



Royal Roads University

## **COVID-19 EXPOSURE CONTROL and SAFETY PLAN**

Institutional safety measures and protocols in place to reduce COVID-19 exposures on campus

**JUNE 10, 2021**

## TABLE OF CONTENTS

<b>DISCLAIMER</b> .....	3
<b>OVERVIEW</b> .....	3
<b>PURPOSE</b> .....	3
<b>PLANNING ASSUMPTIONS</b> .....	4
<b>APPLICABLE LEGISLATION AND EXTERNAL STAKEHOLDERS</b> .....	4
<b>KEY INTERNAL STAKEHOLDER/PERSONNEL</b> .....	5
<b>ROLES AND RESPONSIBILITIES</b> .....	5
<b>COVID- 19 RISK IDENTIFICATION</b> .....	10
<b>COVID-19 PROTOCOLS AND TIMELINE</b> .....	11
<b>RISK AND HAZARD ASSESSMENTS AND CONTROLS</b> .....	14
<b>EDUCATION, TRAINING AND SUPPORT</b> .....	17
<b>ADDITIONAL RESOURCES</b> .....	19

## DISCLAIMER

The COVID-19 pandemic continues to be a rapidly evolving situation. This document reflects our best knowledge at the time of writing and will be updated to incorporate new learnings as they surface.

Individuals and institutions must ensure that they are aware and follow the orders and directives of the Provincial Health Officer.

**In the event of a confirmed COVID-19 exposure, RRU will follow the directives highlighted in the COVID-19 Contingency Plan [COVID-19-Contingency-Plan](#)**

## OVERVIEW

Royal Roads University (RRU) is committed to providing a safe and healthy work and learning environment for all students, employees, contractors and visitors. In relation to COVID-19, this Exposure Control and Safety Plan will prioritize measures to protect the health and safety of the university community while they are on campus. All students, employees and contractors must follow the procedures described in this plan to prevent or reduce exposure to COVID-19.

This plan is based on advice and directives of the Provincial Health Officer (PHO) and the BC Centre for Disease Control (Provincial Health Services Authority), Ministry Advance Education and Skills Training Go Forward Guidelines, and WorkSafe BC.

This Exposure Control and Safety Plan has been updated in order to take into account the new realities of the vaccination campaign with the aim of following PHO directives to facilitate return to full operations on the campus. In doing so, the university aims to build institutional resilience that will enable RRU to continue to live, work and thrive on the campus within a COVID-19 environment.

## PURPOSE

The purpose of the Exposure Control and Safety Plan is to protect students, employees, contractors, and visitors from harmful exposures 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 Regulation 5.54 and 6.3, Exposure Control Plan.

The main purposes of this response plan are to:

- protect health, control exposure, and minimize transmission of a communicable disease,
- provide direction on how RRU is organized to respond to exposures and outbreaks, and
- minimize the impact on Royal Roads University (RRU) and its community.

## PLANNING ASSUMPTIONS

Return-to-Campus Assumptions for July 1, 2021 to September 7, 2021 - Step 3 of [BC Restart Plan](#):

General assumptions on physical distancing, and non-medical mask requirements (COVID-19 [Return-to-Campus Primer](#), April 2021; BC Restart Plan). These assumptions are in line with the steps and criteria outlined in the BC Restart Plan:

1. Planning Context: “COVID-19 transmission will be low, and more importantly, serious infections will be uncommon. COVID-19 is a virus that is unlikely to be eliminated from the population. However, COVID-19 can be managed in the same manner as other common respiratory infections.”
2. Infection Prevention and Control Measures: “Due to the anticipated effect of the immunization program, the layering of core public health measures, and the tailoring of prevention and control measures, physical distancing will not be required in controlled post-secondary classrooms and instructional settings.”
3. Non-medical masks: Based on the Steps in the BC Restart Plan, it is estimated that the prescription of non-medical masks in indoor settings will change:
  - Step 3: July 1, 2021: “Masks are recommended in public indoor settings”
  - Step 4: September 7, 2021: “Masks in public indoor settings will be a personal choice”
4. Step 4 - September 7, 2021 Occupancy: Normal occupancy

## APPLICABLE LEGISLATION AND EXTERNAL STAKEHOLDERS

### BC Government COVID-19 and Health Resources

The following stakeholders and organizations provide health and safety resources, information, guidance and directives to support the university’s COVID-19 response protocols and activities.

