



Pandemic Emergency Response Protocol

**Version approved and
adopted
September 4,
2020**

TABLE OF CONTENTS

| | |
|---|----|
| Introduction | 1 |
| 1. Purposes of the protocol | 2 |
| 2. Objectives of the protocol | 2 |
| 3. Application field | 2 |
| 4. Definitions | 3 |
| 5. Application rules..... | 3 |
| 6. Allocation of responsibilities | 4 |
| 7. Protocol dimensions | 6 |
| 8. Sanctions | 12 |
| 9. Implementation of the Charter | 12 |
| Appendices | 13 |

Introduction

In developing this Pandemic Emergency Response Protocol, CDI College. Business.Technology. Health (hereinafter, the College) meets the requirements imposed by the Ministère de l'Éducation et de l'Enseignement supérieur (hereinafter, the Ministry) and the Direction de la santé publique. Due to the likelihood of a second wave of COVID-19 that would result in the need to re-close some educational institutions, it is necessary to have a contingency plan in place to deal with these situations, if any. The objective of this protocol is to allow all the actors present at the College to have a list of elements to take into account in order to cope with the changes that could arise from a new emergency context. This protocol therefore guides and frames the actions needed and their implementation in a pandemic context.

In addition, the protocol makes it possible to plan the actions to carry out on top of the measures already in place to comply with the health instructions covering all the important actions to be implemented or the elements to consider in order to effectively ensuring continuity of learning.

In accordance with the reference framework proposed by the Ministry, this document includes the six (6) dimensions suggested in particular:

- ✓ Management (e.g. sharing of responsibilities, data collection, crisis unit);
- ✓ Communications (e.g. communication plan, process with students);
- ✓ Material and information resources (e.g. connectivity and equipment needs, technical support to be offered to staff and students in the transition to distance learning) ;
- ✓ Educational services (e.g. methods of distance learning, monitoring and evaluation, educational support);
- ✓ Support for students with disabilities or with adjustment or learning difficulties and students with special needs (e.g. support measures, school programs, food aid);
- ✓ Mental health and well-being support (e.g. measures for students and staff).

Note: For each of these dimensions, a list of concrete actions will guide the departments and their teams in order to facilitate the deployment of the protocol and the steps necessary for its implementation.

The College thus has an official document in which it describes how it assumes its responsibility for ensuring the continuity of learning and the means adopted to bear witness to this in the context of a pandemic. In addition, the College updates its will to:

1. Ensure its compliance with the relevant laws and regulations;
 2. Ensure safe, secure and supportive learning environments;
-

3. Specify how it operates in crisis management by specifying in particular: prevention measures, sharing of responsibilities, communication plans, and adaptation measures relating to learning.

Finally, the protocol commits the College to assuming its responsibility to assess fairly, equitably and impartially, at all times, the complaints submitted in relation to its crisis management method, the actions taken or the emergency measures implemented.

1. Purposes of the protocol

The fundamental values, which serve as the foundations of the College's training mission, are responsibility, citizenship, continuous improvement, diversity (i.e. respect for the individual), integrity (i.e. creating an environment conducive to learning) and quality. To fulfill this commitment, the College pursues, through this protocol, the following aims:

- ✓ everyone's right to evolve in a supportive learning environment;
- ✓ everyone's right to be treated with respect, justice, equality, fairness and impartiality.

The College expects third parties with whom it is in contact to respect this protocol and its values, in connection with crisis management during a pandemic.

2. Objectives of the protocol

The College is committed to providing all of its students with a stimulating face-to-face or distance-learning environment in all of its facilities. By adopting this protocol, the College aims, more precisely, to achieve the following objectives:

- ✓ Provide the College with a set of measures governing crisis management during a pandemic.
- ✓ Create a supportive learning environment.
- ✓ Protect the mental health of students and staff.
- ✓ Adopt an exemplary expertise in all circumstances.

This protocol is not intended to limit social interaction between people who operate within the College grounds. On the other hand, it is important to make all stakeholders aware of the potential dangers and measures in place to address concerns about physical distancing in times of a pandemic.

3. Application field

This protocol applies to members of the community at any facility owned by the establishment.

4. Definitions

Location: Any building or any closed place in a building accessible to various people, whether they come there for their work, for their studies, for business and of which the College is a tenant.

Community members: includes all students, faculty and other employees of the College.

