

Return to Work Plan for COVID-19

Human Resources Department
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Return to Work Plan for COVID-19 – Entering Phase 2

Health and safety are at the forefront of the CDI College Return to Work Plan, as we now prepare to restart our in-person our operations. The migration from teleworking to office setting will look different and the main goal of these guidelines is to protect our staff, our students, and the public in conjunction with Provincial Health Authorities recommendations, in order to prevent the spread of COVID-19 while operating.

CDI College may investigate any of its locations and their practices to ensure compliance with these guidelines.

This plan is based on communications from Public Health Canada and the Ontario Ministry of Health:

Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

COVID-19 (coronavirus) and workplace health and safety COVID-19 workplace safety plan

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Phases

CDI College strongly believes that to protect its staff, students and visitors in the midst of a pandemic, phasing back to work is the optimal approach. Slowly allowing staff to return to the office with new guidelines is the safest way to monitor the situation and make necessary adjustments along the way.

Employees will be welcomed back to the office beginning in Phase 2. CDI College will transition through phases following the guidance and updates from Provincial Health Authorities on COVID-19 latest outbreak information.

Phase 2 Guidelines

Check that signage has been placed at the entrance of the office to ensure no one with symptoms enters and occupancy limits are observed.

Social distancing guidelines are based on a 6-foot separation of individuals, but physical barriers are also appropriate. Using tape on the ground to indicate “line starts here” concept and placing tape marker at 6-foot intervals.

Follow walking directions on floor to guide one-way traffic.

Employees

In order to minimize the risk of person to person transmission of the virus, self-assessment for symptoms and overall health prior to coming into the office is required to protect coworkers, students, the public and ultimately oneself.

COVID-19 Symptoms include:

- | | |
|------------------------|------------------|
| 1) Fever | 6) Headache |
| 2) Cough | 7) Sore Throat |
| 3) Shortness of breath | 8) Loss of taste |
| 4) Chills | 9) Loss of smell |
| 5) Muscle pain | |

Any employee who falls into one or more of these categories will not be permitted to enter at any office or campus location:

- Is experiencing one or more of the above symptoms;
- Has been in close contact with a person who has been diagnosed with COVID-19;
- Has travelled outside of Canada in the past 14 days or has been ordered to self-isolate since returning from travel.

Any employee experiencing COVID-19 symptoms listed above should contact Health Services at 811 and perform the COVID-19 assessment, following their directions.

Any employee developing symptoms while at work will be asked to wash, sanitize their hands, and provided with a mask. They must leave the office immediately and notify their supervisor of their departure. Any surfaces the employee has come into contact with will be immediately disinfected.

Any employees who have health or safety concerns with the work environment should contact their supervisor for guidance and assistance.

Supervisors

Supervisors should consider the feasibility of phasing their team's return to the work location based on role functions:

- Alternate employees' workdays in the office and telework
- Stagger arrival and departure times
- Enable employees sharing an office to negotiate their own "in-office" schedule
- Provide sanitizer, wipes and PPE as appropriate
- Encourage employees to clear desk surface daily.

Supervisors are responsible for ensuring the proper sanitization of all workspace areas, including office, boardroom, shared equipment such as photocopiers, coffee makers, and high-touch surfaces, such as door knobs, elevator buttons, light switches, etc. prior to opening each day.

Visitors

Visitors must be contacted prior to appointment to determine if they are experiencing any known COVID symptoms. No visitors with these symptoms should be allowed to enter the office and must be advised to contact 811 to be assessed by public health professionals.

Anyone working or visiting the office or campuses will be invited to fill out the self-monitoring sign-in sheet (COVID-19) at reception.

Social distancing must be implemented in all areas of the offices, between reception, staff, students and visitors.

Stagger appointments by scheduling them at least 30 minutes apart, to ensure social distancing and time for proper disinfecting.

Where possible, contracts, and invoices, are to be sent electronically (Receptionist).

Where possible, payments are to be contactless (Receptionist).

Any visitor who refuses to comply with these measures can be refused entry and can be asked to leave the premises due to safety concerns.