- BC Centre for Disease Control- [BC Centre for Disease Control](#)
- BC Ministry of Health, Provincial Health Officer – [COVID-19 Orders, Notices and Guidance](#)
- [BC's Restart: A plan to bring us back together - Province of British Columbia \(gov.bc.ca\)](#)
- Vancouver Island health authority ([Island Health](#), [Medical Health Officers](#), [Health Protection and Environmental Services](#), etc.)
- [BC COVID-19 Self-Check Tool](#) can be used daily, even if you’re healthy, to provide public health with a real-time indicator of symptom data from across the province. It can be used by anyone who develops [symptoms](#) to help determine if further assessment or testing for COVID-19 is recommended

- [British Columbia COVID-19 Dashboard](#). This tool provides for the latest information on case, recoveries, deaths, hospitalizations, and testing
- BC [Occupational Health and Safety Regulations](#) (Specifically regulations 5.54 and 6.3 on Exposure Control Plans)
- [WorkSafe BC COVID-19 website](#)
- BC Ministry of Advanced Education and Skills Training [COVID-19 Go-Forward Guidelines for BC's Post Secondary Sector](#)
- BC Post-Secondary Emergency Planners (BCPSEP) network [Emergency Management BC \(EMBC\)](#)
- Government of Canada – [Official Global Travel Advisory](#)
- Public Health Agency of Canada – [Coronavirus Disease \(COVID-19\)](#)
- World Health Organization – [Coronavirus disease \(COVID-19\) Pandemic](#)
- The post COVID-19 interdisciplinary clinical care network provides resources specific to COVID-19 [recovery and symptom management](#). [Find clinics](#) for people who have experienced serious cases of COVID-19

## KEY INTERNAL STAKEHOLDER/PERSONNEL

The following departments have been involved in providing feedback to the development of this plan:

- Operations and Resilience
- Communications
- Joint Occupational Health and Safety Committee
- Campus Services
- Human Resources
- Student and Academic Services

## ROLES AND RESPONSIBILITIES

### Royal Roads University

- Lead the overall university response to COVID-19
- Provide for the health and safety of all students, employees, contractors, and visitors
- Ensure the university is compliant with municipal, provincial, federal, and medical authorities BCCDC guidelines; follow provincial guidelines as provided
- Comply with the BC Occupational Health & Safety Regulation WorkSafeBC BC, directives and all applicable orders:
  - Ensure employees and contractors are made aware of their rights as per the BC Occupational Health & Safety Regulation

- Mitigate and remedy workplace conditions that are hazardous to the health or safety of employees and contractors
- Ensure the university puts in place appropriate controls, processes, and resources (safety, supplies and training) to support operational and administrative requirements
- Support this plan by providing education, information, and training on prevention of COVID-19 to students and visitors as well as employees and contractors by their managers/supervisors
- Provide direction on medical services and first aid for health monitoring
- Ensure that a copy of this plan is available to the university community
- Ensure employees and contractors are made aware of their rights as per the BC Occupational Health & Safety Regulation
- Consult and cooperate with the Joint Occupational Health Safety Committee representatives for RRU
- Actively promote and monitor personal self-care actions
- Actively promote and implement the core measures for managing social interaction in congregate social areas (kitchens, staff room, canteens, shared public spaces)