Learning environment: includes not only the primary learning location, but also locations and events that are related to learning (internship settings, offsite conferences, trips, annual Christmas party, etc.).

Pandemic: refers to an epidemic that affects a large number of people over a wide geographical area, but also the spread of a contagious disease that affects a large number of people in a defined region.

Person: means any natural person who frequents any of the facilities belonging to the institution, including students, staff, suppliers, tenants and visitors.

Other person: any third party to the institution (workplace supervisor, visitors, guests, consultants, external organizations, etc.) who are in contact with the College.

5. Application rules

During a pandemic, teleworking and distance training should be favored in all circumstances.

5.1 Prohibitions

It is strictly prohibited, during a pandemic, to use the facilities, furniture or equipment belonging to the College unless:

- having previously obtained permission to do so;
- having been invited to join a training activity that must be done in person.

It is also forbidden to go to the College without an appointment to collect belongings. These prohibitions apply in all the premises that the College rents for all of its training activities as well as on the internship sites.

5.2 Signs and postings

Anyone in places under the responsibility of the College must obey the signs and postings related to the application of this protocol. Posters and signs stating the importance of hand washing, the wearing of personal protective equipment or the like must be clearly visible at all times and installed at strategic locations in the College. However, the lack of display in no way limits the application of this protocol.

5.3 Limitation of liability

As a private college licensed by the Ministère de l'Éducation et de l'Enseignement supérieur, our institution must comply with both the directives issued by the Ministry and those of the Direction de la santé publique. The College assumes no responsibility and cannot be held responsible for any inconvenience that may arise from the need for a study program normally offered in person to have to be delivered at a distance, in whole or in part, due to a emergency situation such as a pandemic.

6. Allocation of responsibilities

Given the large number of stakeholders involved in the process governing the application of crisis management rules during a pandemic, a clear allocation of responsibilities facilitates the work of appropriating the mandate to be carried out. It also helps define the role to be played in the implementation of this mandate. This allocation of responsibilities is schematized as follows :

CHART I – Allocation of responsibilities

| Composition | Responsibilities under the protocol |
|--|--|
| <u>Board of Directors</u> | <ul style="list-style-type: none">· Approves the protocol and any proposed modifications. |
| <u>The Director General</u> | <ul style="list-style-type: none">· Promotes the application of the protocol;· Ensures that a healthy environment is established and maintained· Acts as a point of contact for the communication process with the Direction régionale de la Santé publique;· Initiates, at least once every five years, the self-assessment of the protocol in order, if necessary, to update it;· Resolves, as a last resort, unresolved special situations relating to the application of the protocol. |
| <u>Management Team:</u> <ul style="list-style-type: none">· Director General· Campus Directors<ul style="list-style-type: none">- Montreal- Laval- Pointe-Claire- Longueuil- Anjou / St-Leonard | <ul style="list-style-type: none">· Has ultimate responsibility for the implementation of the Protocol in the event of a pandemic;· Mobilizes staff and, if necessary, reviews the action plan.· Regularly informs students of the situation and the measures to be taken to prevent the spread of the disease and also when the danger is over;· Resolves specific situations submitted to them. |
| <u>Compliance Manager</u> | <ul style="list-style-type: none">· Writes the protocol;· Reviews the protocol in collaboration with management (crisis unit);· Ensures the application of the protocol;· Promotes compliance with the protocol;· Acts as a liaison with the various stakeholders;· Submits to the Director General any problem, current or possible, in terms of crisis management during a pandemic; |

| Composition | Responsibilities under the protocol |
|----------------------------|--|
| | <ul style="list-style-type: none"> Submits to management all problems that couldn't be resolved. |
| <u>Campus Director</u> | <ul style="list-style-type: none"> Makes sure he/she knows and follows this protocol; Ensures the coordination of human, material and financial resources necessary for the application of the protocol, taking into account the interests of students and staff; Takes reasonable means to quickly implement the adaptive measures required during a pandemic; Implements the health protocol planned for the conduct of activities to be held in the establishments; Promotes health and hygiene measures to prevent spread, and encourages immunization to reduce the risks of a pandemic happening; Makes sure that people who are still contagious with the disease do not go to school until they have obtained permission from their doctor; Determines a procedure for the recovery of school materials and personal belongings for students and staff; Keeps track of staff and students who can access the establishment for the pursuit of activities that must be done in person (contact tracing of a potentially infected individual); Ensures the follow-up in second instance, of any complaint, report or information received, formulated in writing; Submits to general management any unresolved particular situation, |
| <u>Director of Studies</u> | <ul style="list-style-type: none"> Makes sure to know, disseminate and enforce this protocol; Ensures the follow-up at first instance of any complaint, report or information received in writing; Meets with appropriate stakeholders; Gathers the comments of stakeholders and records them in a report; Reminds the ins and outs of the protocol once a year during a compulsory educational day; Submits any particular unresolved situation to campus management. |
| <u>Instructor</u> | <ul style="list-style-type: none"> Makes sure he/she knows and follows this protocol; Promotes health and preventive hygiene measures to prevent spread, and encourages immunization to reduce the risk of a pandemic; Makes sure that people who are still contagious with the disease do not go to school until they have obtained permission from their doctor. |

