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DISCLAIMER
This document reflects our best knowledge at the time of writing and will be continually updated to incorporate new learnings as they surface.

The COVID-19 pandemic is a rapidly evolving situation; information in this document will be updated as it becomes available.

For up-to-date information on prevention and risks, please see:

- Health Canada COVID-19 webpage
- BC Centre for Disease Control (BCCDC) for COVID-19 health information in BC.
- For a real-time map of Canadian COVID-19 cases and provincial public health notices, see the COVID-19 Canada webpage.
- Office of the Provincial Health Officer – COVID-19 Orders, Notices & Guidance, and link to BC’s response including sector-specific guidelines.
OVERVIEW

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

COVID-19 is an illness caused by a coronavirus. Coronaviruses are a large family of viruses found mostly in animals. If found in humans, diseases can range from a common cold to severe disease such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) that was first identified in Wuhan, China in December 2019. COVID-19 was declared a global pandemic in March 2020.

Symptoms of COVID-19 are often similar to other illnesses and can take up to 14 days to appear after exposure to the virus. Symptoms can be mild to severe and vary from person to person. See Appendix A: About Coronavirus Disease (COVID-19)

PURPOSE

The purpose of the Exposure Control and Safety Plan is to protect employees, contractors, and students 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.

This control plan has been developed to:

- **Establish a framework to assess the risks** in the workplace for Royal Roads University employees, contractors, and students.
- **Identify and implement controls and protocols to prevent harmful COVID-19 exposure** to Royal Roads employees, contractors, and students.
- **Provide direction and expectations via responsibilities, policies and procedures to prevent and manage exposures in the workplace**
- **Ensure a system of reporting and resolving areas of concern** is available for the university community
- **Provide information and training on COVID-19**, including associated symptoms, transmission and prevention/control measures

Royal Roads will follow direction and controls as specified by the WorkSafeBC, the BC Centre for Disease Control (BCCDC), the BC Ministry of Health, Provincial Health Officer and the local Medical Health Officer while continuing to monitor and liaise with these authorities on
changes that may impact the institution. While the BCCDC communicates with the Ministry of Health and additional partners, the university will ensure the correct information is communicated to employees, contractors, and students. Royal Roads will also be prepared to respond to health concerns and provide employees with the correct protective equipment for relative situations.

DEFINITIONS

Coronavirus – a type of common virus that infects humans, typically leading to an upper respiratory infection.

Severe Acute Respiratory Syndrome (SARS) – A severe and contagious viral infection of the lungs with unknown etiology, characterized by high fever, dry cough, and breathing difficulties.

Occupational Exposure to COVID-19 – Employees who could reasonably be anticipated to be at risk of harmful contact with a person who has or is suspected to have COVID-19.

Management – responsible for implementation of procedures and process.

Supervisor – An employee who instructs, directs, and oversees employees, contractors, and/or students in the performance of their duties and activities.

Employee – A person employed at Royal Roads full-time, part-time or casual.

Contractor – associate faculty and other academic contractors, non-academic contractors, consultants, and partners engaged to work with, and on behalf of, Royal Roads University.

Student – A person enrolled in a full-time or part-time program or any courses at Royal Roads.

Personal Protective Equipment (PPE) – PPE used for COVID-19 are medical masks, respiratory protective equipment, face shields, body suits, gloves and boots as required.

APPLICABLE LEGISLATION AND REFERENCE MATERIALS

- Provincial Health Officer – COVID-19 Orders, Notices and Guidance
- BC Centre for Disease Control- BC Centre for Disease Control
- COVID-19 Go-Forward Guidelines for B.C.’s Post Secondary Sector
- Public Health Agency of Canada- Coronavirus Disease (COVID-19)
- World Health Organization- Coronavirus disease (COVID-19) Pandemic
- WorkSafe BC:
  - COVID-19 Information and Resources
  - Occupational Health and Safety Regulation 5.54 and 6.3
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- COVID-19 in the workplace
  - Royal Roads University- Royal Roads University's response to COVID-19

**KEY STAKEHOLDER/PERSOONNEL**

The following departments have been involved in providing feedback to the development of this Exposure Control & Safety Plan:

- Operations & Resilience
- Communications
- Joint Occupational Health and Safety Committee
- Campus Services
- Human Resources
- Faculty Affairs

**EXTERNAL STAKEHOLDER AND AGENCIES**

- BC Centre for Disease Control
- BC Ministry of Health, Provincial Health Office (PHO)
- BC Ministry of Advanced Education, Skills and Training
- Vancouver Island Health Authority (VIHA)
- Emergency Management BC (EMBC)
- Government of Canada, Official Global Travel Advisory
- Public Health Agency of Canada
- World Health Organization
- Local health officials (Island Health, Medical Health Officer, Health Protection and Environmental Services, etc.)
- BC Post-Secondary Emergency Planners network
- WorkSafe BC

**ROLES AND RESPONSIBILITIES**

*Royal Roads University*

- Lead the overall university response to COVID-19.
- Provide for the health and safety of all employees, contractors, students and visitors.
- Ensure Royal Roads is compliant with municipal, provincial, federal and medical authorities. Follow provincial guidelines as provided.
- Comply with the BC Occupational Health & Safety Regulation and all applicable orders.
- 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 the Exposure Control Plan by providing education, information and training on prevention of COVID-19 to employees and contractors by their managers/supervisors.
• Provide direction on medical services and first aid for health monitoring.
• Ensure that a copy of the Exposure Control Plan is available to employees and contractors.
• Ensure employees and contractors are made aware of their rights as per the BC Occupational Health & Safety Regulation.
• Consult and cooperate with the joint committee representatives for Royal Roads University.
• 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 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 remotely 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 watch for
  2. Safe Work Practices
  3. How to report exposure to, or symptoms of, illness of concern
• Collaboration with Campus Services and Operations & Resilience on proper use of personal protective equipment (PPE) if required
• Provide information and advice to the university regarding employer responsibilities, oversight of employee leave policy, employee rights for safe work conditions and appropriate channels to address concerns.
• Support information, training and policy/procedures to ensure a respectful workplace; equity, diversity and inclusion; and mental health supports.

