

COVID-19  
Olds College Re-entry Guide  
June 10, 2020

Compiled by: Re-Entry Task Force

<b>Re-Entry Task Force</b>	<b>4</b>
Mandate	4
Composition	4
<b>Overview</b>	<b>5</b>
<b>Epidemiological Evidence and Public Health Restrictions</b>	<b>6</b>
Epidemiological Evidence	6
Alberta Public Health Restrictions	6
<b>Key Commitments and Guiding Principles</b>	<b>7</b>
Key Commitments	7
Guiding Principles	7
<b>Phased and Scaled Approach to Re-Entry</b>	<b>8</b>
<b>Academic Planning</b>	<b>9</b>
Fall Planning Assumptions	9
Scenario Identification	10
Final Academic Recommendations	11
<b>Additional Campus Re-Entry Recommendations</b>	<b>12</b>
1. Olds College Smart Farm and Research	12
2. Continuing Education	13
3. Student Support Services	13
4. Campus Housing	14
5. Food Services	14
6. Conference Services	15
7. Social Spaces	15
8. Community Learning Campus	16
9. Broncos Athletics	16
10. Technology Access for Students	16
11. Teaching & Learning Centre of Innovation (TLCI)	17
12. Return to Work and Study Training	17
13. Technology	17
14. Academic Planning	17
15. Communications	17
<b>Preparation for a Return to Campus</b>	<b>18</b>

Health Pre-Screening & Monitoring	18
Sanitization, Cleaning & Disinfection Procedures	18
Engineering Controls	19
Barriers and Floor Markings	19
Signage	19
Common Areas & Washrooms	19
Meeting Room and Classrooms	19
Hazard Assessments	19
Work Practices	20
Personal Protective Equipment (PPE)	20
<b>Planning for a Set Back</b>	<b>21</b>
Suspected case response	21
AHS Coordination	21
<b>Reference Documents</b>	<b>22</b>
<b>Appendix A - Re-Entry Procedures</b>	<b>23</b>
<b>Appendix B - Academic Program Re-Entry Template</b>	<b>23</b>
<b>Appendix C - Department Re-Entry Template)</b>	<b>23</b>

# 1. Re-Entry Task Force

## Mandate

Reporting to the Vice-President, Academic & Student Experience, the Re-Entry Task Force was tasked with looking at all options for a successful Fall Term in light of the current public health emergency, including delivery of classes and a plan for re-entry to the Olds College campus. An important part of this mandate is to engage with internal and external stakeholders, including the College Leadership Team, Faculty Association, support staff union, commercial partners, and student leaders. The consultations and analysis focused primarily on enabling the delivery of academic programs for the Fall 2020 term.

## Composition

### Executive Sponsor

Debbie Thompson - VP Academic & Student Experience

### Task Force Members

Peter Mal (Co-Chair) - AVP Students & Registrar

Bruce Kent - (Co-Chair) - Director of Human Resources

Tom Ranieri - Director, Campus Development & Facilities

Dalin Bullock - Dean, School of Life Science and Business

Dan Daley - Dean, School of Trades and Skills

James Benkie - Dean, Werklund School of Agricultural Technology

### Task Force Support

Michael Keeling - Manager, Health, Safety & Security (Procedures)

Berton Sullivan - Manager Decision Making Framework/Analysis (Procedures)

Blayne Meek - Director, Corporate Communications (Communications)

Nicole Dussault - Executive Assistant to VPASE (Administrative Support)

## 2. Overview

This plan has been developed to provide a coordinated response to the current public health emergency that includes delivery of classes and a plan for re-entry to the Olds College campus. Appendices, available to staff and faculty, provide expanded procedures and templates that will assist with re-entry and resumption of normal activities. This framework will be useful to campus leaders as we navigate the pandemic together.

