



## COVID-19 Directive: Reporting COVID-19 Safety Concerns<sup>1</sup>

Providing a safe working and learning environment with a positive sense of safety and security for employees, students and visitors is an important objective with the return to campus operations. It is everyone's responsibility while on campus to be respectful and adhere to safe practices.

In order to minimize the risk of spreading COVID-19 while maintaining instructional and campus operations, if anyone on campus identifies a potential risk or unsafe practice related to COVID-19 the College asks that it be reported as outlined below, where appropriate personnel will follow-up.

We all play a role in preventing the spread of COVID-19.

### Employee Report COVID-19 Related Concerns

1. Employees are responsible for reporting unsafe conditions.
2. Any COVID-19 related unsafe situations or concerns can be immediately reported to the Employee COVID Helpline (250-862-5649).

### Student Report COVID-19 Related Concerns

1. If a student identifies a potential risk related to COVID-19, the student should report the situation as soon as possible to their instructor/professor or the appropriate Program Dean's Office.

### Visitor Report COVID-19 Related Concerns

1. If a visitor to campus identifies a potential risk related to COVID-19, the visitor is requested to use the contact list below to reach the appropriate office.

Any person who identifies a potential risk or unsafe practice related to COVID-19 should take immediate precautions to physically distance themselves from the potential risk.

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<sup>1</sup> During the pandemic, Okanagan College continues to take direction from the BC Centre for Disease Control and the Provincial Health Authority's Medical Health Officer. These processes will be reviewed and updated as necessary.

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Salmon Arm Trades Centre	Program Administrator, Brent Moffat <a href="mailto:BMoffat@okanagan.bc.ca">BMoffat@okanagan.bc.ca</a> 250 832-2126 ext 8206		
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