| Instance et composition | Responsabilités au regard du protocole |
|-------------------------|---|
| | <ul style="list-style-type: none"> · Leaves the establishment with all his/her belongings; · Makes sure he/she develops digital skills, particularly with regard to distance education tools and cybersecurity; · Sets up various initiatives for students (homework, work to be done, etc.); · Organizes teaching in synchronous mode using videoconferencing; · Ensures frequent contact and regular personalized follow-up (remotely) with students; · Acts as a liaison with students and management; · Reports on his teaching activities every weekend; · Asks, if necessary, the person who violates the protocol to stop; · Records in detail the circumstances surrounding the contravention and informs the Director of Studies or the Campus Director; · Communicates to the Studies Department any situation of non-compliance with the directives to be respected during a pandemic. |
| <u>Student</u> | <ul style="list-style-type: none"> · Makes sure he/she knows and follows this protocol; · Leaves the establishment with all his/her belongings; · Informs of a violation of a provision of the protocol either his/her teacher or the Director of Studies or any other person whose role is to enforce it; · Acknowledges the information sent by the establishment about the situation and the measures to be followed to prevent the spread of the disease and also when the danger is over. |

7. Protocol dimensions

The application of the protocol is ultimately the responsibility of the director general:

Guy Côté, Director General - Quebec
 CDI College Business. Technology. Healthcare
 Tel.: (514) 434-8635
 Email : guy.cote@collegetcdi.ca

7.1 Management

Management is the dimension that refers to the main human, technical or material resources of the establishment in order to achieve the objectives provided for in the protocol economically, effectively and efficiently. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Creation of a crisis unit made up of management staff and representatives of the different sectors (instructors, professionals and support staff) responsible for managing potentially risky situations in addition to receiving and disseminating relevant information to the various actors concerned (the crisis unit must meet at least once every Wednesday from 1:30 p.m. to 2:30 p.m. by videoconference);
- ✓ Establishment of a communication process between the CEO of the establishment and the Ministry or the Direction régionale de la santé publique;
- ✓ Maintenance of a register of students (in particular an enrollment register and an attendance register), staff members (in particular the payroll register) who have attended the establishment and persons with whom to contact in case of emergency thus allowing contact tracing operations of a potentially infected individual;
- ✓ Daily declaration of any apparent infection situation using Vigie A2020 for absenteeism for a syndrome compatible with COVID-19 in public and private schools in Quebec available from the Collecte-Info gateway of the Ministry;
- ✓ Declaration, if applicable, of any obvious infection situation to regional public health at the email address: milieux-jeunesse.drsp.ccsmtl@ssss.gouv.qc.ca or by phone at 514-362-2941 (c/o Dre Mylène Drouin, Public Health Director 1301, Sherbrooke East Street, Montreal (Quebec) H2L 1M3 www.santemontreal.qc.ca telephone : 514 528-2400).
- ✓ Establishment of clear guidelines for students and staff to leave the establishment with all their belongings at the time of an emergency closure of the establishment because of a pandemic;
- ✓ Dissemination and implementation of the procedure for recovering school equipment and belongings for students and staff members absent when the establishment closes;
- ✓ Implementation of the health protocol planned for the conduct of practical learning activities that will be held, if necessary, in the establishments;
- ✓ Timely implementation of a deconfinement plan respecting the rules issued by the Direction de la santé publique.