The task force has consulted with campus stakeholders and partners including College Leadership Team members, managers, student services providers, Student Association Olds College (SAOC), Olds College Faculty Association (OCFA), Alberta Union of Provincial Employees (AUPE), Community Learning Campus (CLC), Campus Alberta Central (CAC), College Housing Olds Corp. (CHOC), the Pomeroy Hotel and Chartwells.

The COVID-19 pandemic will not be over until there is an effective treatment or a vaccine and it has been widely distributed. Public Health Orders and restrictions will remain in place for a long time. We anticipate that these restrictions will be lessened over time, with the distinct possibility that they may be reinstated if there is a second wave of COVID-19.

This plan emphasizes that the health and safety of students, staff, and faculty is the most important priority. We acknowledge that while the changes to college operations are considerable, we are committed to maintaining these new practices for as long as is deemed necessary. We need healthy employees to provide a safe learning environment for students. Staff, faculty, and students want assurances that they will not get infected as they return to work and study at Olds College. Any attempt to resume operations without considering risks and taking appropriate measures will be unsuccessful. We must do it safely the first time.

While we are eager to return to work and to study, it is imperative that we take our cues from the Chief Medical Officer and other relevant Government of Alberta officials. With health and safety paramount, a lack of compliance may result in an outbreak of COVID-19, liability issues, and in some cases fines or penalties (including halting of educational service delivery).

This is a “living” document. It must evolve with our collective experience, and through input from campus stakeholders and the guidance of our College Leadership Team.

### **Incident Command Team**

The Olds College Incident Command Team will enter a new Operational Period specifically tasked with ensuring that this plan is effectively executed, communicated and achieved.

### 3. Epidemiological Evidence and Public Health Restrictions

#### Epidemiological Evidence

We are facing a worldwide pandemic. At the time of writing, over 6,300,000 people around the world have contracted the virus and over 375,000 people have died. In Canada, the number of cases has now reached over 93,000 and more than 7,000 have died.

COVID-19 is a highly transmissible virus and asymptomatic transmission makes the virus more difficult to contain. Researchers have developed a variety of models to predict the course of the pandemic and none of these models, to our knowledge, anticipate a rapid end to the pandemic. Furthermore, different models using different assumptions and run on data from different jurisdictions all suggest the likelihood of a second and subsequent waves of illness.

The primary hope for curtailing the virus is the development of a vaccine; however, it is unlikely that this would occur in the short term. Vaccine development and mass production normally take significantly longer than the 12 to 18 months which have been suggested in the media.

#### Alberta Public Health Restrictions

On April 30, 2020 the Alberta provincial government released [Opening Soon - Alberta's Relaunch Strategy](#). It outlines a three-phased process for gradually lifting public health restrictions but does not stipulate the timetable under which this will take place. The Framework suggests the following conditions will be required for a reduction in restrictions:

- Low infection rates
- Hospitalization rates
- Intensive care unit rates

Even as public health restrictions evolve, the Framework suggests that the following restrictions will continue:

- Social gatherings will be limited in size
- Physical distancing measures will be required
- Isolation and quarantine for returning travelers
- Limitations on the operation of types of businesses or institutions
- Vulnerable populations (e.g. those with underlying health conditions) will be encouraged to continue isolation.

On May 23, 2020 the Alberta government provided guidance for post-secondary institutions. This plan recognizes that while there is provision for some in-person educational service delivery to occur on campus, operational guidelines to mitigate risk will be followed.

*“Despite the allowance for resumption of in-person classes, post-secondary leaders are encouraged to continue to hold classes remotely and limit in-person attendance on campus as much as possible.”*

- [Guidance for Post-Secondary Institutions - GoA](#)

## 4. Key Commitments and Guiding Principles

### Key Commitments

Throughout the pandemic Olds College...

