

# *COVID-19 General Safety Direction*

DEPARTMENTS, PROGRAMS, AND BUSINESS UNITS IN  
THE PREPARATION OF THEIR PLANS TO ENSURE SAFE  
OPERATIONS ON CAMPUS.

Guidance Source: CRT  
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## 1. SCOPE

This COVID-19 General Safety Direction provides expectations for Departments / Programs / Business Units in the preparation of the plans to ensure continued safe operations on-campus. This direction applies to NAIT staff and students who could be potentially exposed to the COVID-19 virus while conducting operations – either working or learning on campus.

This is an interim document subject to the changing nature of the COVID-19 Response and further subject to the Alberta Government's direction for evolving restrictions, as well as following public health measures announced by the Chief Medical Officer of Health.

Face-to-face activities **include**:

- Exams
- Trades Shops/Trades practical and related outdoor areas
- Laboratories (Skills, Research)
- Clinics (Health, Dental, Animal)
- Administrative Offices
- Retail / Food Service and customer related services
- Services Centres and related areas
- Field activities including regular course work occurring outside the classroom and coursework that occurs only outside.
- Facility operations
- Approved special events

Face-to-face activities **not included** in this framework are:

- WIL Practicums/placements/practice – however external agencies should meet the requirements of the Alberta Government

## 2. STATEMENT OF PURPOSE

The health and safety of staff and students continues to be the priority for NAIT.

The purpose of the COVID-19 General Safety Direction is to provide guidance in order that employees and students are:

- protected from potential exposure to the COVID-19 virus,
- to reduce the risk of infection in the event of an exposure, and
- to comply with the Alberta Occupational Health and Safety Act 2.0 and the Government of Alberta Guidance for Post-Secondary Institutions.

NAIT is committed to ensuring that the use of preventative measures will minimize the potential exposure to the COVID-19 virus.

It is critically important that we understand the potential for the spread of COVID-19 on our campuses, therefore the NAIT community is expected to:

- follow the public health guidance and controls outlined below, and
- review the safety practices and procedures in order to keep everyone safe.

This document will serve as an overarching reference for Safety Direction for operating in a COVID-19 environment.

**Departments/Programs, staff, and students all work towards this shared purpose.**

## RESPONSIBILITIES

The Internal Responsibility System (IRS) is the underlying philosophy of occupational health and safety at NAIT as outlined in the NAIT HS 1.0 Health and Safety Policy. Its foundation is that everyone in the workplace – NAIT as employer, supervisors and employees – are responsible for their own safety and for the safety of co-workers and this extends to the safety of all persons on-campus including students and visitors.

NAIT's vision includes four promises to Alberta, Students, Staff, and Industry. NAIT's promise to students includes our commitment to provide a positive student experience that encompasses students' mental, emotional and physical well-being. Further, NAIT's promise to staff includes our understanding that being one of Canada's outstanding places to work follows from a culture of how we work together, an attitude that is reflected in our values of respect, collaboration, celebration, support and accountability.

These promises are central to the way NAIT is managing our response to the COVID-19 pandemic. We choose to work collaboratively and collectively, supporting each other's health and well-being. We are respectful of differing viewpoints and concerns and acknowledge that our understanding of COVID-19 continues to evolve as we learn and experience. We will be mindful of our actions and interactions, holding ourselves accountable individually and collectively for achieving our goals. We will demonstrate patience and be slow to judge or disparage others.

Despite recent progress, the risks of the pandemic have not disappeared. The best advice for now is to err on the side of caution. Combat the tendency to impatience by being informed about the risks and taking the appropriate measures to protect yourself, your loved ones, and those around you. Engage and communicate with your colleagues, discuss concerns, find solutions, and establish routines and good habits.

## 3. HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL

### 3.1. HAZARD IDENTIFICATION

#### **Hazard: COVID-19**

The COVID-19 virus is an infectious disease caused by a new coronavirus, which has not been previously identified in humans prior to December 2019. The Alberta Chief Medical Officer of Health has deemed COVID-19 a hazard and it is both a public health issue as well as a workplace health and safety issue. The COVID-19 virus is an infectious disease caused by a new coronavirus, which has not been previously identified in humans.

#### **Transmission**

COVID-19 spreads from an infected person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, sings, shouts, or talks. The droplets vary in size from large droplets that fall to the ground rapidly (within seconds or minutes) near the

infected person, to smaller droplets, sometimes called aerosols, which linger in the air under some circumstances.

