or call 811 for screening and testing.

If you used public transportation to get to work or if you don’t have immediate transportation home, stay where you are and call or text 780-276-0124. You will be asked to move to, and wait in a designated isolation room as the College works with you to arrange safe transportation to your home.

If you do not have a friend or family member who is able to pick you up from campus, the College will work with you on arranging a taxi service or the College may provide you with transportation.

## Circumstances where isolation or quarantine may not be required

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### Pre-existing health conditions

If you have any of the COVID-19 symptoms, which are related to a pre-existing health condition or illness, please discuss this confidentially with Human Resources. As a measure to ensure the safety of the College community, you may be required to provide proof in order to come on campus. Instructors who have students with pre-existing health conditions or illness should also direct them to Human Resources or you can do so on their behalf.

However, anyone with a pre-existing health condition should monitor their symptoms closely, and if your symptoms change or worsen, stay home and notify AHS immediately.

### New symptoms, close contact or ongoing exposure within 90 days of initial positive test

Individuals who have had a lab-confirmed COVID-19 infection, recovered and completed their mandatory isolation period, are considered a 'resolved case'. As a resolved case, you may be exempt from some AHS mandatory isolation and quarantine requirements if:

- You develop symptoms similar to COVID-19 within 90 days of your initial test
- You have close contact with a positive unrelated case to your initial infection
- You have continuous/ongoing exposure to other cases in your household

If any of the situations apply to you, please discuss with AHS and notify the College by sending an email to [covid19@portagecollege.ca](mailto:covid19@portagecollege.ca) before coming on campus.

### COVID-like symptoms after immunization

AHS recognizes that individuals may develop symptoms similar to COVID-19 following administration of a vaccine. These individuals may be exempt from mandatory isolation requirements.

If this situation applies to you, please discuss with AHS and notify the College by sending an email to [covid19@portagecollege.ca](mailto:covid19@portagecollege.ca) before coming on campus.

## Worker responsibilities and expectations on campus

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Everyone on campus, or while performing work for the College, must follow these measures to prevent the spread of COVID-19:

<b>Take the daily COVID assessment</b>	Use the Portage Alert app to take the Daily COVID-19 Self-Assessment or use the online <a href="#">COVID-19 Self-Assessment form</a> . Instructors are responsible for confirming that their students have taken the self-assessment by asking for their badge.
<b>Social distance</b>	Practice social/physical distancing by staying a minimum of six feet from others at all times. Where it is likely for queues to form, the College has placed markers on the floor to ensure social distancing. Be respectful of each other's space.
<b>Follow traffic flow</b>	Follow directional arrows on the floor to ensure better traffic flow.
<b>Wear a mask</b>	As of December 8, 2020, there is a province-wide mandatory mask policy in all public places and workplaces. The College has had a mandatory mask policy since September.
<b>No gatherings</b>	Gatherings of any size on campus are not permitted as of December 8, 2020 due to new enhanced provincial restrictions. Work meetings and scheduled classes are not considered gatherings, but virtual meetings/classes should be held if possible. Social distancing restrictions must be strictly enforced for in-person meetings and classes.
<b>Wash hands frequently</b>	Wash hands frequently and well with warm, soapy water for 20 seconds, particularly after touching communal surfaces.
<b>Don't share</b>	Avoid sharing equipment or materials.
<b>Avoid touching face</b>	Avoid touching face with unwashed hands, and cover coughs and sneezes into elbow or tissue.
<b>Keep it clean</b>	Help keep your workspace clean – don't rely solely on our cleaners.
<b>Check yourself for symptoms</b>	Monitor yourself regularly throughout the day for symptoms such as cough, fever, shortness of breath, runny nose or sore throat. Go home if symptoms develop.

## Changes on campus

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### Cleaning and disinfecting

Campuses continue to follow enhanced cleaning procedures, particularly of high touchpoints. Cleaners are also regularly checking soap and hand sanitizer stations.

It's important to note as well that regular cleaning of work surfaces is not solely a responsibility of College contracted cleaners. Particularly during a pandemic, all employees should take the additional precaution of cleaning the high touchpoints in our individual work areas (door knobs, light switches, tables, desks, armrests on chairs and any other surfaces that may be touched by others in our office).

Additionally, our contracted cleaners are not responsible for cleaning program specific equipment and tools, such as equipment in commercial and communal kitchens, science lab equipment or mannequins in our paramedic and practical nurse programs.

If you are in working locations not maintained by Portage College or in vehicles, please ensure you have hand sanitizer and other cleaning and disinfecting products available to ensure proper cleaning of work surfaces. Requests for sanitizing materials can be submitted to Infrastructure.