Reception Area

Eliminate the waiting time, if possible. Check that all unnecessary items such as magazines, water coolers, business cards, and pens have been removed from the waiting area to reduce the number of contact surfaces.

Although hand sanitizer has been made available at the reception area, DO NOT shake hands.

Visitors should arrive alone for their appointment.

Proper cleaning and precautions must be taken between visitors including disinfecting surfaces such as doorknobs, keyboards, chairs, table, pens, *Interac* machine keypads, etc.

Always use caution when using cleaners and disinfectants and follow product recommendations.

Public bathrooms will be disinfected regularly and should have a notice for users indicating that the bathroom is limited to two people simultaneously, and asking them to use with caution.

Personal Protection Equipment (PPE)

When social distancing is not possible, all individuals in the room are required to wear a well-fitted face mask that covers their nose and mouth. Masks are to be worn for the entire visit.

Homemade masks are acceptable if they meet the stated requirements:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Plexiglas sneeze guards have been installed at front desks to help protect reception staff during interactions with visitors, as they continue to work on the front lines.

Effective Hygiene Practices

Must use 60% alcohol-based hand sanitizer.

Frequent and proper hand washing remains critical even when using PPE.

Keep your hands away from your eyes, nose, and mouth, to help prevent infections.

Covering coughs and sneezes and keeping hands clean can help prevent the spread of viruses. Sneezing into elbow can effectively prevent droplets from spreading, whereas you could still sneeze through a tissue.

Company Policies

Employees can take unpaid, job-protected leave related to COVID-19 if they are unable to work for any of the following reasons:

- They have been diagnosed with COVID-19 and are following the instructions of a medical health practitioner
- They are in self-isolation and are acting in accordance with an order of the provincial health authorities
- They need to provide care to their minor child or a dependent adult who is their child for a reason related to COVID-19, including a school, daycare or similar facility closure
- They are outside of the country and unable to return to work due to travel or border restrictions

Employees who fall within the situations above are encouraged to make the appropriate requests as per the leave of absence policies, which can be found in the Employee Handbook on CSPP.

[Policy Number WI 1012 - Employee Handbook](#)

Employees working from home must abide by the Telework Policy on CSPP.

[Policy Number WI 1023 - Telework Policy](#)

Failure to Follow Guidelines

Failure to follow these guidelines could result in one or more of the following actions:

- Investigation of complaint by supervisor or emergency response team
- Temporary suspension if the acts or omissions of any employee violate the applicable Code of Conduct, occupational health and safety guideline or put others at risk.
- Denied access to the premises

These guidelines are reflective of the severity of the current situation and our sense of duty to protect our staff, our students and visitors given the uncertainty with the COVID-19 pandemic. The virus is novel, as more and new information become available, the guidelines and phases will be updated accordingly.

This document is not an obligation for CDI College staff to return to work. If an employee cannot safely return to work according to these guidelines for any reason, they should communicate with their supervisors.

Resources

WSIB

- Novel coronavirus (COVID-19) update:

<https://www.wsib.ca/en/novel-coronavirus-covid-19-update>

- COVID-19 information and resources:

<https://www.ontario.ca/page/covid-19-coronavirus-and-workplace-health-and-safety>

- Personal Services: Protocols for Returning to Operations:

<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

- COVID-19 Guidance for Employers, Workplaces and Businesses:

https://www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf

- Guide to reducing the risk of COVID-19:

<https://www.ontario.ca/page/covid-19-stop-spread>

- COVID-19 Safety Plan template:

<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

Government of Ontario:

- Ontario's Restart Plan:

<https://www.ontario.ca/page/reopening-ontario>

Other:

- Public Health Ontario: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

- Ontario Ministry of Health:








http://www.health.gov.on.ca/en/ms/ecfa/healthy_change/healthlinks.aspx

- Canadian Mental Health Association Stay Well in Uncertain Times: <https://cmha.bc.ca/covid-19/>

Appendix




HELP REDUCE THE SPREAD OF COVID-19

TAKE STEPS TO REDUCE THE SPREAD OF THE CORONAVIRUS DISEASE (COVID-19):