The relative infectiousness of droplets of different sizes is not clear. Infectious droplets or aerosols may come into direct contact with the mucous membranes of another person's nose, mouth or eyes, or they may be inhaled into their nose, mouth, airways and lungs. The virus may also spread when a person touches another person (i.e., a handshake) or a surface or an object (also referred to as a fomite) that has the virus on it, and then touches their mouth, nose or eyes with unwashed hands.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who:

- have not yet developed symptoms (pre-symptomatic)
- never develop symptoms (asymptomatic)

**The epidemiology of COVID-19 indicates that most infections are spread through close contact.**

**COVID-19 is not widely spread by being airborne, which means it doesn't stay in the air long and won't go very far. But if you are too close to someone with COVID-19 you can get sick by breathing in air that contains droplets with the virus.**

**This is why distancing, mask use and face shields are controls that are utilized in certain environments.**

## **Symptoms**

They are similar to those for influenza or other respiratory illnesses. The most common symptoms include:

### **Core Symptoms**

- Fever
- Cough (new cough or worsening chronic cough)
- Shortness of breath/difficulty breathing (new or worsening)
- Runny nose
- Sore throat

### **Other Symptoms**

- Stuffy nose
- Painful swallowing
- Headache
- Chills
- Muscle/joint ache
- Feeling unwell/fatigue/severe exhaustion
- Nausea/Vomiting/Diarrhea/Unexplained loss of appetite

- Loss of sense of smell or taste
- Conjunctivitis (Pink Eye)

Source: [Government of Alberta COVID-19 info for Albertans](#)

### 3.2. COVID-19 HIERACHY OF CONTROLS

Controls chosen to mitigate identified risks will follow the Hierarchy of Controls (Figure 1).

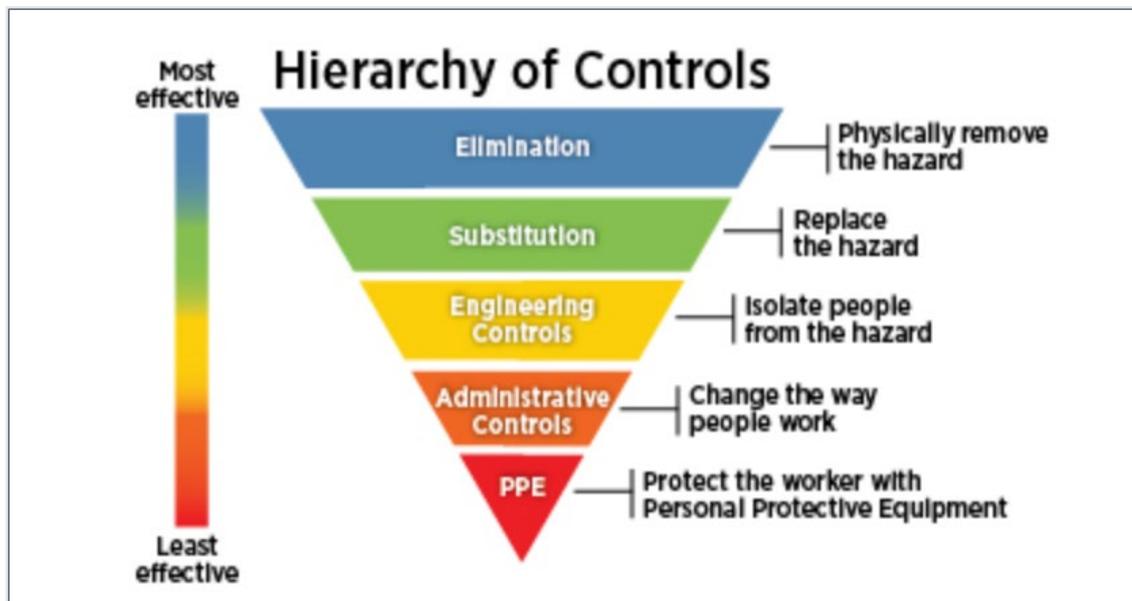


Figure 1 (Source: HSS Training – OHS 102 Hazard Assessment Workshop)

#### Hierarchy of Controls for COVID-19

The following general prevention guidelines have been recommended by provincial and federal health authorities. Many of these guidelines are built into the checklists found in the Appendices and can be utilized as part of those processes. They are listed here to provide another layer of guidance when completing the Hazard Assessment for critical tasks as a point of reference.

