

# JIBC COVID-19 SAFETY PLAN

Health, Safety, and Emergency Management

June  
2020

TABLE OF CONTENTS

Contents

..... 1

Table of Contents..... 2

Plan Revision Tracker ..... 3

SCOPE..... 4

STATEMENT OF PURPOSE..... 4

    ACRONYMS ..... 4

RESPONSIBILITIES..... 5

    Strategic Goals (Principles) ..... 5

RISK IDENTIFICATION, assessment and control ..... 7

    Risk Identification..... 7

    Symptoms ..... 7

    How it Spreads ..... 7

RISK ASSESSMENT ..... 9

RISK CONTROL..... 10

    Control measures for maintaining physical distance in the workplace:..... 11

    Control measures using physical barriers:..... 12

    Administrative control measures in place: ..... 12

    Control measures involving masks..... 13

SAFE WORK PRACTICES..... 14

    Hand Hygiene detail..... 15

    Cough/Sneeze Etiquette ..... 17

Check In/Out Procedure ..... 17

EDUCATION AND TRAINING..... 17

HEALTH MONITORING ..... 18

Appendix A: Risk Assessment and Mitigation Plans ..... 21

    WorkSafeBC COVID19 Safety Plan Checklist..... 21

    Program Risk Assessment and Mitigation Plan tools..... 21

    Completed Program/Course/Activity specific risk assessments..... 21

APPENDIX B: Campus Occupancy Assessment & Monitoring..... 21

Appendix C: Position Exposure Risk Evaluation ..... 22

APPENDIX D: Physical Distancing and Hygiene Signage Program..... 24

APPENDIX E: Cleaning Standards & Frequencies ..... 24

APPENDIX F: Health Assessment Tool..... 25

APPENDIX G: Daily Instructor Checklist ..... 25

APPENDIX H: Authorization to Work on Campus ..... 25

PLAN REVISION TRACKER

Revision	Date
Original Release	June 3, 2020

## SCOPE

This COVID-19 Safety Plan (Exposure Control Plan, the “Plan”) applies to JIBC staff who could be exposed to the COVID-19 virus while doing their assigned work. In addition, it sets out provisions to reduce the likelihood of transmission among the larger JIBC community, including contractors and students, during JIBC activities.

## STATEMENT OF PURPOSE

JIBC is committed to providing a safe and healthy work environment for all of our staff. A combination of preventative measures will be used to minimize employee exposure to, and transmission of, the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees, but also other workers and/or the public who enter our facilities, including our students. All employees must follow and assist students and contractors to implement, the procedures outlined in this plan to reduce exposure to, and transmission of, the COVID-19 virus.

A key purpose of this Plan is to comply with the Public Health Officer’s order regarding Employer Workplace COVID-19 Safety Plans, in addition to meeting the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, regarding Exposure Control Plans.

JIBC will strive to find ways to control or eliminate exposure to, and transmission of, the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for our employees. JIBC will follow direction and controls as specified by the BCCDC, the BC Ministry of Health, the Provincial Health Officer and regional Medical Health Officers (Fraser, Vancouver Coastal, Interior, Vancouver Island and Northern), and WorkSafeBC while continuing to monitor and liaise with these authorities on changes that may impact the Institution.

## ACRONYMS

AEST – Ministry of Advanced Education and Training  
BCCDC – British Columbia Centre for Disease Control  
ECP – Exposure Control Plan  
EOC – Emergency Operations Centre  
FA – First Aid  
JIBC – Justice Institute of British Columbia  
MHO – Medical Health Officer  
PHO – Provincial Health Officer  
PHAC – Public Health Agency of Canada  
PPE – Personal Protective Equipment  
SWP – Safe Work Practice  
WHO – World Health Organization

## RESPONSIBILITIES

### Strategic Goals (Principles)

JIBC EOC has established the following Strategic Goals (Principles) to guide our pandemic response.

1. Safety of Students and Staff/Faculty
2. Minimize Risk within Organizational Environments
3. Follow direction of AEST and MOH/PHO
4. Minimize Academic/Financial Impacts for Students
5. Transition to Distributed Learning where Feasible
6. Support Essential Learning Activities
7. Support Essential Administrative Activities
8. Outreach/Support to Community Partners

**In order to achieve these goals we have identified the following responsibilities.**

**NOTE:** These responsibilities may change as the situation evolves as directed by the JIBC Emergency Operations Centre (EOC), which is active during the Pandemic period.

#### JIBC:

- Through the Executive and EOC, modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority.
- Ensure Managers/Supervisors follow the direction of the Executive and the EOC.
- Select, implement and document the appropriate site or scenario-specific control measures.
- Ensure that supervisors and employees are educated and trained to an acceptable level of competency.
- Ensure that, when required, employees use appropriate personal protective equipment – for example, gloves, eye protection, masks or face-shields.
- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as worker training materials, barriers, and signage required to implement and maintain the plan) are readily available where and when they are required. If due to supply chain disruption, JIBC becomes unable to obtain the necessary resources, JIBC will re-evaluate this plan and the ability to continue to conduct activities that rely on those supplies for safe operation.
- Conduct a periodic review of the Plan's effectiveness.
- Maintain records as necessary.
- Ensure that a copy of the Plan is available to managers, supervisors and employees.

#### Health, Safety and Emergency Management:

- Ensure the Plan is reviewed and updated as necessary.
- Support the development of the Plan's related resources (such as check-lists, on-line training, FAQs, posters, Safe Work Procedures).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

Managers:

- Assess the risk(s) related to the COVID-19 virus for the positions and activities under their management in consultation with employees, OHS Committees, and Health, Safety and Emergency Management staff.
- Ensure that awareness and information resources are shared with employees.
- Ensure and provide training, SWPs, PPE and other equipment as necessary to manage the identified risks.
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be issued a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees.
- Ensure employees, instructors, and students understand that they must not come to work if experiencing any COVID-19 symptoms – and how they will be supported to stay away.
- Ensure employees follow Safe Work Practices (SWPs), and use appropriate PPE for the task at hand.
- Understand who should be considered highly vulnerable in both work and employee personal contact circles. Work with your employees to ensure appropriate additional controls are identified and implemented as required.

