



**GASTOWN BUSINESS COLLEGE**

**COVID-19 HEALTH**

**AND**

**SAFETY PLAN**



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## 1. STATEMENT OF PURPOSE

The purpose of this safety plan is to document the GBC approach to eliminating, mitigating and managing risk arising from the Covid-19 pandemic and prepare for the return to physical in-class learning. This plan references several documents. First, the Provincial Government's: "Covid-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector". Second, the: "BC Local Health Officers Covid-19 Orders". And, third: the "Government of Canada's Guidance for Post-Secondary Institutions during the COVID-19".

At GBC we understand the need to work with all levels of government to ensure an effective Covid-19 safety plan is put in place. In working together, we realize it is important to take proactive and preventative steps to reduce/eliminate the possible harm from Covid-19 to our students, staff, and the broader community.

The overall intent of the document then, is to have a clear plan in place, which is well communicated to our students and staff. This will keep our students and everyone connected to the college safe by following the best practices and guiding principles of risk and harm reduction from Covid-19.

## 2. ENSURING ROBUST IMPLEMENTATION

In order to ensure robust implementation of the plan we have established the GBC Covid-19 Task Force. All members are expected to collaborate in the implementation of the "GBC Covid-19 Health and Safety Plan"

The team is comprised of the 'Senior Management Team at GBC' who shall be collectively responsible for:

- Selecting, implementing, and assessing site-specific safety control measures.
- Ensuring staff and students are informed about the content of the safety plan and policies.
- Conducting periodic reviews of the effectiveness of the plan.
- Maintaining records of training and inspections.

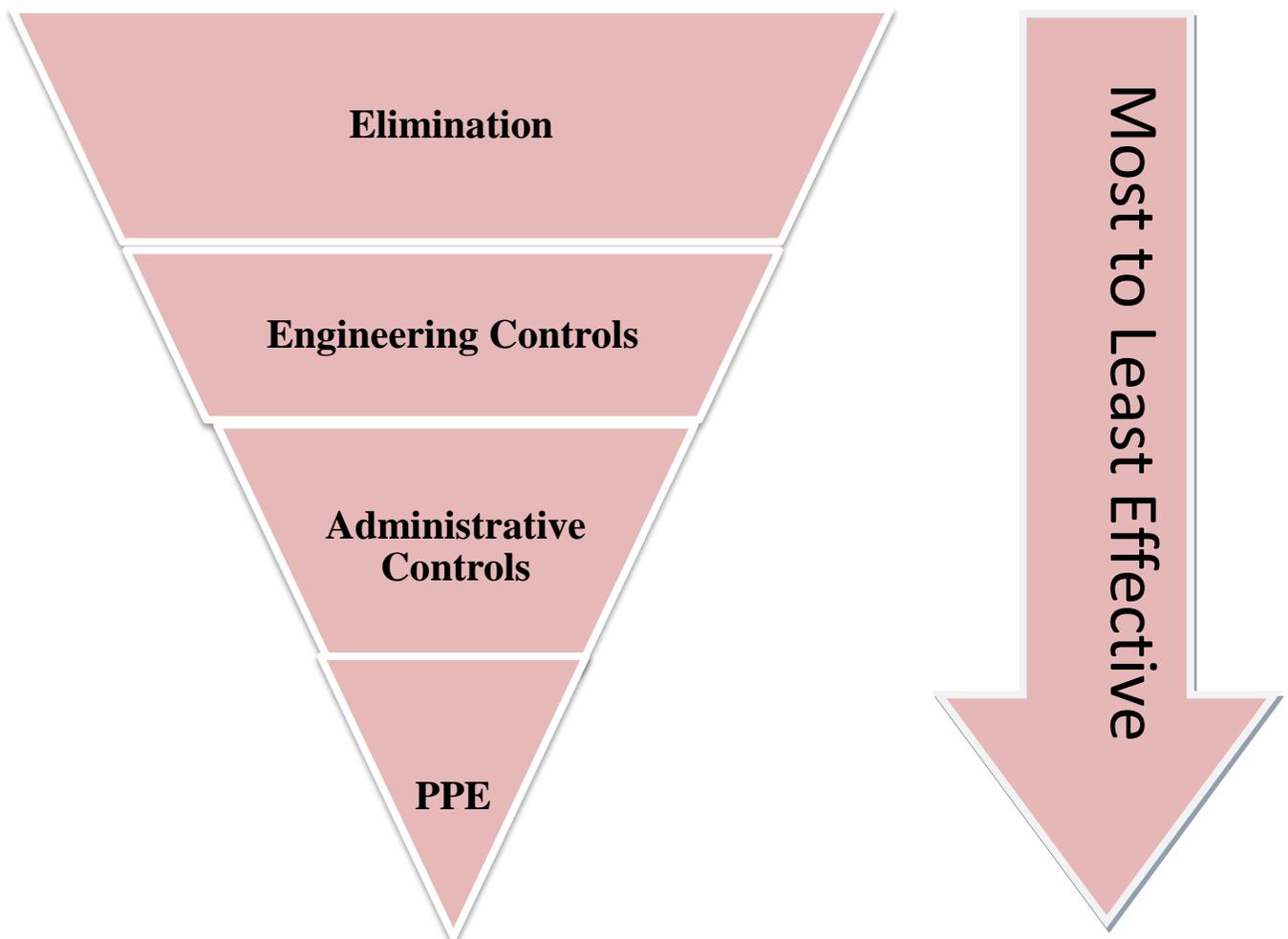
### **3. THE HIERARCHY OF CONTROLS APPROACH**