**Table 1: Face-to-Face Activities**

<b>GENERAL COVID-19 TRANSMISSION PREVENTION GUIDELINES</b>	
<b>REMOVE THE HAZARD</b>	Do not come to campus if you are sick or exhibiting the symptoms of COVID-19. Screen for symptoms by completing the AHS COVID-19 Self-Assessment tool every day that you enter NAIT’s campuses or facilities.
<b>SAFE INTERACTIONS</b>	Ensure that all spaces including classrooms/shops/labs are set up to allow 2 metres physical distancing between all occupants.
	Cordon off demonstration/instruction areas to allow for students and staff to maintain 2 metres physical distancing. <i>With tape, chalk, etc.</i>
	Set up physical distancing (with tape, decals, etc.) for the use of any shared tools/equipment for the class.
	Set up physical barriers when distancing is not an option
	Post-infection control practices and physical distancing posters.
	Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash / sanitize hands before and after class (and during when possible).
<b>PERSONAL HYGIENE</b>	Advise staff and students to stay home if sick and ensure that accommodation measures are developed for students in isolation/quarantine.
	Promote no eating during classes/in classrooms.
	Follow proper cough etiquette – cover cough and sneezes
	Ensure all staff and students complete any general COVID-19 Awareness Training requirements.
	Use of a non-medical mask or face covering even if physical distancing (2 metres) is possible.
	Ensure that proper PPE is used if physical distancing is not possible (i.e. the task is unsafe to do 2m apart). <i>Gloves, Medical Masks, Face Shields, Gowns, etc.</i>
<b>ENVIRONMENTAL HYGIENE</b>	Do not provide students with physical handout papers/forms or any pens, pencils, and other common writing/learning tools.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible, ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared by all students.

GENERAL COVID-19 TRANSMISSION PREVENTION GUIDELINES	
	<p>Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touch points. At minimum, any equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.</p> <p>Ensure that cleaning supplies are provided and that students are instructed on how to correctly clean/sanitize.</p>
<b>PERSONAL PROTECTIVE EQUIPEMENT (PPE)</b>	<p>Instruct employees and students on how to safely use, maintain, and dispose of any required PPE for the class.</p> <p><b>Note:</b> <i>COVID-19 PPE (gloves, medical masks, face shields, goggles, etc.) should only be recommended/required for high-risk work where staff and students are:</i></p> <ul style="list-style-type: none"> <li>• <i>working in close proximity with others (within 2 meters)</i></li> <li>• <i>individuals required to work in a healthcare setting (e.g. WIL students)</i></li> </ul>

General guidance on public health COVID-19 Safe Practice controls have been identified to include the following:

- Physical Distancing
- Hand Hygiene
- Use of N95 Respirators
- Use of non-medical face masks and coverings or “cloth masks”
- Moving around campus and navigating common spaces

Full details and information on these Safe Work Practices are available in Appendix A.

### 3.3. COMPLETE THE HAZARD ASSESSMENT

COVID-19 has been classified as a harmful substance by the Alberta Chief Medical Officer of Health. As such Section 16(3) of the OHS Code - Worker exposure to harmful substances applies to all work sites and requires a Hazard Assessment.

The purpose of the Hazard Assessment is to pre-identify critical tasks/activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect staff and students from COVID-19. Refer to [HS.PRG.23 - Hazard Assessment](#).

One Hazard Assessment may be done for each Department/Program as long as all critical tasks are listed, and the work areas are generally the same. Alternatively, use existing Hazard Assessments, particularly high-risk tasks, and update them to address COVID-19 hazards and controls.

Hazard Assessments may need to be periodically reviewed and reissued in accordance with NAIT [HS 1. 4 Hazard Assessment Procedure](#).

Be sure to include other hazards/risks that may be new to your work areas. Some examples may include:

- working alone
- stress due to the pandemic
- fatigue if shift work is introduced
- others as identified