### Traffic flow and social distance floor markings

While on campus, you will notice two types of markings on floors to follow.



#### **SOCIAL DISTANCING GRAPHICS**

These purple circles are placed in areas where queues are likely to occur, such as Student Services counters, the Bookstore and Student Housing. The intent is to remind people to stay six feet apart.



#### **TRAFFIC FLOW ARROWS**

These purple circles with a white arrow guide the flow of foot traffic to avoid congestion and allow for social distancing. Generally speaking, the flow of foot traffic in College buildings should follow the same flow as vehicle traffic would – always stay to the right and please don't stop and create congestion.

### Reduced gathering spaces and furnishings

The College's Infrastructure and IT Department has removed some IT equipment and furnishings, such as tables, chairs, sofas, etc. in an effort to reduce unnecessary gatherings, high touchpoints and to further stress social distancing.

Some campus areas, such as the Voyageur Grill, Gym, Portage Market and social areas in residence, will be locked or blocked off to avoid gatherings and to reduce the strain on cleaning and disinfecting of areas. This will better allow cleaners to spend time on areas that need to be occupied.

## Fire and lockdown alarms and drills

While the College recognizes the importance of fire and lockdown drills to ensure staff, students and others respond effectively to alarms in our buildings, the College also recognizes its responsibility to ensure social distancing and avoid gatherings in close proximity. Both fire and lockdown drills will inevitably bring individuals within six feet from each other.

The College will reschedule fire and lockdown drills. We will instead provide enhanced communications and other learning materials to staff and students to ensure everyone stays informed in the event of an actual fire or lockdown alarm on campus during COVID-19.

If you experience a fire, lockdown or other type of alarm while on campus, you must act quickly and responsibly following the College's normal emergency procedures for the type of alarm. We do, however, encourage you to take more care and precautions when following alarm procedures and keep social distancing in mind particularly at muster points. All emergency procedures are available in the College's emergency app, Portage Alert.

## Classroom, lab and meeting room capacities

The maximum number of persons permitted in classrooms, labs and meetings rooms has changed to allow for social distancing – i.e. everyone should have a six-foot (2 metre) radius around each other.

Essentially, we have reduced the 'normal' maximum capacity of each room to approximately 30-35%. Our Infrastructure team has prepared classrooms and other spaces to allow for social distancing. For this reason, tables and chairs should stay as-is. If for some reason you move the tables and chairs, please notify Infrastructure so the space can be properly reset. Please refer to the classroom, lab and meeting room chart in the appendices section for the maximum number permitted in each room. As a note, not all rooms are included. If your room isn't on the chart, please ensure all occupants in the space are able to social distance.

As a further note, whoever is chairing or leading the group is responsible for ensuring the room does not exceed the COVID-19 capacity restrictions and that persons practice social distancing.

## Washroom and elevator max capacities

We have posted signage on washroom doors and at elevators advising you of the maximum number of people permitted at the same time. Elevators are limited to one person at a time unless from the same cohort. Washrooms range from a maximum of one to three persons at a time. Some urinals in the men's washrooms have also been placed out of order to allow for social distancing.

## Appliances and other items in lunch rooms

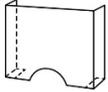
Our offices, classroom and other shared spaces are filled with appliances and items such as coffee makers, microwaves, refrigerators, water coolers, popcorn machines, shared cups and glasses and more. These are all high touchpoints items in offices that could spread germs. All public-use of this equipment

is not permitted at this time. Where individual departments have their own shared lunch or coffee break space, staff should reconsider using shared equipment and instead opt for bringing everything they need from home.

## What if my work doesn't allow me to social distance

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In some situations, it may not be possible to practice social distancing. Having some sort of physical separation or barrier between yourself and others when you are within six feet from each other is the best measure you can take. However, we recognize this may not always be possible. For this reason, the College has two measures in place when employees are within six feet from each other:



### **PLEXIGLAS AND PROTECTIVE SHIELDS**

The College has placed in a number of areas barriers (i.e. 'sneeze guards') to aid with separation. Barriers are primarily located in areas such as service counters where payments are normally accepted and at frontline administrative areas.



### **NON-MEDICAL FACE MASKS**

Where both social distancing and the use of physical barriers is not possible, all individuals are required to wear a mask.

Please review the section in this guide on wearing masks under 'Wearing masks and Personal Protective Equipment (PPE)'.