In completing this safety plan GBC has applied the ‘hierarchy of controls’ approach which is a fundamental of any risk and harm reduction programs. The model is described in the “Covid-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector”.

The hierarchy of controls approach moves in a stepwise manner from most to least effective as follows: 1) Elimination 2) Engineering Controls 3) Administrative Controls and 4) Personal Protective Equipment or (PPE).

The “hierarchy of controls” model is presented graphically below for clarity to staff and students.

#### **The Hierarchy of Controls Model**



## 4. GBC ELIMINATION STRATEGIES

### 4-A. Definition of Elimination Strategies

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Elimination strategies are defined in the “Covid-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector” as follows:

“Where possible promote safe physical distancing between people as recommended by the Provincial Health Officer. Use policies and procedures to reduce the number of prolonged contacts among faculty, staff and students. These may include and ensuring students who have multiple classes together are assigned to sit next to each other as much as possible”.

### 4-B. Elimination Strategies: Social Distancing

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GBC, students, faculty, and staff will engage in social distancing from time they enter the school as follows (keep two meters apart):

- In the GBC elevator **only two** allowed at a time.
- In the classroom through socially distanced seating.
- In the washrooms **only two** at a time.
- In the hallways and all common areas the social distancing rule applies.
- At the reception desk only the receptionist is allowed past the plastic barrier.
- In the stairways and between floors the social distancing rule applies.
- Common areas such as the computer room or food preparation areas are out of bounds.
- In private offices the social distancing rule applies too.
- The preparation or consumption of **food is not allowed** on the GBC premises to ensure social spacing.
- Students are expected to depart the school following any learning engagement promptly and egress will be staggered and supervised by staff to ensure social distancing.
- Signage has been posted throughout the building to reinforce/remind staff and students of the rules.
- All students, faculty and staff members have been made explicitly aware of social distancing rules related to operations while such protocols are in place at GBC.
- **Only 1 visitor per counselor** is allowed in any office space.

## 4-C. Elimination Strategies: Temperature Checks at School

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- Temperature checks will be required (staff, students, faculty and visitors) for anyone entering the GBC premises. And a temperature check log will be maintained recording time/date of the check.
- Anyone with a recorded an abnormal temperature will not be allowed to enter the GBC premises.
- Further to the above, anyone with a recorded abnormal temperature (defined by BC Health Officer) will be requested to seek medical attention and inform the GBC management of the results for any necessary/required follow-up.

