

# CDI College Winnipeg - COVID-19 Safety Plan

## Safe Campus Operations

This plan is designed to support safe levels of in-person teaching, learning, administrative and support services at CDI College Winnipeg while COVID-19 presents a risk to our community. The Manitoba Pandemic Response System for the post-secondary sector, Health Links - Info Santé, Chief Provincial Health Officer recommendations and other health and safety frameworks.

The protocols in this plan do not replace existing health and safety policies and procedures at the College, but instead work in tandem with them to keep our community safe.

This plan will be updated regularly to reflect changes in response to new information, updated procedures, or guidance from the Chief Provincial Health Officer, Restart MB Pandemic Response System or the Regional Accountability Office.

Safe operations on our campus are guided by the following principles:

- Our top priority is the health and safety of our students, faculty and staff.
- We follow the guidance from the Manitoba Pandemic Response System for the post-secondary sector and Health Links – Info Santé for returning to in-person activities.
- We recognize that the COVID-19 pandemic situation is ever-changing and we must be flexible and adaptable in our approach, prepared to be able to relax or tighten restrictions as circumstances dictate

## Reducing the Risk of COVID-19

COVID-19 is a respiratory infection that is transmitted through person-to-person contact.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in Manitoba.

When selecting the most appropriate prevention measures, consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The collection of prevention measures chosen will depend on what the institution needs to function.

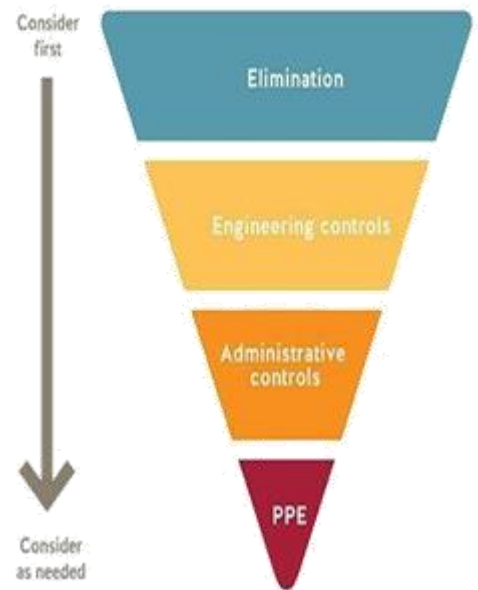
**First level protection (elimination):** Where practical, promote safe physical distancing between people as recommended by the Chief Provincial Health Officer. Use policies and procedures to reduce the number of prolonged close contacts among faculty, staff and students. These may include creating assigned seating in classrooms.

**Second level protection (engineering controls):** In situations where physical distancing cannot be maintained and a large number of contacts are expected, install physical barriers to reduce the numbers of close contacts.

**Third level protection (administrative controls):** Establish rules and guidelines, such as cleaning protocols, advising faculty, staff and students not to share tools, or implementing one-way doors or walkways. Maintain hand hygiene stations and clean high touch surfaces.

**Fourth level protection (protective Equipment or PPE):** During periods of high levels of community transmission and when physical distancing is difficult to maintain, consider the use of PPE, such as nonmedical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure faculty, staff and students are using masks appropriately.

**Note** that PPE may be mandatory in certain post-secondary settings (e.g., clinical settings, laboratories). Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options should be included in planning.



## Roles and Responsibilities

Safety is everyone's responsibility. To reduce the risk of COVID-19 transmission, all members of the College community have particular roles and responsibilities related to each level of protection.

