



## Student Return to Campus Plan - Policy: S10

Revised/Reviewed: September 01, 2021 - ERT

The purpose of this plan is to facilitate the safe and healthy return of students and staff to Assiniboine Community College (Assiniboine) campuses or sites while mitigating the risk of spreading a pandemic virus.

### 1. Policy Statement:

The Student Return to Campus Plan (SRCP) reduces harmful exposure of students and staff to a pandemic virus while at college campuses or sites. A combination of safety measures will be used to minimize exposure. The SRCP also provides guidance on transitioning students and staff from a blended learning to a face-to-face learning environment, emphasizing adaptability as conditions change. All students and staff must follow the procedures outlined in the SRCP to reduce exposure to a pandemic virus.

### 2. Definitions:

- 2.1 Blended learning** - A blend of in-person and remote delivery, the balance of which depends upon the changing public health environment.
- 2.2 College occupants** - All students and staff who attend Assiniboine campuses or sites for educational or work purposes.
- 2.3 Controlled environment** - Designated training, workspaces and accessible areas at Assiniboine campuses or sites.
- 2.4 Face-to-face learning** – Course content and learning material is taught in person and in real time.
- 2.5 Pandemic safety orientation** – The process of introducing new and returning students and staff to the college's pandemic health and safety requirements.
- 2.6 Physical/social distancing** - Minimizing close contact with others including avoiding crowded places and non-essential gatherings, avoiding common greetings such as handshakes, and maintaining a distance (as defined by provincial guidelines) at all times, except when the nature of the work or training activities prohibits it.

### 3. Application:

#### 3.1 All College Occupants

All college occupants must:

- a. Participate in the [Pandemic Safety Orientation](#).
- b. Work collaboratively to maintain a safe and healthy learning and work environment.
- c. Stay home and isolate themselves from others as quickly as possible if experiencing symptoms. Call Health Links at 204-788-8200 or toll-free at 1-888-315-9257 for further advice.
- d. Comply with the directions of Assiniboine regarding building access.
- e. Comply with the posted signage.

#### 3.2 Vaccination Policy and Initiatives

Assiniboine has adopted a policy regarding a pandemic vaccine mandate. This policy requires all students, staff, contractors, affiliates and visitors to college campuses or sites to be vaccinated, if possible, in order to help protect themselves and others from a pandemic virus; the COVID-19 Campus Access Policy can be found [here](#).

To encourage vaccine uptake, pop-up clinics will be held, where possible, at Assiniboine campuses or sites. Information about Manitoba Health's immunization campaign can be found [here](#). There will also be a vaccine contest for students; details can be found [here](#).

#### 3.3 Pandemic Screening

All persons entering Assiniboine must be screened for symptoms of the pandemic virus. Screening procedures will be in accordance with Manitoba Health recommendations.

A three-tier system may be used:

Screening Level	Description
1	Self
2	Active, no temperature check
3	Active including temperature check

**Level 1: Self screening** – All persons entering the college are required to self-screen for the pandemic virus using the signs posted at each entrance. They will also be required to sanitize their hands thoroughly at the hand sanitizer stations set up at each entrance.

**Level 2: Active screening, no temperature check** – All persons entering the college are required to participate in a screening process administered by Assiniboine-designated representative(s). Persons are required to state verbally their responses to the designated representative(s).

**Level 3: Active screening including temperature check** – This is the same as Level 2 with the addition of a temperature check administered by Assiniboine-designated representative(s) using a non-contact thermometer (infrared) or other device.

- a. Access will be controlled. Everyone must enter and exit through the designated doors only. Screening is required each time occupants leave and/or re-enter the controlled environment.

- b. In order to enter the college, you must meet the conditions of the screening questions and comply with the directions of Assiniboine's designated representative(s). A copy of the current screening questionnaire can be viewed [here](#).
- c. Any person exhibiting designated symptoms must not enter the college or, if already at the college, must immediately leave and contact Health Links for instructions. Students and staff must inform their instructor or supervisor that they are sick and not return to the college until they have recovered. Instructors and supervisors will support this practice.

### **3.4 Physical Distancing**

Based on current provincial guidelines, physical distancing should be maintained at all times, except when the nature of work or training activities prohibits it. Students and staff will take practical steps to ensure physical distancing is maintained to every extent possible.

- a. Where possible, students and staff should be assigned to individual workstations that provide separation from other individuals based on current provincial guidelines.
- b. All persons must adhere to the maximum capacity per classroom based on current provincial guidelines.
- c. Assiniboine will use a variety of methods to decrease the risk of crowding and social interaction. Seating areas will be structured so that physical distancing is implemented based on current provincial guidelines.
- d. Students and staff should practice physical distancing while on breaks, except for brief exchanges.