Operations and Resilience
• Coordinate pandemic response at institutional level.
• Monitor public health information.
• Identify and implement appropriate campus control measures; where appropriate and practical increase use of temporary physical barriers.
• Collaborate with campus stakeholders to identify front line 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.).
• **Occupational Health and Safety:**
  o Work with managers and supervisors to conduct and document a Hazard and Risk Assessment and advise on appropriate controls.
  o Maintain inventory and stock of Personal Protective Equipment (PPE).
  o Develop and maintain an effective COVID-19 Exposure Control Plan.
  o Ensure compliance with this Exposure Control Plan, including supporting the development of Safe Work Procedures where relevant.
  o Provide general health and safety advice and assistance. Keep records of fit testing, exposure reports and first aid.
  o Act as an advisory resource for preventing transmission of coronavirus.
  o Arrange ongoing coronavirus awareness and education for employees.
• **First Aid Services:**
  o Provide advice on preventing/reducing transition of coronavirus as per WorkSafe BC OFAA protocols for use during the COVID-19 pandemic.
  o Refer patients who have developed signs or symptoms of COVID-19 to medical practitioners.
  o File and keep relevant medical records.
  o Notify Royal Roads Designate (Human Resources Consultant for employees or CARE team for students) in the event of COVID-19 symptoms.
  o Follow protocols for preventing transmission.

**Joint Occupational Health and Safety Committee**
• Support review and implementation of the Exposure Control and Safety Plan.
• Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.

**Communications**
• Manage and monitor external communication regarding pandemic response, exposure control plan and safety plan. This includes but is not limited to media relations, social media, news stories on the Royal Roads News and Events site, posting to the Royal Roads COVID-19 web page, etc.
• Manage/advise on internal information sharing in cooperation with other university departments such as Human Resources, Operations and Resilience, Campus 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/ risk management as required.
**Campus Services**

- Coordinate the booking of indoor and outdoor social/meeting spaces to confirm that usage aligns to space capacity and to the maximum limitation of gatherings set by the PHO.
- Require and sustain higher levels of frequent cleaning of “high touch” areas.
- Provide hand sanitizer dispensers at entrances or around workplaces.
- Monitor evolving requirements for custodial services, on campus accommodation and Guest Services.
- Develop protocols for student accommodations and front desk operations.
- Procedures and risk management regarding external visitors.
- Maintain adequate inventory of appropriate cleaning products and supplies to ensure operational continuity.
- Ensure custodial cleaning is in line with provincial standards (i.e. [BC Centre for Disease Control - Environmental Cleaning and Disinfectants for Clinic Settings](https://www.bccdc.ca/), Appendix B).

**Student Services**

- 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.

**Managers/Supervisors**

- Ensure the health and safety of all workers under their direct supervision. Ensure employees and contractors are performing their duties in accordance this plan.
- Using a risk assessment matrix, document and assess the risk(s) related to the COVID-19 virus and ensure the health and safety of all the positions under their direct supervision
  - Direct work in a way that eliminates or minimizes the risk to employees and contractors.
  - Monitor the workplace to ensure risk controls are implemented, safeguards are used, precautions are taken, and work procedures are followed.
- Be knowledgeable about the [BC Occupational Health & Safety Regulation](https://www.gov.bc.ca) requirements that apply to the work being supervised.
- Ensure that awareness and information resources are shared with employees and contractors under their direct supervision.
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- Provide training, develop Safe Work Practices (SWPs), and provide PPE and other equipment as necessary.
- Ensure this Exposure Control Plan is available for employees and contractors to access.
- Consult and cooperate with the joint occupational health and safety committee representatives.

**Employees & Contractors**
- Completing the daily self-assessment (health check) and inform your supervisor or manager as required.
- Stay home/self-isolate if you have any symptoms.
- Maintain physical distancing.
- Wear a face mask as appropriate (including indoors with people from outside your immediate household).
- Practice good personal hygiene and prevention practices, including frequent hand, cough and surface hygiene.
- Be alert to hazards. Report them immediately to your supervisor or employer (this includes COVID-19 exposure hazards).
- Comply [BC Occupational Health & Safety Regulation](#) and applicable orders.
- Follow safe work procedures and act safely in the workplace at all times.
- Report risks or issues of concern to supervisors. Understand how exposure can occur and when and how to report exposure incidents
- Use the protective clothing, devices, and equipment provided. Wear them properly.
- Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers, and anybody with health and safety duties.
- Read and understand information and training provided; attend awareness and education sessions as provided. Ask questions and follow up with supervisors to ensure understanding and adherence.
- Stay informed though trusted information sources including Island Health, BCCDC, PHAC and WHO.
- Report COVID-19 symptoms to manger, contact 8-1-1 as appropriate and follow the directions and treatment advice of public health or your doctor.
RISK IDENTIFICATION, ASSESSMENT, AND CONTROL

Transmission of COVID-19

Current evidence suggests that the main way the virus spreads is by respiratory droplets among people who are in close contact with each other.\(^1\)

The coronavirus that causes COVID-19 is spread by liquid droplets and aerosols created when an infected person coughs, sneezes, sings, shouts or talks. The droplets vary in size from large droplets that fall to the ground rapidly (within seconds or minutes) near the infected person, to smaller droplets sometimes called aerosols, which linger in the air under some circumstances. See Figure 1 below.

The relative infectiousness of droplets of different sizes is not clear. Infectious droplets or aerosols may come into direct contact with the mucous membranes of another person's nose, mouth or eyes, or they may be inhaled into their nose, mouth, airways and lungs.\(^2\)

COVID-19 can also spread by touch. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth. See “Surface Transmission” below for the length of time COVID-19 may stay on different surfaces).