-  follow the advice of your local **public health authority**
-  **wash your hands** often with soap and water for at least 20 seconds
-  use alcohol-based hand sanitizer (at least 60% alcohol) or an **approved non-alcohol based hand sanitizer** if soap and water are not available
-  try not to touch your eyes, nose or mouth
-  avoid close contact with people who are sick and practice physical distancing
-  cough and sneeze into your sleeve and not your hands
-  stay home as much as possible and if you need to leave the house practice **physical distancing** (approximately 2m)

SYMPTOMS

Symptoms of COVID-19 may be very mild or more serious and may take up to 14 days to appear after exposure to the virus. The most common symptoms include:

-  **FEVER**
-  **COUGH**
-  **DIFFICULTY BREATHING**

IF YOU HAVE SYMPTOMS

-  **Isolate** at home to avoid spreading illness to others.
-  Avoid visits with older adults, or those with medical conditions. They are at higher risk of developing serious illness.
-  Call ahead before you visit a health care professional or call your local public health authority.
-  If your symptoms get worse, contact your health care provider or public health authority right away and follow their instructions.

FOR INFORMATION ON COVID-19:

☎ 1-833-784-4397 🌐 canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada

Canada

CORONAVIRUS DISEASE (COVID-19) CLEANING AND DISINFECTING PUBLIC SPACES

This document provides guidance on cleaning and disinfecting of public settings, including schools, universities, public libraries, museums, public transit, communal residences and workplaces.



WHAT YOU SHOULD KNOW

- ▶ Surfaces frequently touched with hands are most likely to be contaminated. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucet handles, tables, countertops and electronics.
- ▶ It is not yet known how long the virus causing COVID-19 lives on surfaces, however, early evidence suggests it can live on objects and surfaces from a few hours to days.

CHOOSE A PRODUCT THAT CLEANS AND DISINFECTS

- ▶ When cleaning public spaces, choose products that clean **and** disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
 - **Cleaning products** remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water. Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- **Disinfecting products** kill germs on surfaces using chemicals.

- ▶ Use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.

CREATE A CLEANING PROCEDURE

- ▶ Operators of community settings should develop or review protocols and procedures for cleaning public spaces. This will help determine where improvements or additional cleaning may be needed.
- ▶ Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- ▶ Wash hands with soap and water or use alcohol-based hand sanitizer after removing gloves.



Public Health
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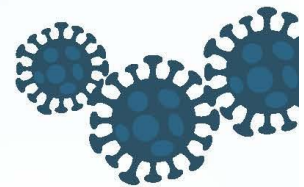
Canada

- ▶ Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribute virus droplets into the air.
- ▶ Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often
- ▶ In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.
- ▶ Shared spaces such as kitchens and bathrooms should also be cleaned more often.













WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION, VISIT

Canada.ca/coronavirus
or contact
1-833-784-4397





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	 6 Turn off tap using paper towel
 palm and back of each hand	 between fingers	 under nails	 thumbs		

1-833-784-4397

@canada.ca/coronavirus

phac.info.aspc@canada.ca



Public Health Agency of Canada
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HOW TO WEAR A MEDICAL MASK SAFELY

who.int/epi-win

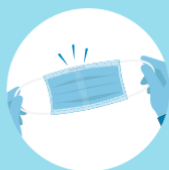
Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



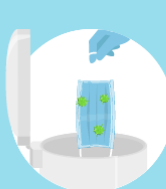
Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

EPI·WIN



Attention Visitors



If you have any of the following symptoms of **COVID-19**:

- fever
- new onset of cough
- chills
- unexplained fatigue
- headache
- sore throat
- runny nose
- stuffy or congested nose
- lost sense of taste or smell
- difficulty breathing
- difficulty swallowing
- pink eye
- digestive issues (nausea/vomiting, diarrhea, stomach pain), or
- for young children and infants: sluggishness or lack of appetite

OR you have been exposed to someone with COVID-19 or someone who has developed new respiratory symptoms, **please delay your visit AND contact either your health care provider, Telehealth Ontario (1-866-797-0000), or visit an Assessment Centre for testing.**



HELP PREVENT THE SPREAD OF COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

ADDRESS / ROOM / SPACE:

OCCUPANCY LIMIT:

PEOPLE