## 4-D. Elimination Strategies: What to do if You are Sick

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Anyone who is exhibiting symptoms of COVID-19 will not be permitted to enter GBC (please see below Covid-19 Symptoms and note it is your duty to report to keep everyone safe).

**If you are experiencing symptoms** that may be related to COVID-19 please stay at home and complete an online assessment at the British Columbia Center for Disease Control:

**<https://bc.thrive.health/covid19/en>** and **inform GBC** about any follow-up medical advice.

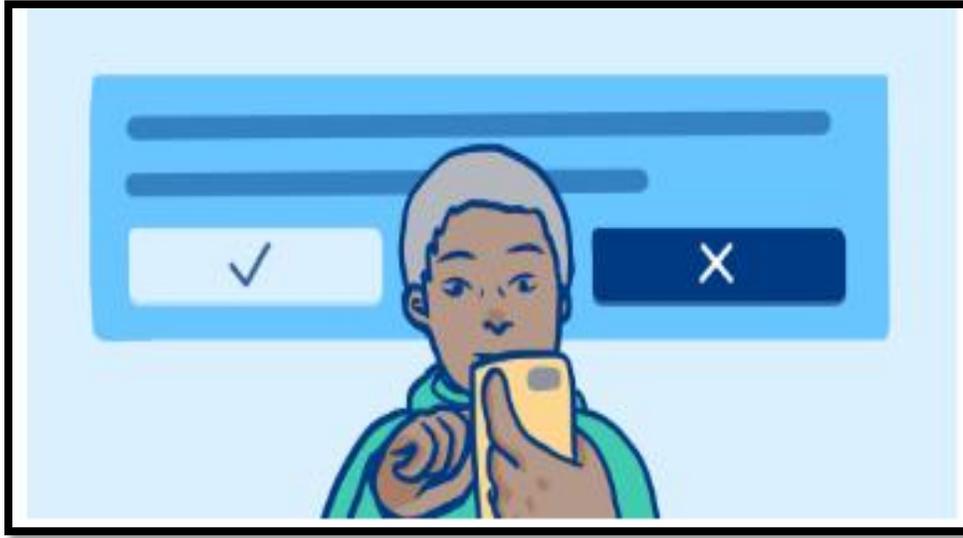
### COVID-19 Symptoms

Symptoms of COVID-19 can vary from person to person. They may also vary across different age groups.

Some of the more commonly reported symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Symptoms may take up to 14 days to appear after exposure to COVID-19.



<https://bc.thrive.health/covid19/en> (online screening)

#### **4-D. 1 Reporting Procedure - GBC Staff and Students**

**Anyone experiencing symptoms of Covid-19 should** report such medical concerns directly to GBC the management team (GBC Program Director, SEA). GBC Management will undertake an investigation and share the findings if necessary with the appropriate health authorities (8-1-1). Any recommendations including any follow-up action needed will be communicated with any/all parties to ensure risk/harm reduction is robust in such situations.

#### **4-D. 2 If Covid-19 is confirmed in the GBC premises or building**

**Listed below are the steps that will be taken immediately by upon confirmation that an employee, student, or visitor has tested positive for COVID-19 in the workplace:**

- The “GBC Director” upon notification of a confirmed Covid-19 case at the GBC premises or building shall immediately contact public health (e.g. regional health authority and Ministry of Health) and seek urgent guidance. The school understands that public health is responsible for contact tracing and the school will follow public health's advice regarding communications and notification of any potentially exposed individuals.
- The first contact by the “GBC Director” shall be to the “BC Provincial Covid-19 Hotline” at 8-1-1. A concise record of this communication through 8-1-1 shall be recorded and any such recommendations/orders will be acted upon immediately with ongoing and timely follow-up. (a concise record of such communication will be documented). Therefore, the “GBC Director” will act in a supportive role to allow public health to meet its responsibilities in such a case.

