



GENERAL PUBLIC, STUDENT MEMBERS, TENANTS, CONTRACTORS, OF THE SAGBC COMMUNITY

COVID-19 HEALTH AND SAFETY POLICY

Related Policies: Occupational Health and Safety Policy, Covid 19- Workplace Health and Safety Prevention Policy

POLICY STATEMENT

The Student Association of George Brown College (SAGBC) is committed to the health, safety and wellness of our employees, students, and members of the public that access our campuses and spaces. Together, we strive to protect the College community from physical injuries, psychological injury, and occupational illness by making every reasonable effort to provide a healthy and safe work environment, in accordance with legislated requirements and industry best practices.

The protocols outlined in this document must be followed to protect the SAGBC community and reduce the spread of COVID-19 on campus.

SCOPE

This policy applies to General public, student members, tenants, Contractors of the SAGBC community.

DEFINITIONS

Coronavirus (CoV) – a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans

COVID-19 – COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.'

Supervisor – an administrative employee responsible for managing an area, or who has direct reports.

Worker – an employee, including students on Work Integrated Field Placements (WIFP), who exercise non-managerial functions.

ROLES AND RESPONSIBILITIES

SAGBC

- Provide the necessary resources necessary to ensure that effective response measures are in place.
- Provide leadership and direction regarding SAGBC wide decisions and communicate expectations to employees and students, tenants, contractors visiting SA spaces, including requirements established within this policy.
- Ensure all aspects of this guideline are reviewed and implemented within their areas of control.
- Ensure that controls for COVID-19 are widely communicated to staff, students, contractors and clients

Adopted: BOD Executive Committee - August 27th



throughout their divisions, departments and/or programs.

- Provide personal protective equipment (PPE) as required based on the work process and risk.
- Ensure that visitors, tenants, SA contractors use appropriate PPE where applicable (e.g. gloves, eye protection, and respiratory protection).
- Supply cleaning and disinfecting supplies to clean shared equipment.
- Ensure that physical distancing is maintained in their service delivery areas, their offices, other service spaces.
- Ensure that all employees and students are educated and trained on the risk associated with COVID-19 and the controls necessary for their protection including PPE.
- Respond to reports of hazards from employees or students. Investigate all accident/incidents/near-misses, and report to the Joint Health, Safety Committee as required.
- Promote information sharing and two-way communication within department to ensure all employees are aware of health and safety requirements and are provided an opportunity for questions and feedback to help ensure workers feel safe at work.
- Ensure any contractors hired are advised of this policy in advance.

Joint Health, Safety Committee

- Maintain this COVID-19 Health and Safety policy in accordance with updates in Public Health protocols.
- Be consulted in the review of workplace policies, procedures and training related to COVID-19.
- Identify situations that maybe unhealthy or unsafe for workers, and advise on effective systems for responding to those situations.
- Make recommendations to the employer for the improvement of the health and safety.
- Conduct environmental scans/worksite inspections to ensure all provincial guideline requirements are in place. Identify and communicate gaps in guidelines requirements to Facilities and the Operations Manager to ensure appropriate corrective actions are identified and implemented and Identify situations which may be a source of danger or hazard to workers.
- Lead the pre-occupancy environmental scan/workplace inspections
- Make recommendations for the improvement of the occupational health and safety of workers
- Promote information sharing and two-way communication within departments to imbed COVID-19 health and safety requirements within all elements of SAGBC operations.

Facilities Management

Facilities Management includes Facility Coordinators, Facility Support Staff, and Building Capital

Facility Coordinator

- Complete onsite risk assessments in conjunction with Public Safety & Security, and Joint Health and Safety Committees (JHSC) as required. Identify and communicate gaps in guidelines requirements to Health, Safety committee and the operations Manager to ensure appropriate corrective actions are identified and implemented.
- Receive and review contractor COVID-19 plans where applicable.
- Perform frequent cleaning and disinfection of SAGBC facilities.
- Conduct enhanced cleaning of high touch surfaces, frequently used spaces, and in the area where a suspected or known COVID-19 source has been.
- Coordination of personal protective equipment (PPE) requirements with Senior Building Capital and Operations Manager.

Senior Building Capital

- Complete onsite risk assessments in conjunction with Public Safety & Security, and Joint Health and Safety

Adopted: BOD Executive Committee - August 27th



Committees (JHSC) as required. Identify and communicate gaps in guidelines requirements to Health, Safety committee and the operations Manager to ensure appropriate corrective actions are identified and implemented.

- Receive and review contractor COVID-19 plans where applicable.
- Coordinate the implementation of engineering controls such as ventilation modifications, barrier installations , signage, and space planning.
- Identify signage and way finding requirements and arrange installation.
- Control SAGBC site access to all SAGBC spaces in Casa Loma, St. James, and Waterfront.
- Oversee First Aid services at SAGBC spaces and emergency incident reporting.

GBC Public Safety and Security

- Control site access to all GBC campus locations including Casa Loma, St. James, and Waterfront.
- Screen individuals entering GBC campuses, using the most current screening criteria as established by the Government of Ontario and Toronto Public Health.'
- Ensure individuals that arrive on site meet entrance criteria including screening questions, awareness training, and personal protective equipment (PPE).
- Monitor physical distancing and communicate requirements to individual's onsite.
- Oversee First Aid services and emergency incident reporting through onsite security team.
- Identify and address issues of non-compliance and report to Health, Safety & Wellness for follow-up.