Employees and Students:

- Review information resources, ask questions and follow-up with supervisor/instructor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Select, care-for, and use any assigned PPE (including unrated masks) as trained and instructed.
- Take part in annual fit testing, and remain clean-shaven where respirator contacts face, if issued a respirator.
- Rely on information from trusted sources including JIBC, PHO, MHOs, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Understand who should be considered highly vulnerable in your work/school or personal contact circles. Work with your supervisor/instructor to ensure appropriate controls in place.
- If experiencing COVID-19 symptoms do not come to work/school - Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

## RISK IDENTIFICATION, ASSESSMENT AND CONTROL

### Risk Identification

Coronavirus disease (COVID-19) is an illness caused by a coronavirus. COVID-19 has spread worldwide, including to British Columbia, and has been declared a global pandemic.

### Symptoms

Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. Common symptoms for COVID-19 include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.

Symptoms vary from person to person. Some people experience mild symptoms, while others have more severe symptoms. Much is still being learned about COVID-19, but to date it appears that children are less likely to have severe symptoms or to spread the illness, whereas for older adults and those with underlying medical conditions the illness can be serious and even fatal.

### How it Spreads

Coronavirus is spread from an infected person through respiratory droplets expelled when they cough, sneeze, or yell. The droplets are relatively heavy and most drop out of the air due to gravity within about 2m. The droplets settle on the person, anyone else within that 2m proximity and surrounding objects and, depending on the surface type, can stay viable for a number of days.

The virus passes to the next person when droplets come into contact with the eyes, nose, or mouth. This happens either by directly contacting the droplets before they fall out of the air or by:

- Close personal contact such as touching or shaking hands.
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Therefore basic required precautions for everyone include:

- Keep 2 metres away from a person who is sick, to reduce breathing in droplets if they cough or sneeze.
- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way to reduce the spread of infection.
- If a sink is not available, you can use alcohol-based hand rubs (ABHR) to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.

### Resources:

Please review the Public Health Agency of Canada poster below.

# ABOUT CORONAVIRUS DISEASE (COVID-19)

## WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

## SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.



FEVER



COUGH



DIFFICULTY BREATHING

## HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

## PREVENTION

The best way to prevent the spread of infections is to:



- ▶ wash your hands often with soap and water for at least 20 seconds



- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands



- ▶ avoid close contact with people who are sick



- ▶ when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs



- immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards



- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.



- ▶ stay home if you are sick to avoid spreading illness to others

## IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:



- ▶ stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance



- ▶ call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions



- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

## FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397

@ [canada.ca/coronavirus](https://canada.ca/coronavirus)

✉ [phac.info.aspc@canada.ca](mailto:phac.info.aspc@canada.ca)

## RISK ASSESSMENT

### Specific Activity Risk Assessments

In late March 2020, following guidance of the PHO, BC Post-Secondary Institutions, including JIBC, suspended as much face-to-face activity as possible and temporarily moved to online program delivery and business models. The Province of BC and PHO presented the Go Forward Management Strategy and the BC Restart Plan on May 4, 2020. In response to this guidance JIBC has established a Recovery Plan Framework supported by this Plan document. It takes into account existing risk management guidance and expectations from PHO and WorkSafeBC and will continue to be updated as this guidance changes, including a full review on release of anticipated Post-Secondary sectoral guidance in late June.

JIBC will not be returning to pre-COVID-19 levels of face-to-face classes and programs until authorized to do so by PHO and AEST. We are taking the following approach:

- Courses will continue to be conducted online wherever possible.
- For programs that require some face-to-face instruction and evaluation, all theory instruction will be online where possible to minimize the amount of time students, staff and faculty will be on our campuses or engaged in face-to-face activity.

In order to safely manage gradual resumption of face-to-face activities, we have completed the WorkSafeBC **COVID Safety Plan Checklist** and implemented the **JIBC F2F Activity Risk Assessment Tool**. This tool is to be used by all Divisions, Offices, and Departments to evaluate each activity considered for resumption and to identify appropriate control measures to mitigate risk of COVID19 exposure and/or transmission. See **Appendix A Risk Assessment & Mitigation Plans**. These risk assessments and control plans must be completed in consultation with knowledgeable employees; OHS Committees; Facilities representatives and Health, Safety and Emergency Management staff, and signed off by the responsible Dean or Director, prior to start of the activity.

**Campus Capacity Assessments** are coordinated by Facilities to review classroom and common area capacities, mechanisms to limit congregating, traffic patterns, supervisory needs (e.g. Floor Wardens), food and support service provisions, equipment, and resource availability to meet needs identified in various JIBC F2F Activity risk assessments. See **Appendix B Campus Occupancy Assessment & Monitoring**.

**Exposure Risk Level Assessment** Using the Pandemic Risk Assessment Table, adapted from WorkSafeBC OHSR Guideline G6.34-6 as a reference, we have identified general risk levels to our workers and students, depending on their potential exposure in the workplace. We have further assessed which positions face greater exposure. See **Appendix C Position Exposure Risk Evaluation**.

*Important Note* These Exposure Risk Evaluation tables do not take into account **vulnerability** of particular populations. According to the Public Health Agency of Canada, there are people who are at a higher risk of developing more severe illness or complications, or fatality from COVID-19. These include:

- People with medical conditions such as heart disease; hypertension (high blood pressure); lung disease; diabetes; and cancer.
- People with weakened immune systems from a medical condition or treatment, such as chemotherapy.
- Older adults, seniors and Elders.