## Human Resources

- Provide clear policies/procedures to enable and ensure that individuals who have symptoms of a cold, flu, or COVID-19 should not come into the workplace. Implement policies that accommodate employees being off sick more often or working from home if possible, during these illnesses
- Develop routine symptom screening/self-assessment protocols for employees
- Support and accommodate higher-risk populations, including those 65+ and those with underlying medical conditions
- Provide information, advice and training to employees about:
  1. Risk of exposure and signs and symptoms to monitor
  2. Safe work practices
  3. How to report exposure to, or symptoms of, illness of concern
- Collaborate with relevant teams on proper use of personal protective equipment (PPE) if required
- Provide occupational health and safety oversight and advice to the university regarding employer responsibilities, employee rights for safe work conditions and appropriate channels to address concerns
- Provide support information, training and policy/procedures to ensure a respectful workplace; equity, diversity and inclusion; and mental health supports

- Track and report employee illness and presumptive cases
- Complete and maintain relevant medical/first aid records

### **Employee/Worker Daily Screening (as per WorkSafeBC requirements)**

- Under the direction of WorkSafeBC, **all employers, including post-secondary institutions, have an accountability to ensure that every employee performs a daily COVID-19 health check before entering the workplace**
- Supervisors/Managers are required to implement this daily process for all employees working on campus; it is up to supervisors/managers to know how best to implement with their team. Click here for full details: [Daily-COVID-19-Health-Screening](#)

### **Occupational Health and Safety:**

- With support of Environment Safety Officer, work with managers and supervisors to conduct and document a risk and hazard assessment, safety procedures and advise on appropriate controls
- Collaborate with relevant stakeholders on development and maintenance an effective COVID-19 Exposure Control and Safety Plan
- Support employee compliance with this Exposure Control and Safety Plan
- Advise and support subject matter experts in the development of safe work procedures where relevant

### **Operations and Resilience**

- Coordinate pandemic response and planning at an enterprise level
- Monitor public health information and emerging science
- Identify and implement appropriate campus control measures, where appropriate and practical increase use of temporary physical barriers
- Collaborate with campus stakeholders to identify frontline staff who may have a heightened need for personal protection (i.e. masks, engineered controls)
- Coordinate information gathering regarding risk and risk management (i.e. travel, campus visitors, events, etc.)
- Liaise with public health including local Medical Health Officer
- Maintain inventory and stock of personal protective equipment (PPE)

### **Environmental Safety:**

- Collaborate with HR to conduct and document risk and hazard assessments, and advise on appropriate safety procedures and controls
- Collaborate with relevant stakeholders to develop and maintain an effective COVID-19 Exposure Control and Safety Plan

- Support compliance with this plan, including supporting the development of safety procedures where relevant
- Provide general environmental safety advice and assistance
- Act as an advisory resource for preventing transmission of COVID-19

#### **First Aid Services:**

- Provide advice on preventing/reducing transmission of COVID-19 as per [WorkSafe BC OFAA protocols](#) for use during the pandemic
- Refer patients who have developed signs or symptoms of COVID-19 to medical practitioners
- Notify Royal Roads Designate (Human Resources Consultant for employees or CARE team for students) in the event of COVID-19 symptoms
- Follow protocols for preventing transmission

#### **Client Services:**

- Require and sustain higher levels of frequent cleaning of “high-touch” areas and ensure custodial cleaning is in line with provincial standards (i.e. [BC Centre for Disease Control - Environmental Cleaning and Disinfectants for Clinic Settings](#), Appendix B)
- Provide hand sanitizer dispensers at entrances or around workspaces
- Monitor evolving requirements for custodial services, on-campus accommodation and Guest Services in the Welcome Centre
- Develop protocols for student accommodations and front desk operations
- Establish risk management procedures regarding external visitors to the campus
- Maintain adequate inventory of appropriate cleaning products and supplies to ensure operational continuity

#### **Joint Occupational Health and Safety Committee**

- Encourage employees to email or discuss any questions, concerns or suggestions for improvements with their supervisor and/or their JOHSC representative
- Review and provide suggestions and support for the implementation of this plan
- Identify situations that may be unhealthy or unsafe for workers and advise the university on effective systems for responding to those situations