*... will provide the best possible learning experience for students and maximize ongoing research activities*

*... will adopt flexible and innovative operational models while capitalizing on adaptability, innovation, and efficiency*

*... is committed to transforming agriculture for a better world*

### Guiding Principles

- **People First** - Olds College values the health and wellbeing of students, staff and faculty above all other considerations.
- **Guidance from Public Authorities** - The safe return to normal operations will be conducted using guidance from the Alberta Chief Medical Officer of Health, Alberta Health Services, Alberta Occupational Health and Safety and from Municipal, Provincial and Federal government sources as appropriate.
- **Prioritize Student Experience** - We will continue to provide the best possible learning experience for our students throughout the pandemic.
- **Transparency** - We will provide timely, accurate and frequent communication to students and staff.
- **Consistency** - In approaches across schools and programs where appropriate.

- **Collaboration** - Cooperation with partners, including industry and peer institutions, will be encouraged to enhance efficiency and maintain quality.
- **Research Focus** - Research activity on campus will be supported.
- **Fiscal Responsibility** - We will continue to exercise our commitment and requirement to be a fiscally responsible institution.
- **Risk-Based Decision-Making** – We will be constantly mindful to consider the risks associated with the decisions being made to return to the classroom and the workplace while protecting the safety of students, staff and faculty.
- **Engagement** – Engaging stakeholders to ensure input and confidence in the re-entry plan.
- **Adaptability** – Circumstances will continue to change. We will adapt the plan in response to changes and adopt flexible and innovative operational models while capitalizing on innovation and efficiency.

## 5. Phased and Scaled Approach to Re-Entry

The Re-Entry Task Force is also preparing a plan to facilitate a phased and scaled approach to re-entry of the Olds College Main Campus. This means that not all departments, staff and services need to return to campus at the same time. A deliberate and gradual re-entry will allow time for staff and students to adjust to new conditions and reintegrate back into the College campus in a safe and manageable way.

We anticipate a phased approach that will ensure the greatest opportunity for hazard awareness, risk mitigation and enable the highest possible standards in infection control, hygiene practices and social distancing as the College emerges from essential services.

### **Re-Entry - Phase 1** (July 6, 2020 - August 23, 2020)

- Personnel who are required to develop departmental safety procedures, implement physical changes to facilities and maintain campus hygiene. This includes Health and Safety, Print Shop, Facilities, and Caretaking staff.
- College Leadership Team members (and other managers) can be on campus as necessary to provide leadership to teams and support phase two preparations.
- Limited to no on campus instruction.

### **Re-Entry - Phase 2** (August 24, 2020 - December 31, 2020).

- The gradual return of operations and support functions to campus, including: Office of the Registrar, TLCI, Business Services, Human Resources, Information Technology,

Continuing Education, Development, Communications and some Health and Wellness staff.

- Olds College continues to encourage remote working arrangements where effective.
- The Olds College Fall Term will be offered predominantly in a remote learning environment with some exceptions.

### **Re-Entry - Phase 3** - (January 1, 2021 anticipated)

- The return of the remainder of staff and faculty as the students return for the resumption of on-campus, in-person classes. This would include remaining Faculty, Instructional Assistants, Health & Wellness, Accessibility and Athletic staff.

The Olds College Fashion Institute will follow the guidance and instructions of Bow Valley College.

## 6. Academic Planning

On May 23, 2020 The Government of Alberta released risk mitigation guidelines for Post-Secondary Institutions planning to resume in-person educational services. Despite the allowance for resumption of in-person classes, the guidelines encouraged post-secondary leaders to continue to hold classes remotely and limit in-person attendance on campus as much as possible.

### **Fall Planning Assumptions**

Planning for the Fall Term began in April with a number of Fall 2020 Planning Assumptions that included:

- We forecast that the pandemic will affect enrolment in some programs more than others with a substantial reduction in the number of international students.
- We anticipate that physical distancing, and restrictions on gathering, will remain in effect at the start of the fall Term
- As the fall term progresses, limitations may be reduced, allowing for a blend of online and in-person delivery of courses.
- An outbreak of Covid-19 infections may occur in the local community requiring significant restrictions impacting education.
- Local, provincial and federal economies will be weakened, leading to high unemployment and limited work experience opportunities for students.