### COVID-19 Hazard Assessment Template

Assessment Department		Process Name	COVID-19 ENVIRONMENT	Location (rooms): School/Division:		Date of initial assessment: Date Reviewed/Revised:			
TASKS / ACTIVITIES	HAZARD CATEGORY	POTENTIAL HAZARD	RISK LEVEL (pre-control)		HAZARD CONTROLS	CONTROL TYPE	RISK LEVEL (post-control)		ADDITIONAL COMMENTS
			(1 - SEVERITY)	(3 - ELIMINATION)			(1 - SEVERITY)	(3 - ELIMINATION)	
All Jobs and NAIT Workites	Biological	Potential exposure to COVID-19 virus	3	9	Follow AHS protocols to include: -wash hands frequently for at least 20 seconds -cover your mouth when sneezing / coughing -using physical distancing of a minimum of 2 meters between persons Change work location: -eWork or work from home	ADMINISTRATIVE	3	1	Distribute staff where possible to increase distancing.
	Biological	Potential exposure to COVID-19 virus	3	9		SUBSTITUTION	3	1	Avoid exposure by working at home
	Biological	Potential exposure to COVID-19 virus	3	9	Isolation from workplace if showing signs of COVID-19, staff to inform Supervisor / HR	ADMINISTRATIVE	3	1	Staff to inform supervisor if showing signs or symptoms or are sick.
	Biological	Potential exposure to COVID-19 virus	3	9	Suspend or defer business travel as applicable	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Scheduling - adapt schedules to minimize staff presence at NAIT	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Information sharing -maintain awareness of COVID-19 through NAIT news, emails and other communication updates	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Training for PPE use as required	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Respirator fit testing of N95 as required	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Communication - posters signage and other advisories posted in work place	ADMINISTRATIVE	3	1	
	Biological	Potential exposure to COVID-19 virus	3	9	Work procedures - updated and adapted for COVID-19 environment as necessary	ADMINISTRATIVE	3	1	Suspend or reduce face-to-face meetings
	Biological	Potential exposure to COVID-19 virus	3	9	Cleaning and sanitization frequency increased for work sites	ADMINISTRATIVE	3	1	Communicate and coordinate with Maintenance and Operations for increased cleaning
	Biological	Potential exposure to COVID-19 virus	3	9	Use face shield, mask, gloves or other identified PPE as applicable	PPE	3	1	

**ADDITIONAL COMMENTS / DETAILS**

The Alberta Chief Medical Officer, Dr. Deena Hinshaw, has classified the COVID-19 virus as a "harmful substance." As such Section 16(3) of the OHS Code - Worker exposure to harmful substances is applicable to all work sites and requires a Hazard Assessment. This HA has been created to assist all staff to identify the controls which are available for COVID-19. The cumulative effect of using the combination of all the controls is required to reduce the overall risk level. All applicable work sites may require a Field Level Hazard Assessment (FLHA), upon return to work to identify newly introduced hazards. Please use the form provided below:

HSS Consultants are available to provide support in completing or reviewing Hazard Assessments produced by Departments / Programs.

Departments / Programs may use or adapt the *HA - COVID-19 Template* created by HSS. It is available at the following [link](#).

HSS provides *OHS 102 - Hazard Assessment Workshop*, a 2-hour course offering training on how to create and apply the Hazard assessment process.

Check the [Course Catalogue](#) for upcoming sessions or contact [HSS@nait.ca](mailto:HSS@nait.ca) for more information.

### 3.4. IMPLEMENTING COVID-19 CONTROLS

Hazard Assessments identify additional controls which need to be implemented by Departments / Programs. These may include:

- Updating or developing safe work procedures or protocols – step-by-step instructions on required processes.  
Examples include:
  - how to share tools and equipment
  - enhanced cleaning protocols for each specific lab, tools, and equipment
  - how to handle the return of borrowed tools and equipment
  - develop specific lists to identify common touch points
- Safe Work Procedures will be communicated and made available to staff and students as applicable. Safe work procedures can be made accessible through Department/Program share drives or websites.

## 4. GENERAL EDUCATION AND TRAINING

### 4.1. General COVID-19 Awareness Training

NAIT has developed specific COVID-19 training for all staff and students. The expectation is that all staff and students will complete this online training course.

The purpose of this training is to provide guidance for staff and students at NAIT so that they can protect themselves and others from potential exposure to the COVID-19 virus, and also reduce the risk of infection in the event of an exposure.

This training is designed to do the following:

- Raise safety awareness about COVID-19.
- Provide the latest general safety guidance to staff and students.
- Provide instruction for the safe practices that help prevent the spread of COVID-19.
- Provide guidance for staff and students attending NAIT during the COVID-19 pandemic.

In practical terms information regarding safety measures, protocols and conduct as it relates to COVID-19 for will be covered.

The course will be completed by staff and students at intervals determined by NAIT Leadership.