### As an institution, CDI College commits to:

- Ensuring our College is in compliance with all provincial and federal health and safety regulations
- Ensuring every campus returning to campus has a COVID-19 safety plan in place
- Ensuring common areas, classrooms and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted
- Ensuring necessary signage is posted at all entrances, washrooms and common areas
- Providing flexibility, tools and resources for employees to be able to work from home when necessary
- Installing physical barriers such as Plexiglas where physical distancing is not possible,
- Providing guidelines, training and signage for students and employees regarding safe conduct on campus
- Ensuring adequate handwashing and hand sanitizing supplies are available on campus
- Ensuring enhanced cleaning protocols are followed
- Ensuring College relevant policies and practices (e.g., travel, illness, self-isolation, working from home etc.) adequately address COVID 19 and are clearly communicated

**Campus Directors, Program Heads and other administrators are responsible for:**

- Reading and understanding the College COVID-19 safety plan and related materials
- Ensuring their functional areas on campus or returning to campus have departmental-level COVID-19 safety plans in place if applicable

**All employees and students are required to abide by the following safety protocols before coming to campus and/or while on campus:**

- Self-assessing daily for COVID-19 symptoms
- Fill out the self-monitoring sign in sheet (COVID-19) at reception
- Take temperature
- Reading and understanding campus or departmental COVID-19 safety plans.
- Attending health and safety meetings as required.
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.

**Campus visitors are required to abide by the following:**

- Self-assessing daily for COVID-19 symptoms
- Registering at the reception and provide required information for the guest screen log
- Take temperature
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.

## **Protocols for Accessing Campuses Safely**

### **COVID-19 self-assessment**

All faculty, staff, students and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include:

- |                    |                          |
|--------------------|--------------------------|
| • Fever            | • Loss of sense of smell |
| • Chills           | • Cough                  |
| • Headache         | • Shortness of breath    |
| • Muscle aches     | • Sore throat            |
| • Fatigue          | • Stuffy or runny nose   |
| • Loss of appetite |                          |

Symptoms can range from mild to severe. Most people with COVID-19 have mild illnesses, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea, and vomiting a few days after the onset of the above symptoms.

- The MB COVID-19 self-assessment tool is available online for conducting self-assessments: <https://sharedhealthmb.ca/covid19/screening-tool/>
- Signage posted at all building entry points communicates expectations for completing a self-assessment to all individuals before they enter the campus.
- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must self-isolate in accordance with guidance from the <https://manitoba.ca/covid19/protection/soe.html>
- In some circumstances, the College may require individuals to provide self-reporting declarations. This will be dependent on the risk presented, including contact intensity (e.g., healthcare practicums, etc.).
- Contact Health Links Info-Santé (1-888-315-9257) or a medical provider if further health advice is required.

**If faculty, staff, or students develop symptoms while at the campus:**

- Separate the symptomatic individual from others in a supervised area and direct the symptomatic individual to return to their place of residence. Arrangements for transportation should be coordinated if required.
- If symptoms persist, the individual should be instructed to contact Health Links Info-Santé (1-888-315-9257) or their local healthcare provider for further direction.
- Staff responsible for facility cleaning must clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).

**Protocol for Reporting Instructor/Staff/Students Presumptive / Confirmed Case**

An instructor, staff or student with a probable or confirmed case for COVID-19 is expected to notify the College if:

- they test positive for COVID-19; or
- they are experiencing symptoms consistent with COVID-19. Symptoms include a fever exceeding 38.0°C (100. °F), and any of the following: shortness of breath, coughing or difficulty breathing, headache, muscle aches, sore throat and fatigue, or
- someone in their household or with whom they have had close contact tests positive for COVID-19 or is experiencing symptoms consistent with COVID-19

## **Instructor/Staff Reporting**

If you develop symptoms of COVID-19, you will need to:

- contact your supervisor
- self-isolate for a minimum of 14 days so you do not potentially spread the disease to others, or get tested for COVID-19. Sick employees who test negative, can return to work when symptoms cease for a minimum of 24 hours, unless otherwise advised by the provincial health authorities.

**Note:** If you have tested positive for COVID-19, you will be required to self-isolate for a minimum of 10 days and track and report your symptoms to Manitoba Public Health.

Supervisors should follow the communication protocol as specified in the Company's Emergency Response Plan released in April 2020 and report the case to the next level in the Chain of Command. They must maintain the confidentiality of any such report to avoid any potential violation of privacy laws. The VP Operations or his appointed representative will be responsible for any contact with the government officials.