- Students will experience increased financial and personal challenges and may require additional forms of support
- The College is committed to achieving a balanced 2020-21 budget.

## Scenario Identification

At this time, the Academic Planning Group recognized that the four scenarios described below would be the most likely.

**Scenario #1** - fall term remote delivery, winter term on-campus with in-person classes.

- The spread of COVID-19 is not yet under control in Alberta and restrictions remain in place
- In-class instruction is not permitted
- Some essential research activity is permitted
- International students are not permitted to travel
- Campus is in a state of essential services only with provision for curriculum development and instructional teams as permissible
- Campus housing is closed

**Scenario #2** - fall term remote delivery, return to on-campus, in-person classes within the fall term.

- The spread of COVID-19 is substantially under control in Alberta and restrictions have relaxed, though measures to contain the spread of the virus remain in place
- In-class instruction permitted at some point in the fall term but controls related to class size, physical distancing, hygiene and PPE requirements are in place
- Essential and non-essential research is permitted
- International students are not here as travel restrictions were not lifted in time
- Campus opens via phased approach
- Campus housing opens mid-way through the term

**Scenario #3** - fall term includes some allowances for modified on-campus, in person delivery (as long as we can demonstrate compliance with Alberta Health Services directives).

- The spread of COVID-19 is substantially under control in Alberta and restrictions have relaxed, though measures to contain the virus remain in place
- In-class instruction permitted at some point in the fall term but controls related to class size, physical distancing, hygiene and PPE requirements are in place
- Essential and non-essential research is permitted

- Some International students are here as travel restrictions are loosened for students from some countries
- Campus is open: study, social and recreational spaces are open on a limited basis with hygiene protocols and social distancing restrictions
- Campus housing is open as permissible and coinciding with campus opening

**Scenario #4** - Delayed fall term start (if on-campus, in-person delivery was guaranteed to begin October 2020) - would push winter term to end May 2021

- Same conditions as Scenario #3.

On April 17, the Academic Planning Group's recommendation was that Program Teams prepare for Scenario 1 due to the uncertainty of what the Fall 2020 Term would look like. These uncertainties included:

- The exact course of the pandemic and of public health restrictions cannot be predicted at this time;
- Prohibitions against large gatherings and social distancing requirements will likely continue for an extended period.
- Further, travel restrictions and quarantine requirements would make it difficult for many students – particularly international students – to access courses taught in-person creating inequities in access.
- Until the situation changes, it will not be feasible to teach most courses in-person due to health considerations and capacity limitations.

Anticipating that it may be possible for some programs to have face-to-face components, it was also shared that future re-entry planning would include formal recommendations for certain programs to enter a decision-making framework for program re-entry.

Primarily in May, Deans and Associate Deans worked with Program and Curriculum Committees to prepare for Scenario 1 and identify supports required to overcome any challenges that may arise. Our Teaching and Learning Centre of Innovation team and Registrar's Office recognized the challenge ahead and looked forward to providing the support that program teams and individual faculty members needed to be successful.

## Final Academic Recommendations

- Given the latest provincial recommendations, Olds College continues to hold classes remotely and limit in-person attendance on campus as much as possible;

- The Olds College Fall Term will be offered predominantly in a remote learning environment with some exceptions;
- All programs are recommended to go through the Olds College Academic Program Re-entry Framework to identify the most appropriate learning environment: 1) remote, 2) on-campus, 3) remote with optional on-campus portion, or 4) remote with required/mandatory on-campus portion;
- All Alberta Industry Training (AIT) accredited programs will go through the Olds College Academic Program Re-entry Framework pending AIT decision relating to face to face requirements;
- Programs with on-campus requirements will be identified by June 15;
- Programs with on-campus optional components will be identified by July 15;
- Courses without on-campus requirements will start the term via remote delivery and this remote delivery will continue to be an option for students for the duration of the term. Any exceptions will be identified by June 15;
- Work Integrated Learning to continue under the same paradigm as the spring term;
- All face to face Continuing Education programming (credit & non-credit) go through the Olds College Academic Program Re-entry Framework;
- A Communications & Marketing plan be developed to effectively communicate and create confidence in our current and new students with respect to the 20-21 academic year and re-entry plan.

