



Okanagan College Exposure Control Plan: Pandemic COVID-19 Virus

Program / Service Information:

HSP completed by: Click or tap here to enter text.	Completion date: Click or tap to enter a date.
Campus: Click or tap here to enter text.	Department: Click or tap here to enter text.
Program / Service: Click or tap here to enter text.	
Program / Service start date: Click or tap to enter a date.	
Number of students/employees: Click or tap here to enter text.	

Plan Acknowledgement:

Title	Name	Phone	Email
Program Dean			
Program Chair			
Instructor/Faculty			
Regional Dean			

Reviews and Revisions to this document:

Date	Description	Who



Exposure Control Plan: COVID-19 Virus

SCOPE:

This exposure control plan (ECP) applies to Okanagan College staff and students who could be exposed to the COVID-19 virus while doing their assigned work.

STATEMENT OF PURPOSE:

Okanagan College is committed to providing a safe and healthy workplace for all of our staff, and a safe and healthy learning environment for all of our students. A combination of preventative measures will be used to minimize worker and student exposure to the COVID-19 virus, including the most effective control technologies available. Our work procedures will protect not only our employees and students, but also other workers and/or the public who enter our facilities. All employees and students must follow the procedures outlined in this plan to prevent or reduce exposure to the COVID-19 virus.

The purpose of this ECP is to protect employees and students from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

Okanagan College will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for its employees. Okanagan College will follow direction and controls as specified by the BCCDC, the Ministry of Health, and the Provincial or Interior Health Medical Health Officer.

ACRONYMS:

BCCDC – British Columbia Centre for Disease Control

ECP – Exposure Control Plan

EOC – Emergency Operations Centre

MHO - Medical Health Officer

PHAC – Public Health Agency of Canada

PPE – Personal Protective Equipment

SWP – Safe Work Practice

WHO – World Health Authority



RESPONSIBILITIES

NOTE: These responsibilities may change as Okanagan College has activated its Emergency Operations Centre.

Okanagan College:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required. If due to supply chain disruption, Okanagan College becomes unable to obtain the necessary resources, Okanagan College will advise the appropriate emergency agency and re-evaluate this plan.
- Select, implement and document the appropriate site- or scenario-specific control measures.
- Ensure that supervisors and employees are educated and trained to an acceptable level of competency.
- Ensure that students and employees use appropriate personal protective equipment – for example, gloves, gowns, eye protection, masks or respirators when required.
- Conduct a periodic review of the plan's effectiveness.
- Maintain records as necessary.
- Ensure that a copy of the exposure control plan is available to managers, supervisors, employees, and students.
- Through the EOC or Administration, modify service models and levels, using a risk-based approach, unless otherwise ordered by national, provincial or local health authority.
- Ensure Managers/Supervisors follow the direction of the EOC or Administration.

OHS Manager:

- Ensure the exposure control plan is reviewed annually and updated as necessary.
- Support the development of supporting resources (such as Safety Talks, E-links, FAQs, posters, SWPs).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

Managers (RDO or Program Dean):

- Assess the risk(s) related to the COVID-19 virus for the positions under their management.
- Ensure that awareness and information resources are shared with employees, and students.
- Ensure that training, SWPs, PPE and other equipment are provided.

Site Supervisor (Faculty / Instructor):

- Assess the risk(s) related to the COVID-19 virus for the positions under their supervision.
- Share awareness and information resources with employees/students.
- Provide or arrange for training, SWPs, PPE and other equipment necessary.



- Ensure employees/students have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees/students who may be issued a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees/students.
- Ensure employees/students follow SWPs, use PPE.
- Share information regarding worker/student concerns with Management.

Workers and Students:

- Read awareness and information resources, ask questions and follow-up with supervisor/instructor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Select, care, maintain and use any assigned PPE, as trained and instructed.
- Take part in fit testing if issued a respirator.
- Rely on information from trusted sources including Okanagan College, Interior Health, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Contact 8-1-1 as appropriate and follow the directions of Interior Health and/or the Provincial MHO.

Penticton Fire and/or RCMP may have additional or different responsibilities/protocols. These will be documented in the appropriate departmental documents.

RISK IDENTIFICATION AND ASSESSMENT

COVID-19 virus:

The COVID-19 virus is transmitted via larger liquid **droplets** when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if an employee is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

Droplet Contact:

Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases

capable of being transmitted from droplet contact. **Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.**

Airborne transmission:

This occurs when much smaller evaporated droplets or dust particles containing the microorganism float in the air for long periods of time. Transmission occurs when others breathe the microorganism into their throat or lungs.

RISK ASSESSMENT

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

See **Appendix A** for the level of risk and risk controls in place for students and workers.

Table 1: Risk assessment for pandemic influenza

	Low Risk	Moderate risk	High risk
	Students / Workers who typically have no contact with people infected.	Students / Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	Students / Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes , in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes , in some cases, such as when working directly with infected patients.



Eye protection – goggles or face shield	Not required	Not required	Yes , in some cases, such as when working directly infected patients.
Airway protection – respirators	Not required	Yes – The Provincial Health Officer has mandated use of non-medical masks in indoor public spaces and Okanagan College requires mask usage when physical distancing (two metres) cannot be maintained.	Yes (minimum N95 respirator or equivalent).

RISK CONTROL

The Regulation requires the employer to implement infectious disease controls in the following order of preference:

- Controls used to mitigate the risks of exposure
- Engineering Controls
- Administrative Controls
- Education and Training
- Safe Work Practices
- Personal Protective Equipment

Elimination of face-to-face contact is the best control possible.

