

SELC Canada

COVID-19 Safety & Exposure Control Plan

SCOPE

This COVID-19 Exposure Control Plan applies to SELC Canada employees, students, contractors and visitors to the campus who could be exposed to the COVID-19 virus while doing their assigned work.

STATEMENT OF PURPOSE

SELC is committed to providing a safe and healthy workplace for all of our employees. A combination of preventative measures will be used to minimize exposure to the COVID-19 virus. 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 and students must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this Exposure Control Plan is to protect employees and students from exposure to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulations as well as their guidance specific to COVID-19.

SELC will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing risk controls specified by the British Columbia Centre for Disease Control (BCCDC) and BC Ministry of Health, establishing safe work practices that incorporate the required exposure control methods, raising awareness, and providing education and training for our employees and students.

RESPONSIBILITIES

SELC Canada (The employer)

- Support the implementation of the Safety Plan.
- Ensure that the tools, equipment and resources are available to support the implementation of this Safety Plan in all instructional and work areas at the College.

Administrative Leads (directors and supervisors)

- Read and be familiar with this Exposure Control Plan and the Covid-19 Safety Plan.

- To reduce the risk of exposure to COVID-19, ensure copies of SELC's COVID-19 Safety Plan and Exposure control plan are available for staff and faculty
- Approve and ensure that, with the support of the Health and Safety committee, workers have received adequate instruction on the hazards associated with COVID-19 and the implementation of the appropriate control measures is done by instructors within the classrooms, laboratories and other worksites under their supervision.
- Ensuring that work is conducted in a manner that minimizes the risk of exposure to faculty, employees and students.
- Work with the Health and Safety committee to ensure that the Safety Plans identify the proper tools and personal protective equipment required to effectively reduce exposure to COVID-19 in the workplace, and that employees have access to them.

Faculty and employees

- Help to reduce the risk of exposure to COVID-19 in the workplace. Read and be familiar with this Exposure Control Plan. Inspect the work area regularly (minimum daily) to ensure a safe work environment. Complete educational requirements related to COVID-19 that are recommended by SELC, and/or Health and Safety committee.
- Use identified hazard controls and follow safe work practices established by SELC.
- Use the available equipment and PPE provided to reduce exposure to COVID-19 and ensure that students are following hazard controls and PPE requirements.
- Report all health and safety-related incidents to the Health and Safety committee.
- Report issues related to conduct that pose serious risks

HEALTH AND SAFETY COMMITTEE

The Health and Safety committee team consists of the Director of Operations, Academic Advisor, employee representatives for Career College and ESL and the First Aid Attendants on-site. They will help guide safe practices and processes in the following ways:

- Creation of a COVID-19 Safety Plan.
- Creation of a Covid-19 Exposure Control Plan
- Conduct risk assessments of facilities and processes
- Assist SELC staff and departments develop and implement safe work practices that will reduce the risk of exposure to COVID-19 in the workplace.
- Provide pre-approved templates or checklists for exposure control to assist faculty and administrative leads with assessing and creating plans for experiential learning requiring face to face contact.

RISK IDENTIFICATION, ASSESSMENT AND CONTROL

COVID-19 virus: The COVID-19 virus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter from these droplets through the eyes, nose or throat if an individual is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is

not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact: Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.

RISK ASSESSMENT

SELC referenced a risk-assessment approach to determine the types of controls that are needed to reduce the risk of COVID-19 transmission. The risk assessment was adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk levels of the various tasks carried out by staff at the College.

The various risk controls that have been put in place generally fall into the categories described in the Risk Control section of this document.

RISK CONTROL

The BC OHS Regulation requires SELC to implement infectious disease controls in the following order of preference:

Controls used to mitigate the risks of exposure include:

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

Elimination controls are those that remove the risk of contracting COVID-19 in the workplaces that exist at SELC, including workstations/classrooms/laboratories.

This includes eliminating face-to-face contact, by modifying service delivery to rely on video conferencing, phone, email or regular mail. SELC has moved to digital delivery in many program areas, which has significantly reduced the number of staff and students on campus. Administrative teams are also reducing staff on campus, where appropriate.

Employees working from home should read Appendix C - SELC's "Work from Home" procedures.

Engineering controls are those that alter the work/classroom/laboratory environment to create a safe space. This would include distance controls (2 metres or greater) at reception counters or working inside an enclosure or behind a partition when helping customers or students. If practicable, conduct financial transactions by electronic means rather than cash or cheque. Additional examples may include physical barriers, which limit personal human contacts.