#### **Communications**

- Manage and monitor external communication regarding pandemic response and this plan. This includes but is not limited to media relations, social media, news stories on the Royal Roads News and Events website, posting to the university’s COVID-19 web page, continually scanning the environment for pandemic updates



- Manage/advise on internal information sharing in cooperation with other university departments such as Human Resources, Operations and Resilience, Campus Services, Student and Academic Services, Faculty Affairs, etc. This work includes posting or managing posts to Crossroads, facilitating community-wide email messaging, review of documents as required, etc.
- Advise the EOC/executive and other departments on issue/communications risk management as required

### **Campus Services**

- Provide event management guidance to support the booking of event activities indoors and outdoors to ensure compliance with restrictions set by the PHO and WorkSafe BC

### **Student and Academic Services**

- Provide information, advice and training to students about:
  1. Risk of exposure and signs and symptoms to monitor
  2. Safe Practices regarding COVID-19
  3. How to report exposure to, or symptoms of, illness of concern to the university
- Develop routine symptom screening/self-assessment protocols for students
- Support information, training and policy/procedures to ensure a respectful learning community; equity, diversity and inclusion; and mental health supports
- Confirm institutional compliance with federal, provincial, and public health orders and safe-operating guidelines related to students who are required to self-isolate
- Coordinate pre-arrival planning and communication with incoming international students and co-arriving family members, agents and host homestay families
- Complete weekly reports for the Ministry regarding the arrival dates and self-isolation plans of international students
- Provide social and emotional support to students in self-isolation
- Provide cultural supports for Indigenous students, including access to Elders when safe and appropriate

### **Recreation Centre:**

- ensure this COVID-19 Exposure Control and Safety Plan is strictly followed along with the following guidelines:
  - [Public Health Guidelines for Group Low Intensity Exercise](#)
  - [BC Restart Plan](#)

## COVID- 19 RISK IDENTIFICATION

### Symptoms of COVID-19

The [symptoms of COVID-19](#) are similar to other respiratory illnesses including the flu and common cold. Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.

Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days.

### COVID-19 Transmission

Respiratory infections such as influenza and COVID-19 are mainly spread by liquid droplets that come out of the mouth and nose when a person with the virus breathes, coughs, sneezes, talks, or sings.

Reducing transmission requires using many layers of protection in our daily lives. Limiting contact outside your household, maintaining physical distance, wearing masks, adding physical barriers, increasing ventilation, cleaning your hands, disinfecting high-touch surfaces, and getting immunized are all important protective measures.

### Droplet Sizes

Most COVID-19 infections are spread from one person to another through respiratory droplets.<sup>1</sup>

Droplets come in a wide range of sizes and they behave differently depending on their size. Larger droplets are heavier, and they usually fall to the ground within two meters. Smaller droplets, also known as aerosols, are lighter and they can float in the air for longer.

Smaller droplets can collect in enclosed spaces when there is not enough fresh air. Indoor accumulation is greater when more people share a space, spend more time together, or exercise, sing, shout, or speak loudly. These conditions can lead to COVID-19 transmission. Opening windows or increasing fresh air intake with mechanical ventilation are important protective measures that can help reduce the spread of COVID-19.

---

<sup>1</sup> [BCCDC](#)

## Surface Contact

Even though COVID-19 can survive for hours or days on different surfaces, infection from contact with contaminated surfaces appears to be rare. The most common type of spread is through contact with the respiratory droplets of an infected person.<sup>2</sup>

## Ways You Can Reduce Transmission

Specifically applicable during the [BC Restart](#) steps 1 through 3.

