

COVID-19 Safety Plan Orientation

Staff + Faculty Version

Last updated December 18, 2020

Overview

ECU staff, instructors, and students are required to complete this COVID-19 Safety Plan Orientation, prior to engaging in on-campus activities.

This module covers key information from the **ECU COVID-19 Safety Plan**, including:

- What COVID-19 is
- How to prevent the spread of COVID-19
- Staying safe on campus
- Your responsibilities as an ECU community member

**Click to read the
ECU COVID-19 Safety Plan**

Please review this information carefully. At the end of this training, you will be asked to sign a declaration confirming you have read & understood this plan, and agree to follow the guidelines.



Part 1: What is COVID-19?

What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals.

In humans, they can cause respiratory (lung) diseases ranging from the common cold to more serious conditions such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

The disease caused by the newly-discovered coronavirus has been named COVID-19.

COVID-19 is considered a **global pandemic**, which means it has spread to countries around the world.

How is COVID-19 spread?

The COVID-19 virus is spread by droplets produced when an infected person coughs, sneezes, or talks.

When another person breathes in these droplets, or when the droplets touch their eyes, nose or throat, they can become infected.

People can also become infected by touching surfaces that have been contaminated by droplets, such as tables or doorknobs, and then touching their eyes, nose or mouth.

People infected with COVID-19 can be contagious before symptoms appear, or when only very mild symptoms are present. Because of this, they may spread the virus to others without realizing it.

What are the symptoms of COVID-19?

COVID-19 symptoms are similar to those of a cold or flu. They may include:

- Fever
- Chills
- Cough, or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

Symptoms may be mild or severe. They can change over time: someone may have only mild symptoms for several days, but then get much worse.

Who is vulnerable to COVID-19?

Most people who are infected with COVID-19 recover. However, some people are at greater risk of serious complications and even death. These **vulnerable populations** include:

- Seniors and Elders
- People of any age who have chronic conditions, including diabetes, heart disease, high blood pressure, asthma, or cancer.
- People of any age with compromised immune systems, due to medical conditions or treatments (such as chemotherapy)
- People who face social or economic barriers, including poverty, unstable employment, insecure or nonexistent housing, and difficulty accessing medical care or transportation.

However, **anyone can experience serious complications from COVID-19**. Even if you are young and healthy, you may become very sick if you are infected.



Part 2: How to prevent COVID-19

How is COVID-19 prevented?

There are several effective ways to prevent the spread of COVID-19. These include:

- Physical distancing
- Avoiding groups
- Proper cough etiquette
- Practicing good hand hygiene
- Wearing a face mask
- Staying home if you feel ill, or have been exposed to someone with COVID-19

Physical distancing

Physical distancing (or social distancing) means maintaining space between yourself and others when you are outside the home.

- Keep two metres (six feet) between yourself and others.
- Greet others from a distance. Wave instead of shaking hands or hugging.
- Do not gather in groups.
- Avoid crowded places and gatherings, such as parties.

Avoiding groups

In BC, gatherings of more than 50 people are prohibited.

This includes festivals, sporting events, weddings, parties, and any other gathering. It applies in both indoor and outdoor settings.

Proper cough etiquette

When an infected person coughs or sneezes, they produce droplets that contain COVID-19. To reduce the risk to others:

- Avoid coughing into your hands.
- Cover your mouth and nose with a tissue or your elbow when you cough or sneeze.
- If you used a tissue to cover your mouth or nose, throw it in the trash immediately.
- Wash your hands immediately after blowing your nose, coughing or sneezing.

Hand hygiene

The most important thing you can do to prevent infection is to wash your hands regularly and avoid touching your face.