These kinds of physical controls will be used where maintaining the 2 metres of physical distance is difficult. SELC has installed Plexiglas in the main reception counter.

Administrative controls are procedures that can be implemented to reduce the risk of COVID-19 transmission, which include:

- Hand washing and cough/sneeze etiquette (cover your mouth and nose with a sleeve or tissue when coughing or sneezing).
- The use of non-medical masks and face coverings can be an additional measure taken to protect others around you. This is in addition to proper cough and sneeze etiquette, even if you have no symptoms.
- Allow for 2 metres of distance of space to reduce human-to-human transmission.
- Increase disinfection for shared work surfaces and equipment and tools, including shared vehicles.
- Alternating work schedules to reduce the number of people in an area.

Personal Protective Equipment (PPE) is the last resort of mitigation strategy and includes using PPE for protection against transmission such as wearing masks, gloves, goggles and/or face-shields.

PPE is used to protect you from possible exposure and should not be confused with non-medical masks or face coverings. The latter are designed to protect others around you and don't provide personal protection. Please see Use of non-medical face masks and coverings in the Safe Work Practices section below.

COVID-19 PPE Requirements at SELC

	Low Risk Employees who typically have no contact with students or infected people.	Moderate risk Employees who may be exposed to students or infected people from time to time in relatively large, well-ventilated workspaces
NMM (Non Medical Masks)	Not Required	Required

Disposable gloves	Not required	Unless handling disinfectants,
Aprons, gowns, or similar body protection	Not required	Not required
Eye protection – goggles or face shield	Not required	Unless handling disinfectants
Airway protection – respirators	Not required	Not required

SAFE WORK PRACTICES

Workplace accommodations are in place to ensure proper physical distancing can occur for all employees. Measures include working from home, changes to office schedules and allocation, schedule rotations, and installation of engineered material where required.

For some employees, this may involve continuing to work from home to ensure physical distancing. For others, it may involve working with their supervisor to coordinate available office space or worksite Health and Safety accommodations. Please contact your supervisor if you are unsure of the process in your area.

Restricted College Access

Physical access to SELC facilities has been restricted in order to mitigate risks of COVID-19 transmission. The following measures have been put in place:

- All keyed exterior doors are now locked;
- All exterior electronic lock access points are locked to the public, but those with key fobs (all employees) have access;
- Staff have access to office areas via key fobs and hard keys;
- Safety committee working with the safety officer will determine how best to manage student access for on-campus classes, on a case-by-case basis.

Enhanced Cleaning Schedule

SELC has increased and enhanced the cleaning protocols for all campus locations. This includes twice daily cleaning of common, frequently touched surfaces (see Appendix A). With fewer employees on campus; offices, classrooms, labs, shops and meeting rooms now have door signs to indicate when spaces have been used and need to be cleaned.

Hand Hygiene

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” 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

Cough/Sneeze Etiquette

All employees 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

Use of non-medical face masks and coverings

Wearing a homemade facial covering/non-medical mask in the community has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing.

However, it can be an additional measure taken to protect others around you, even if you have no symptoms. It can be useful for short periods of time, when physical distancing is not possible in public settings, such as interacting closely with students and vendors, attending the shops or using public transit.

- **Non-medical face masks are mandatory for Students on campus**

Appropriate use of non-medical mask or face covering

When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own respiratory droplets (infectious or not).

Non-medical face masks or face coverings should:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping
- Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

Non-medical masks or face coverings should not:

- be shared with others
- impair vision or interfere with tasks
- be placed on children under the age of 2 years
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- be placed on desks or other surfaces once used/soiled as this can lead to cross-contamination

Limitations

Homemade masks are not medical devices nor personal protective equipment and are not regulated like medical masks and respirators. Their use poses a number of limitations:

- they have not been tested to recognized standards
- the fabrics are not the same as used in surgical masks or respirators
- the edges are not designed to form a seal around the nose and mouth
- they may not provide complete protection against virus-sized particles
- they can be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body

These types of masks may not be effective in blocking virus particles. They do not provide complete protection from virus particles due to a potential loose fit and the materials used.