- Get immunized with a COVID-19 vaccine when eligible
- Stay home if you are sick
- Limit the number of people you see outside of your immediate household and limit the time that you spend with them
- Practice physical distancing and avoid crowded areas
- Meet with others outdoors when possible
- Wear a well-fitted 3-layer mask that covers your nose and mouth and goes under your chin when with people outside your immediate household.
- Bring fresh air indoors by opening windows and doors, or using mechanical ventilation
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol
- Cough and sneeze into the bend of your arm or a tissue, discard tissues safely, and clean your hands after
- Avoid touching your face with unclean hands
- Clean and disinfect surfaces and objects that are frequently touched by many people

## COVID-19 Variants

Viruses change over time and can lead to new versions, or variants. Because some of the new variants can spread more easily, it is even more important to wear a mask, physical distance, wash your hands, and stay home when you are not feeling well.

Please reference the [BC Centre for Disease Control - How it Spreads](#) for further information on COVID-19 transmission, and information specific to [variants](#).

## COVID-19 PROTOCOLS AND TIMELINE

The Ministry of Advanced Education and Skills Training is currently updating the Go Forward Guidelines; release is anticipated in late June 2021. The following is based on current recommendations and may change.

---

<sup>2</sup> [BCCDC](#)

Based on the COVID-19 Return to Campus Primer, COVID-19 vaccines are proven to be a highly effective control in reducing the potential of COVID-19 transmission.<sup>3</sup> As conditions improve through the summer of 2021 it is expected that some of the RRU COVID-19 restrictions may be reduced. The university will continue to control COVID-19 transmission just as would be done with other common respiratory infections. This will be completed through compliance with BC's Restart Plan, in keeping with the four steps described in that plan.<sup>4</sup>

## Campus Protocols

Campus protocols apply to all (students, employees, contractors and visitors) and are briefly summarized as follows: [COVID-19-Campus-Protocols](#)

- Strongly encourage vaccination
- Everyone must complete a mandatory daily screening before arriving on campus <http://www.thrive.health/bc-self-assessment-tool>
- Managers must track employees daily health [screening](#) and self-assessment of employees
- Do not come to campus if you are feeling COVID-19 symptoms
- Wear masks in accordance with [PHO directive](#)
- Respect all PHO directives and guidelines
- Sign in and out of buildings
- Follow signage and procedures

This plan also complies with the [WorkSafe BC \(WSBC\) COVID-19 Safety Plan: A guide for employers](#). The following actions have been taken across the RRU campus:

- Risk assessments of all workspaces
- Safety protocols and risk mitigation in all facilities
- Introduction of COVID-19 specific policies
- Enhanced communication and training
- Continuous monitoring of the evolution of the pandemic and updating of safety plans and processes as necessary

RRU has also communicated to supervisors the necessary steps that will be taken when employees return to campus. These steps aim to mitigate COVID-19 risks through introduction of WSBC-approved controls (engineering, administrative, and personal protective equipment). Please refer to [Supervisor Planning Checklist for COVID-19 Workplace Considerations](#) for more information.

---

<sup>3</sup> [COVID 19 Return to Campus Primer Pg. 3](#)

<sup>4</sup> [BC's Restart: A plan to bring us back together](#)

RRU is also aligning exposure control and safety plans with the BC Restart Plan as follows:

- Supporting the vaccination campaign
- Continuing to monitor and respond to COVID-19 as the pandemic continues to evolve
- Remembering that everyone's level of comfort and tolerance for risk will be different
- Moving forward and focusing on keeping people safe and follow the advice of public health officials

## **BC's RESTART: A PLAN TO BRING US BACK TOGETHER**

The BC Restart Plan is focussed on protecting people while enabling the province to achieve a new sense of normalization in September 2021. The vaccination campaign is the most important of the restart. RRU will align to the following four steps as students, employees, contractors and visitors return to activities on the campus.