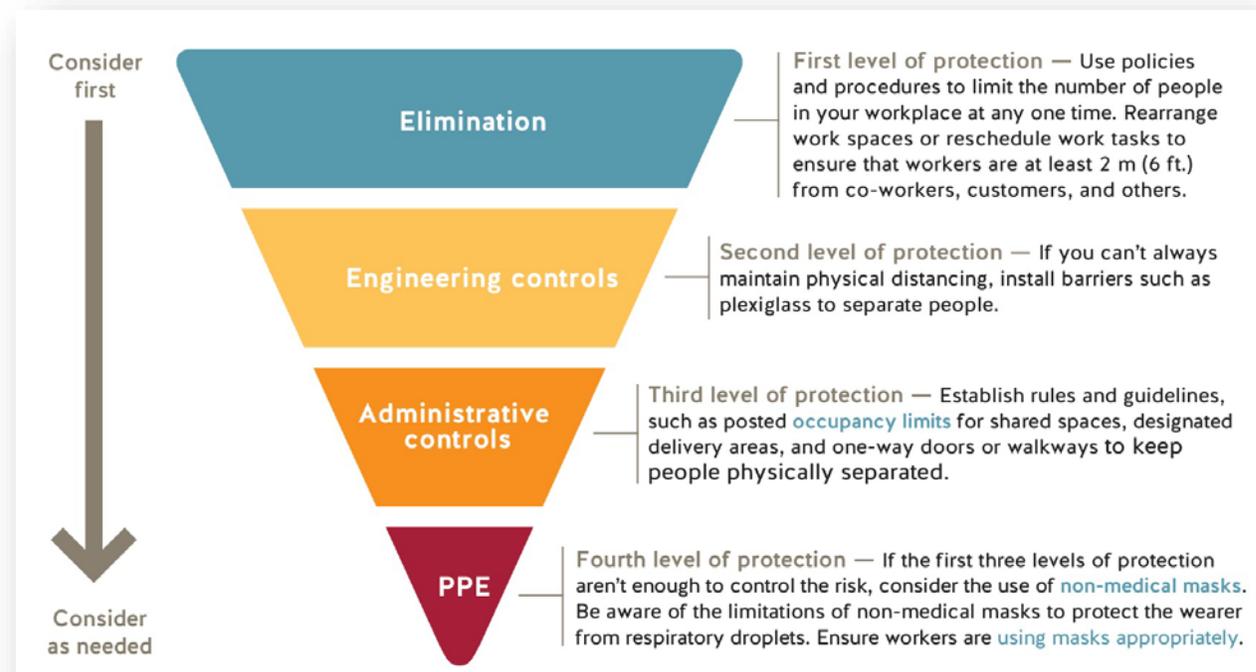
Staff and faculty who fall into these categories should self-identify as vulnerable and work with their supervisor to ensure their specific additional risk level is addressed in any work planning. Students in these categories should be advised to avoid participating in on-campus activities.

## RISK CONTROL

The Occupational Health and Safety Regulation (OHSR) requires JIBC to implement controls in the following order of preference:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
  - Education and Training
  - Safe Work Practices
- Personal Protective Equipment

Note that control measures identified in blue text below have also been noted in our appended WorkSafeBC COVID Safety Plan Checklist which includes this table for prioritizing controls.



**Elimination** controls are those that **remove** the risk of contracting COVID-19 in a workplace. Development and rollout of a successful vaccine could eventually eliminate this risk in our community. PHO Physical Distancing orders that closed personal care services and in-restaurant dining can be seen as a form of Elimination in that they eliminated the possibility of contact in those workplaces. Policies that prohibit travel are an example. Note that while many methods of Physical Distancing actually belong to the categories of Engineering Controls and Administrative Controls, Physical Distancing is such an important strategy to manage pandemic transmission that both Ministry of Health and WorkSafeBC have placed it at the top of the hierarchy.

Control measures for maintaining physical distance in the workplace:

Working Offsite or Remotely:

- JIBC has transitioned to remote work for faculty and staff on an as-possible basis and implemented a process to verify any proposed on-campus work is both necessary and able to be performed safely. Whenever possible, programs and instruction will be provided in online formats..

Food Services:

- Food Services are currently closed on all campuses. Prior to resumption, an appropriate Risk Assessment and Mitigation Plan will be developed and appended to this plan

Occupancy limits for workers and students

- JIBC believes it is essential to resume providing limited face-to-face training opportunities for first responder and social justice professionals where learning outcomes can't be achieved remotely. Staff who provide critical on-campus supports and need to physically attend campus are managed through a process established to identify, plan for, and approve their work arrangements with sign-off by VP HR. **See Appendix H**
- Occupancy Limits have been established for each campus space based on the 5m<sup>2</sup>/per person PHO guideline. Occupancy is monitored on a day-by-day basis. **See Appendix B**

Changes to work and class schedules

- Work and class schedules will be modified as required to ensure occupancy load can be staggered to remain within campus, room, and service area physical distancing capacity limits. Schedules must be approved by the COVID Campus Operations Committee.

Changes to how tasks are done

- Administrative and finance tasks have been modified to allow acceptance of electronic signatures and submissions to reduce need for in-person contact and paper handling.
- Instruction and support services have transitioned to online delivery where possible.
- When instructional or support service activities/tasks are identified which cannot be delivered online/remotely, a process has been established to prioritize and consider task modifications to enable face-to-face activity. Process includes documented risk assessment and mitigation plans, review by OHS committees, and authorization of relevant pandemic planning committee and VP.

Limiting or prohibiting visitors

- Physical campuses are closed to the general public, with on-site access and services limited to registered students and authorized staff and faculty.

**Engineering controls** are those that alter the work environment to reduce the risk. This would include installing enclosures or partitions to separate individuals and thereby prevent transmission via droplets. Other examples include reconfiguring office areas to allow 2m physical distancing or modifying doors to open automatically or by foot-pull.

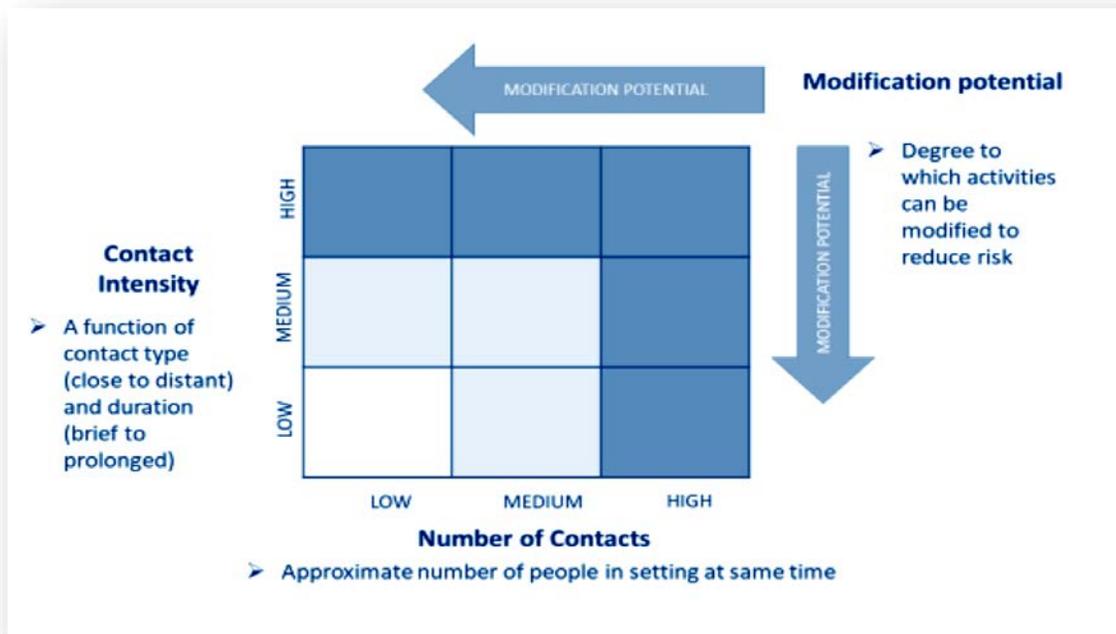
Control measures using physical barriers:

- Plexiglass barriers have been installed on face-2-face service desks throughout the Institute including the Registrar's Office; Library; and Reception Desks.
- A plexiglass barrier has been installed in one vehicle to allow for first responder driver training. A review was completed to ensure the barrier does not introduce risk or affect safe operation of the vehicle.
- Plexiglass barriers will be evaluated and installed in some facilities, and on desks in certain classrooms, when required to allow increases to the Physical Distancing occupancy capacity. When used in conjunction with other risk mitigation measures, these barriers will support separation of students and instructors.
- Barrier cleaning has been included in our cleaning protocols.

**Administrative controls** are policies, procedures, scheduling, education and communications that can be implemented to reduce the risk of transmission. Administrative controls tell people what to do, but rely on disciplined application of the expectations.

Administrative control measures in place:

- Safe Work Practices supported by CoVID-19 Campus Signage Program. **See Appendix D**
  - o Hand washing and cough/sneeze etiquette.
  - o Physical distancing traffic management
- Cleaning protocols and increased cleaning frequencies for shared work surfaces and equipment and tools, including shared vehicles. **See Appendix E**
- Activity Risk Assessment and Mitigation processes designed to reduce Contact Intensity and/or Number of Contacts in any given activity or location **See Appendix A**
  - o Participants in close contact activities limited to designated “partners” or “work pods” for duration of course
  - o Close contact activities limited to short time duration, then return to 2m distancing
  - o Staggered work/class schedules and breaks



Resource: BC Go Forward Strategy

**Personal Protective Equipment** is the last resort of mitigation strategy and includes using PPE for protection against exposure and/or transmission such, as wearing non-medical fabric facemasks, respirators, gowns or aprons, gloves, and/or face-shields. The use of PPE is required in high-risk situations. PPE is an important control but must always be used in addition to, and not in place of, other controls.

### Control measures involving masks

Who will use masks?

- non-medical fabric masks have been identified as a personal choice option for workers or students in situations where physical distancing can normally be maintained but may be somewhat difficult such as manoeuvring hallways.

What work tasks will require the use of masks?

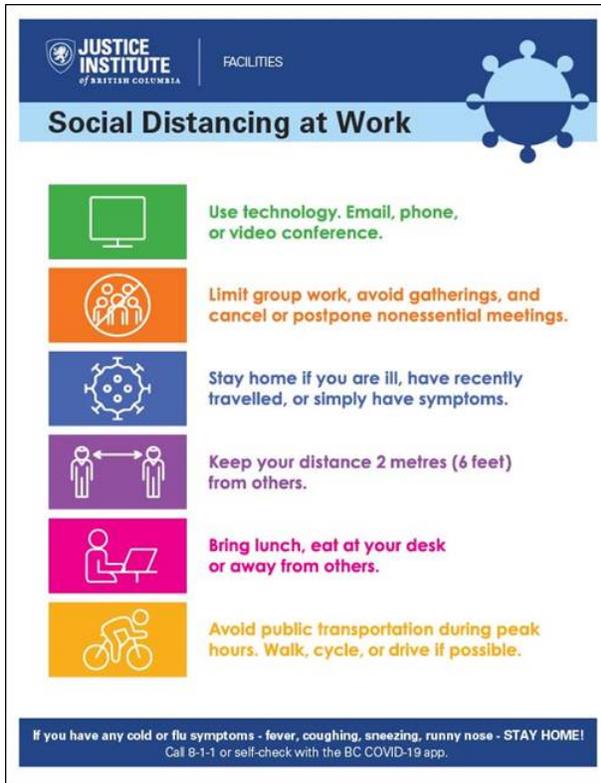
- non-medical fabric masks have been specified as a supporting control where students or instructors must have brief contact closer than 2m in order to practice and achieve required learning outcomes; where effective face shields have been identified as required PPE.
- non-medical fabric masks have been specified as a supporting control where Technology Services and Facilities service staff must briefly engage in activities where 2m physical distancing cannot be maintained.

How have workers been informed of the correct use of masks?

- Correct use of masks instruction is included in this JIBC COVID19 Safety Plan document and in the COVID19 Safety Plan Orientation module which is required to be completed by each student, instructor, or employee before returning to on-campus activities

**JIBC has established policies and procedures including Safe Work Practices to manage the risks of COVID-19 transmission.**