Efforts to stop the spread of COVID-19 should focus on reducing droplet contact, such as:

- Keep practising physical distancing
- Stay home if you are sick and limit your contact with others
- Wash your hands often with soap and water or an alcohol-based hand sanitizer containing at least 60% alcohol
- Cough and sneeze into a tissue or the bend of your arm
- Avoid touching your face with unwashed hands
- Clean and disinfect surfaces and objects

Since the science related to COVID-19 transmission continues to evolve, Royal Roads University will adopt the precautionary principle. The precautionary principle – as applied to a novel, highly transmissible virus 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 the science emerges to justify this measure.

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Droplet Contact versus Airborne Transmission

- **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.

- **Airborne transmission**: This occurs when much smaller evaporated droplets or dust particles containing the virus float in the air for long periods of time. Transmission occurs when others breathe the virus into their throat or lungs.

![Figure 1: Transmission of COVID-19 (Zang et al.)](image)

Surface Transmission

As mentioned above, the main way that COVID-19 is spread is from person-to-person. You may also be able to get COVID-19 from touching a surface that has the virus and then touching your face without washing your hands.

So far, only a few studies have been done on the presence of COVID-19 virus on surfaces. These studies focused on how long the virus lasts on different materials rather than if the virus is still infectious. Even though a virus may be on a surface, it does not always mean it's infectious. As the table below illustrates, the virus can last longer on smoother surfaces like plastic and glass compared to porous materials like cloth or paper. The virus may also last longer at lower temperatures, below 4 degrees C, compared to room temperature.
Royal Roads is doing frequent cleaning and disinfecting of high touch surfaces to prevent the spread of COVID-19. To learn more, visit BCCDC’s [cleaning and disinfecting page](https://www.bccdc.ca/).  

**Risk Assessment**  

The 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). See Figure 1. Royal Roads can reduce transmission risk by taking on 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
- Non-medical masks

![Figure 2: Risk of Transmission, COVID-19](image-url)
The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we will determine the risk level of exposure to our workers and, therefore, the preventative control measures required.

A Risk and Hazard assessment, along with any necessary control measures and Safe Work Practices, must be implemented as part of any business unit’s plan to return to the workplace. See our Working on Campus webpage for more on this.

Should there be a probable or confirmed case of COVID-19 within the university community, Royal Roads will follow the specific direction of medical authority and direct the response. This may include: risk assessment, changes to campus posture (i.e. building access controls and cleaning), and communications strategies. See Appendix C for the level of risk and risk controls in place for these workers.

**Table 1: Risk assessment**

<table>
<thead>
<tr>
<th></th>
<th>Low Risk</th>
<th>Moderate risk</th>
<th>High risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Workers who typically have no contact with people.</td>
<td>Workers who may be exposed to people from time to time in relatively large, well-ventilated workspaces.</td>
<td>Workers who may have contact with people in small, poorly ventilated workspaces.</td>
</tr>
<tr>
<td><strong>Hand Hygiene</strong></td>
<td><strong>Yes</strong> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)</td>
<td><strong>Yes</strong> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)</td>
<td><strong>Yes</strong> (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)</td>
</tr>
<tr>
<td><strong>Disposable gloves</strong></td>
<td>Not required</td>
<td>Not required, unless handling contaminated objects on a regular basis</td>
<td><strong>Yes</strong>, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td><strong>Aprons, gowns, or similar body protection</strong></td>
<td>Not required</td>
<td>Not required</td>
<td><strong>Yes</strong>, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td><strong>Eye protection – goggles or face shield</strong></td>
<td>Not required</td>
<td>Not required</td>
<td><strong>Yes</strong>, in some cases, such as when working directly with infected patients.</td>
</tr>
<tr>
<td><strong>Airway protection – respirators</strong></td>
<td>Not required</td>
<td>Not required</td>
<td><strong>Yes</strong>, minimum N95 respirator or equivalent.</td>
</tr>
</tbody>
</table>
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**Controls**

Royal Roads University and its employees and contractors will implement a combination of protocols and measures at different levels, as described in this document. This includes new procedures related to the workplace and to ensure compliance with guidance and orders issued by the Provincial Health Officer and local health authorities. Controls include environmental, administrative, personal measures and the use of PPE. A summary of relevant control measures is included as:

- Appendix D: Summary of Control Measures (COVID-19 Provincial Guidelines K-12 Sector, BC Ministry of Health)
- Appendix E: Offices: Protocols for returning to operation (WorkSafeBC)

**Hierarchy of Controls**

There are many infection prevention and exposure control measures for communicable disease that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. The Exposure Control and Safety Plan requires Royal Roads to apply infectious disease controls in the following order of priority.

![Hierarchy of Exposure Controls](image)

**Elimination or Substitution**

These controls remove the risk of contracting COVID-19 in the workplace. This includes policies and procedures that limit the number of people in the workplace at any one time including physical distancing and eliminating face to face contact by accommodating employees remote work options, flexible schedules, and alternative means of communication, such as video...
conferencing. This also includes closing or restricting spaces (i.e. buildings, rooms or gardens) where physical distancing guidelines cannot be met.

Please refer to the following elimination/substitution controls in place at Royal Roads:

- Flexible Work Arrangements Policy
- Temporary Remote Work Arrangement Guidelines
- Types of Leave at RRU Policy

Engineering Controls

These controls will modify the work place to create safe space. This includes distance controls (2 meters or greater), ventilation, traffic flow measures and barriers in applicable areas of campus. Royal Roads will also apply plexiglass protection for front counter staff where 2 meters is not possible, such as university information front desk, the library desk, campus store, habitat, café and the gym. See Figure 3, regarding physical distancing from the BC Ministry of Health, below.

*Figure 3: Physical Distancing, BC Centre of Disease Control*

Ventilation:

Ventilation is an engineering control that can ensure a clean air supply and help reduce airborne concentrations of virus and filter other microbes. When possible, classrooms, laboratories,
libraries, workshops, offices, and the cafeteria at Royal Roads will be sufficiently ventilated ensuring clean air supply.

Current guidance from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) is that transmission of SARS-CoV-2 is a low risk from building ventilation. However, ventilation and filtration provided by the HVAC systems can reduce the concentration of SARS-CoV-2 and thus the risk of transmission through the air. ASHRAE’s statements regarding COVID-19 are that:

Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.

Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.3

Administrative Controls

These controls are procedures or training applied to decrease the risk of COVID-19 transmission, including:

- Increasing cleaning and disinfection frequencies for shared work surfaces and equipment and tools, including shared vehicles (see Appendix B).
- Controlling the flow and direction of traffic through one-way doors or walkways to keep people physically distanced.
- COVID-19 training covering the safe distance (2m) controlling human to human distance as well as personal hygiene (i.e. hand washing and cough/sneeze etiquette).
- Avoiding unnecessary entering of closed buildings, workspaces and offices.
- Changes to work schedules and practices, and decreased density individuals.
- Adhering to the PHO guidelines regarding maximum capacity for educational activities, including lectures, seminars, library space, computer labs, performance spaces and fitness facilities.

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3 https://www.ashrae.org/technical-resources/resources
- Safe Work Practices (SWPs) - both universal (i.e. personal hygiene) and specific to unique roles, business areas, or functions (see below for more on this).

Universal campus protocols will apply to all (employees, contractors, students, and visitors) and are briefly summarized as follows:

### Mandatory Daily Screening
- Everyone **MUST** assess themselves daily for COVID-19 symptoms prior to arriving on campus.
- **Do not visit campus if:**
  - You are experiencing any COVID-19 symptoms*.
  - Live in the same household as a confirmed or presumptive COVID-19.
  - Have returned from travel outside of Canada within the last 14 days.
- If you are unsure about your symptoms or requirements to isolate, call 8-1-1.

### Practice Good Personal Hygiene, for Yourself and Others
- Wash hands frequently. If hand washing is not an option, use an alcohol-based hand sanitizer.
- Avoid touching your face, especially eyes, nose or mouth.
- **Cough/sneeze into elbow or sleeve**; immediately dispose of tissues and wash hands.
- **Stay home if you are sick** and avoid contact with people who are sick.

### Practice Physical Distancing
- No handshakes.
- **Practice physical distancing** – stay at least two meters (6 feet) from others.
- **Respect guidelines** and barriers such as directional arrows or plexiglass.
- **Face masks are mandatory** in all shared indoor public spaces such as hallways, elevators and areas where physical distancing is not possible.

### Respect Building Protocols
- Follow new room occupancy limits.
- **Sign in and sign out of buildings.**
- Use designated entrances and exits.

*The most common symptoms of COVID-19 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, and muscle aches.*

### Personal Protective Equipment (PPE)
Personal protective equipment (PPE) will be used in high risk situations, such as working in situations where appropriate physical distancing cannot be met.
**PPE: Employees and Contractors**

- PPE, such as masks, eye protection and gloves, are not required beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- PPE will be used when other controls (including physical distancing, handwashing, staying at home when sick and engineered solutions) are not sufficient to reduce hazards in the regular course of work.
- For activities requiring the use of PPE, it is the responsibility of the instructor or supervisor to provide education and training pertaining to the safe procedures for their use.

**Non-medical Masks and Face Coverings**

Masks can protect you and others from COVID-19 and are required on campus in shared work areas and where physical distancing cannot be maintained. Masks act as a barrier to help stop the spread of droplets from a person’s mouth and nose when talking, laughing, yelling, singing, coughing or sneezing. Science indicates that masks and other non-medical face coverings prevent both airborne transmission by blocking atomization and inhalation of virus-bearing aerosols and contact transmission by blocking viral shedding of droplets. Wearing a mask should always be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.

The Public Health Agency of Canada (PHAC) advises us to wear a non-medical mask or face covering when:

- you're in public and you might come into close contact with others
- you're in shared indoor spaces with people from outside your immediate household
- advised by your local public health authority

Wearing a mask is one step we can all take as individuals to protect ourselves, our friends, our colleagues and our community. It’s about caring for each other.

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4 Zang et al.
On November 19, 2020, the provincial health officer (PHO) issued an order requiring the use of masks in all public indoor settings and workplaces. People who cannot put on or remove a mask on their own are exempt.

Face masks are mandatory in all shared indoor public spaces such as hallways, elevators, kitchens, and areas where physical distancing cannot be maintained.

When outdoors on campus, you must also wear a mask when physical distancing cannot be maintained.

- Individuals with underlying medical conditions that inhibit their ability to wear masks are asked to maintain a safe distance for the protection of yourself and those around you.
- More information about COVID-related mask use is available from the BCCDC here.
- The university will ensure that masks are selected and used appropriately, following the WorkSafe BC guide for selecting and using masks.

Gloves

- Gloves are not required for most Royal Roads employees and contractors to protect against COVID-19.
- Other measures, such as physical distancing and good hygiene practices are more effective in preventing the risk of transmission.
- Gloves should, however, continue to be worn by first aid providers and are recommended when cleaning and disinfecting frequently touched objects or surfaces.

Safe Work Practices

Safe Work Practices (SWPs) are both universal (i.e. personal hygiene) and specific to unique roles, business areas, or functions. The university’s SWPs provide employees with instructions on how to carry out specific tasks and how to protect themselves against known hazards. Following SWP’s help minimize risks. SWPs are developed, reviewed and maintained by qualified people (i.e. managers and supervisors), with assistance from Occupational Health and Safety if required.

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.
All employees and contractors are expected to understand and follow guidelines for personal care and hygiene:

- No handshaking.
- Wash hands often with soap and water for 20 seconds (see hand hygiene below).
- Avoid touching eyes, nose or mouth.
- Cough/sneeze into elbow or sleeve; immediately dispose of tissues and wash hands.
- Clean individual high touch surfaces such as electronics, computer keyboards and phones frequently.
- Practice physical distancing – maintain at least two meters distance between yourself and others you are working with. Use a non-medical mask or face covering.
- Do not share eating utensils.
- Avoid direct contact with ill people.
- Stay home when sick (see “Health Monitoring” below). Keep away from others until those symptoms have completely disappeared.
- If you are at greater risk (>60, compromised immune system, underlying chronic medical conditions) get informed about risk, assess your own risk tolerance, think through and apply extra precautions and heightened vigilance.