## 7. Additional Campus Re-Entry Recommendations

In line with the Key Commitments and Guiding Principles identified in this document, and in support of the Academic Recommendations listed above, these additional campus re-entry recommendations prioritize the safety and wellbeing of all campus departments, our community, our academic mission, and the needs of our students and staff. They have been developed after widespread consultation with campus stakeholders. Using this guide and linked procedures, College leaders are responsible for developing department level plans where necessary to mitigate risk.

### 1. Olds College Smart Farm and Research

We recommend continuing to prioritize access to the Olds College Smart Farm and research facilities, in compliance with public health guidelines, as restrictions allow.

Specialized research facilities, as well as farm operations should continue to operate as restrictions allow. Compared to classrooms, research facilities and farm operations are usually outside and it is possible to configure and schedule activity in ways that ensure compliance with public health guidelines and the safety of staff, students, and industry partners.

## 2. Continuing Education

We recommend that the resumption of Continuing Education face-to-face classes coincide with Re-entry Phase 2, provided that courses/programs pass through the Olds College Academic Program - Campus Re-Entry Evaluation template process.

The resumption of classes would allow some students (e.g., Agronomy Certificate Level 1 to complete Field Study requirements. Food services and accommodations will be sourced via alternative options (e.g. restaurants, Pomeroy Hotel) where necessary until on-campus options become available. Off-campus programming and corporate training would follow the resumption of July on-campus programming.

## 3. Student Support Services

We recommend that high-quality student services continue to be offered online, and that they resume in-person in Phase 3 once public health guidelines and government regulations allow.

With many students likely to study at a distance from Olds College, it is important that they have online access to high-quality student services such as mental health support, counselling, tutoring, and career guidance. At the same time, students who are local residents may prefer in-person interactions for services such as counselling. A mixed delivery model maximizes the support available to all students. Priorities for Student Support Services Include:

- Educating students with how to learn online and technical skills required
- Intentional onboarding for both new and returning students that includes health and safety awareness relating to COVID-19
- Ensuring learners with disabilities have access to supports and services
- Providing clarity around the range of services that are available to students
- Building social spaces for community between students, staff, faculty, SAOC
- Recognizing and removing barriers to learning for diverse populations (e.g., time zone issues, access to internet, Indigenous students, International students)

## 4. Campus Housing

At the recommendation of Olds College and in consideration of the re-entry guidelines for post-secondary institutions provided by the Government of Alberta, College Housing Olds Corp (CHOC) recognizes that townhouse accommodations are the most feasible option for students living on campus, and will be available for re-entry phase 2. Student safety and ensuring a positive student experience are key considerations in re-entry planning.

CHOC is committed to making all rooms available for use, including Centennial Village, should the College wish to utilize those facilities as well. During re-entry phase 1 and 2, we envision restricted access to Centennial Village and CHOC offices.

- The number of occupants in a townhouse will be limited and individual residence rooms will not be shared.
- Campus Housing will adopt limited occupancy and an enhanced cleaning and disinfecting schedule for all shared spaces and high-touch surfaces (e.g., Clubhouse Laundry Facility).
- Some students including international students who have remained or returned to Canada and domestic students from outside central Alberta will require accommodations. Once Canada lifts travel restrictions and non-essential international travel resumes, residences can re-open two weeks before in-person classes start to allow international students to complete their quarantine period.
- Some residence rooms will be dedicated to allow for symptomatic residents.
- For students under quarantine or isolated due to symptomatic illness, the Health and Wellness Centre will develop procedures to coordinate:
  - Food delivery
  - Laundry service
  - Quarantine wellness kits
  - Coordinating with AHS relating to testing
- CHOC will provide a re-entry plan once the Olds College plan has been received to ensure consistency and alignment.