7.2 Communications

Communications relate to the dimension that refers to the exchange of information between people inside or outside the establishment, the purpose of which is to make people involved aware of a situation. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Deployment of a communication plan in a crisis situation (General management vs campus management; Campus management vs instructors; Instructors vs students) covering periods of closure, reduction of face-to-face learning activities, learning activities remotely and back in the classroom (see table below);

- Dissemination of information from the Ministry to the various stakeholders by email to their official College email address and, if necessary, by means of a telephone follow-up or a videoconference;
- Distribution of the list of responding people (telephone and email, communication channel) and the point of contact to receive questions and problematic situations (see table below);
- Rapid and regular dissemination, if necessary, of information to students and instructors about the new procedures put in place concerning the re-entry, in the event of an announcement of confinement or during confinement by email to their official College email address and, as needed, via a follow-up phone call or videoconference or College website;
- Rapid and regular dissemination of information to students and teachers on the new methods put in place concerning the learning activities in which they participate (modifications made to lesson plans and assessments, method of teaching chosen, etc.) by email to their official College email address and, if necessary, via a follow-up phone call or videoconference or the College website;
- Establishment of a structure to ensure that the information disseminated has indeed been received by the people involved by requiring automatic confirmation of receipt from the email software;
- Accountability, made on request by the general management, of the measures put in place by the establishment to the Ministry or the Direction de la santé publique;
- Display of accessible documents and communication tools (infection prevention, hand washing, mask wear, etc.);
- Using a page from the College's official website to post an FAQ.

| Responsibilities | Name and position | Contact Information |
|---|---|---|
| External communications and campus directions | COTE, Guy Director General | T. (514) 434-8635 Guy.cote@collegecdi.ca |
| Communications instructors and students | SLIMANI, Mohamed Director Montreal | Mohame.slimani@collegecdi.ca |
| Communications instructors and students | BACHAALANI, Lara Director Laval | Lara.bachaalani@collegecdi.ca |
| Communications instructors and students | CIRCELLI, Ann Director Longueuil | Ann.circelli@collegecdi.ca |
| Communications instructors and students | CLÉROUX, Mylène Director Pointe-Claire | Mylene.cleroux@collegecdi.ca |
| Communications instructors and students | LECLAIR, Alexandre Director St-Leonard | Alexandre.leclair@collegecdi.ca |

7.3 Material and information resources

The dimension of material and information resources refers to the optimal management of premises, supplies and security. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Distribution of personal protective equipment and sanitary equipment necessary for face-to-face learning activities from the inventory available in the laboratory rooms of the Dental Assistance and Health, Assistance and Nursing programs.
- ✓ Acquisition of personal protective equipment and the necessary sanitary material by placing regular orders from the sources of supply usually used in particular for dental assistance and health, assistance and nursing programs;
- ✓ Acquisition of personal protective equipment and the necessary sanitary material by placing regular orders from alternative sources of supply;
- ✓ Confirmation, at the time of student enrollment, that they have the technological tools required for distance learning;
- ✓ Acquisition of laptops when replacing computers from office in computer lab rooms;
- ✓ Establishment of a remote access procedure to college computers to allow students to access the software required as part of their training;
- ✓ Implementation of the necessary IT protection measures in terms of cybersecurity and protection of personal information;
- ✓ Maintenance of physical distancing measures (signs using tablets and arrows on the ground, restriction of access to common areas, layout of premises, etc.);
- ✓ Acquisition of educational material in physical form by passing regular orders from sources of supply usually used;
- ✓ Signing of an agreement for the acquisition of digital learning materials by placing orders, as needed, from the usual sources of supply;
- ✓ Distribution to instructors and students, by appointment, of teaching material in physical form necessary for the maintenance of training;
- ✓ Deployment of regional technical support service for staff and students when transitioning to distance education activities;
- ✓ Deployment of the national technical support service for teleworking staff;
- ✓ Identification, on the basis of voluntary declaration, of students and staff who may have Internet access problems;
- ✓ When transitioning to distance learning activities, identification by instructors of students experiencing difficulties especially because of Internet access problems;
- ✓ Loan of IT equipment or search for alternative solutions (for example: reorganization of the course sequence) including, as a last resort, the possibility of having to temporarily suspend the training if no other short-term solution is found, until a definite solution is found or that face-to-face return is allowed again;
- ✓ Application of barriers (infection prevention, hand washing, wearing a mask);

- ✓ Limitation of student mixing by ensuring the stability of sub-groups face-to-face students, staggered arrival, departure and break times as well as access to washrooms;
- ✓ Improvement in the cleaning and disinfection of premises, material and equipment;
- ✓ Identification of areas and times at risk and implementation of an appropriate action plan by the management of each facility