**Hand Hygiene**

Routine hand washing, coughing and sneezing etiquette, and not touching your face will be the prevention of transmission and infection. Hand washing will reduce the chances of infectious transfer from hands to various body parts – specifically the eyes, nose and mouth – or to other surfaces that are touched. Hand washing will be done with soap and water for 20 seconds. If soap is unavailable, use an alcohol-based hand rub to clean your hands.

Wash hands upon entering a new building or workplace, touching common use items (i.e. photocopiers, doorways, etc.).
Additional Safe Work Practices

Additional safe work practices will continue to be developed while Royal Roads assesses various COVID-19 risk responses. The practices will be department specific and determined, to some extent, by the work being done. Development will include relevant parties. Examples include:

- **Printer Etiquette**
- **Kitchen Etiquette**
- Vehicle Usage Standard Operating Procedures
- Working Alone Standard Operating Procedures (under development)
- Protocols for the use of PPE, including masks (see “Personal Protective Equipment” section above)
EXTERNAL AND INTERNAL INFORMATION SHARING

Royal Roads University will share the information in this plan and associated policy, guidelines, and procedures. Clear communication includes both the use of digital communication (i.e. email and website) and the placement of visual hard-copy communication materials at main bulletin boards.

Social media and news communication (on Royal Roads News and Events and to news media if required) will be led by Communications, working in cooperation with other university departments.

In addition, orientation and training for employees, contractors, and students will ensure that everyone is well informed of their responsibilities and resources available.

If there is a presumed or confirmed case of COVID-19 at the university, communications and response will be led by the EOC as per the COVID-19 Contingency Plan.

SURVEILLANCE AND REPORTING

Early reporting, epidemiological surveillance and contact tracing are essential in preventing and limiting the spread of COVID-19. Royal Roads will maintain contact with Vancouver Island Health Authority and the local Medical Health Officer to address issues of community exposure, transmission or other concerns.

When reporting illness, following the steps below, “Health Monitoring and Self Assessments”.

Protection of Privacy

For all employees, contractors, and students, the confidentiality of any report of a disclosed diagnosis or potential infection must be maintained to avoid any potential violation of privacy laws. The Royal Roads COVID-19 Designate will follow up with the affected employee, contractor, or student for appropriate action.

Refer to the university’s COVID-19 Contingency Plan for protocols and procedures for responding to a COVID-19 case or outbreak on campus.

HEALTH MONITORING & SELF ASSESSMENTS

Everyone has a responsibility to stay home and self-isolate when sick and until their symptoms have resolved.

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
painless 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.

**Required Daily Screening and Self-Assessments**

**Everyone must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the campus or any Royal Roads workplace.** A personal health assessment can be conducted using the BC COVID-19 Health Assessment tool (link below). This tool allows individuals to self-screen symptoms and other risks such as travel, providing care or having close contact with a person with suspected or confirmed COVID-19.

Users have the option to access the daily questionnaire via:

1. Download the BC COVID-19 app from either the Apple or Google Play store
2. Use the online tool directly at: [https://bc.thrive.health/](https://bc.thrive.health/)
3. Phone 8-1-1 and talk through the question set with a representative
4. Where connectivity makes the above unreasonable, a paper-based checklist may be used (see Appendix F).

The first three methods ensure the user receives immediate current PHO direction depending on the answers they provide.

**If the individual answers “yes” to any question in the assessment, they** must NOT attend campus for at least 10 calendar days. They should immediately communicate this status to their instructor or supervisor by email or phone.

**Testing Instructions:**

Testing is recommended for anyone with cold, flu or COVID-19-like symptoms, even mild ones. They can now be assessed for COVID-19 testing by a healthcare provider or at a local collection centre.

Click on the link below for a list of collection centres in the province to find one near you. You can also call 8-1-1 to find the nearest centre or for directions in another language.

- [Collection centre finder](https://bc.thrive.health/) (Mobile and desktop)

**What to do if you are sick (testing, reporting and self-isolation instructions)**

If you do become ill, refer to the “What to do if you are ill” flow chart ([for employees](https://bc.thrive.health/) or for [associate faculty/academic contractors](https://bc.thrive.health/)) and take the following steps:
If you think you have symptoms of COVID-19 (even mild ones), please stay home.

1. **Self-isolate** if you have symptoms:
   - Use the self-assessment tool (bc.thrive.health) or call 8-1-1 to guide you on what to do and if you need testing.
   - If you have COVID-19 symptoms, call the Island Health COVID-19 Testing Call Centre: 1-844-901-8442 (7 days/week, 8:30 A.M. - 4:30 P.M.)

2. **Report your absence due to illness to your supervisor or instructor and your Royal Roads COVID-19 Designate** [1]
   - **NOTE:** In addition to normal protocols, at this time all employees, associate faculty/academic contractors, or students are expected to notify their Royal Roads COVID-19 Designate if they are absent from campus due to cold, influenza or COVID-19-like symptoms.
   - Royal Roads COVID-19 Designates are:
     - For **employees**: Your Human Resources Consultant
     - For **associate faculty/academic contractors**: Your academic contract supervisor (usually the program head) and Faculty Affairs (notify by emailing COVID-FacultyAffairs@royalroads.ca)
     - For **students**: The CARE Team (notify by emailing care@royalroads.ca or by calling Campus Security at 250-391-2525 to request a CARE Team member to call them back).

Any disclosed diagnosis or potential infection will be responded to as per protocols outlined in the *Contingency Plan*. In all cases, there are strict requirements to maintain confidentiality of any such report to avoid any potential violation of privacy laws.

**A) If you test positive for COVID-19**
   - If you have tested positive for COVID-19, follow the self-isolation and/or quarantine directions provided by your health care provider and/or local health authority.
   - Employees must complete a Health Clearance Self-Declaration Form to return to campus.
   - Associate faculty/academic contractors must also complete a Health Clearance Self-Declaration Form to return to campus.