## SAFE WORK PRACTICES

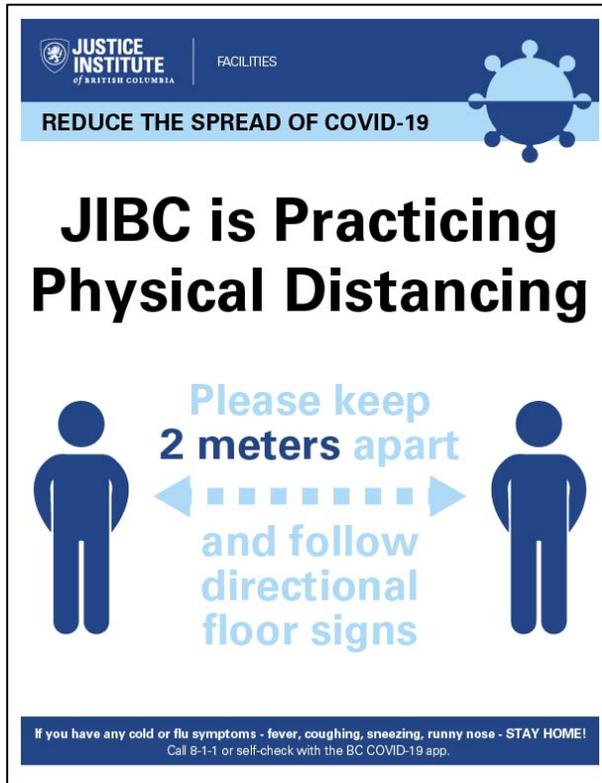


**JUSTICE INSTITUTE** of BRITISH COLUMBIA | FACILITIES

### Social Distancing at Work

-  Use technology. Email, phone, or video conference.
-  Limit group work, avoid gatherings, and cancel or postpone nonessential meetings.
-  Stay home if you are ill, have recently travelled, or simply have symptoms.
-  Keep your distance 2 metres (6 feet) from others.
-  Bring lunch, eat at your desk or away from others.
-  Avoid public transportation during peak hours. Walk, cycle, or drive if possible.

If you have any cold or flu symptoms - fever, coughing, sneezing, runny nose - STAY HOME!  
Call 8-1-1 or self-check with the BC COVID-19 app.



**JUSTICE INSTITUTE** of BRITISH COLUMBIA | FACILITIES

### REDUCE THE SPREAD OF COVID-19

## JIBC is Practicing Physical Distancing

Please keep  
**2 metres apart**  
and follow  
directional  
floor signs

If you have any cold or flu symptoms - fever, coughing, sneezing, runny nose - STAY HOME!  
Call 8-1-1 or self-check with the BC COVID-19 app.

- **Physical Distancing: Keep 2 metres between yourself and others**  
(this is the length of a queen bed or a bit more than two fully outstretched arms)
  - Follow **directional signs** and room/elevator **occupancy limits**.
  - **Do not congregate** in shared areas like the hallway or copier room, and be aware if someone is waiting to pass
  - **Do not enter or block** the doorway of someone else's cubicle
  - **Cancel in-person meetings** and hold meetings by teleconference, video conference, or email instead. Our previously bookable meeting rooms are closed to bookings. The only exceptions are to be approved at the Dean/Director level. This expectation for office work is set out by WorkSafeBC.
  - **Do not let the distance shrink** because you trust or like someone – these are hard new habits for all of us!
- **Clean Shared Surfaces**  
Minimize **sharing of office space, prep rooms, work vehicles, and classroom space**.
  - When you do, **clean shared equipment** / surfaces with disinfectant wipes between users
    - **prep rooms** include counters, printer/copier keypads, and printout trays.
    - **shared desks** include the computer keyboard and mouse, desk surface, and phone.
    - **vehicles** include the steering wheel, gear shift, mirrors if adjusted, and door handles.

- **Manage Breaks**

- As the building gets busier, adhere to any **rotating break schedule** implemented to allow for 2 metres distance between workers/students in all break rooms and cafeteria.
- **Take all breaks outdoors** when possible. If this is not possible, consider eating at your desk to leave other spaces available for students and instructors
- **Bring your own lunch** and beverages. Do not share food or drink (no buffets or platter service). There are currently no active food services on site. The microwaves are available in the cafeteria and break rooms to heat food – but note the occupancy limits in these areas, space your seating arrangements, use disinfectant wipes on keypads or kettle handles before you use them
- **Hand Hygiene**
  - **Wash your hands often throughout the day**
    - Bring and use your own hand sanitizer between washes – for times it may be inconvenient to get to a sink or dispenser location
  - **Keep your hands at your side when possible**
    - Avoid touching shared hard surfaces
    - Use your elbow, shoulder, or foot to open doors
  - **Gloves**, are not a protection from spreading COVID19. This virus does not transfer via skin contact, it transfers when droplets get into your lungs via eyes, nose or mouth. If you touch contaminated surfaces with your gloves and continue to wear them, you will spread the contamination to every other surface you touch including your face. To remove gloves safely, carefully turn them inside over each other while only touching glove to glove or skin to skin. If they are disposable, throw them in the trash immediately.

### Hand Hygiene detail

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” or favorite song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)
- before using shared equipment