7.4 Education services

The education services dimension ensures that the clientele served receives a high quality education by providing support, training and support to departmental teams in the application of study programs. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Determination of the learning activities that must be continued face-to-face and those that can be done remotely;
- ✓ Determination, on a case-by-case basis, depending on the situation prevailing in each internship setting, which practical training activities can be continued and those that must be postponed;
- ✓ Determination and dissemination of the necessary adaptation measures so that the training can be held at a distance (evaluation of learning, class schedules, etc.);
- ✓ Determination of remote working arrangements for staff members and an alternative method of distance learning (television, paper, etc.);
- ✓ Deployment of professional development and support activities for faculty members and students, particularly in connection with distance education tools, cybersecurity, distance education and assessment;
- ✓ Standardization of the platform used to provide distance training;
- ✓ Deposit of educational material on distance learning platforms;
- ✓ Provision of frequent contacts and regular personalized follow-ups with students in order to ensure educational support;
- ✓ Assessment of possible learning losses for certain students and preventive and corrective interventions to meet them, and be attentive to the academic and psychosocial needs of certain students.

7.5 Support for students with adjustment problems, learning disabilities or special needs

The support dimension for students with adjustment problems, learning difficulties or special needs is concerned with maintaining support services for the most vulnerable students. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Preparation of a list of vulnerable students with learning problems, with health problems or with special needs in order to provide them with remote monitoring;
- ✓ Determination of the learning activities that should continue face-to-face and those that can be done remotely;
- ✓ Determination of service guidelines for students with special needs;
- ✓ Determination of support services that cannot be continued remotely;
- ✓ Dissemination of information to students regarding changes to support services;
- ✓ Deployment of an appointment system to prevent people from unnecessarily meeting others when they go to the college for certain services.

7.6 Mental health and well-being support

The mental health support dimension refers to the specific situations of anxiety disorders, depression and other mental illnesses that may arise during isolation or during a pandemic. This dimension includes in particular the actions to be undertaken and the following implementation activities:

- ✓ Preparation of various distance student life activities to continue offering the best possible student experience;
- ✓ Determination of the activities that can occasionally take place in person;
- ✓ Awareness, especially during orientation days, and regular reminders during training of the importance of mental health and well-being to ensure a climate conducive to student learning presentation of the services offered when needed;
- ✓ Identification by instructors, when transitioning to distance learning activities, of students experiencing difficulties that could be explained by mental health problems or be related to their well-being;
- ✓ Identification, by the administration staff, during the observations made in the virtual classroom, of students experiencing difficulties that could be explained by mental health problems or be related to their well-being;
- ✓ Preparation and distribution of newsletters for instructors and students on prevention and awareness of mental health and well-being issues in distance education or pandemic situations;
- ✓ Updating and distribution of the guide to mental health and well-being support services made available to students and the employee assistance program (services offered by outsourcing by the specialized firm Morneau Shepell);
- ✓ Gathering clues about students or staff that may be experiencing mental health and wellness issues;

- ✓ Writing a report and transmitting the information to the relevant stakeholders who can support the student's efforts or direct them to the relevant resources as needed.

8. Sanctions

In the event of a breach of this protocol, the College reserves the right to apply appropriate administrative or disciplinary measures. As a guide, here are some of the measures that could be imposed:

For a staff member:

- ✓ In the event of a first infringement, a verbal warning may be given by a person duly designated for this purpose;
- ✓ For the second offense, a written warning will be given to the offender who will be met by the management concerned. A copy will be filed in the employee's file;
- ✓ In the event of a repeat offense, the employee could be subject to more severe disciplinary measures, up to and including suspension or dismissal.

For a student:

- ✓ In the event of a first infringement, a verbal warning may be given by a person duly designated for this purpose;
- ✓ For a second offense, a written warning will be given to the offender who will be met by management. A copy will be filed in the student's file;
- ✓ In the event of a repeat offense, the offender could be subject to sanctions up to and including expulsion.

9. Implementation of the Charter

9.1 Enactment

This protocol, duly approved by the Board of Directors, comes into effect on July 15, 2020.

9.2 Outreach

This protocol is distributed by the College to the community and is available to anyone who asks for it.

The College considers that the members of its community have read, accepted and will adhere to the provisions of this protocol.

9.3 Review

The College intends to review this protocol at least once every five (5) years, but reserves the right to modify it at any time.

REDUCE THE SPREAD OF COVID-19.