## **Student Reporting**

- Students are asked to notify the Reception at the campus by email or calling the campus reception number. Student Services will follow up with the student.
- 

## **Offices: Protocols for returning to operation**

The following information provides guidance regarding office space including workplace operations, workstations, communal spaces, deliveries and elevator use, as well as working from home.

### **Building Access**

Workplaces should stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 metres cannot be maintained. Alternatively, consider designating doors for entry and exit to prevent workers and others from coming into proximity with one another.

- Provide hand sanitizer to workers as they enter the building.
- Post signage indicating that employees, students, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

### **Workplace operations**

- Alternate and/or add additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.
- Avoid meetings or gatherings where physical distances cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually.
- Create cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.

- Establish one-way staircases to minimize worker contact – post signage to indicate direction.

### **Workstations**

If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2 metres apart and away from communal pathways.

If necessary, install effective barrier (e.g., plexiglass shields) between workstations.

Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

### **Communal space**

- If possible, make communal pathways one directional to reduce personal interactions.
- Limit the number of workers allowed in common areas at any one time. Stagger break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside.
- Distance the tables in lunch rooms.
- If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.
- Do not provide communal foods.
- Allow communal doors to remain open throughout the workday to reduce contact with door handles.
- Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

### **Outside visitors**

- Visitors to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., e mail and/or signage posted to entrance). Keep a record of visitors to the workplace.
- Post signage at the workplace to inform everyone of the measures in place.
- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- Minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas should be arranged to maintain physical distancing requirement. Install barriers between receptionists and visitors (e.g., plexiglass). Place markings on the floor directing visitors where to stand when approaching front desk.
- Provide visitor-facing staff with hand sanitizer for their use only.
- Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.
- Beverages (coffee, tea, water) should not be offered at this time.

- Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

#### **Deliveries**

- Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
- Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
- Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

#### **Elevator use**

- Post occupancy limits on elevators.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Ensure elevator panels are routinely disinfected.

## **Safety Measures on Campus**

The College supports a number of efforts to mitigate the spread of the virus.

#### **Occupancy Limits and Physical Distancing**

- The College has created an occupancy management plan to determine occupancy limits in common areas, offices, washrooms, and elevators, together with directional signage to promote and guide physical distancing throughout the campuses.
- All employees, students and visitors are expected to abide by the posted room occupancy limits and follow any directional or other signage. All persons on campus should attempt to maintain a two-meter distance from others at all times as directed by the Provincial Health Officer.

#### **Signage**

Comprehensive COVID-19 safety signage is being implemented at all campuses. All members of the College community are expected to abide by this signage.

#### **Examples of signage:**

*Refer to appendix at the end of this document*

#### **Reducing the number of service visits**

- To facilitate efficient campus visitation by students, service areas may implement "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all service areas.

### **Limiting Visitors**

- The College is open to employees and students to facilitate essential on-campus learning and working, and to support the remote working and learning environment.

### **Hand Hygiene**

- The College provides and stocks adequate washroom and hand-washing facilities on site for faculty, staff and students. Capacity limits are posted for washrooms to ensure physical distancing.
- Faculty, staff, students, and visitors should wash their hands with soap and water for at least 20 seconds, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, after handling cash or other materials, before and after handling common tools and equipment, etc. Supervisors and Instructors are to provide the ability for frequent handwashing or sanitizing.
- A number of hand sanitizing stations are located throughout the campus, at entry points, within departments and service areas, and in hallways to facilitate hand hygiene.
- Keep your hands away from your eyes, nose, and mouth, to help prevent infections.
- Respiratory/cough etiquette must be observed at all times.

### **Disinfecting and housekeeping of services**

The College is cleaned and disinfected in accordance with the guidelines found in Restart MB Pandemic Response system.