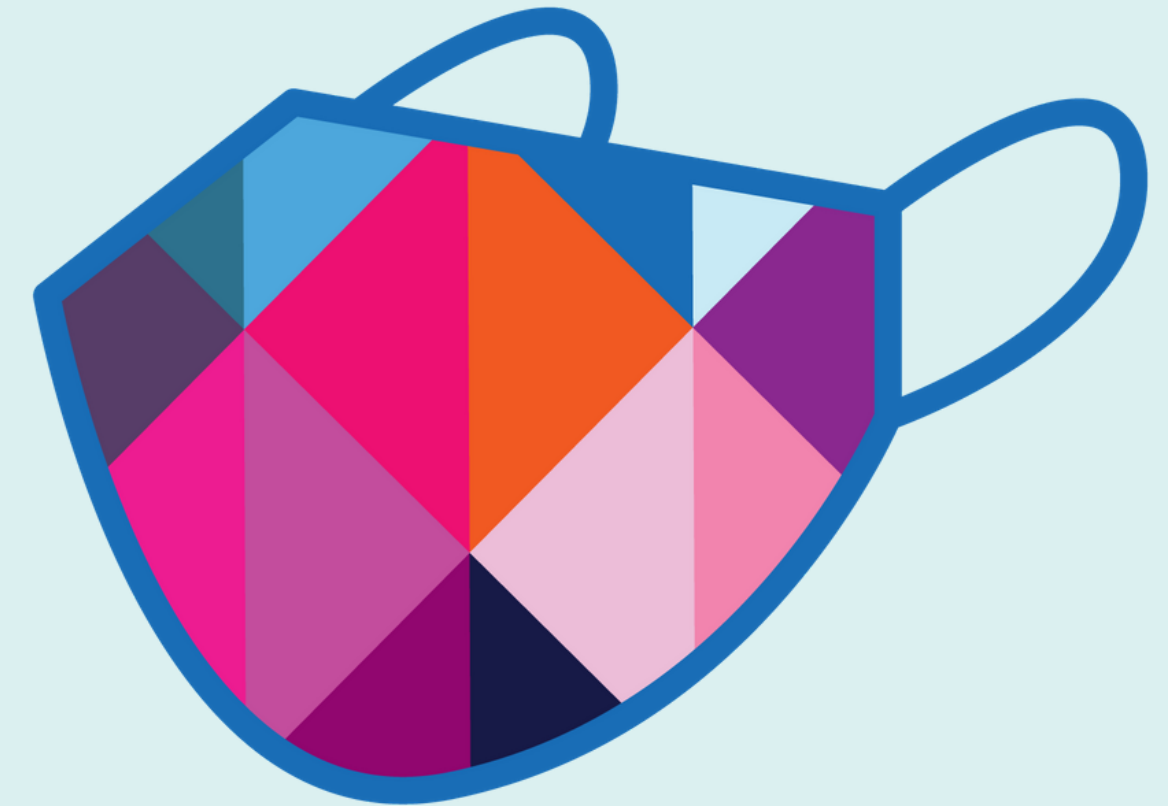
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains 60-90% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wipe down shared surfaces (such as desks and computers) before and after touching them.



Face masks

Wearing a face mask can help protect others if you are infected with COVID-19, by creating a barrier that prevents droplets from spreading. Because you may not have symptoms yet, or may only experience very mild symptoms, you may not even know you are contagious.

- In BC, face masks are required in public areas (including grocery stores, gyms, community centres) and on transit.
- Masks are required on the ECU campus in all shared and common areas.
- Masks should only be removed on campus when eating and drinking.



Staying home

If you are infected with COVID-19, or you think you may be infected, **the best thing you can do is stay home and self-isolate**. Self-isolation means staying in a room that is not shared with anyone else, and limiting contact with others. You should self-isolate if:

- You are experiencing any symptoms, even very mild ones. Report your symptoms through the **BC COVID-19 self-assessment** and follow the directions.
- You live in the same household as someone with a confirmed or suspected COVID-19 case. You must self-isolate for 14 days if you have been in contact with a person who has COVID-19.
- You have recently arrived in Canada. By law, anyone returning to Canada from another country must self-isolate for 14 days.

If you think you may have COVID-19, call your healthcare provider or Healthlink BC at 8-1-1.

If you become ill

If you are ill with COVID-19, or you have been ordered to self-isolate, **you are not required to disclose this information to anyone.**

It's up to you whether you share that you have COVID-19. If you tell your supervisor, they understand that this is private personal information and will not share it further.

Similarly, if someone tells you they have COVID-19, this is private personal information. **You should not disclose it to others.** The public health authority is aware of all COVID-19 cases, and is responsible for contact tracing and case management.

If you will miss work, please report it to your supervisor as you would any other illness. If you feel well enough to do so, you may be able to continue working from home.