(Source:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#_Appropriate_non-medical_mask)

Implementing Safe Work Practices

Additional safe work practices are being developed as SELC responds as part of the COVID-19 response. These practices are department specific and are highly dependent on the type of work being done. Each department will be required to perform a risk assessment to identify risk levels for tasks performed by employees. The risk assessment will be used to determine if there are any specific safe work practices required for that task or work area. SELC has implemented general safety protocols that apply to all staff and students, and are attached as Appendix B.

INFORMATION AND TRAINING

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

- All SELC employees' emails and other correspondence related to COVID-19
- Administrative leads are responsible for the education, orientation and documentation of their employee's knowledge and understanding of this safety plan.

As COVID-19 is a public health matter, information noted above is intended for all employees.

EDUCATION DELIVERY

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

- All SELC employees' emails and other correspondence related to COVID-19
- Administrative leads are responsible for the education, orientation and documentation of their employee's knowledge and understanding of this safety plan.

As COVID-19 is a public health matter, information noted above is intended for all employees.

To facilitate safe campus operations, SELC Career College has moved to a primarily remote teaching and learning model, with the vast majority of course offerings occurring via remote technology. However, some learning activities require in-person participation. Experiential Learning and In-Person Instruction The following protocols apply to a range of learning settings including but not limited to classroom- based instruction, labs and field classes:

- Develop Safety Plans for specific in-person instruction (e.g. Hospitality and Business) to reduce the risk of COVID19 transmission, including protocols for access to rooms and labs.
- Implement instructor and student orientation procedures prior to room usage where applicable.
 - Where possible, class scheduling will be conducted to reduce the number of close contacts and to facilitate contact tracing should it become necessary.
- Practice physical distancing, in conjunction with enhanced hand hygiene and cleaning protocols.
 - o Implement measures to restrict the number of people within the physical space at any given time.
 - o Consider using shifts to minimize close contact.
 - o Wearing non-medical masks in all indoor public spaces on campuses at SELC Career College is mandatory as an additional precaution.
- Apply Cleaning and Sanitizing, Physical Distancing, and Non-Medical Mask protocols.
 - o PPE, such as non-medical masks, are required based on levels of transmission in the community, and where physical distancing cannot be maintained.
- Apply guidance pertaining to signage on campus.

HEALTH MONITORING

Staff concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Report the incident to your supervisor
2. Call BC's HealthLink at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.
3. Do not report to work if you are exhibiting symptoms of COVID-19.

A student that has been to the campus within the last 14 days and begins to show possible symptoms of COVID-19 is required to go home and call 8-1-1. The student should follow the direction of 8-1-1 and not return to campus for 14 days or until symptoms completely go away.

All staff and students that are coming to campus in person need to self-assess daily. Please see the pre-screening questions in Appendix B.

In the case of a positive test for COVID-19, public health officials will be in contact with both the person who tested positive, and the College. They will determine who needs to be in 14-day self-isolation, and what other steps the College needs to take for the safety of others.

Protocol if Individuals Develop COVID-19 Symptoms on Campus:

- Contact Administration and the FAO (First Aid Officer) for First Aid
- FAO will respond to the area to provide the individual a mask and safely separate the symptomatic individual to empty room to provide a confidential first aid assessment, including the ThriveBC assessment for COVID-19
- Further to assessment, and unless further immediate care is required, the symptomatic individual will be advised to return to their place of residence and to contact 8-1-1 or their local healthcare provider for further direction
- Where necessary, FAO will make arrangements for transportation for the symptomatic individual
- Administration will notify the cleaner of related cleaning requirements to ensure that cleaners are dispatched to clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Through existing confidential Administration and First Aid communication processes, FAO will notify the College of an incident of a symptomatic individual on campus
- The College will seek advice from the local public health authority around managing cases of COVID-19 in the institution.
- The College will maintain and keep records on first aid reports and incidents of exposure.

INTERNATIONAL STUDENTS

Self-isolation/quarantine plan Protocols for Safe Arrival of International Students

This plan is designed to support international student safe arrival and self-isolation/quarantine in preparation for study at SELC Career College while COVID-19 presents a risk to our community. This plan is part of the SELC Career College COVID-19 Safety Plan. The COVID-19 pandemic is dynamic and SELC Career College officials are monitoring recommendations and Orders declared by the Provincial Health Officer in order to respond with updates to our plans, protocols, and procedures. SELC Career College is committed to following all BC Public Health Officer Orders.

The SELC Career College self-isolation/quarantine plan is broken into four stages; 1) pre-arrival communication, 2) pre-arrival travel planning; 3) quarantine, and 4) post-quarantine.

