

COVID-19 SAFE WORK PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Health and Safety Policy
Approval Date:	August 15, 2020
Effective Date:	August 15, 2020
Procedure Owner:	Emergency Operations Centre Director
Procedure Administrator:	OH&S Consultant

Overview:

NorQuest College (college) will take appropriate and reasonable measures to control the spread of COVID-19 (coronavirus). Current public health orders and guidance documents, authorized by the Alberta Chief Medical Officer of Health, will be considered the minimum standard for all mitigation planning.

The college requires all employees, contractors, and visitors to follow the outlined rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

Executive must approve the presence of any visitor(s) to campus while this procedure is in effect.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The prevention of COVID-19 is a shared responsibility. This procedure applies to all NorQuest College employees, students, and other stakeholders who may have a presence on our campuses. All employees, students, and other stakeholders are required to review, understand, and follow this procedure.

Responsibilities of College Employees, Students, and other Stakeholders – while on campus:

- Wear a non-medical mask at all times in common areas and where a minimum of two (2) meters social distancing cannot be maintained.
- Face shields are not considered equivalent PPE to a non-medical mask.
 - The use of face shields is only permitted for employees, who are dealing with people who benefit from seeing mouth movement during speech (e.g. ESL and hearing-impaired students).
 - If required, face shields will be supplied by NorQuest
- Must wash their hands often and thoroughly for 20 seconds with soap and water as follows.
 - Before, during, and after work
 - Before eating and or drinking
 - After use of toilet facilities
 - After handling tools, equipment, or materials that may be contaminated.

- After coughing, or
- If handwashing is unavailable, alcohol-based hand sanitizer is permissible.
- Turn away from others when coughing or sneezing.
- Cover mouth and nose with elbow or tissue when coughing or sneezing. Discard tissue, if applicable. Immediately wash/sanitize hands.
- Avoid touching face, particularly eyes, nose, and mouth.
- Do not share personal items or supplies such as phones or pens.
- Do not shake hands.
- Ensure physical distancing of at least two meters (six feet).
- Review and follow posted signage and posters throughout the campuses.

Any person who has [COVID-19 symptoms](#), must not report for work, or come on campus. You must complete the Alberta Health Services (AHS) [COVID-Self-Assessment](#) and receive direction from a nurse after contacting 8-1-1.

Currently, Albertans are [legally required to isolate](#) for:

- Fourteen (14) days if they returned to, entered Alberta from outside Canada, or are a close contact of someone with COVID-19.
- Ten (10) days if they have any symptoms that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, runny nose or sore throat.

If you are/become symptomatic on campus, inform your supervisor immediately and avoid contact with anyone. If you are unable to leave immediately, you be isolated on campus until it is safe for you to leave.

Complete the AHS [COVID-Self-Assessment](#). The assessment MUST indicate that you do not need to self-isolate before you can be on campus.

College employees, students, and other stakeholders MUST stay informed about COVID-19 with guidance from World Health Organization, Public Health Agency of Canada, Alberta Health Services and any other relevant health agencies.

Responsibilities of the College

The college is taking the following actions to prevent the spread of COVID 19.

Information Sharing

- Informing employees and students of the latest COVID-19 information via the [Coronavirus Info for NorQuest](#) page and for employees via all user emails.
- Posting hygiene signage and posters throughout campuses, particularly in common and high visibility areas.

Workplace Sanitization/ Disinfection

- Making hygiene products available, including hand sanitizers, wash sinks, and disinfectant wipes, where possible.

- Increasing cleaning operations in the workplace, particularly in common areas and with respect to surfaces (counters, high touch-point areas such as door handles, stair railings, etc.).

Physical Distancing

- Making the Remote Work Procedure mandatory.
- Installing physical barriers to maintain physical distancing where reasonable.
- Placement of decals on the floor to manage direction of foot traffic and to maintain two meters (six feet) of physical distancing requirements.
- Where social distancing is not possible, e.g. when instructors are performing labs with students, the employee **MUST** wear Personal Protection Equipment (PPE) (i.e. masks) in addition to any other PPE normally required for the task.
- If tools or equipment must be shared, the tools and equipment **MUST** be disinfected after each use by the user.
- Where possible, removing all measures for sharing pens and signature requirements.
- Limiting groups coming together in classrooms, labs, events such as orientation, lunch areas, in accordance with established limits for gathering.
- Requiring visitors to campus to complete the Alberta Health Services [COVID-19 Self-Assessment](#) prior to each visit.