### **3.5 Masks and PPE**

- a. All college campuses and sites are mandatory mask environments. Students and staff are required to wear some form of face coverings in classrooms, shops and labs. If they do not, they will not be permitted to participate in the activity until they have acquired appropriate masks/protective coverings. Face protection used in shop/lab environments is considered a suitable alternative to non-medical masks.
  - i. If Personal Protective Equipment (PPE) is typically provided or required as part of a program, it will continue to be provided or required moving forward (e.g. surgical masks for Practical Nursing). In programs where face masks are not essential, students must supply their own masks.
  - ii. Staff may either purchase their own face masks/protective coverings or wear college-provided masks.
- b. Programs that require PPE prior to a pandemic still do (e.g. head protection, face shields).
- c. Do not share PPE with other students or staff. Staff must establish a labelling system to organize specialized PPE.
- d. Students and instructors must wear PPE as required by an employer and/or instructor based on the industry standard and public health guidelines when on practicum or clinical placements, or other forms of work-integrated learning.
- e. In places other than classrooms, shops and labs, students and staff may remove their masks for a short time when seated and physically distanced from other people (e.g. while eating in a cafeteria). Exemptions apply for people unable to wear a mask under public health orders; these situations are extremely rare.

### 3.6 Hygiene and Cleaning

Students and staff should clean their hands regularly with either soap and water, an alcohol-based hand sanitizer, or an appropriate hand sanitizer where alcohol-based sanitizer does not meet safe work procedures. Clean hands upon entering college campuses or sites, before and after breaks, after going to the washroom, and before preparing or eating food.

- a. Do not share food, cups, glasses, dishes or cutlery.
- b. Practice respiratory etiquette.
  - i. Cough or sneeze into elbow sleeve.
  - ii. Dispose of single-use tissues into garbage cans immediately.
  - iii. Avoid touching your face.
- c. Where possible, students and staff should utilize their own tools. Where it is not possible to provide personal tools, the shared tools and equipment must be cleaned and disinfected in accordance with a program's safe work procedures.
- d. Enhanced sanitation/cleaning practices must be followed in areas where multiple people handle tools, goods, supplies, equipment or other shared items.
- e. Hand protection (nitrile gloves or work gloves) may be worn when handling and cleaning tools and equipment if required by safe work procedures for that area. If students or staff are required to clean tools and equipment, they must receive training on cleaning tools and must be offered assistance to ensure compliance.

### 3.7 Supporting Mental Wellness

Students and staff may be affected by the anxiety and uncertainty created by the pandemic situation. The following resources are available to support students and staff respectively.

- a. Student Resources - <https://assiniboine.net/covid-student-resources>
- b. Staff Resources – <https://homeweb.ca> and <https://assiniboine.net/covid-teaching-resources>

## 4. Responsibilities:

### 4.1 Manager of Health & Safety and Building Operations

- a. Create pandemic safety orientation for students and staff prior to the arrival of students onsite.
- b. Ensure safety equipment such as non-medical masks, disposable face shields, disposable gloves, alcohol-based hand sanitizers and other resources are available.
- c. Ensure the following areas are cleaned and disinfected during a pandemic.
  - i. High touch surfaces twice per day.
  - ii. Classrooms once per day, and disinfectant and paper towels added to each classroom so that instructors and students may prepare their workstations before and after use.
  - iii. Washrooms several times per day, and paper towels and soap dispensers replenished frequently.
- d. Ensure hand sanitizer dispensers are replenished frequently.
- e. Close water fountains that are not touchless or cannot be cleaned between uses.
- f. Ensure vending machines and ATM's are part of the regular service routine and that hand sanitizer dispensers are placed in close proximity to the machines.

- g. Ensure instructor and student workstations are separated (e.g. every second station, etc.), wherever possible, based on current provincial guidelines.
- h. In the event of a confirmed case, ensure that the area is cleaned and disinfected as soon as possible.

#### **4.2 Senior Leadership**

- a. Establish a mechanism (e.g. emergency response team) to ensure the college is able to respond to changing public health orders and changes in the public health environment to support the safety of the college community.
- b. Provide guidance on limiting the number of students/staff on site to ensure adequate distancing based on current provincial guidelines.

#### **4.3 Vice-President Academic or Vice-President International (as applicable)**

- a. Authorize the use of alternate locations (conference rooms, larger classrooms, lecture theatres, etc.) as identified by chairs, to put more distance between students and instructors. Coordinate access to these spaces with the scheduling coordinator.
- b. Set or approve time limits, where required, for on-campus student schedules or activities.