## 5. Food Services

We recommend that food services resume operation once students return to campus (Re-entry phase 2 and 3). Initially, the Elements Dining Centre will be closed, while a limited offering will operate out of the Ralph Klein Centre (RKC), coinciding with Chinook's Edge School division facility re-opening timelines, until sufficient numbers of college students and staff are present. The Duncan Marshall Place (DMP) kiosk can re-open as demand allows.

- RKC offerings will be pay-as-you go. A declining balance program should be pursued.
- As the Elements Dining Centre resumes operation, the method of food service delivery will change from all-you-care-to-eat buffet style to pre-packaged meals that can be picked up by staff and students.
- Chartwells will prepare meals for delivery if necessary for students in quarantine.
- Food service operations requires 4 weeks notice prior to re-opening.
- SAOC operates The Crossing and re-opening would coincide with Phase 3.
- With all food services operations, appropriate cleaning procedures and food handling practices will be implemented to minimize risk and adhere to CMOH Orders, the Food Regulation and the Guidance for Restaurants, Cafes, Pubs and Bars when relaunching.

## 6. Conference Services

We recommend that Conference Services gradually return to booking events subject to the Alberta Health guidelines and where the risk to the staff and students is low.

Conference Services generates significant revenue and makes a positive contribution to the Community. While limited Conference Services may resume in phase 1 and 2, full operation of Conference Services may not be possible until phase 3. When responding to event booking requests, consideration should be given to allocating sufficient time and identifying additional costs for proper cleaning and sanitizing before and after events.

## 7. Social Spaces

We recommend a strategic effort to utilize our existing online social spaces for students, faculty and staff to foster a sense of community.

One of the advantages of in-person instruction is the opportunity for students to connect with each other and with faculty. These connections enhance learning, build community and often form the basis of social supports that are known to enhance student wellbeing. Olds College currently offers a number of online social spaces for students such as Google Meet and Moodle. We need to think creatively and build on best practice to develop online social interactions for students. As faculty have access to class lists, we need to engage faculty to lead this online social initiative with students. We should also engage the SAOC and CHOC as partners in this effort. The College's social media channels will continue to be used to engage with Students on Student Life and Health & Wellness Initiatives. In particular, first year students should receive special attention as they will not yet have had the opportunity to form social groups through on-campus interactions. Similarly, HR and Corporate Communications will utilize OC Connect and Social Media to provide online social spaces for faculty and staff.

## 8. Community Learning Campus

Re-entry to Community Learning Campus spaces will be reviewed and approved by the CLC Executive senior leadership.

A CLC re-entry process follows both Olds College and Chinook's Edge guidelines and will require collaboration from a number of Olds College and Chinook's Edge departments. CLC spaces that require heightened collaboration are the CLC Fitness Center, the Olds College Learning Commons, FGH gymnasium and the Carpentry Lab. The re-entry of Ecole Olds High School students and staff will be coordinated through the CLC Executive senior leadership team. Due to the shared nature of CLC spaces with varying users and associated provincial guidelines, there can be different timelines for re-entry.

## 9. Broncos Athletics

We recommend that Broncos Athletics suspend ACAC competition until January 4, 2021. Resumption of ACAC athletics and any training that may occur is subject to Olds College approval via the Department Re-entry Template.

Staggering student athlete arrival to Olds throughout September-October will assist in minimizing risk, complete COVID-19 testing if required, and ensure that students have secured local housing. Training will resume on a sport-by-sport basis following provincial guidelines, including provincial sport templates for return-to-play, and as college facilities are approved for re-entry.

## 10. Technology Access for Students

We recommend that student access to technology be a priority.

With a significant portion of our teaching and learning taking place online, it will be important that students have access to computers and stable internet connections. The re-opening of additional computer labs – with appropriate social distancing and cleaning – should be prioritized once public health restrictions allow. In the interim, alternatives such as expanded access to computer equipment loans should be explored.