Controls would include distance control at reception counters, relying on phone, email or regular mail to answer public questions. If practicable, conduct financial transactions by electronic means rather than cash or cheque at the municipal counter.

Engineering controls include examples such as working from inside an enclosure when receiving bill payments, or selling passes/tickets online for public recreation facilities or events. Additional examples may include physical barriers, which limit personal human contact.

Administrative controls include hand washing and cough/sneeze etiquette. Cover your mouth and nose with a sleeve or tissue when coughing or sneezing. Allow a reasonable personal distance space to reduce human-to-human transmission. An increase in cleaning frequencies for shared work surfaces and

equipment, including College operated vehicles.

Personal Protective Equipment is the last resort of mitigation such, as wearing of masks, respirators, coveralls/turnout gear, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with infectious patients. The Provincial Health Officer has ordered the use of masks in indoor public spaces.

SAFE WORK PRACTICES

Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- avoid touching your eyes, nose or mouth with unwashed hands

- use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

See Appendix B for HANDWASHING and HAND HYGIENE TIPS.

Cough/Sneeze Etiquette

All staff and students are expected to follow cough/sneeze etiquettes, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs,
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards,
- Turn your head away from others when coughing or sneezing.

Use of non-medical masks

B.C.'s Provincial Health Officer has ordered use of non-medical masks when in indoor public spaces. Okanagan College requires mask use when physical distancing (two metres) cannot be maintained.

Use of N95 Respirators

The N95 mask is typically worn by workers directly involved in an **aerosol** generating medical procedure (as defined by Health Canada). An N95 mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing. N95s help minimize the spread of potentially infectious material. **N95 masks must be fit tested.**

Hygiene and Decontamination Procedure

See Appendix C - ABOUT CORONAVIRUS DISEASE (COVID-19)

First Aid Attendant Procedure and Hygiene and Decontamination Procedure

See Report regarding special considerations related to Occupational First Aid and COVID-19, March 16, 2020.



Additional Safe Work Practices

Additional safe work practices are being developed as Okanagan College responds as part of the COVID-19 response.

EDUCATION and TRAINING

Okanagan College in response to the COVID-19 virus has established the following means of sharing information across the organization:

- COVID-19 information button on E-link front page.
- COVID-19 information page.
- All Okanagan College staff and student emails – sent on a regular basis.
- Okanagan College poster series.
- Awareness, education and training materials are printed for those employees who do not have an Okanagan College email.

As COVID-19 is a public health matter, information noted above is intended for all employees and students.

Additionally, the OHS Division staff is working with various departments to create safe work procedures and provide training as needed in collaboration with Supervisors and Managers.

HEALTH MONITORING

Before being permitted entry into any Okanagan College building, all staff and students must complete the self-reporting declaration, and submit to their supervisor or instructor. They must also complete the appropriate training course on the College's COVID-19 safety protocols.

Staff or students who are concerned that they may have come into contact with someone who may be ill, are to take the following actions:

1. Report the incident to your supervisor.
2. Call BC's HealthLink at 8-1-1 to share information regarding the incident and determine if any action needs to be taken.

If you're feeling stressed or worried, please remember that for BCGEU-VOC, BCGEU-SS, Okanagan College Faculty Association, exempt permanent staff, Okanagan College's Employee and Family Assistance Program (EFAP) is available for those who feel they need support of counselling services. Contact EFAP confidentially at **1-877-307-0590**.

The Red Cross has compiled information about [preparing emotionally for disaster and emergencies](#) for staff or students who don't have access to Okanagan College's EFAP.

RECORD KEEPING



Records shall be kept as per Okanagan College’s already established processes.

APPENDIX A: POSITION RISK CHART ASSESSMENT

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff Positions - Administration	Low to Moderate	Regular and effective hand hygiene/sneeze guards/masks
Facilities Front Counter Clerks, Instructors	Low to Moderate	Regular and effective hand hygiene/sneeze barriers/masks
First Aid Attendants	Moderate	Regular and effective hand hygiene, N95’s, gloves, face shields
First Responders	High	As outlined in Operating Guideline
Engineers	Moderate	Regular and effective hand hygiene, or as outlined in Operating Guideline
Central Stores personnel	Moderate	Regular and effective hand hygiene/sneeze guards/gloves/masks
Supervisors	Low	Regular and effective hand hygiene
Students	Low	Regular and effective hand hygiene/masks where required

APPENDIX B: HANDWASHING and HAND HYGIENE TIPS

How to Clean Your Hands with Soap and Water

Use soap and water if your hands are visibly soiled.
Use Alcohol Based Hand Rub if your hands are not visibly soiled.



Wet hands and apply soap. Cover all areas of your hands as shown below. Rinse hands and pat dry with disposable towel. Turn off tap with towel.

Palm to palm



Back of hands



Between fingers



Back of fingers



Thumbs



Fingernails on palm



Wrists



Effective Date: October 2014 Revised Date: © Island Health 2014 Clean hands C•A•R•E |  island health

9 - 90554

APPENDIX C: ABOUT CORONAVIRUS DISEASE (COVID-19)

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.
Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

HOW IT IS SPREAD

Coronaviruses are most commonly **SPREAD** from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have **SYMPTOMS** of COVID-19 — fever, cough, or difficulty breathing:

- ▶ stay home to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your local public health authority
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.


FEVER


COUGH


DIFFICULTY BREATHING

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- ▶ stay home if you are sick to avoid spreading illness to others

FOR MORE INFORMATION ON CORONAVIRUS:

☎ 1-833-784-4397
@ canada.ca/coronavirus
✉ phac.info.aspc@canada.ca