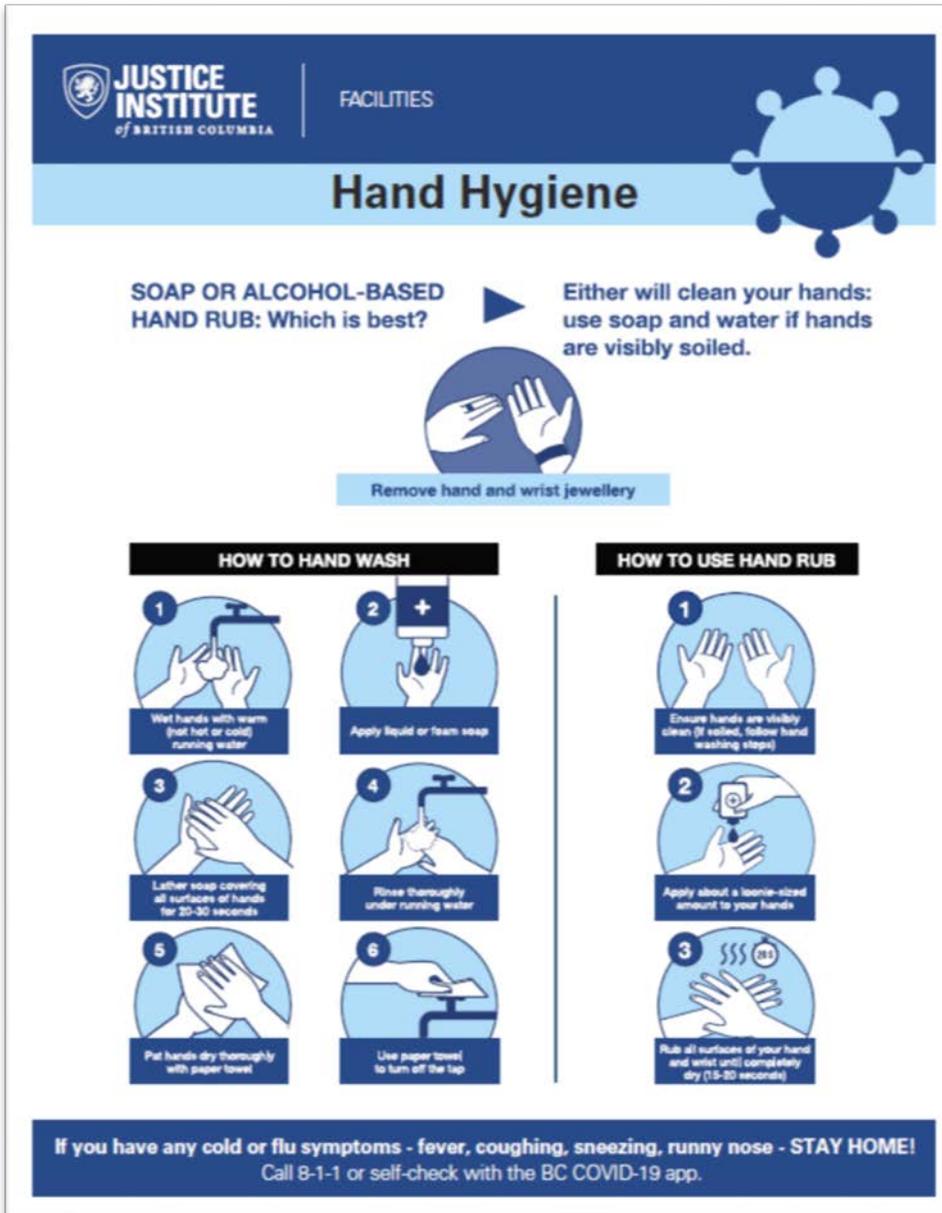
“Well” means:

- wet hands and apply soap

- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)



**JUSTICE INSTITUTE of BRITISH COLUMBIA** | FACILITIES

## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

HOW TO HAND WASH		HOW TO USE HAND RUB
<p>1</p>  <p>Wet hands with warm (not hot or cold) running water</p>	<p>2</p>  <p>Apply liquid or foam soap</p>	<p>1</p>  <p>Ensure hands are visibly clean (if soiled, follow hand washing steps)</p>
<p>3</p>  <p>Lather soap covering all surfaces of hands for 20-30 seconds</p>	<p>4</p>  <p>Rinse thoroughly under running water</p>	<p>2</p>  <p>Apply about a tennis-sized amount to your hands</p>
<p>5</p>  <p>Pat hands dry thoroughly with paper towel</p>	<p>6</p>  <p>Use paper towel to turn off the tap</p>	<p>3</p>  <p>Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)</p>

**If you have any cold or flu symptoms - fever, coughing, sneezing, runny nose - STAY HOME!**  
Call 8-1-1 or self-check with the BC COVID-19 app.

### Cough/Sneeze Etiquette

All staff are expected to follow cough/sneeze etiquette, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

### CHECK IN/OUT PROCEDURE

Approved staff and faculty working at the New Westminster Campus and Maple Ridge campuses (outside of scheduled classes) are required to Check In/Out via email. Staff and faculty working at the other satellite campuses must card in/out. This procedure is required in order to meet our Fire Code requirements.

Should there be an emergency on campus requiring evacuation, all staff and faculty must report to the muster stations. Because our Floor Wardens are working from home and unable to clear their zones, Security will use the information from the check-in/check-out process to verify whether everyone is accounted for and advise First Responders accordingly.

#### ***Check In/Out Procedure:***

1. *Upon arrival on campus, the staff or faculty member sends an email to the dedicated email address: [checkinout@jibc.ca](mailto:checkinout@jibc.ca) using prescribed wording in the **subject line** as follows:*

*Check-in New Westminster, First, Last Names*

2. *When departing the campus, the staff or faculty member sends an email to the dedicated email address: [checkinout@jibc.ca](mailto:checkinout@jibc.ca) using prescribed wording in the **subject line** as follows:*

*Check-out New Westminster, First, Last Names*

*Do not put any information in the body of either email as it is not reviewed.*

### EDUCATION AND TRAINING

JIBC in response to the COVID-19 virus has established the following means of sharing information across the organization:

- COVID-19 information button on JIBC main webpage for students and public
- COVID-19 notices on myJIBC for active instructors and students
- COVID-19 information page on JIBC intranet for staff
- All JIBC staff and instructor emails – sent as required

Additionally, prior to resumption of face-to-face or on-campus activities, involved staff, instructors, and students will be required to complete a targeted training module addressing:

- What COVID-19 is, how it spreads, and how to reduce risk of transmission both on and off campus including the importance of keeping your contact circle small
- Understanding what makes someone vulnerable to COVID-19 and what to do if you or a close contact are vulnerable
- JIBC policies and procedures related to COVID-19
- Requirement and how to perform daily health self-assessment
- Requirement to stay away from work/school when even mild symptoms are present, and what sick leave/absence policies are in place
- General physical distancing procedures on campus including expectation to follow traffic management signage; respect occupancy limits etc
- General hygiene expectations including handwashing; sneeze & cough etiquette; safely participate in cleaning of shared equipment
- Supervisor and instructor responsibilities on monitoring and ensuring policies and procedures are being followed.
- Personal responsibility towards own social circles, classmates and campus community.