### **Step 1: Starting May 25, 2021**

1. Start a gradual return to the workplace
2. Continue to have a COVID-19 safety plan and daily health check process in place
  - PHO guidance with masks
  - If you (or anyone in the family) feel sick, stay home and [get tested immediately](#)

### **Step 2: Earliest start date June 15, 2021**

1. Continued return to the workplace
2. Small, in person meetings allowed
  - Physical distancing and masks continue to be required in public indoor settings
  - If you (or anyone in the family) feel sick, stay home and [get tested immediately](#)

### **Step 3: Earliest start date July 1, 2021**

1. Continued return to the workplace
2. Seminars and bigger meetings allowed
  - Masks are recommended in public indoor settings
  - Engage in careful social contact
  - If you (or anyone in the family) feel sick, stay home and [get tested immediately](#)

### **Step 4: Earliest start date September 7, 2021**

- Workplaces fully reopened
- Masks are recommended in public indoor settings
- Normal social contact
- If you (or anyone in the family) feel sick, stay home and [get tested immediately](#)

## RRU COVID-19 Restart Chart

Please refer to appendix F for a summary of how RRU will align its activities and reopening plans with the BC Restart schedule and plan.

While progressing through BC's Restart Plan, RRU will also operate in compliance with the COVID-19 [Go -Forward Guidelines for B.C.'s Post – Secondary Sector](#). Specific [Infection Prevention and Control Measures](#) will remain in place for September 2021, or until updated by Provincial Health Officer, based on relevant COVID-19 transmission rates.

## RISK AND HAZARD ASSESSMENTS AND CONTROLS

The science related to COVID-19 transmission continues to evolve, RRU will continue to follow the precautionary principle in all safety planning and implementation of reopening plans on the campus.

The precautionary principle – as applied to a highly transmissible virus like COVID-19, with a significant public health impact – requires governments and employers to begin with the highest level of protection, not the lowest, and then reduce the level of protection as relevant scientific data emerges, and vaccinations increase.

The university has involved the Operations and Resilience teams, the Safety Officer, the Emergency Operations Centre team, the COVID Task Force, Human resources, JOHSC and all work health and safety representatives to continue participation in the health and safety of the university. With vaccinations greatly reduce COVID-19 transmission rates, RRU will align with the BC Restart Plan as office spaces move towards a full reopening in September 2021. In anticipation of a full normalization, the following controls remain in place:

- A full-scale risk and hazard assessment has been completed across the university. Areas at risk include classrooms, open workspaces and all common areas and meeting/event rooms. Updated procedures that align with provincial safety and restart plans have been developed for:
  - Classrooms, formal and informal learning spaces
  - Breakout rooms and meeting spaces
  - common areas and public spaces
  - academic support and administrative areas
- Consistent with institutions across the province, RRU is now beginning to plan for more on-campus activities to be scheduled commencing in September 2021 with no physical distancing restrictions and mask wearing recommended, however, to be determined by personal choice

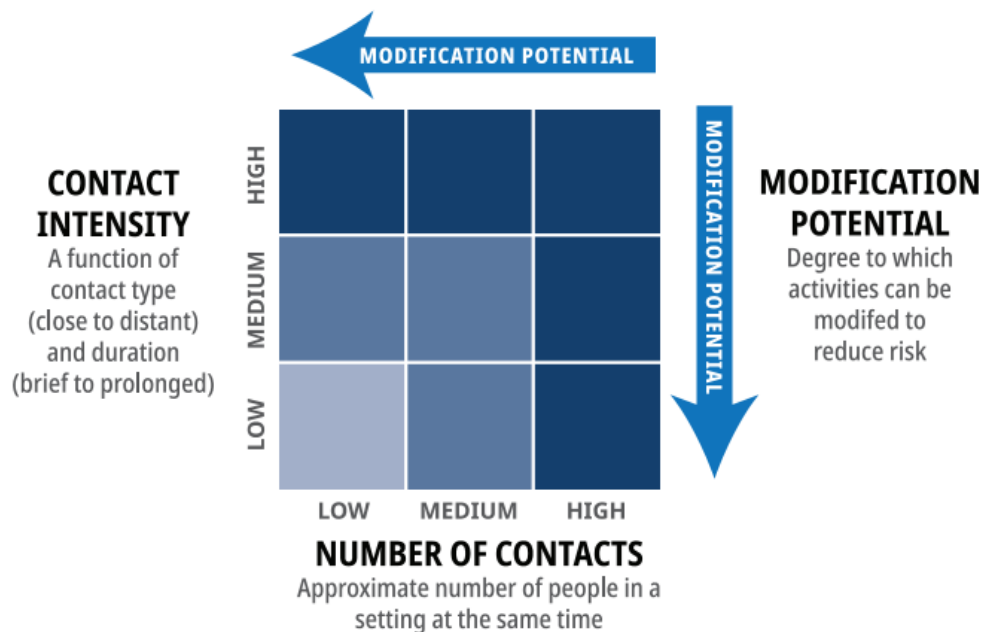
- RRU will continue to monitor indoor air quality, elevated maintenance and usage of the high-quality ventilation filters