#### **4.4 Deans**

##### ***Planning***

- a. Ensure safe work procedures are developed and are signed off for all in-person labs, shops, and in-person requirements, including specifics on PPE for both faculty and students.
- b. Ensure consultation with industry partners to align college expectations with current practices in business and industry. Ensure revision when required due to changing public health guidelines. Work with program advisory committees, business and industry to establish training standards consistent with current occupational expectations and practices.
- c. Ensure program-specific PPE and other academic continuity requirements are included, when indicated, in mandatory student tools and supplies information.

##### ***Training and Orientation***

- d. Ensure student orientations cover pandemic safety orientation as well as program-specific and facilities-specific orientation, where applicable.
- e. Participate in pandemic safety orientation prior to the arrival of students onsite.
- f. Ensure departmental staff participate in pandemic safety orientation.
- g. Develop schedules for training with their respective departments.

##### ***Service Coordination***

- h. Identify all support services needed for returning programs such as ITS, facilities, learning curve, testing centre, library, etc. to support academic continuity plans.
- i. Ensure SSAs are prepared to support key messages.
- j. Ensure other public health requirements are met in each school, such as reporting incidents of infection.

##### ***Faculty and Student Scheduling***

- k. Approve final instructional schedules and student timetables that meet college requirements.

- l. Ensure student schedules are accurate in Colleague and in any booking/reservation system used to support any contact tracing efforts.
- m. Notify Human Resources of any faculty or staff issues-

#### **4.5 Chairs and Department Managers**

##### ***Planning***

- a. Develop safe work procedures with faculty for all in-person labs, shops, and in-person requirements, including specifics on PPE for both faculty and students, to be approved by the dean.
- b. Develop or ensure development of student orientations that cover pandemic safety orientation as well as program-specific and facilities-specific orientation, where applicable.

##### ***Training and Orientation***

- c. Participate in pandemic safety orientation prior to the arrival of students onsite.
- d. Ensure departmental staff participate in pandemic safety orientation.
- e. Ensure that instructions are sent to students regarding training activities, including schedule, screening and hand sanitizing procedures and other important directions.

##### ***Student Guidance***

- f. Promote and enforce all aspects of the Student Return to Campus Plan to students.
- g. Address safety issues immediately. Adjudicate disputes promptly.

#### **4.6 Instructors**

##### ***Planning***

- a. Develop a plan for each course or activity that is responsive to college pandemic directives.

##### ***Training and Orientation***

- b. Participate in pandemic safety orientation prior to the arrival of students onsite.
- c. Further to student orientation, deliver pandemic safety orientation to students on first day of onsite training.

##### ***Student Guidance***

- d. Promote and enforce all aspects of the Student Return to Campus Plan to students.
- e. Influence positive health and safety behaviour through role modeling, direction and coaching.
- f. Address safety issues immediately. If a student does not have the required PPE (e.g. mask or face covering), the instructor shall not permit the student to participate in the activity until PPE is acquired. Disputes should be referred to the chair for further discussion with the student.

#### 4.7 Students

- a. Self-screen for symptoms of the pandemic virus upon entrance to the college.
- b. Participate in pandemic safety orientation led by instructor prior to commencing training.
- c. Follow established safe work procedures and other directions provided by staff.
- d. Comply with the posted college pandemic directives.
- e. Academic policies and expectations on student conduct, respectful behaviour and student responsibilities still apply; see [www.assiniboine.net/policies](http://www.assiniboine.net/policies).

#### 5. References:

- a. Manitoba Health, COVID19, Current Public Health Orders, General COVID-19 Prevention Order, August 5, 2021, <https://www.gov.mb.ca/covid19/prs/orders/index.html#current>
- b. COVID-19 Return-to-Campus Guidelines, B.C. Post-Secondary Institutions, July 5, 2021
- c. New Brunswick Community College Health Emergency Phase 1 Recovery Plan, Version 1.0, May 8, 2020
- d. British Columbia Institute of Technology Pandemic Exposure Control Plan, April 14, 2020
- e. Manitoba Health, COVID19, <https://www.gov.mb.ca/covid19/index.html>
- f. Manitoba Health, Restoring Safe Services, <https://www.gov.mb.ca/covid19/restoring/index.html>
- g. Manitoba Health, Preparing for Pandemic Influenza  
<https://www.gov.mb.ca/health/publichealth/pandemic.html>

September 07, 2021

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Date

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President