Part 3: Staying safe on campus

Physical distancing

- Each shared space has a posted **maximum occupancy limit**. Shared spaces include: classrooms, theatres, labs, meeting rooms, dining areas, study spaces, atriums, lunchrooms, washrooms, elevators and outdoor gathering areas.
- Signage will help to direct you through high-traffic corridors, and distance markers will show you where to line up when necessary. You must follow all posted signs and directions.
- Elevators are limited to one person at a time. Able-bodied individuals are to be encouraged to use stairwells. Please stand back from the elevator while waiting, to make space for others to exit.
- Stay to the right in stairwells. Obey the posted signs in stairwells.

Other controls

In some spaces, physical distancing cannot be guaranteed. In those instances, we have implemented other measures and requirements to keep safe:

Masks: Everyone on campus is required to wear a non-medical fabric face mask while in a shared space (including hallways, classrooms, and studios).

Physical barriers: Plexiglass barriers have been installed in face-to-face service locations, as well as some facilities on campus, to keep individuals separate.

Increased cleaning: Shared equipment and high-touch surfaces will be cleaned more frequently.

Personal protective equipment (PPE): In some cases, individuals will be required to wear face shields, gloves, or face masks.

Entering + exiting the building

When arriving on campus, please observe the following guidelines to keep everyone safe:

- Entry and exit doors are monitored. You may be asked to present your ID, and/or confirm that you have completed this orientation and your daily self-assessment.
 - You may only enter campus through the SW doors (closest to Great Northern Way and Thornton), on Level 2.
 - You must exit through the NW or East doors on Level 1.
- Follow all instructional signage posted at entry and exit doors.
- Maintain six feet (or two metres) between yourself and others when entering and exiting the building.
- Do not hold doors for others and allow them to enter or exit with you.

Shared work spaces + equipment

When sharing a work space, please observe the following guidelines:

- In spaces without physical barriers (e.g., plexiglass screens between work stations), individuals should stay at least six feet apart from one another and from communal pathways.
- Individuals should avoid side-by-side seating at adjacent desks or work stations.
- Avoid activities that require multiple people to operate or handle equipment at the same time.
- Minimize sharing workstations.
- Wipe down all shared equipment (computer, mouse, phone) with a disinfecting wipe, before and after use.
- If a task requires you to be in close proximity to another person, keep this work as brief as possible.

Meetings

When gathering as a group, there are a few ways to keep each other safe:

- If possible, use videoconferencing and other remote means to hold meetings.
- For in-person meetings on campus, maintain six feet (2m) of space between each person. Avoid meetings or gatherings where physical distances cannot be maintained.
- Consider having all or some attendees attend virtually, using larger rooms, or moving meetings outside.
- Eliminate hand-to-hand contact between individuals (handshakes, fist bumps, high-fives, etc)
- Individually-packaged catered meals and single-use drinks are acceptable, however shared platters or buffets are not permitted.

Eating + drinking

- Bring your own lunch and beverages to campus. Food services on campus (including The Caf) are currently closed.
- Do not share food or drink with others.
- Pack a water bottle. There are currently no water fountains operating on campus.
- Take your breaks outdoors if possible. Alternately, eat at your desk to leave communal spaces free for students and instructors to use.



Part 4: Your responsibilities

Daily health screening

Anyone who is coming to campus is required to complete a personal health assessment **each day** prior to entry.

We are using the **BC COVID-19 Health Assessment** tool. There are three ways to access it:

- Download the app from Google Play or App Store
- Complete the assessment online at **<https://bc.thrive.health/>**
- Phone 8-1-1 and talk through the question set with a representative



Follow the directions provided by the self-assessment. If you are directed to get a COVID-19 test, you must self-isolate while you wait for your results.