This plan will be updated regularly by the SELC Career College Office to reflect changes in response to new information, updated procedures, or guidance from the Provincial Health Officer or the Ministry of Advanced Education, Skills and Training.

Stage ONE: Pre-arrival communication

SELC will provide ongoing communication with students outside of Canada regarding safe-travel to Canada and mandatory self-isolation/quarantine in the following ways and with the following messages:

Methods of Communications:

1. Weekly reminder emails to accepted and returning students not currently in Canada.
2. Direct response from advisors/marketers for 1:1 support via email or video-conference.
3. Website updates and resources on the SELC website for Covid:

<https://www.selccovid.info/>

Communications required

1. Requirement to notify SELC if intending to travel to Canada
2. Submission of self-isolation plan (including airport transfer) to SELC for tracking.
 - a. Public transit is not recommended for any new arrivals
 - b. Taxi and ride-share service numbers provided on resource page linked above
3. Submission of self-isolation plan to the BC Government
4. Submission of plan via the “ArriveCAN” app to the Government of Canada
5. Instructions for purchase of medical insurance and MSP application
6. Instructions for timing of travel to meet the 14-day self-isolation requirement
7. Transportation and mask requirements for arrival;
 - a. Public transit is not recommended for any new arrivals
 - b. Masks where not required by a transit provider (taxi) are recommended
 - c. Taxi and ride-share service numbers provided
8. Pre-vetted full-service self-isolation accommodation package. Additional food services delivery options.

Stage TWO: Pre-arrival travel planning

SELC is using a step process to help students prepare for successful travel and quarantine upon arrival;

- 1) completion of a “**international Student Travel Checklist**”, and submission of all required documentation and plans
- 2) follow-up direct confirmation of travel plans and readiness by staff, and
- 3) email confirmation of requirements completion.

These steps are supported by the SELC Career College Travel to Canada – quarantine planning resources for students. Pre-travel quarantine support planning involves student acknowledgement of legal requirements and ensuring they have made proper arrangements for a successful quarantine period upon arrival.

The following checks are included in the pre-quarantine travel planning phase:

1. Study permit confirmation
2. Review of in-person/in-Canada requirements of program
3. Submission of travel itinerary
4. Confirmation of registration in our mentor program required for quarantine phase
5. Confirmation of in-Canada communication options and preferences
6. Submission of quarantine details including:
 - a. airport transportation needs upon arrival
 - i. Public transit not recommended for any new arrivals
 - ii. Masks where not required by a transit provider (taxi) are recommended
 - iii. Taxi and ride-share service numbers provided
 - b. quarantine accommodation location and confirmation if a private provider
 - c. confirmation of download of ArriveCAN app.
 - d. confirmation of submission of BC Self-Isolation plan
 - e. medical insurance requirements acknowledgement

Stage THREE: Quarantine period

The quarantine period is set-up to achieve three priorities:

- 1) compliance with the quarantine act and Ministry of Health guidelines,
- 2) social, physical (nutrition/medicine) and emotional support during isolation, and
- 3) preparation for post-quarantine success.

The quarantine period includes the following stages, information provision and support:

1. Arrival: Student met at airport by pre-planned transport provider
2. Arrival: Student checks-in using pre-arrival plan method agreed to in Phase II.
3. Intensive monitoring: Days 1-3: Video or phone check-in daily.

Check-in priorities:

- a. ArriveCAN app use reminder
 - b. Successful quarantine tips, tricks and resources
 - c. Food/meal/medicine/socio-emotional check
 - d. Share online school resources (academic preparation)
 - e. Answer in-scope questions and referral/follow-up for out-of-scope
4. Maintenance monitoring: Days 4-12: daily message and/or video check-in.
 5. Quarantine closure monitoring: Days 13-14
 - a. Day 13: Provision of campus guidelines and online services reminder;
 - b. Day 14: Quarantine ends

Provisions for additional support for students with a positive case: - Supervisor assumes case-management with the primary staff remaining in contact with the student to maintain socio-emotional support. Enhanced services will depend on case severity and include:

- o System navigation for accessing health services as needed
- o Twice or more daily health check-ins with the student
- o Enhanced needs assessment (food & medicine) and follow-up
- o Updating of the quarantine time-frame with public-health guidance

Stage FOUR: Post-quarantine Period

The post-quarantine period is characterized by ongoing and regular communications related to continued vigilance with regard to protecting self and community while COVID-19 presents a risk to our community.