## Risk

Consistent with steps 1 through 3 of the [BC Restart Plan](#), risk of transmission is subject to two variables: contact intensity (how close you are to someone and for how long); and number of contacts (how many people are in the same setting at the same time) as shown in Figure 1 below.

The university will continue to reduce transmission risk by taking a range of actions to reduce both contact intensity and the number of contacts:

- Physical distancing measures – to reduce density of people
- Engineering controls – physical barriers, increased ventilation
- Administrative controls – rules and guidelines
- Wearing of non-medical masks



## Controls

The university will implement a combination of protocols and measures at different levels, as described in this plan; this includes new procedures and guidance and orders issued by the Provincial Health Officer and local health authorities. A [hierarchy of controls](#) including engineering, administrative, and personal protective equipment will be maintained in relation to the evolution of the pandemic and the impact of the vaccination campaign.

## COVID-19 Vaccination Campaign

[Vaccines](#) are products that produce immunity to a specific disease like COVID-19. When you are immune to COVID-19 that means you can be exposed to it without becoming sick or if you do become infected, it prevents more severe illness.

[Vaccines save lives](#). Vaccines don't just protect the people getting vaccinated; they protect everyone around them too. The more people in a community who are vaccinated and therefore protected from COVID-19, the harder it is for it to spread. Five vaccines have been approved in Canada: the Pfizer-BioNTech, Moderna, AstraZeneca/COVISHIELD, and Janssen (owned by Johnson & Johnson) vaccines. Several other vaccines are being developed.

While Canada and BC are not mandating COVID-19 vaccinations, all members of the university community are encouraged to participate.

## Engineered Controls and Building Ventilation

Consistent with the overarching hierarchy of controls, engineered controls (e.g. plexiglass barriers, directional signage) have been put into place on the campus as required by risk and hazard assessments.

Buildings that are equipped with mechanical ventilation systems are managed in relation to a routine maintenance program. High-level MERV 13 filters have been installed where feasible in forced air mechanical systems. Buildings that do not have mechanical ventilation systems are being equipped with portable air filtration units. Building users are also encouraged to open windows for natural ventilation.

## Campus Posture

Supplementing all control measures, rules and guidelines for how students, employees, contractors and visitors should conduct themselves on the campus have been identified. Information about these rules has been communicated; and a related mandatory training program has been introduced. For quick reference, more information:

- Daily self-assessment: <https://bc.thrive.health/>
- [What-do-if-you-are-feeling-ill](#)
- Campus Protocols: [Campus protocols-covid-19](#)
- Campus Rules: [Campus Rules-covid-19](#)
- [Kitchen-etiquette](#)
- Cleaning of copiers/shared equipment after use - [Printer-etiquette](#)



## **Personal and Protective Equipment**

The university is committed to supporting all public health directives related to PPE and mask-wearing on the campus. An inventory of PPE will be maintained for use by employees as and when required for the conduct of regular work activities.

### **Non-medical Masks**

Mask usage on campus will comply with provincial health requirements. People who cannot put on or remove a mask on their own are exempt. Masks will continue to be recommended even after community immunity has been reached. Individuals with underlying medical conditions that inhibit their ability to wear masks are asked to maintain safe distances.