- An enhanced cleaning schedule focuses on cleaning high-traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, communications devices, equipment, and common areas.
- Proper cleaning and precautions must be taken between class shifts including disinfecting surfaces such as doorknobs, keyboards, chairs, table, pens, etc. Upon arriving, students and staff members will be required to disinfecting their own tables and chairs. Upon leaving, please wipe down these services again. Instructors should disinfect their instructional space when they arrive and before they leave - chairs, mouse, keyboard, table, stapler and white board pens.
- Always use caution when using cleaners and disinfectants and follow product recommendations.
- Ensure those engaged in cleaning have adequate supplies (e.g., soap and water/hand sanitizer and disinfectant wipes).
- Public washrooms will be disinfected regularly and should have a notice for users indicating limit capacity to ensure physical distancing and asking them to use with caution.
- Remove shared items where cross-contamination is possible (e.g., shared office supplies, coffee and water stations, and snack bins).

### **Personal Protection Equipment (PPE)**

- When social distancing is not possible such as in hallways, elevators, classrooms, washrooms, etc., all individuals 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-coronavirusinfection/prevention-risks/about-non-medical-masks-face-coverings.html>
- This recommendation is separate from prescribed rules around personal protective equipment (PPE) required for use in labs and other areas as determined in Departmental Return Plans or existing safety procedures.
- 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.

### **First Aid**

- Ensure first aid attendants on site have completed a first aid course that is acceptable to Work Safe Manitoba first aid.
- Ensure the first aid kit includes 6 surgical masks and 2 face shields (or safety eyewear)

### **Mental Health**

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including the College's confidential student counselling services and [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in Manitoba through Indigenous Health (<https://sharedhealthmb.ca/covid19/indigenous-health/>)
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

### **Departmental COVID-19 Safety Plans**

As applicable, Departmental Safety Plans are developed in accordance with additional sector specific guidelines, as provided by the provincial government, Work Safe Manitoba and health

## **International Students**

Because a Quarantine Act travel exemption allows students with valid study permits approved prior to March 18, 2020 to travel to Canada (provided they abide by the 14-day self-isolation requirements), The College has proactively been communicating with students.

- Provide information on federal and provincial health obligations, such as mandatory self-isolation, that international students entering Canada are required to follow on arrival at their final destination in B.C.

- Ensure transparency regarding uncertainty of border reopening and risks of international travel.
- Provide information on technology requirements to support online programming.
- International Students are required to provide their Quarantine Plan upon arrival if they wish to enter Canada to complete their program of study. Please refer to the 'CDI Winnipeg International Student Safe Travel Guide' for the complete guide to arriving safely.

## **Communication and Education for the Campus Community**

- Keep faculty, staff and students informed about what is being done to ensure safety and reduce the risk of COVID-19 transmission.
- Webpage dedicated to COVID-19 related information and updates has been developed on the College's website.
- Communicate essential health, safety and wellness (including mental health) information to faculty, students and staff.
- Provide regular check-ins with faculty and students to provide new information and opportunities for discussion.
- Maintain and keep a binder with records on all COVID-19 related information and updates sent to faculty and students.
- Ensure faculty and staff know how to raise safety concerns.
- Remind students of free mental support program – Here2Talk

## **Education Delivery**

To facilitate safe campus operations, the College has moved to a primarily remote teaching and learning model, with the vast majority of course offerings occurring via remote technology. However, some learning activities require in-person participation.

### **Remote learning**

Students attending classes remotely must follow existing college expectations and policies for respectful behaviour that apply to in-person classes.

Provide instructors with information and ready access to guidance on how to manage student distress in a virtual classroom.

Provide supports for transitioning education delivery to a remote learning environment, including providing guidance for instructors on creating respectful and inclusive learning environments.

### **Experiential learning and in-person instruction**

The following protocols apply to a range of learning settings including but not limited to classroom-based instruction, trades training, labs, clinics.