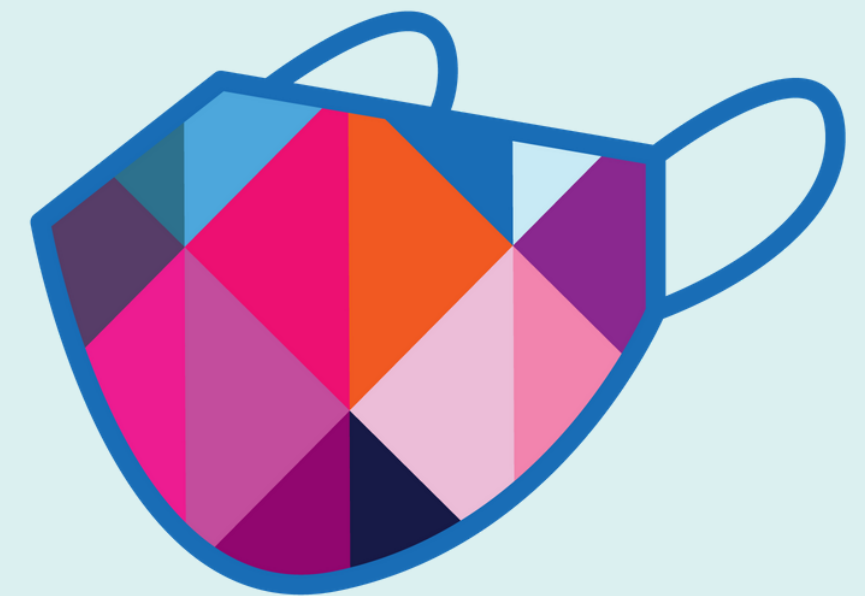
Masks

Masks are required in all shared and common areas on campus. You may only remove your mask while eating or drinking, or if you are alone in a single-occupancy office with the door shut.

Please bring your mask to campus. If you have forgotten or lost your mask, you may request one from Reception/Security on Level 2.

If someone is making you feel unsafe by refusing to wear a mask, speak to your supervisor, or phone **604.844.3838** or visit Reception/Security on Level 2 to reach the first aid attendant.

If you cannot wear a mask for medical reasons, you must apply for an accommodation by emailing Anthony Ki in HR: anthonyki@ecuad.ca.



Follow on-site guidelines

It is important that every member of the ECU community observe all posted guidelines and follow the guidelines in this training. These include:



- Follow signs and walk as directed to leave space for others.
- Observe posted occupancy limits on campus spaces.
- Pack a non-medical fabric mask, and wear it while you are in shared spaces.
- Clean your hands regularly, by washing with soap and water or using hand sanitizer.
- Use PPE as directed.
- **Stay home if you feel sick.**

Maintain awareness

Understanding what COVID-19 is and how it spreads is important for staying safe. Maintain awareness of risks (including travel and group gatherings).

Report any potential exposures or circumstances that may impact the safety of others at ECU to your manager or supervisor.

Seek help

If you or someone else is experiencing symptoms of COVID-19 while on campus, please contact First Aid (Security) immediately by calling **604.844.3838**.

If you, or someone else, is experiencing serious symptoms including:

- Shortness of breath, or difficulty breathing
- Chest pain or pressure
- Loss of speech or movement

Call 911 for help. If you are contacting 911 on behalf of someone else, seek their consent prior to calling for help.

Exposures on campus

Faculty and staff who believe they have been exposed to COVID-19 due to their work activities should notify their supervisor

Staff responsibilities

- Review information resources (including this training), and follow up with your supervisor if you have any questions.
- Take part in training and instruction as required.
- Review and follow related Safe Work Procedures.
- Use all assigned PPE (including non-medical fabric masks) as trained and instructed.
- Refer to information from trusted sources including ECU, the BC Public Health Officer, the BC Centre for Disease Control, Public Health Agency of Canada, and the World Health Organization.
- Understand how exposure can occur, and when and how to report exposure incidents.
- Understand who is considered highly vulnerable in your work or personal contact circles. Work with your manager to ensure appropriate controls in place.
- If experiencing **any symptoms** do not come to work.
- Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Health Assessment tool, and follow instructions.

List of policies and procedures.

Please refer to the following documents for more information:

- HR Guidelines for Returning to Campus
- International Student Arrival Protocol
- Departmental Safe Work Procedures
- Campus Access Protocol
- ECU COVID-19 Safety Plan

These documents can be found on **ecuad.ca/covid19/health-safety**.

Acknowledgement

Before returning to campus, you must submit an acknowledgement to affirm that:

- You have read and understood this COVID-19 Safety Plan Orientation module
- You agree to follow all the instructions, procedures, and guidelines stated above.

You will **not** be permitted to access campus until you have submitted this acknowledgement.



Submit your acknowledgement