### **Gloves**

Gloves are not required for most Royal Roads employees and contractors to protect against COVID-19. However, gloves should continue to be worn by first aid providers and are recommended when cleaning and disinfecting high-touch surfaces.

### **Personal Care and Hygiene**

Good personal hygiene is the key in reducing the risk of COVID-19 transmission. Following advice from the World Health Organization, there are [basic protective measures against coronavirus](#) that everyone can take.

Members of the university community are expected to respect the following guidelines for personal care and hygiene:

- Continue to avoid handshaking
- Wash hands often with soap and water for 20 seconds
- Avoid touching eyes, nose or mouth
- Cough/sneeze into elbow or sleeve; immediately dispose of tissues and wash hands
- Clean individual high-touch surfaces frequently such as desks/work surfaces, electronics, computer keyboards and phones
- Practice physical distancing in accordance with evolving provincial guidelines
- Do not share eating utensils
- Avoid direct contact with ill people
- Stay home when sick

## **EDUCATION, TRAINING AND SUPPORT**

Students, employees and contractors will be required to participate in mandatory COVID-19 education and training before engaging in on-campus work and other activities.

The following training modules are available online and must be successfully completed prior to returning to campus.

- Students: [Course: COVID-19 Awareness and Safe Return to Campus \(royalroads.ca\)](#)
- Employees and Embedded Contractors: [COVID-19 Awareness and Safe Return to Campus](#)
- Associate faculty: [Associate Faculty / Academic Contractor COVID-19 training](#)

The university will maintain a record of individual completion of this mandatory training in keeping with WorkSafe BC safety requirements.

## **RESPECTFUL AND HEALTHY WORK AND LEARNING ENVIRONMENT**

All members of the university community – students, employees, contractors, and visitors, may expect a respectful and healthy work and learning environment on the campus. As such, everyone shares in the responsibility to contribute to a safe campus.

### **Accessibility**

Appropriate support for individuals with disabilities will be considered to minimize accessibility challenges on the campus. Students may access the accessibility services team as described on the university's website: [accessibility-services](#). Employees may access similar services through the Human Resources team. Contractors may inquire with relevant program managers.

### **Health & Wellness**

The change and uncertainty due to COVID-19 can have a big impact on our mental health. Taking care of ourselves is especially important during this difficult time, when stress might be higher than usual. Find information below about who you can contact for support during COVID-19.

- Employees: [Healthy U](#) and [Employee & Family Assistance Program](#)
- Associate faculty/academic contractors: [Supports for well-being](#)
- Students: [Counselling and Learning Strategy Services](#):

## **CONTINUOUS IMPROVEMENT**

This plan will be subject to an ongoing review process in consideration of the following:

- The most updated information on COVID-19
- Effectiveness of this plan and associated controls
- New guidelines, orders and/or directives from provincial authorities

## ADDITIONAL RESOURCES

- A. [COVID-19 Standard Operating Procedures \(SOPs\)](#)
  - i. Common Areas and Public Space
  - ii. Learning Spaces
  - iii. Offices and Administration
  - iv. Breakout Rooms and Meeting Spaces
  - v. RRU Sherman Jen Building Laboratories
- B. [Cleaning standards](#)
- C. [Air quality standards](#)
- D. [Risk and Hazard Assessments](#)
- E. **WorkSafe BC directives**
  - i. [Recreation Centres](#)
  - ii. [Cafeterias](#)
  - iii. [Laboratories](#)
- F. [RRU COVID-19 Restart Chart](#)

Version Tracking	
2020-April 21	Original draft
2020-May 29	Original
2020-June 25	Revised
2020-July 23	Revised
2020-August 26	Revised
2020-September 25	Revised
2020-November 23	Revised
2021-January 18	Revised
2021-June 10	Latest version

(Master saved: [SharePoint:Ops&Res-ERM-Emergency-Mgmt-Planning-Exposure-Control-&-Safety-Plan](#))