Upon completion of the training module students, staff, and faculty will be asked to sign and submit an attestation confirming they have reviewed and understood the content, and commit to the following:

- Perform a daily personal health assessment (based on BC Thrive) and will stay away from school/work if directed by assessment outcome or MHO (and report both to instructor)
- Follow all site signage and class protocols established to minimize transmission
- Maintain awareness of COVID-19 risks and limiting personal contacts/physical distancing outside of JIBC, in order to reduce potential impact on other participants in program (particularly Shared Risk Pod members – for courses where pods are identified due to required close contact)

## HEALTH MONITORING

Prior to daily site entry all workers and students are required to perform a personal health assessment questionnaire using the BC COVID 19 Health Assessment tools found at: <https://bc.thrive.health/>

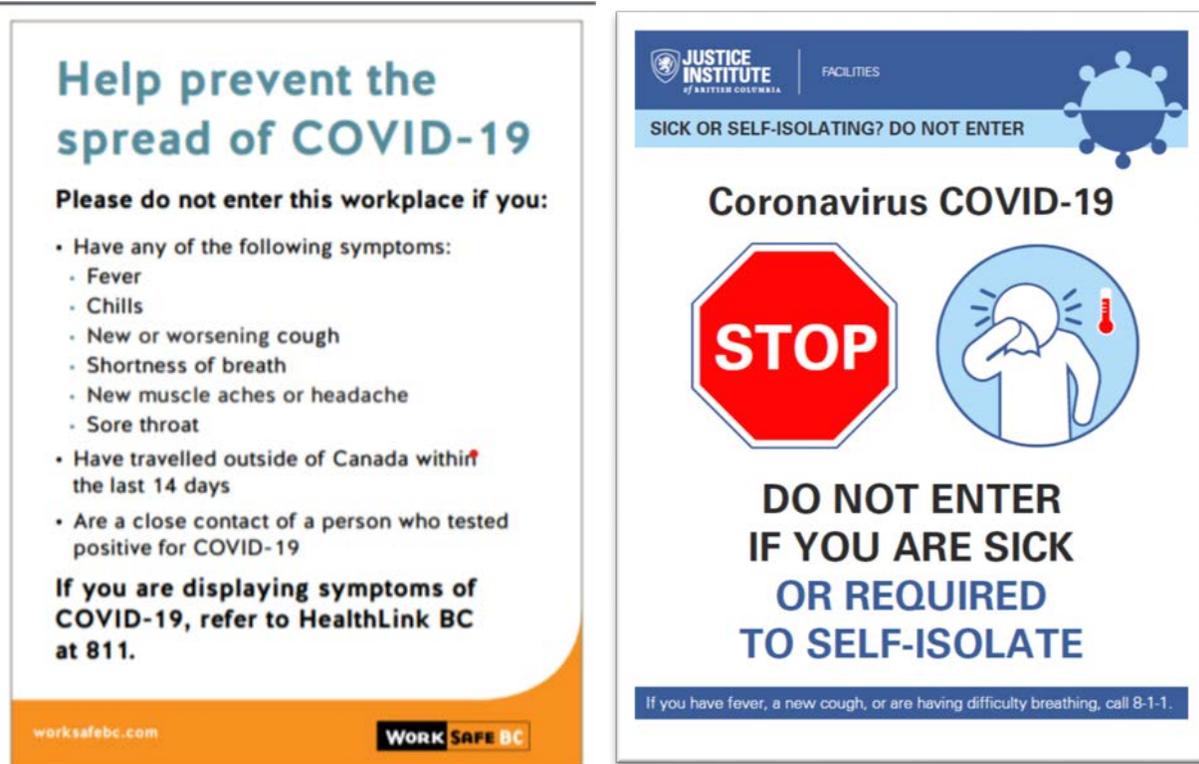
If the individual answers yes to any question in the assessment, they **MUST NOT** attend the site for at least 10 days. They should immediately communicate this status to their instructor or supervisor by email or phone.

Users have the option to access the daily questionnaire via:

- 1) download BC COVID-19 app from either the Apple or Google Play store
- 2) use the online tool directly at: <https://bc.thrive.health/>
- 3) phone 8-1-1 and talk through the question set with a representative
- 4) Where connectivity makes the above unreasonable, a paper question set may be administered.

### **Appendix F**

The first three methods ensure the user receives immediate current PHO direction depending on the answers they provide.



## Confirmation of Daily Health Assessments

### Students

Instructors will be required to complete a daily checklist before start of any Face-to-Face course or activity. **See Appendix G** The checklist will verify the following:

- 1) Each student and instructor/assistant present individually confirms they completed their daily health assessment and do not have symptoms or other issues that prevent them from participating
- 2) Instructor has confirmed all cleaning materials and resources required to meet their COVID-19 Risk Assessment Mitigation Plan for today's activity are available in the class location
- 3) Instructor has confirmed that all signage and directional arrows required to support their COVID-19 Risk Assessment Mitigation Plan for today's activity are still posted and in good condition in the class location

If a student has not completed their health assessment, they must complete one before continuing the class. If they completed it but answered yes to any questions, they must be asked to go home, or if in medical distress, report to First Aid for temporary isolation and potential transfer to emergency. The assessment tool will provide direction to the individual regarding further steps (eg. assessment by doctor, testing, 10 - 14 days isolation). The student should be reassured that JIBC will work with them to ensure they can complete their learning.

Issues with supplies needed for the day's activities must be addressed before initiating the activities – by contacting your program area support staff and/or adjusting the planned activities.

Issues with signage must be reported to the [FacilitiesServiceDesk@jibc.ca](mailto:FacilitiesServiceDesk@jibc.ca)

## **Staff**

Each Division or Department is responsible to submit a daily report to HR indicating which staff are to be working on-site, their planned location, and confirming that each staff person has individually confirmed they completed their daily health assessment and do not have symptoms or other issues that prevent them from participating on-site. This report is used to both verify health status and ensure compliance with occupancy limits.

## **Concerns about others on-site who may be ill**

While all staff are asked to be vigilant in helping ensure people understand and adhere to the guidance in this Plan, please route any concerns about apparent non-compliance through your normal reporting chains, including Stu and your OHS Committee. Supervisors and Instructors have a responsibility to enforce these expectations. Please do so in supportive, non-stigmatizing ways.

If someone tells you they might be ill direct the person to First Aid: They will be asked to put on a face mask, temporarily isolated from the rest of campus, and assessed as to severity of symptoms and either transferred to emergency, or sent home.

If you're feeling stressed or worried, please remember that the following resources are available for:

Employees: JIBC provides support to regular employees and their families via free access to the [Employee & Family Assistance Program \(EFAP\) through Homewood Health](#). In addition, mental-health and anxiety support is available to all British Columbians through [www.bouncebackbc.ca](http://www.bouncebackbc.ca) and [www.anxietycanada.com](http://www.anxietycanada.com).