## Wearing masks and Personal Protective Equipment (PPE)

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Masks are mandatory in all public spaces on campus. It's important to note that wearing a mask should not be a replacement for other measures to protect against COVID-19 such as social distancing and frequent and proper hand washing. Even in locations where masks are not required, if you find yourself unable to social distance, you must wear a mask.



### **WEARING MASKS - MANDATORY**

As of September 1, 2020, all employees, students and visitors to any Portage College campus are required to wear a mask in all public areas, which includes hallways, washrooms, elevators and stairwells. Non-medical masks must cover your **nose**, **mouth** and **chin**.

#### **What if I'm in my office?**

- Employees working on campus who have an office with a door, can remove their mask when they arrive in their office provided they are alone.
- Employees who have an open workspace in a public area are still required to wear a mask unless they have proper partitions and/or a Plexiglas barrier to protect them.
- Employees who have a shared office with a door, are required to wear a mask when there is more than one person in their office.

#### **Are masks required in classrooms?**

Instructors and students must continue wearing masks in their classrooms, even when seated at a desk and even if they are socially distanced. This is based on a new regulation that came into effect province-wide on December 8, 2020.

#### **Are masks required outdoors and in College vehicles?**

- If you are performing College work outdoors, including labs/classes, masks are only required if you are unable to social distance.
- If more than one person is in a College vehicle, all occupants are required to wear a mask.

#### **Where can I get a mask?**

Employees, students and visitors coming to campus are encouraged to provide their own reusable cloth masks. However, free disposable masks are available at the Bookstore in Lac La Biche and at student services desk/main office at other campuses.

#### **Can I wear a medical mask?**

We are only encouraging the use of non-medical masks at this time. Medical masks (N95, surgical and procedure) should be kept for health care workers and people providing direct care to COVID-19 patients. An exception to this is that if there are other hazards, unrelated to COVID-19, which require this type of mask you should continue to use it.

### How do you wear a non-medical mask?

The improper use of a mask could accidentally spread infection. Please follow [AHS's guidance for wearing a non-medical mask](#). Please also review the document called [Guidance on Wearing Masks](#).

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### EXTRA PRECAUTION FOR NORMAL USE OF PPE DURING COVID-19

If PPE must be used as it is a requirement of the task and/or hazard assessment, please ensure you follow recommended precautions on use (putting on, using, and removing) to ensure wearing the PPE doesn't increase your chance of contracting COVID-19. As an example, if you normally wear gloves to protect against abrasions or burns, gloves should be laundered daily. Don't share PPE.

## Driving for work

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The College recognizes there is still a need for employees to travel for work, however, we continue to stress the importance of essential travel only and to instead consider whether or not you can join remotely or if other options exist. Employees can discuss with their manager whether their planned trip is considered essential travel.



### USE OF PERSONAL VEHICLES

Employees who are required to travel for work are encouraged to use their personal vehicle and claim mileage. Even when personal vehicles are used, employees should not have passengers unless they are from the same household.



### USE OF COLLEGE VEHICLES

Employees can use College vehicles, however, only one person is recommended per vehicle. If this is not possible, larger vehicles should be booked and additional precautions need to be followed such as limiting the number of passengers and requiring all passengers to wear a non-medical mask.



### CLEANING AND DISINFECTING COLLEGE VEHICLES

Employees who have booked a College vehicle will be provided with disinfectants, hand sanitizer, PPE and other material to clean high-touch surfaces in vehicles.

**Before a trip**, employees should clean all high-touch points on a vehicle. Employees should use gloves to clean high-touch points. Sanitize hands before and after cleaning. High-touch points include:

- Handles
- Armrests
- Steering wheel
- Shift lever
- Consoles
- Dashboards
- Power window and door lock switches
- Radio and climate controls buttons/dials
- Turn signal and wiper stalks
- Seat, seat adjuster and seat belt
- Touch screen
- Gloves compartment

**At the end of a trip**, employees should repeat the steps above.

Please note that during COVID-19, after a fleet vehicle is used it will be out-of-service for a minimum of 48 hours.

## Instructor checklist

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Instructors play an important role in ensuring our College community is safe. As a measure to help prevent the spread, instructors should review this checklist daily for each onsite class. The checklist is assuming all students have taken the Portage College Student Orientation to COVID-19.