Communication for international students is conducted through the news stream in their Google Classroom portal and the SELC Career College website as well as regular check-ins with SELC Instructors they are learning with.

RECORD KEEPING

Records shall be kept as per SELC's already established processes.

APPENDIX A:

Cleaning Frequency at SELC

These recommendations are based on the BCCDC document for cleaning.

Shared equipment during face-to-face class:

Frequency: In between students

Examples: TBD by each program/class

Responsible: Students after each use (enforced by instructors)

Frequently-touched surfaces:

Frequency: At least twice per day

Examples: washrooms, doorknobs, light switches, countertops, etc.

Responsible: SELC Cleaning Officer

General cleaning of classrooms, labs with face-to-face instruction:

Frequency: Once per day

Examples: Chairs, tables, floors, hallways

Responsible: SELC Cleaning Officer and building maintenance team.

APPENDIX B:

Covid-19 General Safety Protocols

As SELC College students and employees gradually return to campus, the following safety protocols have been created to reduce exposure to the COVID-19 virus.

These general protocols will accompany specific program, cohort and campus safety plans, developed in consultation with public health guidance, to ensure a safe and healthy return to on-campus operations for everyone.

PREVENTION MEASURES

Pre-Screening Questions

Please read the pre-screening questions in Attachment A each day prior to coming to campus. If you answer “yes” to any of the questions in Attachment A please stay home. If you think you have been exposed to COVID-19, please contact 8-1-1 and follow their guidance.

Physical distancing

All students and employees will be required to maintain a two-metre distance (at least two arms lengths) from others.

Hand hygiene

Good hand hygiene is important. As one of the most effective ways to reduce the virus’ spread, public health recommends washing your hands well and often, coughing and sneezing into your elbow, or a tissue that can be thrown away immediately, and not touching your face as the keys to the transmission prevention.

This includes washing your hands as per the following directions:

- Washing with soap and water for at least 20 seconds.
- Washing upon arriving and when leaving campus
- After coughing, sneezing or using the bathroom
- Before, during and after preparing, handling, serving or eating food
- Before using shared equipment
- After disposing of garbage or dirty laundry
- When hands are visibly dirty

Cleaning and disinfection

SELC has increased the cleaning frequency of classrooms and frequently touched surfaces during the pandemic, as follows:

	Shared equipment	Frequently touched surfaces	General classrooms, labs with face to face instruction
Frequency	Between use	At least twice / day	Daily
Responsible	Equipment users (students, with faculty direction)	SELC Safety Officer	SELC Safety Officer
Example	Unique to individual classes, areas, to be determined by each program/course	door knobs, light switches, bathrooms, etc.	Chairs, tables, floors, etc. based on activity and use

VIRUS SPREAD, EXPOSURE, INCUBATION

COVID-19 is most commonly spread from an infected person through the following measures:

1. Spread:

- Respiratory droplets when an infected person coughs or sneezes
- Close personal contact, such as touching or shaking hands
- The droplets land on surfaces (i.e. doorknobs, light switches, counters) and contaminate them AND/OR
- If the person coughs or sneezes into their hands, they can transfer the virus onto things they touch.

2. Exposure:

- Another person can be exposed to the virus if:
- They are within two metres of the ill person and inhale infected droplets OR
- Touching something that has the infected droplets on it (i.e. doorknob, light switch) and then touch their eyes, nose or mouth.

3. Incubation:

- The exposed person may get sick with COVID-19 up to 14 days after exposure.
- If they become sick with symptoms compatible with COVID-19 (fever, cough, muscle aches, difficulty breathing, runny nose, sore throat or diarrhea), that person can start spreading the virus in the environment.
- It may be possible to spread the virus even when someone has no visible symptoms.

ATTACHMENT A:

Pre-screening Questions

1. Are you experiencing any of the following flu-like symptoms?

- Fever or chills
- Cough (new or worsening)
- Difficulty breathing or shortness of breath (new or worsening)
- Sore throat
- Headache
- Stuffy or runny nose
- New loss of sense of smell or taste
- Nausea, vomiting and/or diarrhea
- Chest pain or pressure
- Loss of speech or movement
- Malaise (severe fatigue, muscle aches, feeling or being unwell)

2. Within the last 14 days, have you:

- Travelled to any countries outside of Canada (including the United States)?
- Live with or been in close contact with someone with COVID-19 (presumed or confirmed)?
- Been in close contact with someone who has travelled outside of Canada (including the United States) in the past 14 days who has become ill?

