

COVID EXPOSURE CONTROL PLAN

SUMMER/FALL 2020





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Okanagan College Exposure Control Plan: Pandemic COVID-19

SCOPE:

This exposure control plan (ECP) applies to Okanagan College (OC) employees and students, but also other workers and/or the public who could be exposed to COVID-19 while on campus.

STATEMENT OF PURPOSE:

Okanagan College is committed to providing a safe and healthy on-campus environment. A combination of preventative measures will be used to minimize exposure to COVID-19, 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 people who return to OC spaces must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

The purpose of this ECP is to protect people from harmful exposures to COVID-19, 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 COVID-19 by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training. OC 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

Okanagan College will:

- 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 employees and students, and also other workers and/or the public, 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, students, and other workers and/or the public.
- 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 will:

- 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, Program Dean, Directors, or designate) will:

- Assess the risk(s) related to COVID-19 for the positions under their management.
- Ensure that awareness and information resources are shared with employees and students, but also other workers and/or the public.
- Ensure that training, SWPs, PPE and other equipment are provided.
- Provide or arrange for training, SWPs, PPE and other equipment necessary.
- Ensure employees and students, but also other workers and/or the public have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those who may be issued a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees and students, but also other workers and/or the public.

- Ensure people follow SWPs, use PPE.

Site Designate will:

- Assess the risk(s) related to COVID-19 for the people under their supervision.
- Share awareness and information resources with employees and students, but also other workers and/or the public.
- Provide or arrange for training, SWPs, PPE and other equipment necessary.
- Ensure employees and students, but also other workers and/or the public have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those who may be issued a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees and students, but also other workers and/or the public.
- Ensure people follow SWPs, use PPE.
- Share information regarding concerns with Management.

Employees, Other Workers, Visitors, 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, if required.
- 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.

The local fire department 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:**

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. Illness due to COVID-19 infection is generally mild. As with many other respiratory infections, the likelihood of severe illness is much higher in the elderly and among those with chronic medical conditions. COVID-19 has

become an established human pathogen, and a certain level of transmission is now expected. The goal of COVID-19 prevention measures in Canada is to minimize societal disruption, protect the most vulnerable, and maintain adequate health services.

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 British Columbia.

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 people depending on their potential exposure while participating in on-campus activities.

See [Appendix A](#) for the level of risk and risk controls in place.

Table 1: Risk assessment for pandemic influenza

	Low Risk Those who typically have no contact with people infected.	Moderate risk Those who may be exposed to infected people from time to time in relatively large, well-ventilated on-campus environments.	High risk Those who may have contact with infected patients or with infected people in small, poorly ventilated environments.
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 people.
Aprons, gowns, or similar body protection	Not required.	Not required.	Yes , in some cases, such as when working directly with infected people.

Eye protection – goggles or face shield	Not required.	Not required.	Yes , in some cases, such as when working directly infected people.
Airway protection – respirators	Not required.	Not required.	Yes (minimum N95 respirator or equivalent). *For employees and students in a clinical environment (i.e., healthcare-related practicum).

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 counter.

Engineering controls include examples such as working from behind a plexiglass barrier when receiving payments, selling parking passes, or distributing SALTO cards, equipment/materials, or student identification. Additional examples may include physical barriers, which limit personal human contact.

Administrative controls include promoting 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.

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 campus
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food (NB. Additional controls are required for some programs and vendors on campus)
- 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 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 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**.

See [Appendix C](#) for **HAND HYGIENE TIPS (Kitchen Edition)**

Cough/Sneeze Etiquette

All employees and students, but also other workers and/or the public 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 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 used into the garbage as soon as possible and wash hands afterwards,
- Turn head away from others when coughing or sneezing.

Use of surgical masks

The most effective ways to prevent the spread of COVID-19 infection includes having sick students and employees stay at home, physical distancing, handwashing, and cleaning and disinfecting work areas. Students and workers should consider using masks as an additional control measure if physical distancing is not possible and individuals are in in close, prolonged contact with others.

If you are healthy, wearing a non-medical or cloth mask or face covering is a matter of personal choice and it might help to protect others. This is because some people can spread the virus when they have very mild symptoms or may not know that they are infected. In this case, wearing a mask can help protect others by containing your own droplets when talking, laughing, singing, coughing, or sneezing. Wearing a cloth mask might not protect you from COVID-19, but it is a good option in situations where you cannot keep a safe distance from others for an extended period of time, such as when you are on transit, getting a haircut or visiting someone indoors.

Any mask, no matter how good it is at catching droplets or how well it seals, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing.

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 D](#) - *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

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

- [COVID-19 information page.](#)
- All Okanagan College employees 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, visitors, and students.

Additionally, the OHS Division 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 employees and students, but also other workers and/or the public must complete the self-reporting acknowledgement, and submit to their supervisor, instructor, or event coordinator before returning to campus for the first time.

Employees and students, but also other workers and/or the public 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 OC.



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, and 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 employees 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

ROLE	LEVEL OF RISK	CONTROL PROCEDURES
Public Facing Employees – Administration & Other	Low to Moderate	Regular and effective hand hygiene/sneeze guards/masks
Instructors & Faculty	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, Facilities Service Workers/Assistants, and IT Technicians	Moderate	Regular and effective hand hygiene/sneeze guards/gloves
All Other Employees	Low	Regular and effective hand hygiene
Students	Low	Regular and effective hand hygiene

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 **CARE**  island health

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APPENDIX C: HAND HYGIENE TIPS (Kitchen Edition)



Hand hygiene tips:

To ensure your health and safety

Did you know? The precautions for COVID-19 (CORONAVIRUS) are the same as the flu.

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

Don’t touch: avoid touching your face with unwashed hands – this includes your eyes, nose and mouth

Wash your hands often:


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

Wash your hands well:

- 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

Can't wash your hands? Use alcohol-based hand rub

Want more info? Refer to the World Health Organization, Public Health Agency of Canada, HealthLinkBC, BC Centre for Disease Control and Island Health



APPENDIX D: 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