1. Have you confirmed that all students have taken the AHS COVID self-assessment before coming on campus and have passed (ask to see their COVID badge in Portage Alert)? This test should be done daily.  Yes  No
2. Did you confirm that your student numbers do not exceed the maximum allowed in your booked classroom or space?  Yes  No
3. Does the classroom set up or learning activity allow for social distancing – at least six feet radius around each person? Instructor should consider assigning seats as an additional precaution.  Yes  No
4. If students MUST come within six feet of each other for lab/practical learning, are there measures in place to prevent the spread COVID-19? This should only be allowed when lab partners are required and a normal part of instruction.  Yes  No  
  
Measures include limiting time in close contact, assigning lab partners and only changing partners at the start of a new week, using Plexiglas or similar barrier etc.
5. Is any student absent due to symptoms of COVID-19? If yes, please report to [covid19@portagecollege.ca](mailto:covid19@portagecollege.ca).  Yes  No

## Appendices

### Classroom, lab and meeting capacity charts

<b>LAC LA BICHE CAMPUS</b>		
<b>Type of room</b>	<b>Room Number(s)</b>	<b>Estimated maximum number of persons</b>
Video conference	104	7
Classroom	105/108	16
Video conference	106	7
Classroom	107	8
Classroom	111	10
Classroom	113	6
Classroom	116	7
Classroom	118	6
Classroom	119	14
PC Lab	Library	13
PC Lab	125	4
PC Lab	132	7
PC Lab	133	9
PC Lab	134	8
Video conference	135	10
PC Lab	142	5
Meeting room	201	6
Meeting room	202	4
Meeting room	206	5
Science lab	208	7
Lab/Art	ATRIUM	5
Science lab	211	7
Classroom	216	8
Meeting room	217	3
PN Lab	220	8
PC Lab	221	7
Classroom	222	8
Classroom	224	10
Continuing Ed Classroom	227	6
Video-Conference	230	5
PC lab/Training room	231	3
Classroom	233	8
Classroom (Primarily NCA)	237	6
Classroom (Primarily NCA)	238	4
Classroom (Primarily NCA)	239	6
Lecture Theatre	Theatre	50

Classroom	ES-102	10
PC lab	ES-105	4
PC lab	ES-114	8
Classroom	ES-122	10
Classroom	ES-123	10

<b>COLD LAKE CAMPUS</b>		
<b>Type of room</b>	<b>Room Number(s)</b>	<b>Estimated maximum number of persons</b>
PC Lab	1320	1
Electrician Labs	1323	4
Electrician Labs	1324	4
PC Lab	1325	4
Classroom	1327a	6
Classroom	1327b	6
Classroom	1327c	8
Classroom	1327d	6
PC Lab	1328	11
Library	1330	4
VC room	1332	5
Meeting Room	2316	4
PC Lab	2319	8
VC Classroom	2320	12
Classroom	2321	12
PC Lab	2322	3
PN (high-fidelity sim lab)	2323	6
PN (low-fidelity nursing lab)	2324	10
VC Classroom	2325	6
Science Lab	2326	6

<b>ST. PAUL CAMPUS</b>		
<b>Type of room</b>	<b>Room Number(s)</b>	<b>Estimated maximum number of persons</b>
Induction Cooking Lab	004	6
Distance Learning Suite	103	2
Classroom	111	8
Classroom	112	8
Computer lab/Classroom	113	8
Nursing Lab	114	8
Learning Common	136	14
Classroom	139	4
Classroom	140	6
VC Classroom	141	11
Science Lab	145	6

Classroom	157	7
Computer Lab	160	8
Computer Lab	161	4
Video conference room	163	3
Event Centre	177	50
Classroom	217	11
Induction Cooking Lab/Class	218	6
Meeting room	219	6
Food Science Lab	221	4
Hospitality Training Room	224	8

## COVID-19 Hazard Assessment

<b>POSITION/WORK TYPE/JOB TASK:</b> Working during COVID19	<b>LAST PUBLISHED:</b> June 19, 2020
<b>DESCRIPTION</b> This is a general hazard assessment that covers the risks and hazards associated with transmission of COVID-19 at the College.	

TASK List all tasks/activities of the job/position.	HAZARD List all existing and potential health and safety hazards.  i.e. mechanical, chemical, entrapment, entanglement, robbery, electrical, violence, burns, harassment, isolation, personal factors (pre-existing health condition)	RISK WITHOUT CONTROLS			Controls List the controls for each hazard, i.e. elimination, engineering, administrative, personal protective equipment.	RISK WITH EXISTING CONTROLS		
		Likelihood	Severity	Risk		Likelihood	Severity	Risk
<b>Workers required to be on campus who are able to social distance.</b> The focus is on employees who can maintain social distance of 6 feet or 2 metres from others. Performing daily functions on campus. This is very general and it includes tasks such as opening doors, using hand rails, pressing elevator buttons, touching equipment such as printers, phones, computers, and other specialized equipment, handling mail and materials such as books,	Possible exposure to COVID-19 - a virus causing disease in humans.	L	H		Wash hands frequently, wear masks in public spaces, avoid touching face with unwashed hands, sneeze or cough into elbow or tissue, social distance (2 metres from others), increase cleaning, monitor for symptoms, isolate if required (sick, travel outside Canada, close contact with COVID-19), review Return to Campus Guide, follow College emergency response plan and procedures, avoid sharing equipment, education (follow public health measures), Schedule work in more populated areas during non-peak times, Avoid sharing materials/equipment. Use wipes on equipment.	L	L	