APPENDIX C:

SELC's "Work From Home" Procedures

1.0 SCOPE

This safe work procedure will be used by all SELC employees whose position allows them to work from home during emergency and/or extraordinary situations. It should be used as a guideline on how to safely work from home.

2.0 PURPOSE

2.1 In certain emergency or extraordinary situations, the College may authorize an employee to temporarily telecommute from home or another suitable location.

2.2 Emergency or extraordinary situations may include temporary interruption of work due to campus closure or partial closure from safety or health measures that are put into effect by the College, or from other reasons such as a public emergency, worksite closure or road closure.

2.3 This procedure applies to those emergency or extraordinary situations that may arise and require temporary telecommuting.

2.4 If the employee is able to report to work the following telecommuting guidelines apply. If the employee is or becomes sick, the employee will not commence or continue telecommuting until well and should report their illness to their supervisor.

3.0 DETAILS

3.1 An employee normally performs work at their assigned campus, at other premises operated by the College or at locations where they have been authorized to travel to conduct the College's business

3.2 An employee who is employed in senior management, administration, and instructional positions may also perform work from their home at their discretion with the approval of their designated supervisor.

Temporary Telecommuting:

3.3 Temporary telecommuting is an arrangement under which an employee may work at a location other than their assigned campus due an emergency or extraordinary situation that prevents the employee from working at their assigned campus. In such cases, the employee

may be specifically authorized or required to perform work from the employee's home or another suitable location.

3.4 Any employee who works at home or another suitable location must use reasonable caution, procedures and equipment that maintain data storage and transmission security.

3.5 A temporary telecommuting arrangement may be terminated by the College by providing reasonable notice to the employee.

4.0 PROCEDURES

4.1 A supervisor may initiate the request for temporary telecommuting or an employee may apply for temporary telecommuting in writing to their designated supervisor.

4.2 An employee must have their supervisor's approval and the approval of the appropriate Senior Leadership Team member for temporary telecommuting.

4.3 If temporary telecommuting is approved it is the employee's responsibility to ensure that:

- i. The College's rules, regulations, policies are adhered to;
- ii. The employee will not hold business visits or meetings with colleagues, students or the public in their home;
- iii. The employee agrees to maintain appropriate safety practices during the time worked. The employee must follow safe work practices and promptly report any work-related accident that occurs at the telework (home) office to their supervisor and/or appropriate employer representative. The employer will not be responsible for any non-work related injuries that may occur at home.
- iv. The employee assumes primary responsibility for maintaining effective communication and work flow among co-workers and students (as applicable to role); the supervisor and employee share the responsibility for effective communication with each other.
- v. The employee shall have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. Communication by telephone and electronic mail with the College must be available during work hours and voice mail and email must be checked regularly. Adherence to the employee's normal days and hours of work is expected unless other schedules have been discussed and agreed to with the employee's supervisor. The work schedule shall be consistent with the operational needs of the employee's department;
- vi. If conditions permit, the employee will attend job-related meetings, training sessions and conferences, as requested by their supervisor; notice for such attendance may be short but

reasonable to account for employee circumstances (i.e. access to a vehicle or form of transportation);

vii. All College materials are treated in confidence and are maintained in a safe and secure manner;

viii. All College equipment is kept secure and is used for College business only. Any equipment supplied by the College must be returned to the College upon termination of the temporary telecommuting arrangement;

ix. An employee in a position where overtime may be applicable must have advance written approval from their supervisor to work overtime;

x. All incidental costs, such as residential utility costs, cleaning, internet and so forth are the responsibility of the employee; and

xi. The telecommuting employee will not be paid mileage involved in travel between the employee's home or other suitable location and the employee's assigned campus.

xii. The telecommuting employee and supervisor will establish appropriate "check in" procedures while working from home.

xiii. The employee must provide their supervisor with the following details as to location of their remote work location: Address and Phone Number

xiv. The employee and Supervisor must be clear as to the employee's work duties and responsibilities while telecommuting.

xv. Employee status, benefits and leave entitlements, eligibility for authorized overtime and wages/salary are not altered by these temporary telecommuting arrangements.

APPENDIX D:

Government of Canada, Information on Covid-19

How Covid-19 Spreads

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#h>

Preventing Covid-19

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#p>

Risks of Getting Covid-19

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html#r>