Responsibilities of Employees

- Employees must be approved for face-to-face service delivery in order to work on campus while this procedure is in effect.
- Employees must have their manager's approval to work on campus.
- Employees must receive approval by their manager if they plan to visit campus to pick-up work-related items.
- Complete the "COVID-19 Return to Campus" course on Moodle prior to coming to campus.
- Read and understand this procedure
- Complete the [COVID-19 Self-Assessment](#) prior to each visit to campus:
 - If you are symptomatic, please follow the instructions provided in the [COVID-19 Self-Assessment](#), and contact 8-1-1 immediately to speak with a nurse.
 - The Absences for Injury or Illness Procedure must be followed at all times.
- All doors will be locked, so you must have your employee identification card, or a fob, to gain entry to campus.
- Report to the security counter in SCFL upon your arrival to campus, and again prior to leaving campus.
- If you become symptomatic while on campus
 - Inform your supervisor immediately and avoid contact with anyone.
 - If you are unable to leave immediately, you be isolated on campus until it is safe for you to leave.

- If a student reports symptoms while on campus
 - Notify Security Services immediately at 780 644-6225.
- For more information on dealing with symptomatic people on campus, please refer to [Responding to Illness on Campus](#) plan.

Meetings and Events

All face to face meetings and events are not authorized until further notice. Meetings should be held virtually unless no other reasonable option exists.

Rights of Employees

Work Refusal - As per the *Occupational Health and Safety Act* employees have the right to refuse work if they have a legitimate reason to believe they, or anyone in their vicinity, will be exposed to an uncontrolled hazard that poses an imminent danger, or exposes them to a hazard that is not normal for their job.

Historically, the presence of a communicable disease would be considered a hazard not normal in a post-secondary work environment.

However, to address COVID-19 as a workplace hazard, the Government of Alberta has issued public health orders, and guidelines for post-secondary institutions (PSIs), that provide control measures to effectively reduce the risk of spreading COVID-19.

NorQuest College is using this information as the minimum standard for all mitigation plans applied on our Campuses.

As a result, COVID-19 would not be considered an unusual hazard for our work environment, considering its global presence, and assuming the proper control measures are in place.

Regardless, the college will investigate all instances where an employee has exercised their right to refuse dangerous work.

Travel by Employees

When this procedure is active, there is a ban on business travel. This ban will be reviewed as the conditions of the pandemic change. Employees are expected to have all current or intended business travel pre-approved by their supervisor.

NorQuest also recommends that you provide notice of any personal travel outside of Alberta so that appropriate contingencies are in place should your return to work be delayed.

If you travel outside of Canada for any reason (business or personal) you will be required to comply with the [Alberta COVID-19 travel restrictions](#) upon your return to Alberta, which includes a 14 day [self-isolation period](#).

Travel outside of the province is not recommended at this time. This recommendation will not be lifted until stage 3 of Alberta's relaunch strategy.

NorQuest will also require you to work remotely, or take a leave of absence, for 14 days upon their return to Alberta, as currently directed by the Government of Alberta. Employees may then return to the workplace after 14 days if no [COVID-19 symptoms](#) emerge.

An employee who has [self-isolated](#) must meet the following criteria prior to their return to work:

- No longer have a fever for at least 48 hours (without taking medication to lower body temperature);
- No longer have acute symptoms for at least 24 hours (excluding residual cough that may persist); and
- Wait a minimum period of 10 calendar days from the date of their first symptoms.
- Wait a minimum period of 14 calendar days if you were symptom free, and were isolating due to an actual or possible exposure, or if you returned from travel outside of Canada.
- Please visit [COVID-19 travel restrictions](#) to get additional information on isolation requirements in Alberta.

Work from Anywhere (WFA)

Until further notice, NorQuest employees will work off campus, in accordance with the NorQuest Remote Work Procedure. Your manager will notify you when you are required to resume work from campus.