<p>paper, files, operating or touching shared vehicles, etc.</p>					<p>Wearing non-medical masks may help in protecting others around you, though it has not be proven to protect the person wearing it. Only use in addition to other prevention steps listed here. Wash hands before putting on mask, before taking it off, and after taking it off. Ensure it fits well (non-gaping), and do not share with others.</p>			
<p><b>Workers required to be on campus who are unable to social distance.</b></p>	<p>Possible exposure to COVID-19 - a virus causing disease in humans.</p>	<p>M</p>	<p>H</p>		<p>Plexiglas barriers are in place in some areas to create separation.</p> <p>Non-medical masks should be worn when Plexiglas barriers are not in place. Wearing non-medical masks may help in protecting others around you, though it has not be proven to protect the person wearing it. Use in addition to other prevention steps listed here. Wash hands before putting on mask, before taking it off, and after taking it off. Ensure it fits well (non-gaping), and do not share with others.</p> <p>Limit time in close contact to only essential work. The emphasis is on social distancing.</p> <p>Follow steps above under 'workers who are able to social distance'</p>	<p>C</p>	<p>M</p>	
<p><b>Vulnerable persons or employees with vulnerable family members</b></p>	<p>Possible exposure to COVID-19 - a virus causing disease in humans.</p>	<p>L</p>	<p>H</p>		<p>Work from home is strongly encouraged. If this is not possible, workers should follow controls for working on campus with social distance in place. Work with supervisor on changing work location if possible, and hold virtual meetings to reduce in-person contact with others.</p>	<p>L</p>	<p>L</p>	

<p><b>Wearing masks and using PPE during COVID-19</b></p>	<p>Possible exposure to COVID-19 - a virus causing disease in humans.</p>	<p>M</p>	<p>H</p>		<p>Masks are encouraged in public spaces where it is difficult to maintain social distance. The College has determined that all public spaces (hallways, washrooms, elevators, stairwells) are areas where it is difficult to social distance. Masks are mandatory in all public spaces to assist with this. In offices and classrooms, masks are not required if social distancing is possible.</p> <p>Gloves is not a recommended control to prevent COVID-19, but may be required when cleaning or handling contaminated object. If workers have additional risk of infection at work because of the type of service they provides, employers should provide necessary PPE.</p> <p>Workers who are exposed to people who are ill with respiratory symptoms, such as coughing and sneezing, may use face masks and eye protection if the nature of the work warrants it.</p> <p>N95 masks should not be used. These should only be used by health care workers and others working directly with infected persons unless the nature of their job requires use of a N95 or similar medical mask. A previous hazard assessment should be available to support this.</p>	<p>L</p>	<p>L</p>	
<p><b>General tasks</b></p>	<p>Mental health, stress, fatigue</p>	<p>M</p>	<p>H</p>		<p>Employee Assistance Program (LifeWorks), regular check ins with colleagues and supervisor, communication, virtual meetings, regular breaks, flexible scheduling, team work</p>	<p>L</p>	<p>M</p>	

	Ergonomics	L	M		Frequent breaks, self-assessment, online resources, education, stretching	L	L	
	Possible exposure to COVID-19 - a virus causing disease in humans.	L	M		Work from home, wash hands frequently, social distance, increase cleaning, isolate if required (sick, travel outside Canada, close contact with COVID-19), review Return to Campus Guide, follow College emergency response plan and procedures, avoid sharing equipment, education (follow public health measures).	L	L	

		SEVERITY		
		High (H) Could kill you or cause permanent disability.	Medium (M) Could send you to hospital. Serious injuries/illness are possible.	Low (L) Minor injuries/illness
LIKELIHOOD	High (H) Highly likely to occur	HIGH	HIGH	MEDIUM
	Medium (M) Might happen	HIGH	MEDIUM	LOW
	Low (L) Unlikely to happen	MEDIUM	LOW	LOW