#### 4.2. Department/Program Level Training

Departments / Programs will need to ensure staff and students are trained and competent related to their specific Safe Work Procedures and other practices related to COVID-19 Operations. This may include:

- Updated workplace orientations
- Use, maintenance, and care of PPE
- Cleaning and disinfection requirements

Health and Safety Services has several offerings to assist NAIT staff. A full list of offerings is available on the HSS Portal on the [Safety Training](#) webpage. Additional information may be communicated through the COVID-19 website.

## 5. SAFETY CONSIDERATIONS

Additional safety practices may be required to respond to working in a COVID-19 environment. These practices are department specific and are highly dependent on the type of work being done.

Additional Checklists and other guidance documents are available in the appendices of this document to assist Departments / Programs.

- Appendix B: COVID-19 Operating in Close Proximity
- Appendix C: COVID-19 Complete Space Plan Checklist
- Appendix D: COVID-19 Space Entry / Exit Checklist

#### 5.1. Restarting Equipment

In the event of a close-down certain equipment may be turned off and require a restart. Please follow the manufacturer's process for ensuring equipment is safe to use and will be safely returned to service. Steps for restarting equipment may include:

- identifying lab, shop, office, and other equipment that may pose a hazard
- conducting a pre-use review against the equipment manual
- ensuring SOPs for the equipment are up to date
- completing maintenance/calibrations as required

Office equipment (coffee machines, water coolers) may require flushing prior to re-use.

FMD will complete a flush of the NAIT water systems and lines including water fountains and washrooms, as required, should a close-down of NAIT facilities occur.

#### 5.2. Daily Check-In

Students, staff, visitors, tenants, vendors, contractors and any clients or visitors who are required to be on campus need to complete and submit an online form for each day they are on campus and at each location they are in for more than 15 minutes. QR codes to assist with Check-in are posted in various settings including retail and food, Health Services and other high frequency locations.

This Daily Check-in process will allow us to contact people on our campuses who are considered close contacts of identified positive cases of COVID-19.

The Daily Check-In Form is to be completed online through your preferred device including computer, tablet, laptop or phone.

Third-party contractors who visit campus are required also required to fill out the [Contractors, Vendors, and Service Provider Daily COVID-19 Health Check and Access Registry](#).

The information collected in the Daily Check-In is protected by FOIP and will only be used to implement health and safety requirements of NAIT's COVID-19 response to mitigate spread of COVID-19 within the NAIT and broader community, to comply with Public Health & Safety disclosures that may be required pursuant to s. 32 of the FOIP Act, and to comply with orders of Alberta's Chief Medical Officer and contact tracing requirements of the Province of Alberta, and may be disclosed to Alberta Health Services for that purpose.

### 5.3. Alberta Health Services' COVID-19 Self-Assessment

Students, staff, visitors, tenants, vendors, contractors and any clients or visitors are required to screen for symptoms using the Alberta Health Services' COVID-19 Self-Assessment. Follow the instructions from Alberta Health Services when accessing the webpage.

The online Self-Assessment may advise you to get tested, isolate or quarantine as applicable to your responses.

The online tool can be accessed at: [COVID-19 Self-Assessment for Albertans](#)

### 5.4. COVID-19 Responsibility Declaration

This COVID-19 Responsibility Declaration form outlines important information regarding your responsibilities in relation to the NAIT community's response to the COVID-19 pandemic.

Students, staff, visitors, tenants, vendors, contractors and any clients or visitors are expected to complete this declaration. Staff and students are required to complete this each term. Staff should provide a copy of their declaration to their supervisor.

The COVID-19 Responsibility Declaration is to be completed online through your preferred device including computer, tablet, laptop or phone.

The online tool can be accessed at: [COVID-19 Responsibility Declaration form](#)

### 5.5. If you are sick

Stay home if you are not feeling well. If you get sick while on campus, individuals are expected to leave campus immediately. Additionally, the following steps must be completed:

- Take the Alberta Health Services' COVID-19 Self-Assessment
- Follow instructions from Alberta Health Services: self-isolate and get tested for COVID-19 if advised.
- Stay home until you are symptom-free, even if you have tested negative for COVID-19.