Students: Email and telephone support is available to all JIBC students. They may contact our Senior Manager of Learning Support and Disability Resources between 8 a.m. and 4 p.m., Monday to Friday, by phone at 604.528.5884 or 1.877.275.4331, or by email at [studentresources@jibc.ca](mailto:studentresources@jibc.ca). **Mindshift** and **Headspace** are helpful apps you can download to help with feelings of anxiety and worry.

The **BC Crisis Line** is also available 24/7 at 1.800.784.2433.

## **RECORD KEEPING**

In addition to records kept per JIBC's already established processes. The following records specific to this plan are to be maintained and electronic records retained for 1 year:

- Daily Instructor Checklists will document classroom compliance with Risk Assessment and Mitigation Plans and Health Monitoring. Checklists to be collected daily by Division.
- Weekly Authorization to Work on Campus form
- Daily Occupancy Compliance Tracking

- COVID19 Safety Plan Training Records

## APPENDIX A: RISK ASSESSMENT AND MITIGATION PLANS

WorkSafeBC COVID19 Safety Plan Checklist



WSBC COVID19 Safety Plan Checklist 2020-06-01.pdf

Program Risk Assessment and Mitigation Plan tools



JIBC F2F Activity Risk Assessment Tool Apri  
JIBC Risk Matrix.docx

Completed Program/Course/Activity specific risk assessments

<T:\TRANSFER\HUMAN RESOURCES\ HSEM\COVID Recovery Planning\COVID Risk Assessments>

## APPENDIX B: CAMPUS OCCUPANCY ASSESSMENT & MONITORING

The room by room occupancy list is available here:

<T:\TRANSFER\ACADEMIC AND ADMINISTRATIVE SUPPORT\FACILITIES>

This tool is used to plan and monitor Occupancy Limit compliance:



JIBC All Campus  
Daily Occupancy Com

APPENDIX C: POSITION EXPOSURE RISK EVALUATION

Table 1: Risk assessment for pandemic influenza (including COVID-19)

	<b>Low Risk</b> Workers/Students who typically have no contact with infected people.	<b>Moderate risk</b> Workers/Students who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High risk</b> Workers/Students who may have close and/or extended contact with people or infected patients in small or poorly ventilated workspaces
<b>Hand Hygiene</b>	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	<b>Yes</b> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required <b>Note:</b> use of cleaning products may require gloves	Not required <b>Note:</b> use of cleaning products may require gloves	<b>Yes</b> , in some cases, such as when working directly with infected patients (eg. FA or Health Science).
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients (eg. FA or Health Science).
<b>Eye protection – goggles or face shield</b>	Not required	Not required	<b>Yes</b> , in some cases, such as when working in close or extended contact with people.
<b>Respiratory Protection</b> (minimum N95 or equivalent).	Not required	Not required	<b>Yes</b> , in some cases, such as when working directly with infected patients (eg. FA or Health Science).
<b>Droplet Containment</b> (non-medical fabric mask)	Not required, personal choice to help prevent transmission in case asymptomatic	<b>Yes</b> , in some cases, when physical distancing is difficult to maintain	<b>Yes</b> , in some cases, such as when working in close or extended contact with people.

Table 2: Risk assessment for position exposure level

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
F2F Counter Staff (includes reception, librarians, registrars etc)	Low to Moderate	Regular and effective hand hygiene, physical distancing, barriers
Instructors (First Responders: Police, Sheriffs, Fire, Paramedics)	Moderate - High	Regular and effective hand hygiene, alternate course delivery models, physical distancing when possible, increased sanitization processes, personal protective equipment specific to activity
Instructors (on-campus face-to-face)	Low - Moderate	Regular and effective hand hygiene, alternate course delivery models, physical distancing, increased sanitization processes
Instructors (remote site face-face )	Moderate	Regular and effective hand hygiene, alternate course delivery models, least contact travel options, personal protective equipment specific to activity
Instructors (other )	Low	Regular and effective hand hygiene, alternate course delivery models, working from home.
Facilities and Grounds workers	Low	Regular and effective hand hygiene, physical distancing. Regular and effective hand hygiene
Managers	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
Administrative & Program Staff	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
First Aid Attendants	Moderate	Regular and effective hand hygiene, personal protective equipment
Cleaners	Low to Moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes, personal protective equipment

## APPENDIX D: PHYSICAL DISTANCING AND HYGIENE SIGNAGE PROGRAM



JIBC COVID-19  
Signage Program - iss

## APPENDIX E: CLEANING STANDARDS & FREQUENCIES

These cleaning standard and frequencies are based on the BC CDC document for Cleaning Public Institutions.

1) Cleaning protocols performed by the Facilities cleaning service provider have been reviewed and validated for effectiveness by a certified Occupational Hygienist.

### **Frequently-touched surfaces:**

Frequency: At least twice per day

Examples: door handles, light switches, handrails, elevator buttons, counters, washrooms

Responsible: Facilities cleaning service provider

### **General cleaning of classrooms with scheduled face-to-face activity:**

Frequency: At least once per day

Examples: Chairs, tables, plexi-glass barriers, podiums, floors.

Responsible: Facilities cleaning service provider

### **General cleaning of administrative, service, and common areas:**

Frequency: At least once per day

Examples: counters, desks, tables, floors

Responsible: Facilities cleaning service provider

2) User cleaning of shared equipment with disinfectant wipes.

Hand sanitizer and disinfectant wipes dispensers are located throughout the campus common areas.

Cleaning materials are available to program staff for use in classrooms and administrative areas.

### **Shared equipment during face-to-face class:**

Frequency: In between students

Examples: TBD by each program/class, includes stretchers, dummies, mats, scba gear

Responsible: Students (supervised by instructors)

### **Shared equipment staff spaces:**

Frequency: In between users

Examples: Prep rooms, vehicles, break rooms

Responsible: individual staff

## APPENDIX F: HEALTH ASSESSMENT TOOL

This form can be used to perform a Health Assessment only when connectivity issues prohibit use of the BC PHO options available through BC Thrive, BC COVID ap, or 811.



Personal Health  
Assessment - static fo

## APPENDIX G: DAILY INSTRUCTOR CHECKLIST



JIBC Instructor Daily  
Checklist.docx

## APPENDIX H: AUTHORIZATION TO WORK ON CAMPUS



Work-on-Campus  
Authorization Form - :