

COVID-19 Safety Plan Orientation

Supervisor 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.

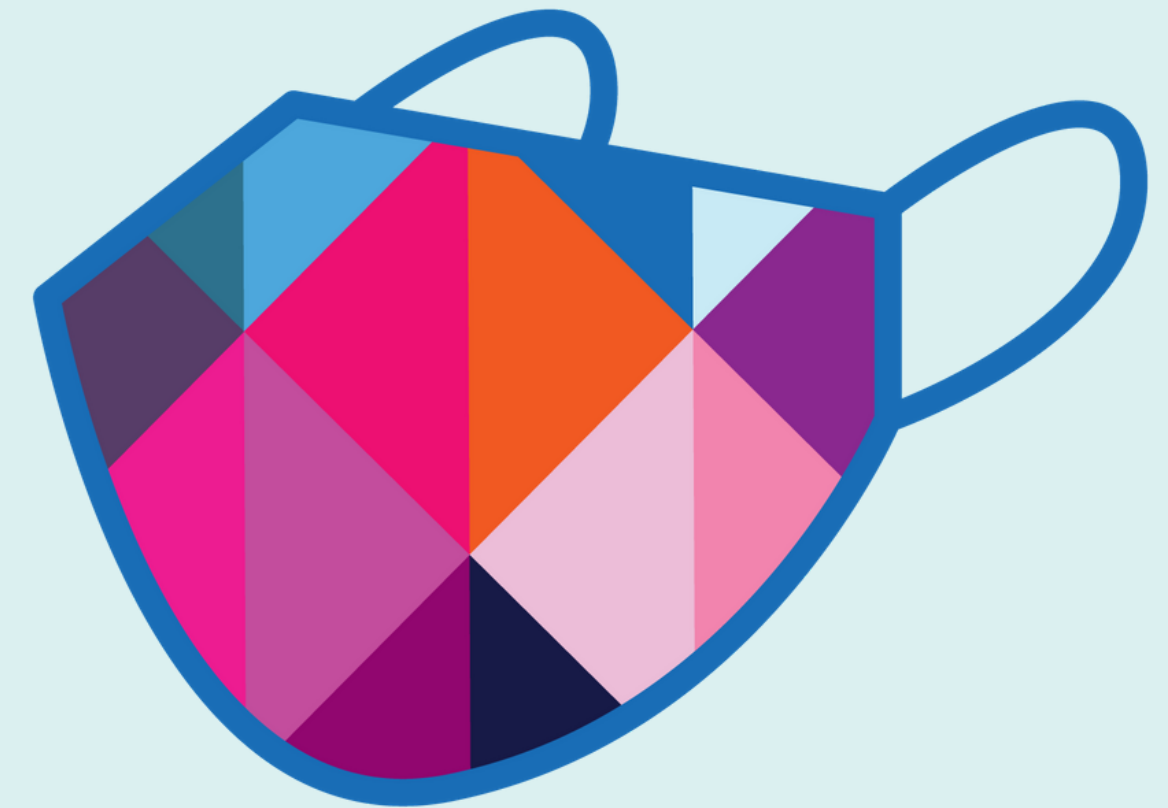
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains 60-90% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose, or mouth with unwashed hands.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



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.
- Keep 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: Individual 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 Self-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.

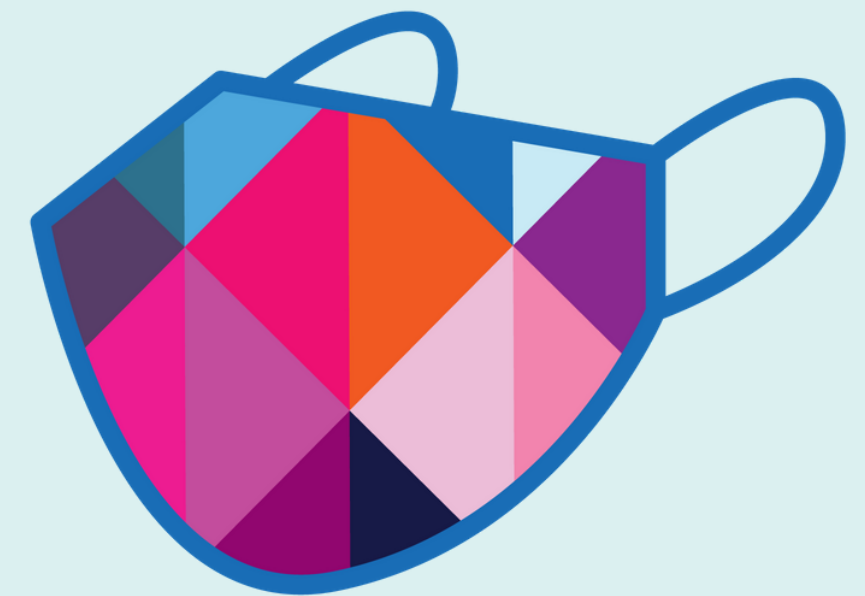
Face masks

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 or your staff feel unsafe by refusing to wear a mask, or phone **604.844.3838** or visit Reception/Security on Level 2 to reach the first aid attendant.

If a member of your staff cannot wear a mask for medical reasons, they 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.



Part 5: Supervisor responsibilities

Workplace accommodations

- The university is required to accommodate employees who require changes to their work environment, for reasons that fall under the protected grounds of the BC Human Rights code
- You may have a duty to accommodate an employee who self-identifies as having a condition or disability that prevents them from being present on campus.
- **Be proactive in initiating conversations with your staff regarding their needs.**
- Report requested accommodations to Anthony Ki in HR to begin the accommodation process.

Familial obligations

ECU employees may be affected by familial obligations, for instance:

- Their care provider for children or elderly family members has not resumed operations.
 - Work with each employee to develop reasonable working arrangements that meet their needs and the needs of the university.
- They have a family member who is high risk for severe illness from COVID-19 (e.g., elderly or immune-compromised)
 - For employees with high-risk family members, report to Anthony Ki in HR and participate in the accommodation process.

Commuting + telecommuting

- Provided that a risk analysis and plan has been conducted and approved, you and your staff may gain access to campus.
- However, for non-curricular areas, you are encouraged to continue telecommuting where possible.
- For employees who rely on public modes of transportation, and may experience anxiety over the heightened risk of commuting, supervisors are encouraged to be compassionate and flexible.
- Supervisors and employees should discuss safe commuting, and develop solutions to allow employees to be on-site when required.
- If employee concerns stem from their age, their pre-existing health conditions, or because they live with a high-risk individual, then an accommodation may be required.

Racial profiling + racism

Employees who experience racism or racial profiling, either on campus or during their commute to work, should contact the AVP Human Resources (adriantees@ecuad.ca) or the Threat Assessment Team (TAT@ecuad.ca)

Caring for employees who are ill

- You have a responsibility to ensure a safe working and learning environment for everyone.
- Employees must complete a daily self-assessment prior to arriving on campus.
- Employees are not permitted to come to campus if they exhibit any symptoms of COVID-19.
- If an employee presents with COVID-19 symptoms, they must leave campus or seek immediate medical attention.
- All employees will experience sick pay or short-term indemnity benefits if they are required to stay away from campus due to illness or symptoms of COVID-19, and if they are unable to work at home due to their symptoms.
- **Contact 911 if any employees experience difficulty breathing, shortness of breath, chest pain or pressure, or loss of speech or movement.**

Exposure management on campus

If you supervise an employee who has reported a potential workplace exposure, contact Alex Dove, Manager of Safety, Security and Emergency Management (adove@ecuad.ca), who can provide guidance on reporting a claim to WorkSafeBC.

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**.

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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