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[1] At this time, a doctor’s note is not required to substantiate illness related to COVID-19. If your illness or disability is not related to a flu-type illness and absence is expected in excess of three consecutive working days, please check with your Human Resources Consultant for medical documentation required. We want to ensure that we are able to properly support you to manage your health issues and put in place an appropriate return-to-work plan.
• For more information, see these guides about isolation:
  
  ▪ Isolation if you are ill
  ▪ Guide for caregivers and household members

- OR -

B) If you test negative for COVID-19

After a negative COVID-19 test, there are self-isolation requirements for:

• **those with symptoms.** Continue to isolate until your symptoms resolve. If your symptoms worsen, contact your health care provider or call 8-1-1.

• **those exposed to a case of COVID-19.** Continue to self-isolate for 14 days from your last contact with a case of COVID-19. If you develop symptoms, continue to self-isolate for at least 10 days from when your symptoms started OR 14 days from when you started self-isolating, whichever is longer. If your symptoms worsen, contact your health care provider or call 8-1-1.

• **international travellers returning to Canada.** You must continue to isolate for 14 days from the day you landed back in Canada. If you develop symptoms, you must continue to self-isolate for at least 10 days from when your symptoms started OR 14 days from when you started self-isolating, whichever is longer. If your symptoms worsen, contact your health care provider or call 8-1-1.

If you have tested negative for COVID-19, in order to return to campus:

• employees must complete this Health Clearance Self-Declaration Form

• associate faculty/academic contractors complete must complete this Health Clearance Self Declaration Form

If your symptoms escalate - seek medical attention.

If it is not an emergency, call your health care provider in advance. They will direct you to the right health facility.

If you have stress or anxiety but no COVID-19 symptoms:

If stress or anxiety regarding the COVID-19 is affecting your wellbeing, the following resources are available: https://www.royalroads.ca/news-events/covid-19.

**Mental Health**

If stress or anxiety, regarding the COVID-19, is affecting your wellbeing the following resources are available: https://www.royalroads.ca/news-events/covid-19.
EDUCATION AND TRAINING

Education is crucial for awareness, early detection and prevention. The university will provide COVID-19 education and training to employees, contractors, and students; this will be in line with recent information from BCCDC and provincial health guidelines for the sector.

RRU share will information about exposure control with employees, contractors, and students through a variety of channels including the website, email, and through line managers/supervisors.

Following education, employees, contractors, and students will have full awareness and be able to answer the following questions:

1. What is COVID-19?
2. How can COVID-19 be transmitted?
3. What are the symptoms of COVID-19?
4. What precautions and protective measures are required to prevent COVID-19?
5. What should you do when you (or others) have suspicious symptoms?
6. Where can you obtain further information and help?

RESPECTFUL & HEALTHY WORKPLACES AND LEARNING ENVIRONMENTS

The health and safety of our employees, students, and the contractors with whom we do business is our top priority. Through the Joint Occupational Health and Safety Committee, training, and supervisory due diligence, the university strives to ensure a safe and healthy workplace.

This includes the respectful treatment of all employees, contractors, and students in providing a safe campus in which to work and study, as well as ensuring safe working and learning conditions for our campus community. As such, all employees and contractors may expect and have the responsibility to contribute to a safe workplace and campus.

Respectful Spaces

Royal Roads University strives to create a respectful, fair and productive work and learning environment for all. RRU is committed to providing a work environment free of bullying and harassment and discrimination. These behaviours will not be accepted or tolerated.

Our various identities may cause us to experience the challenges of COVID-19 differently. When people associate COVID-19 with a specific group, ethnic community or nationality, stigma and discrimination occur. These narratives are reflected in acts of racism or xenophobia.

These behaviours can have a significant effect on the mental health of affected individuals. Stigma affects us all. It creates fear or anger towards people instead of the virus. It’s important...
for all of us to stand up and refute these narratives. A caring and compassionate institution, we have the opportunity to come together and support each other.

Possible Stigma Associated with COVID-19

- Wrongly implying that particular ethnic groups are more susceptible to viruses.
- Assuming that some racial or ethnic groups are spreading the disease more than others, instead of recognizing that this is a global pandemic with community spread.

What Should I do if I Notice Problematic Behaviour?

- Model Appropriate Behaviour – step in to reframe comments in the moment with an appropriate response.
- Give someone the chance to repeat or reframe what they said – sometimes we notice our mistakes and need a chance to correct ourselves. Other times, we might need some education.
- Focus on Yourself — don’t try to interpret what other people might be feeling or thinking. Focus on why or how it made you upset or insulted you.

What should I do if I got something wrong?

- Take a breath, be reflective and don’t argue – recognize that everyone makes mistakes, and it’s not a sign of bad character.
- Offer a genuine apology – reflect on what you said, acknowledge and apologize for the harm that was caused.
- Believe and receive, invite feedback.
- Be accountable.
- Move forward and commit to do better in the future and avoid engaging in the same problematic behaviour again.
- Use the experience to help others.

Microagression is a term used to describe brief, verbal, or environmental humiliations, that communicate negative insults toward any group, particularly culturally marginalized groups.⁶

If you experience microagression:

- Protect your physical safety and emotional health. It is up to you to decide if and want you want to respond. If it is too much emotional labour, it is ok to walk away.

⁶ https://en.wikipedia.org/wiki/Microaggression
Surround yourself with community. Connect with peers, community organizations, or even online networks to share your experiences.

*Intervening in Microaggression – five themes to remember as an active ally*

1. **Intention vs. Impact.** Even if there was no intention to cause harm, if harm was caused we need to take responsibility.

2. **Power, Privilege and Social Responsibility.** Due to inequities in power, violence is more likely to happen to people who are marginalized by people who hold privilege.

3. **Safety vs. Comfort.** Unsafe to intervene vs. feeling uncomfortable.

4. **Root in Consent.** If a person who is directly affected by a microaggression is present, take leadership from them on what they would like from you.