WASH YOUR HANDS.



1

Wet hands with
warm water



2

Apply soap



3

For at least 20
seconds, make
sure to wash:



4

Rinse well



5

Dry hands well
with paper towel



palm and back
of each hand



between fingers



under nails

📞 1-833-784-4397

@ canada.ca/coronavirus



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Wearing a Face Covering (Handcrafted Mask) in Public Settings



Warning:

Children under the age of 2, people whose particular medical condition prevents them from wearing a mask or face covering and people who are unable to put it on or take it off by themselves due to a physical disability, should not wear them.

When?

Wearing a mask or face covering that covers the nose and mouth is mandatory on public transit and school transportation vehicles, in school during movements outside classrooms and in common areas (from grade 5 elementary) and in enclosed or partially enclosed public places for people age 10* and over. Go to [Québec.ca/masque](https://quebec.ca/masque) for details on locations where wearing a face covering is mandatory.

In all other public places which are not subject to the obligation to wear a mask or face covering but where physical distancing of 2 metres is not possible, wearing a face covering is strongly recommended.

If you are sick, stay home. If you need to go to a medical clinic or hospital, you may wear your face covering until you are given a procedure mask.

Why?

Not everyone that has COVID-19 has symptoms. Some people do not even realize that they are infected. Wearing a face covering may reduce the risk of an infected person unknowingly transmitting COVID-19 to others. Wearing a face covering in public settings must be accompanied by other protective measures, which include proper hygienic practices and physical distancing. Your face covering must be properly used only by you, and regularly washed.

How to use your Face Covering (Handcrafted Mask)



1 Place the face covering over your nose and your mouth, securing it behind your ears with the elastic or string loops.



→ Wash your hands **BEFORE** and **AFTER** use of the covering.



2 Adjust the face covering to your nose.



→ Change your face covering if it becomes moist, soiled or damaged



→ Do not leave the face covering hanging from your neck or an ear. Keep it on your face and avoid touching it. If you do touch your covering while wearing it, wash your hands thoroughly as soon as possible.



3 Now adjust it under your chin



→ Remove your face covering by the elastic or string loops without touching the front.



→ Fold the outer parts of the face covering together and place it in a clean bag. You may wash the covering as soon as you get home, along with the rest of the laundry.

Face Covering (Handcrafted Mask) does not replace the following



Hand washing



Physical distancing



Isolation at home if you are sick



CORONAVIRUS (COVID-19)

Preventive Health Measures in the School System

PHYSICAL DISTANCING APPLIES TO EVERYONE

← 2 m whenever possible →



From arrival
at school
until departure



During recreation
and lunch hour



Keep the students or
pupils in the same group



Avoid direct contact for
greetings and prefer the
use of alternative practices

HYGIENE MEASURES AS WELL:



Frequently
wash your hands
for 20 seconds



Sneeze and cough
into your elbow



Discard your tissues
immediately after use



Do not share tools,
or else disinfect them
between uses

EMPLOYERS MUST ALSO:



Pay special attention
to stairways,
entrances, etc.



Regularly clean
frequently touched
surfaces



Respect
the measures
recommended

COVID-19 Hotline:

1-877-644-4545

To contact a CNESST inspector:

1-844-838-0808

202005-10794-1 (2020-05) Original version in French

PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Here's how you can practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
 - cough
 - fever
 - difficulty breathing

If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

NOTE: Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

The Government of Canada has implemented an Emergency Order under the Quarantine Act. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- ▶ If you have travelled and have no symptoms, you must **quarantine** (self-isolate)
- ▶ If you have travelled and have symptoms, you must **isolate**

FOR MORE INFORMATION:



canada.ca/coronavirus



1-833-784-4397

Questionnaire – Covid 19

In matters of health and safety at work, teachers and students have to take the necessary measures to protect their health, their safety and the one of those around them while at school. Furthermore, they must also help to identify and eliminate risks associated to their working environment. By answering the following questionnaire, you will meet these obligations.

Are you experiencing any of the following symptoms ?

- ☐ Severe breathing difficulties (effort for each breath, can only speak in simple words)
- ☐ Severe chest pain (constant feeling of tightness or crushing)
- ☐ Feeling confused (eg, not knowing where you are)
- ☐ Loss of consciousness
- ☐ None of these symptoms

Do you have any of the other following symptoms? Choose one or all of the symptoms that apply.