## 11. Teaching & Learning Centre of Innovation (TLCI)

We recommend that TLCI provide increased technological and pedagogical support to faculty, and further recommend that each program area and department designate an online teaching mentor to support other members of the instructional team.

While recognizing the autonomy of faculty to determine the most appropriate online pedagogy for their learning objectives, we encourage the sharing of best practices both within and across disciplines. TLCI already plays a central role in creating communities of teaching practice. This work needs to continue to be well supported in light of the additional demand on their services.

## 12. Return to Work and Study Training

We recommend that Olds College develop online orientation for students, staff and faculty returning to campus that addresses expectations and shared responsibility to prevent the spread of COVID-19. Additionally, Facilities and Caretaking staff should be trained on revised and enhanced cleaning and sanitation procedures and protocols.

## 13. Technology

We recommend continuing remote working where possible and for IT to continue to support needs whether additional monitors or phone solutions to those who require them. Additional support software may be required for a visitor management system installation and ongoing support for online delivery of educational programming.

## 14. Academic Planning

We recommend that the Academic Planning Group continue to monitor the provincial response to the health emergency and support planning and implementation of academic programming throughout the pandemic.

Every part of our campus community has a role to play in continuing our mission during the pandemic. The Academic Planning Group will continue to support this work by conducting environmental scanning, examining options, adjusting recommendations as needed, and initiating the collaborations required to implement these recommendations.

## 15. Communications

We recommend that a communications plan be developed to support the Re-Entry plan.

## 8. Preparation for a Return to Campus

In preparation for returning staff and students to the Campus, the Appendix to this guide includes procedures that address a number of topics. Refer to the Appendix for expanded information.

### Health Pre-Screening & Monitoring

All employees returning to work will be required to complete a “Fit for work declaration” prior to commencing work. This will involve a short questionnaire and includes a self declaration of no recent contact with a COVID-19 suspected or confirmed case and that they currently have no symptoms. Temperature testing will be available. Self assessment will be required daily and exceptions followed up on.

Prior to returning to work and study, all staff and students returning to campus will be required to complete an online orientation module relating to COVID-19 safety.

All students, staff, and visitors will be encouraged to download the ABTraceTogether app to support accurate contact tracing in the event of an outbreak.

Compliance - Staff and students who choose not to comply with the safety rules jeopardize the health and safety of others and will be prevented from returning to campus.

### Sanitization, Cleaning & Disinfection Procedures

Olds College Caretaking will be responsible for cleaning and disinfecting on campus. Cleaning refers to the removal of visible soil and waste. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned.

Campus Facilities will develop and implement cleaning and sanitation procedures and protocols consistent with Alberta’s Health guidelines.

Disposable towels and spray cleaners, or disposable wipes, will be made available to staff, and students and visitors (as necessary) to regularly clean commonly used surfaces. Staff and students are encouraged to assist in sanitizing surfaces & equipment, before and after use, wherever possible.

## Engineering Controls

### Barriers and Floor Markings

- The use of transparent physical barriers will be required across Campus in a number of high traffic areas and front facing spaces.
- The Campus Facilities team will work with each department to identify front facing areas and determine appropriate engineering controls. Campus Facilities can also help evaluate and assess the needs of specific areas or spaces to insure that both capacity and social distancing considerations are met.

### Signage

- Signage will be employed to indicate the capacity limitations of specific spaces, such as meeting rooms, classrooms and front facing administrative areas.
- Floor markings will also be utilized as a means to guide foot traffic and define areas to maintain social distancing (e.g. while waiting in line, or directional instructions).

### Common Areas & Washrooms

- Campus Facilities will implement a program to utilize touchless equipment in washrooms and common areas where feasible. Use of some Washroom fixtures may be reduced where social distancing may not be attainable.
- Social meeting areas should be addressed to ensure they are conducive to maintaining social distancing requirements.