SA Connect

- Communicate of COVID-19 requirements and on campus procedures to students.
- Respond to and provide direction to students regarding incident reporting requirements.
- How to report potential COVID-19 exposure incidents.
- Follow established safe work practices and procedures as directed by the employer or supervisor.
- Report hazards, and all accident/incidents/near-misses to your supervisor when they occur.

SA Tenants

- SA Tenants are renting space to offer food services to students according to the Government food and health standards implemented by the relevant authorities
- SA Tenants must have Plexi dividers installed on top of offered food counters and at the cash section
- SA Tenants must have a dedicated employee who runs the daily employee screening logs for all team members and sick employees must stay home
- SA Tenants team members working in the food court must wear masks at all time.
- SA Tenants must be implementing an hourly sanitization, cleaning and disinfection checklists of all contact surfaces.
- SA Tenants Food Court Services must offer sanitizer for guests
- SA Tenants team members are not only washing hands but sanitizing after hand washing as an additional preventative measure.
- SA Tenants Food Court Service must implement Social distancing signage to ensure 6 feet distance between staff, students and other clients.

SA Contractors

- SA contractors are any company, contractor, service provider, consultant contracted by SA to perform certain scope of work and or service at SA spaces or remotely.

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- SA Contractors must abide to SA health and safety protocols and requirements when visiting SA spaces and delivering SA contracted service.

COVID-19 Health and Safety Protocols

COVID-19 Exposure Screening

- Students, contractors and clients, and other members of the SAGBC community must stay home if they are sick.
- All individuals entering SA and GBC facilities will be screened for symptoms, possible exposure and recent travel. Anyone who does not pass screening will be denied access.

Cleaning and Disinfection of the Work Area, Equipment, Devices, Tools, Materials and Supplies Handled

- Work areas and commonly touched surfaces, must be cleaned frequently, using a hospital-grade disinfectant to clean common areas and work surfaces
- Cleaning must take place prior to work on site, between the day and at the end of day.
- When equipment, devices, tools, materials or supplies will be shared, they must be disinfected between uses.
- Disinfecting spray and cloths are provided by Facilities for employees and students to wipe down shared equipment.
- Facilities conducts the end of day clean for all common areas and work areas.

Social and Physical Distancing

- A minimum distance of 2 meters (6 feet) must be maintained between individuals on campus at all times. If this cannot be achieved, the use of barriers, such as plexiglass, face coverings or personal protective equipment must be worn.
- In order to accommodate physical distancing requirements, individuals must not be permitted to congregate in groups. This may result in alterations of how work spaces are set up, how activity would normally occur, or how college community members would normally interact and go about their activities.
- Where possible, facility team should monitor adherence to physical distancing requirements on premises.

Face Coverings (Face Masks)

- The use of a mask or face covering is mandatory upon entering SA and GBC campuses and satellite sites, in common areas such as hallways, washrooms, elevators and change rooms. The mask or face covering must cover the nose, mouth and chin.
- Temporary removal of the mask is permitted for the purpose of consuming food and beverage, while maintaining physical distancing. The mask may also be removed, when necessary, for the purposes of receiving services.
- The following persons are exempted from requiring a mask or face covering and will not be required to provide proof of such exemption:
 - Children under the age of 2 years.
 - Persons with an underlying medical condition which inhibits their ability to wear a mask or face covering.
 - Persons who are unable to place, remove, or use a mask or face covering without assistance.
 - Employees in a designed area not for public access, or within or behind a physical barrier.



- Persons who are reasonably accommodated by not wearing a mask or face covering under the Ontario Human Rights Code.
- Employees requiring an exception must report requirements to their manager so that appropriate accommodations can be made.

Infection Prevention Behaviors

- Hand washing facilities or sanitization stations must be accessible, to enable frequent hand washing and sanitizing.
- Hand washing should occur frequently throughout the day, during work, after handling used personal protective equipment, before eating, and before touching their face.
- Everyone is reminded to practice cough and sneeze etiquette, coughing and sneezing into a tissue or their sleeve. Waste receptacles must be available to dispose tissues.

Personal Protective Equipment

- The requirements for PPE may vary based on the work being done, proximity to others, and advice from Toronto Public Health. It can include a mask, face shield, gloves, and gown.
- Employees must be trained on the safe and proper use of PPE. Improperly putting on, removing and handling PPE can lead to infection.

GOVERNING LAWS AND REGULATIONS

Occupational Health and Safety Act

NON-COMPLIANCE IMPLICATIONS

Failure of general public, student members, tenants, contractors to comply with this policy may lead to program and service or access being denied. Contractors or clients who do not comply with this policy face removal from SA and GBC premises.

COMMUNICATION

This policy will be communicated to employees through COVID-19 Awareness Training and will be posted on SAGBC website for students, General public to read and understand. Also this Policy will be shared with SA tenants per email , In addition, signage is posted throughout SAGBC spaces, which provides information on health and safety protocols that must be followed.

EVALUATION

This policy will be reviewed by Joint Health and Safety Committee on an annual basis, or as required based on legislation or specific direction by senior management,

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