- ☐ Fever (feeling of warmth to the touch, temperature of 37.8 degrees Celsius or higher)
- ☐ Chills
- ☐ Cough
- ☐ Shortness of breath (shortness of breath, inability to breathe deeply)
- ☐ Sore throat
- ☐ Runny, blocked or congested nose
- ☐ Loss of sense of taste or smell
- ☐ Fatigue (lack of energy, extreme fatigue)
- ☐ None of these symptoms

Does any of the following statement apply to you?

- ☐ I am 70 years of age or older
- ☐ I suffer from a disease that affects my immune system (HIV / AIDS, autoimmune disease, etc.)
- ☐ I suffer from a chronic illness (diabetes, emphysema, heart problems, etc.)
- ☐ I am undergoing a treatment that affects my immune system (chemotherapy, etc.)
- ☐ I have traveled outside of Canada in the past 14 days.
- ☐ I have been in close contact with someone who has been diagnosed with COVID-19?
- ☐ I am in close contact with someone who has new respiratory symptoms (fever, cough, etc.).
- ☐ I am in close contact with someone who has recently traveled abroad.
- ☐ None of these answers apply to me.

Please send the questionnaire properly filled to your teacher or immediate supervisor.

Date : _____

Name : _____

Signature : _____

Date: May 25, 2020

To: All teachers and students (vocational program)

From: Management

SUBJECT: **Coronavirus (COVID-19) - Back to school**

The CNESST and the *Direction de la santé publique du Québec* have issued guidelines aimed at ensuring the security of people who will be returning to the class as of June 1, 2020. By nature, activities in the healthcare sector requires an unusual respect for safety and self-discipline standards. This is why we all have to put in place or respect the sanitary measures requested by the competent authorities, and adopt very strict *modus operandi* in order to reduce risks of spreading coronavirus. More specifically, you will find below the measures that have been put in place to ensure everybody's safety.

Before coming back to school

- ☐ Fill and return to your teacher the Covid 19 form.
- ☐ Refrain from coming back to school if you or someone you know has flu-like symptoms.

Upon arrival at the College

- ☐ Come in at the exact time identified by your teacher as per the revised schedule. Please note that uninvited students will be returned home.
- ☐ Comply with the building's protocol, in particular concerning the instructions for using the elevators and the signage.

Note:

- ☐ Schedules will be adjusted to minimize the risk of contamination and allow adequate cleaning before the arrival of each cohort.
- ☐ Late arrivals will not be tolerated.
- ☐ Compliance with the access route to the premises identified by the teacher is mandatory.

Upon arrival on the floor

- ☐ Wash your hands with warm water and soap for at least 20 seconds.
- ☐ Notify any changes to the Covid 19 declaration form.
- ☐ Sign the attendance roaster.
- ☐ Ensure compliance with the rules of physical distancing, in particular by limiting your movements and using the place assigned by the teacher.

- ☐ Wear protective equipment if physical distancing proves to be impossible (mask, eye protection, gloves or blouse).
- ☐ Respect the signage.
- ☐ Put on your scrubs once on site.
- ☐ Clean the area you will be working on.
- ☐ Limit sharing accessories and professional devices, equipment or supplies while performing teaching or learning activities.
- ☐ Respect the breathing etiquette (i.e. cover your mouth and nose when coughing or sneezing, use tissues or your elbow folded up; immediately dispose of used tissues in the trash; wash your hands frequently).

Notes

- ☐ Access to the premises is exclusively allowed for the program component that needs to be performed in a laboratory setting or for administering ministerial summative exams.
- ☐ The classroom door must remain open at all times.
- ☐ No student may be accompanied by another person.
- ☐ Access to non-essential common areas (lockers, cafeteria, etc.) remains prohibited.
- ☐ No gathering will be allowed outside the classrooms.
- ☐ The use of toilets will be limited.
- ☐ If any problem occurs, inform your teacher and seek a democratic solution.

Once the courses are over

- ☐ Clean the area you have been working on.
- ☐ Remove your scrub.
- ☐ Wash your hands with warm water and soap for at least 20 seconds.
- ☐ Use the stairway when leaving the floor.
- ☐ Leave the building as quickly as possible.

Notes

- ☐ Early departures will not be tolerated.
- ☐ Compliance with the exit route from the College identified by the teacher is mandatory.

We count on each end everyone of you to ensure that these guidelines are being followed at all times. Other measures and information will be forwarded to you as needed.

Thank you!