### Meeting Room and Classrooms

- Chairs, tables and equipment should be reduced in rooms to the appropriate occupancy limits and to maintain social distance requirements.

## Hazard Assessments

Olds College's return will occur in a controlled, organised and risk averse fashion. Written hazard assessments will be completed by all staff upon return, these will be living documents that are revisited when conditions change.

When a written hazard assessment identifies a "High risk condition" the worker will engage their supervisor and a safe working process document will be created to mitigate the risk.

## Work Practices

Work practices should be revised to minimize the risk of COVID-19 transmission. These measures should include:

- Meetings should be conducted using Google Meet where practical.
- College Staff Faculty and Students should travel in separate vehicles when possible.
- Staff who can effectively complete their work remotely should be encouraged to do so on a partial or full time basis. Each CLT member should be responsible to approve on-going remote work arrangements.
- People managers should consider staggering work schedules and break times to limit use of common areas at any one time.
- External contractors will be required to abide by the same rules as College Staff.

## Personal Protective Equipment (PPE)

Olds College will provide COVID-19 related PPE to all Staff, Faculty and Students identified as requiring it in order to reduce or mitigate risk. Consult the procedures for a standard definition for PPE.

Due to the broad nature of our practices across Olds College, PPE requirements vary considerably in many cases PPE is not required. The need for PPE will be based upon a risk assessment conducted in each workplace and learning environment. Staff and students are encouraged to wear protective face coverings at all times where possible especially when it's difficult to maintain a physical distance of 2 metres at all times.

## Visitor Management

Olds College should implement a system to welcome, advise and monitor visitors to the campus. This system will enable visitors to complete the self assessment confirming they are safe to attend on campus and enable tracking in the event of an outbreak.

## 9. Planning for a Set Back

It is likely that the pandemic will impact the on-going operations of the College as outbreaks of COVID-19 occur in the local or College community at some point. We anticipate there will be a return to more restrictive measures to ensure the safety of staff and students as a response.

These measures will include one or more of:

- Tracking coworkers, cohorts and contacts aided by the ABTraceTogether app
- More thorough and frequent cleaning protocols
- Temporary closure of rooms or buildings to allow a deep cleaning
- Limitations on face to face gatherings on campus
- Closure of business enterprises and services on campus
- Return to remote work for staff who are able
- Return to online delivery of classes
- Partial or complete closure of campus facilities.

### Suspected case response

Our response to an infection or any “on campus ” emergence of symptoms will be rapid, measured and appropriate. These measures will include one or more of:

- Proper PPE to be worn by all involved
- Immediate isolation of the sick individual from others
- The Manager for Health Safety and Security and the Campus Nurse will be contacted
- A record of the sick individual's movements and interactions with others around campus will be gathered.
- Relief of the sick individual from work or study and arrange for transportation home to isolate and determine if a test is appropriate.
- Special procedures will be implemented if the individual is in residence
- Once a symptomatic individual has left the campus all surfaces and areas that they may have come into contact with will be thoroughly cleaned.

### AHS Coordination

In the event two or more staff or students become symptomatic and have a known location link (e.g. inhabit the same residence, or attend the same class), Olds College will notify Alberta Health Services (AHS). AHS will advise on how to manage any outbreak that occurs at a post-secondary institution.

## 10. Reference Documents

The Task Force is grateful for organizations that have made COVID-19 planning information publicly available

Alberta Chief Medical Officer of Health

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx#statement>

Alberta Relaunch Strategy

<https://www.alberta.ca/alberta-relaunch-strategy.aspx#stages>

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Government of Alberta Update - [Guidance for Post-Secondary Institutions](#)

Government of Alberta Relaunch Strategy

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Carleton University

[Planning for Fall 2020 The report published by the Carleton University Scenario](#)

NAIT - [POST-COVID-19 FACILITY RE-ENTRY GUIDE](#)