- Mandatory isolation
- You are legally required to isolate for a minimum of 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

If you are sick, or receive a positive COVID-19 Test:

- Complete a COVID-19 incident report if you have symptoms of or test positive for COVID-19
- Submit it to [healthservices@nait.ca](mailto:healthservices@nait.ca). (Contact NAIT Health Services at 780.471.8733 or [healthservices@nait.ca](mailto:healthservices@nait.ca) if you have questions about how to complete the report.)
- This is required by anyone who has been on campus or in close contact with members of the NAIT community within the previous 14 days.
- Students currently in WIL placements are also expected to complete this step. This will allow NAIT to undertake necessary safety investigations, support contact tracing and communicate with Alberta Health Services as required.
- A NAIT Health Services nurse will follow up with you.
- Keep NAIT Health Services updated with any COVID-19 test results and instructions from Alberta Health Services.
- Updated details on COVID-19 Incident Reporting will be available on the COVID-19 website on the [Active Cases Dashboard](#)

**When you're sick, you must stay home.**

#### 5.6. Isolation / Quarantine

If you are sick, you must not come to NAIT work. If possible, work from home and follow AHS Guidelines as it pertains to isolation and quarantining.

If you have traveled, are suffering from COVID-19 symptoms, or have been exposed to someone who has COVID-19 you may be required to isolate or quarantine yourself. As these requirements are subject to changes the most current guidelines for Alberta Isolation and Quarantine requirements can be found at <https://www.alberta.ca/isolation.aspx>.

#### 5.7. Alberta Trace Together

ABTraceTogether is a mobile contact tracing app that helps to let you know if you've been exposed to COVID-19 – or if you've exposed others – while protecting your privacy.

Quickly identifying and isolating positive cases is an important part of our response to the COVID-19 pandemic and preventing the spread.

The more staff and students who voluntarily download and use the app the more effective the use of the app is

**NAIT encourages the use of the Alberta Trace Together mobile app for all staff and students.**

Complete information about ABTraceTogether can be found [here](#).

NOTE: Canada Trace App – Alberta has not adopted the use of the Canada Trace App but NAIT recognizes that this may change. NAIT will provide further direction of the use of the Canada Trace App as necessary.

## 5.8. Cleaning and Disinfection

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. The contaminated droplets are spread through human-to-human direct and indirect contact. Cleaning and Disinfecting is required for surfaces, equipment and public spaces which have been potentially contaminated.

The following practices are advised when cleaning and disinfecting:

- Use only [approved](#) cleaning products.
- 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). Review the directions on the products or use as directed on the Safety Data Sheets (SDS).
- Wash hands with soap and warm water or use an alcohol-based hand sanitizer after removing gloves.
- Use damp cleaning methods such as damp cleaning 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).
- 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 administrative areas should also be cleaned more often.

### **Custodial Services**

FMD – Maintenance and Operations is working hard to clean and disinfect NAIT facilities and public areas. They are adhering to the following general guidelines from Public Health Agency of Canada which includes the following:

Shared equipment during face-to-face classes:

- *Frequency:* In between students
- *Examples:* Tools, work benches, shared equipment, etc. by each program/class
- *Responsible:* Students after each use (enforced by instructors)

Frequently touched surfaces:

- *Frequency:* At least twice per day
- *Examples:* washrooms, doorknobs, light switches, telephones, keyboards, mice
- *Responsible:* Janitorial contractor

General cleaning of classrooms, shops, labs with face-to-face instruction:

- *Frequency:* At least twice per day
- *Examples:* Chairs, tables, floors, hallways (others as identified by Department/Program based on type of activity)
- *Responsible:* Janitorial contractor

Some washrooms, classrooms, meeting rooms and other facilities will remain closed and may have reduced service. These areas will have signage posted advising users that they are closed.

Custodial Services in addition to cleaning public spaces and high touch points in traffic areas will provide only basic services to the following.

Shops: replenishing of soap dispensers, removal of garbage, cleaning of butler sinks. These will be done daily

Labs: same as shops, but add sweeping of floors, wiping of desk/tables, cleaning of whiteboards/erasable pen ledges, weekly floor washing. Custodial does not clean any equipment in the labs

### **Departments / Programs**

Departments / Programs are required to provide additional cleaning and sanitization to their work surfaces and equipment to meet Government of Alberta public health requirements. Therefore, Departments / Programs are responsible for heightened disinfecting of workspaces and related high touch points in their areas, including office cleaning and garbage being emptied to common area receptacles.

These types of spaces would include the following:

- Workbenches, laboratory benches, desktops, and cabinets
- Laboratory equipment including fume hoods
- Tools and equipment
- High touch spaces in Department/Program areas
- Meeting rooms, kitchens, common administrative spaces

Business unit Safety Plans should expand on the cleaning and sanitizing requirements for their area(s). As of 01 April 2021, COVID-19 supplies and all associated costs will out of the business units' operating budgets using the regular purchasing and approval process.