- Implement instructor and student orientation procedures prior to room usage where applicable.
- Use cohorts and assigned seating in classrooms for students who work and/or learn together to reduce the number of close contacts and to facilitate contact tracing should it become necessary.
- Practice physical distancing, in conjunction with enhanced hand hygiene and cleaning protocols.
  - Implement measures to restrict the number of people within the physical space at any given time.
  - Stagger shifts to minimize close contact.
  - Supplemental portable handwashing stations in each room.
  - In situations where the learning environment permits appropriate physical distancing, the use of non-medical masks is a matter of personal choice. It is important not to stigmatize people wearing masks.
- Apply the protocols listed in the Cleaning and Sanitizing, Physical Distancing, and PPE/Non-Medical Mask sections of this plan.
  - Non-medical masks may be required based on levels of transmission in the community and where physical distancing cannot be maintained.
  - For activities requiring the use of PPE (including medical grade surgical masks), it is the responsibility of the instructor to provide education and training pertaining to the required PPE, and to ensure that the required PPE is used appropriately.

## **Mental Health**

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.

Culturally-aware crisis support is available 24/7 to Indigenous people thru Indigenous Health (<https://sharedhealthmb.ca/covid19/indigenous-health/>)

Faculty and staff can access counselling and wellness services through employee and family assistance programs.

The province offers a range of virtual mental health programs and services (<https://manitoba.ca/covid19/prepareandprevent/managingstress.html>) to support mental health and stress.

## **Maintenance and Monitoring of the Safety Plan**

This Safety Plan is based on current recommendations and may change. The College will continue to monitor health information from Health Links Info-Sant  and the latest COVID19 updates from the Government of Manitoba, and implement changes to the Safety Plan as required.

## If you have a question or concern:

Concerns for safety on campus should be reported to your Campus Director.

## Resources for Manitobans helping Manitobans

- [Help Next Door MB](#) is a network of helpers coming together as a community. If you are a volunteer ready to provide your support or someone who needs a helping hand through these difficult times, this platform can connect you.

### Managing Mental Health and Addictions

- Visit [Care for Your Mental Health](#) for information on mental health during the COVID-19 pandemic.
- [Shared Health](#) also provides links to mental health resources in Manitoba.
- [Sara Riel Inc.](#) also provides resources to support good mental health.
- [The SMART Recovery Toolbox](#) provides a variety of methods, worksheets, and exercises to help you self-manage your addiction recovery and your life.

### Workplaces

- [Guidance for Manitoba Businesses](#) if an Employee Tests Positive for COVID-19
- [Workplace Self-Assessment Checklist for Covid-19](#)

### Government of Manitoba:

The Public Health Act:

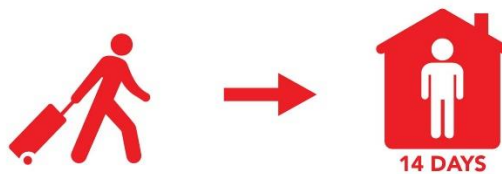
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### Other:

Canadian Mental Health Association Stay Well in Uncertain Times: <https://cmha.bc.ca/covid19/>

## APPENDIX

# COVID-19 NOVEL CORONAVIRUS TRAVELLERS' INFORMATION



**All international travellers are required to self-isolate for 14 days in accordance with the Quarantine Act.**

**Domestic travellers entering Manitoba from British Columbia, Alberta, Saskatchewan, the Yukon, Northwest Territories and Nunavut or Northwestern Ontario (west of Terrace Bay) are not required to self-isolate for 14 days if they are asymptomatic and have no known exposure to COVID-19.**

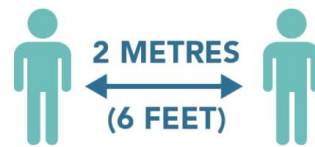
Additional information and a list of exceptions can be viewed online at [www.manitoba.ca/covid19/soe.html](http://www.manitoba.ca/covid19/soe.html)

If you develop cold or flu-like symptoms within 14 days of arriving in Manitoba, contact **Health Links-Info Santé** at **204-788-8200** in Winnipeg; or **1-888-315-9257** toll free in Manitoba.