Employees who Test Positive for COVID-19

If the employee has tested positive for COVID-19, the employee's return to work will depend on the advice of the physician or other qualified medical practitioner(s).

If the employee has tested positive and has attended the workplace or been in contact with other employees within the 14 days prior to the confirmed COVID-19 diagnosis, Alberta Health Services will enact its communicable disease protocol and contact individuals that may be in contact with the infected worker.

NorQuest will ensure the privacy of our employees and students, and will not disclose any personal information, aside from what is required under current legislation. However, if there has been a confirmed COVID-19 exposure on our campus we may notify affected employees.

If an employee had to be hospitalized for a probable or confirmed infection with COVID-19, they must meet the following criteria prior to returning to work:

- Respect the above criteria:
 - No longer have a fever for at least 48 hours (without taking medication to lower body temperature);
 - No longer have acute symptoms for at least 24 hours (excluding residual cough that may persist) and;
 - Wait a minimum period of 10 calendar days from the date of their first symptoms.
- Have obtained two negative tests for COVID-19 on two respiratory samples taken 24 hours apart, if Alberta Health Services has deemed these tests necessary for this person.
- A medical note will be required to authorize the return to work.

A person who has been in close contact with a person who has a confirmed case COVID-19 must follow the above [self-isolation](#) steps.

Notes:

1. Any collected personal information will be handled in accordance with the *Alberta Human Rights Act, Freedom of Information and Protection of Privacy Act*, and health regulations for notifiable diseases.
2. This procedure is only active at the discretion of the college as required in response to current events.

Compliance and Enforcement

Compliance to this procedure is critical to ensuring a successful relaunch, and continued expansion of face to face services.

In order to ensure NorQuesters, our students, and contractors, remain compliant with the requirements of this procedure, the following will be done:

- The leader of the department, or faculty, will ensure at least one COVID-19 Compliance Audit Form is completed monthly, or at least once if the program or work duration, is less than one (1) month.
 - Non-compliance will be documented on the audit form and brought to the attention of the leader of the department, or faculty, for action.
 - Each department or faculty is expected to manage non-compliance in their area of responsibility.
 - Each department or faculty must file audit forms according to NorQuest's Records and Information Management Policy.
- All NorQuesters, and contractors, are expected to intervene and provide coaching when they witness non-compliance situations.
- In situations where persons refuse to comply with the requirements of this document:
 - Avoid compelling the individual to comply, simply explain the requirement(s) and inform them they must leave the campus until they are in compliance.
 - If the individual must leave, please encourage their return to campus once they are in compliance with the requirements.
 - If an individual becomes belligerent or aggressive, contact security immediately.

Definitions:

Close Contact: a person who has had close contact is defined as:

- A person who provided care to the sick person;
- A person who has had other similar close physical contact without the proper use of personal protective equipment (PPE);
- A person who has lived with or had close and prolonged contact with the sick person (within 2 meters) while he/she was contagious; or
- A person who has had direct contact with infectious body fluids of the sick person (who was, for example, nearby when the sick person coughed or sneezed) without wearing personal protective equipment (PPE).
- Persons who have been in close contact with a confirmed case of COVID-19 will be contacted by Alberta Health Services (AHS), and provided further instructions

Physical Distancing: means making changes in your everyday routine in order to minimize close contact with others, including:

avoiding crowded places and gatherings avoiding common greetings, such as handshakes, keeping a distance of at least two meters (six feet) from others, as much as possible.

PPE: defined as Personal Protection Equipment.

Related NorQuest College Information:

- [Absences for Illness or Injury Procedure](#)
- [Communicable Disease Procedure](#)
- [Coronavirus Info for NorQuest](#)
- [Health and Safety Policy](#)
- [Remote Work Procedure](#)
- [Responding to Illness on Campus](#)

Related External Information:

- [Alberta Health Services](#)
- [Alberta Human Rights Act](#)
- [Center for Disease Control](#)
- [COVID-19 Symptoms](#)
- [COVID-19 Travel Restrictions](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Health Professions Act](#)
- [Occupational Health and Safety Act](#)
- [Public Health Act](#)
- [Self-Isolation Steps](#)
- [World Health Organization](#)

Next Review Date:

July 2024 (or earlier as required)

Revision History:

July 2020: new