5. **Relationships of Ongoing Care.** Practicing bystander intervention is both about shortening our reaction time in challenging/violent moments, and about investing in relationships long term.

Royal Roads University does not tolerate bullying, harassment or discrimination. Please refer to our policies, standards of conduct, and other resources below:

- Bullying, Harassment and Discrimination policy:  

- Standards of Conduct and Service for Employees and Contractors:  

- The Royal Roads Diversity Statement:  
  [https://www.royalroads.ca/diversity](https://www.royalroads.ca/diversity)

- Equity, Diversity and Inclusion at Royal Roads:  
  [https://humanresources.royalroads.ca/equity-diversity-and-inclusion-rru](https://humanresources.royalroads.ca/equity-diversity-and-inclusion-rru)

- Student Rights and Responsibilities policy:  

*Health & Wellness*

As we deal with the many disruptions, changes and loss caused by the COVID-19 outbreak, it’s normal to feel a range of emotions, including anxiety, worry and fear. We are more physically disconnected from our usual communities and may be experiencing feelings of isolation.

Resources for employees:

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7 Ambit Gender Diversity Consulting, Kingsley Strudwick
COVID-19: Exposure Control and Safety Plan
Last updated: Nov. 23, 2020

- Healthy U
- Employee & Family Assistance Program

Resources for associate faculty/academic contractors:
- Supports for well-being

Resources for students:
- Counselling and Learning Strategy Services:

DOCUMENTATION & RECORD KEEPING

The university will keep records of fit testing, exposure reports, daily health check confirmations and first aid records.

Human Resources will keep records of education on COVID-19 and prevention. Copies can be sent to relevant parties upon request.

PROGRAM REVIEW

The Exposure Control Plan and Safety Plan will be subject to an ongoing review process in consideration of the following:

- The most updated information on COVID-19
- Effectiveness of the exposure control plan
- Documentation for awareness and education
Appendix A: About Coronavirus Disease (Public Health Agency of Canada)
Appendix B: RRU Cleaning Standards

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. RRU cleaning standards are in alignment with the BCCDC’s Cleaning and Disinfectants for Public Settings document (see Figure 5.1 and 5.2 below).

This includes:

- General cleaning and disinfecting of the premises should occur at least once a day.
- Frequently-touched shared surfaces should be cleaned and disinfected at least twice a day. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys).
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned (e.g. fabric or soft items).
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Wash hands before wearing and after removing gloves.

ADDITIONAL REQUIREMENTS

The following will also be implemented to reduce the risk of transmission:

- Providing paper hand towels.
- Disabling water fountains.
- Provision of cleaning products for common devices and materials used for the delivery of education (e.g. photocopiers, supply rooms, etc.).
- Developing a cleaning schedule where washrooms can be cleaned at least twice a day, keeping in line with the high touch surface area protocols.
- Disabling access to showers.
Figure 5.1: BCCDC’s Cleaning and Disinfectants for Public Settings

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., plush toys).

Disinfection

- For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer’s instructions printed on the bottle.
Figure 5.2: BCCDC’s Cleaning and Disinfectants for Public Settings

### List of disinfecting agents and their working concentrations known to be effective against coronaviruses

<table>
<thead>
<tr>
<th>Agent and concentration</th>
<th>Uses</th>
</tr>
</thead>
</table>
| 1. 1:10 dilution Chlorine household bleach – sodium hypochlorite (5.25%)<sup>1</sup>  
10 ml bleach to 990 ml water | Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, eyeglass handles). Make fresh daily and allow surface to air dry naturally. |
| 2. 1:50 dilution Chlorine household bleach – sodium hypochlorite (0.25%)<sup>1</sup>  
20 ml bleach to 980 ml water | Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally. |
| 3. Hydrogen Peroxide 8.5%<sup>2</sup>  
4. Quaternary Ammonium Compounds (QUATS):  
   noted as ‘nonyl-dimethyl benzyl ammonium chlorides’ on the product label | Used for cleaning and disinfecting surfaces (e.g., countertops, hand rails, door knobs).|
| Do not dilute your own. | Used for disinfecting surfaces (e.g., floors, walls, furnishings). |

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The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.
## Appendix C: RRU Risk Assessment Chart

<table>
<thead>
<tr>
<th>Position</th>
<th>Level of Risk</th>
<th>Control Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Counter Staff</td>
<td>Low to Moderate</td>
<td>Ongoing, effective hand hygiene. Physical distancing.</td>
</tr>
<tr>
<td>Office workers</td>
<td>Low to Moderate</td>
<td>Ongoing, effective hand hygiene. Physical distancing.</td>
</tr>
<tr>
<td>Faculty, Associate Faculty and Academic Contractors</td>
<td>Low to Moderate</td>
<td>Ongoing, effective hand hygiene. Physical distancing with applicable PPE.</td>
</tr>
<tr>
<td>Maintenance and Ground workers</td>
<td>Low</td>
<td>Ongoing, effective hand hygiene. Physical distancing with applicable PPE.</td>
</tr>
<tr>
<td>Managers</td>
<td>Low</td>
<td>Ongoing, effective hand hygiene. Physical distancing with applicable PPE.</td>
</tr>
<tr>
<td>First Aid Attendants</td>
<td>Moderate</td>
<td>Ongoing, effective hand hygiene. Physical distancing with applicable PPE.</td>
</tr>
<tr>
<td>Housekeeping (Housing)</td>
<td>Low to Moderate</td>
<td>Regular and effective hand hygiene, physical distancing, increased sanitization processes, personal protective equipment.</td>
</tr>
<tr>
<td>Employees – working from home</td>
<td>Low</td>
<td>Frequent communication with supervision. Regular and effective hand hygiene, physical distancing, increased sanitization processes, personal protective equipment.</td>
</tr>
</tbody>
</table>
Appendix D: Summary of Control Measures

1. **STAY HOME WHEN SICK**
   - All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.

2. **HAND HYGIENE**
   - Everyone should wash their hands more often!
   - Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.