# COVID-19 NOVEL CORONAVIRUS

Manitoba 

## What does social (physical) distancing look like?



### Safe to do

- Spending time with household members (so long as they are not sick or have not returned to Manitoba in the past 14 days when they should be self-isolating)
- Outdoor physical activity (e.g. walking, running, biking, hiking) on your own or with your household members
- Gardening, yard work and general household maintenance
- Play in your yard
- Get groceries and other goods delivered
- Use technology to chat with family and friends
- Play games (e.g., board games, video games) at home
- Listen to music, read a book
- Cook a meal



### Use Caution and Consider the Situation

- Visiting grocery stores (Where possible, shop for groceries once a week and have one household member do the shopping)
- Picking up medication
- Getting take-out



### Avoid

- Play dates
- Sleepovers
- Group gatherings, outings or events (e.g., birthday and dinner parties, celebrations, weddings, funerals, religious services, team sports)
- Visiting crowded stores or outdoor spaces
- Having visitors in your home
- Having non-essential workers in your home
- Driving with friends in a car
- Peak transit times





# COVID-19 NOVEL CORONAVIRUS

## TRAVELLERS' INFORMATION

June 18, 2020

On March 20, 2020, Manitoba declared a province-wide state of emergency to address the COVID-19 pandemic, under the authority of the Emergency Measures Act, and issued public health orders that are in place. For more information on the state of emergency, and how to protect yourself and others, visit: [www.manitoba.ca/COVID19](http://www.manitoba.ca/COVID19).



**All international travellers are required to self-isolate for 14 days in accordance with the Quarantine Act.**

**Domestic travellers entering Manitoba from British Columbia, Alberta, Saskatchewan, the Yukon, Northwest Territories and Nunavut or Northwestern Ontario (west of Terrace Bay) are not required to self-isolate for 14 days if they are asymptomatic and have no known exposure to COVID-19.**

**All other domestic travellers entering Manitoba (from regions not outlined above) are required to self-isolate for 14 days under provincial public health orders.**

Additional information and a list of exceptions can be viewed online at [www.manitoba.ca/covid19/soe](http://www.manitoba.ca/covid19/soe)

**Self-isolation** is used to lower the chance of spreading the illness to other people. Self-isolation means avoiding situations where you could infect other people. This can help prevent the spread of infections.

**Do not** attend activities or gatherings where you may come in close contact with other people. This includes work, school and university, public transport (plane/bus/taxi/carpool), health-care facilities, faith-based facilities (church or funerals), grocery stores or restaurants, shopping malls, sporting events, concerts and birthday parties.

If you're experiencing symptoms of COVID-19, take the online self-assessment at [manitoba.ca/COVID19](http://manitoba.ca/COVID19).

Contact Health Links-Info Santé at 204-788-8200 or 1-888-315-9257.

**Do not call 911 unless it is an emergency.**

For more information, visit [manitoba.ca/covid19](http://manitoba.ca/covid19) or call **Manitoba Government Inquiry** at 204-945-3744 or toll free in North America: 1-866-626-4862.

[manitoba.ca/covid19](http://manitoba.ca/covid19)

**Manitoba** 



# COVID-19 NOVEL CORONAVIRUS

AUGUST 2020



**Are you sick?**

**Have you been exposed to COVID-19?**

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



**Have you travelled in the past 14 days?**

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.

[manitoba.ca/covid19](https://manitoba.ca/covid19)

**Manitoba** 



# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://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



# 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](https://canada.ca/coronavirus)

# 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  
Agency of Canada

Agence de la santé  
publique du Canada

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**



# HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.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







# Help prevent the spread of COVID-19

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

**Address/room/space:**

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**Occupancy limit:** \_\_\_\_\_ **people**



# INSTRUCTORS: DID YOU REMEMBER TO CLEAN THE CLASSROOM?

After every class, please thoroughly wipe down all high-touch surfaces including:

- ➔ DOOR HANDLES   ➔ LIGHT SWITCHES
- ➔ COMMON SPACE

Thank you for helping to keep everyone safe and healthy.





# STUDENTS: HELP KEEP OUR CLASSROOMS CLEAN!

After each class, please wipe down your station:

- ➔ DESKTOP    ➔ CHAIR ARMS
- ➔ KEYBOARD   ➔ MOUSE

Thank you for doing your part to keep everyone safe and healthy.