- The “GBC Director” will support public health in its role of contacting and communicating with any suspected cases of Covid-19 in any way he is requested. (a concise record of such communication will be documented).
- The “GBC Director” in all matters pertaining to such an incident will work collaboratively and urgently with the guidance and direction of public health until the matter is resolved. (again all communication and any directives shall be documented).
- The “GBC Director” shall consider the critical incident resolved only when public health authorities have confirmed and given clear indication that it is resolved (this confirmation shall be documented).

## 5. ENGINEERING CONTROLS

### 5-A. Definition of Engineering Controls

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Engineering controls are defined in the “Covid-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector” as follows:

“In situations where physical distancing cannot be maintained, and many contacts are expected (e.g. at a cash register in a cafeteria) install physical barriers such as Plexiglas”.

### 5-B. GBC Engineered Controls

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- The GBC reception area has had a plastic barrier installed and the receptionist is the only person allowed past this barrier. This applies to all staff, students and visitors.
- GBC has installed plastic barriers to separate teaching staff from students in the classrooms. Students please do not pass beyond this barrier.
- Plastic barriers have been installed in offices where student counseling is to take place.
- Any doors that can remain open such as those in the emergency stairwells will be during regular operating hours to reduce contact with high touch surfaces.

## 6. ADMINISTRATIVE CONTROLS

### **6-A. Definition of Administrative Controls**

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Administrative controls are defined in the “Covid-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector” as follows:

“Administrative controls are established 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”.

### **6-B. GBC Administrative Controls**

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- GBC cleans the school nightly and the classrooms are sanitized with industrial disinfectant for everyone’s protection.
- Washrooms and common areas are sanitized regularly throughout the day with industrial disinfectant for your protection.
- Do not share any personal items or supplies with anyone while you are at the school.
- The school is gone paperless to avoid COVID-19 transmission so bring your own laptop to access learning materials that your teacher has sent you.
- Hand sanitizing stations have been placed throughout the school in close proximity to your classrooms.
- Health and safety signs have been placed throughout the building for your protection.
- Eating in class rooms is not allowed.
- If you are visiting GBC outside of class hours for academic counseling contact reception and remain in the front lobby for your temperature check.
- Staggered entry and exit times for classes have been arranged for your protection please follow them.



## 7. PPE (PERSONAL PROTECTIVE EQUIPMENT)

### **7-A. Definition and Use of PPE (Personal Protective Equipment)**

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The definition and use of PPE are elaborated upon in “Covid-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector” as follows:

“During periods of high levels of community transmission and when physical distancing is difficult to maintain, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure faculty, staff and students are using masks appropriately. Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, other options should be included in planning”.

### **7-B. Use of PPE at GBC**

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- The use of PPE (such as non-medical masks) is mandatory throughout your presence at GBC.

## 8. SHARING AND ACKNOWLEDGEMENT OF GBC COVID-19 HEALTH & SAFETY PLAN

### To all GBC Staff:

Our Updated COVID-19 HEALTH & SAFETY PLAN has been shared with you via your individual GBC Email account and has been posted at the GBC Website as of Oct 13, 2020

GBC expects that all staff review, understand and acknowledge (via email) GBC’s safety measures in the workplace that have necessarily emerged in response to the COVID-19 pandemic. Failure to comply with the COVID-19 Health & Safety Plan can have serious consequences for everyone’s health and safety. Thus we will enforce compliance diligently and any breaches shall result in disciplinary action which can include termination.

### To GBC Students:

This safety plan constitutes GBC’s “Safe Study Program” at GBC during the Covid-19 pandemic.

All students will be provided with a ‘Zoom Orientation’ related to this document prior to returning to regular in class training.

We expect your full compliance and cooperation in keeping your peers and staff safe at GBC.