3. **RESPIRATORY AND PERSONAL HYGIENE**
   - Cover your coughs.
   - Do not touch your face.
   - No sharing of food, drinks, or personal items.

4. **PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**
   - Spread children out to different areas.
   - Take them outside more often.
   - Stagger lunch times. Incorporate individual activities.
   - Remind children, “Hands to Yourself!“

5. **CLEANING AND DISINFECTION**
   - Clean and disinfect frequently touched surfaces at least twice a day.
   - General cleaning of the centre should occur at least once a day.
   - Use common cleaning and disinfectant products.

Appendix E: Offices: Protocols for returning to operation (WorkSafeBC)

WorkSafe BC has developed office protocols to provide guidance to any employer with office space. These office protocols include the following:

- Building access
- Workplace operations
- Workstations
- Communal spaces
- Outside visitors
- Deliveries
- Transportation
- Elevator use


Employers must also ensure they are abiding by any orders, notices, or guidance issued by the provincial health officer, and the appropriate health authority, that are relevant to their workplace.
### Appendix F: BC COVID-19 Self-Assessment Tool
(daily screening & assessment, paper-based)

**If you need help or guidance in another language, please call 8-1-1.** 8-1-1 has translation services in 130 languages.

This self-assessment tool, developed with the BC Ministry of Health, will help determine whether you may need further assessment for COVID-19 testing by a healthcare provider or at a local collection centre. You can complete this assessment for yourself, or on behalf of someone else. Older people and people with a weakened immune system or underlying medical conditions are considered at higher risk of severe disease.

<table>
<thead>
<tr>
<th>Screening Question</th>
<th>Please circle “yes” or “no”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you experiencing any of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>• Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)</td>
<td>YES</td>
</tr>
<tr>
<td>• Severe chest pain</td>
<td></td>
</tr>
<tr>
<td>• Having a very hard time waking up</td>
<td>LA</td>
</tr>
<tr>
<td>• Feeling confused</td>
<td></td>
</tr>
<tr>
<td>• Losing consciousness</td>
<td></td>
</tr>
<tr>
<td><strong>Are you experiencing any of the following:</strong></td>
<td></td>
</tr>
<tr>
<td>• Mild to moderate shortness of breath</td>
<td>YES</td>
</tr>
<tr>
<td>• Inability to lie down because of difficulty breathing</td>
<td></td>
</tr>
<tr>
<td>• Chronic health conditions that you are having difficulty managing because of difficulty breathing</td>
<td>LA</td>
</tr>
<tr>
<td><strong>Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?</strong></td>
<td></td>
</tr>
<tr>
<td>Symptoms include: fever, chills, cough, shortness of breath, sore</td>
<td></td>
</tr>
</tbody>
</table>
throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue or loss of appetite.

Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

| YES | NO |

Did you provide care or have close contact with a person with confirmed COVID-19?

Note: This means you would have been contacted by your health authority’s public health team.

| YES | NO |

If you answered “yes” to any of these questions, please get assessed for a COVID-19 test, and self-isolate for at least 10 calendar days.

**Testing Instructions:**

Testing is recommended for anyone with cold, flu or COVID-19-like symptoms, **even mild ones**. They can now be assessed for COVID-19 testing by a healthcare provider or at a local collection centre.

Click on the links below for a list of collection centres in the province to find one near you. You can also call 8-1-1 to find the nearest centre or for directions in another language.

- **Collection centre finder** (Mobile and desktop)
- Collection centre finder for [Internet Explorer users](#)

**Self-Isolation Instructions:**

**Self-isolate for a minimum of 10 calendar days, so you do not potentially spread the disease to others.** You may return to your regular activities when:

- At least 10 days have passed since your symptoms started, AND
- Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), AND
- You are feeling better (e.g. improvement in cough, runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).
Coughing may persist for several weeks, so coughing alone does not require you to continue to isolate.

Stay home and do not go to work, school or public places and do not use public transit, taxis or ride shares. Do not have visitors to your home. If you live with other people, avoid contact with others at home by staying and sleeping in a separate room and using a separate bathroom if possible. See these guides about isolation:

- Isolation if you are ill
- Guide for caregivers and household members

**Cover your coughs and sneezes.** When you feel a cough or sneeze coming on, cover your mouth and nose with a tissue. Don't have a tissue? Cough or sneeze into your upper sleeve or elbow, not your hands. Wash your hands right away after you sneeze, cough or touch used tissues or masks. Throw used tissues into a lined trash can in your room and tie up that trash bag before adding it with other household waste.

**Wash your hands.** Wash your hands often with soap and water for at least 20 seconds. It is best to dry your hands with a paper towel and throw it away after use. If you can’t wash your hands, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands. [Learn more.](#)

**Do not share household items.** Do not share dishes, cups, eating utensils, towels, bedding, or other shared belongings. After using these items, wash them with soap and water.

**Flush the toilet with the lid down.** COVID-19 virus may also be present in poop (stool or feces). Always wash your hands with soap and water after using the toilet.

**General cleaning.** Water and detergent (e.g., liquid dishwashing soap) or common household cleaning wipes should be used. Apply firm pressure while cleaning. Surfaces should be cleaned at least once a day. Next, use a store bought disinfectant or diluted bleach solution, one part bleach to 50 parts water (20ml of bleach to 1 litre of water), and allow the surface to remain wet for one minute. Clean surfaces that are touched often (e.g., counters, table tops, doorknobs, toilets, sinks, taps, etc.) at least twice a day.

**Wear a face mask.** When you are sick, wearing a face mask (surgical or procedure mask) helps to stop the spread of germs from you to others. Wear a face mask when you are in the same room with other people and when you get medical care. If your mask gets wet or dirty, change it and wash your hands right away. You and those you live with do not need to buy and wear other types of masks, such as an N-95 respirator mask.

**Note that sometimes people with mild symptoms at the start of their COVID illness may suddenly worsen and require urgent medical care.** Pay attention to how you are feeling. If it becomes harder to breathe, you can’t drink anything or feel much worse, seek urgent medical care at an urgent care clinic or emergency department.