### 5.9. Space Guidelines

Please refer to the [Planning Guidance – Space Planning](#) which outlines the baseline planning guidance for a whole-of-NAIT approach in identifying requirements to facilitate on-campus activities while ensuring, coordination and maximization of NAIT's space utilization following the Alberta Government's current COVID guidelines and restrictions.

In general all spaces are limited to a maximum of 50 people in general, provided the requisite safety protocols are in place and adhered to.

## 6. COVID-19 SAFETY PLANS

The requirements outlined above should be documented and captured through the creation of COVID-19 Safety Plans (CSPs).

### 6.1. Intent

The COVID-19 Safety Plans should explain in sufficient detail how the safety requirements of operating in a COVID-19 environment will be implemented and achieved in accordance with the General Safety Direction and other guidelines released by GOA and AHS.

Business units, tenants and special events all require Safety Plans, and they are responsible for implementing them.

### 6.2. Scope

The number of COVID-19 Safety Plans required is at the discretion of Departments/Programs. If the scope of work/tasks are sufficiently similar for the entire business unit then one COVID-19 Safety Plan may be suitable. As some work / tasks have more complex operational and safety needs, individual COVID-19 Safety Plans may be required for:

- Programs
  - Where work/tasks are more defined and unique to the program
  - E.g. Dental Assisting program will have different requirements than Respiratory Therapy
  - Dental Assisting works in a clinic setting and interacts with patients
- Projects
  - Short-term or long-term projects
  - E.g. Access to U152 Research Kitchen for 2 weeks in August working with external industry partners
- Short-term tasks
  - Start up or support requirements for staff to work over the summer
  - E.g. MLT Program laboratory is required to prepare and cultivate bacteria in preparation of Fall Semester
- Special Events
  - To address the specific scope of the event and the related health and safety concerns
  - E.g. Apprenticeship and Industry Training – sitting national Red Seal Exams for Apprentices

### 6.3. Contents

The Safety Plan structure is standardized and will address the following.

1. Scope of the Plan
  - a. Define the audience, time frame, and locations that are encompassed in the plan
2. Parameters
  - a. The focus should be on the implementation of controls related to job /task COVID-19 Hazard Assessments and related practices in the workplace

- b. The existing NAIT Health and Safety Management System (HSMS) policies, procedures, tools and supports should be leveraged and adapted where possible
  - c. Providing employees, students, contractors, and volunteers with the training and support necessary to integrate safe work behavior and practices into their work and/or learning experience
  - d. Establishing measurable targets, reviewing performance on a regular basis, and sharing the results with the organization
  - e. Other as identified by the Department/Program
3. General Safety Requirements
- a. Address the general safety practices as outlined and universally apply to operations and staff and students including:
    - Safety practices
    - Expectations
    - Cleaning and hygiene
    - Self-Assessment/self-checks
    - General conduct
      - Meetings
      - Breaks
      - Other as applicable
    - Scheduling
    - General Training
  - b. Use or adaptation of language from the General Safety Direction outlined above
4. Specific Safety Requirements (related to Hazard Assessments)
- a. Implementation and adaptations of specific procedures for operating in a COVID-19 environment for labs, shops, offices, field work, travel, visits, contractors, etc. Examples include:
    - Safe Work Procedure – Operating in close proximity – drawing blood from a patient
    - Training requirements – Ensuring staff and students are competent to use PPE
    - Cleaning and Sanitization – Frequency, duration, and agent defined for users
    - Others as related to the job/task
5. Support to Employees and Students
- a. General supports to staff and students
    - Mental health
    - HR supports
    - Other as available

#### 6.4. COVID-19 Work Plan Template

A template has been created to standardize the completion of the CSP plans. The template is located in Appendix F. Further guidance on completing the form is included in the template.

#### 6.5. Completion and Submission of the Plans

The completed drafts of the CSP should be submitted to Health and Safety Services for review, and feedback.

Health and Safety Services will continue to act as the primary safety consultant to Department /Programs, and provide guidance regarding:

- the tactics and practices on implementing controls,
- best practices for safety
- understanding and meeting legislative requirements related to CSP
- maintain a copy of all CSPs

#### 6.6. Resubmission / Updates of Safety Plans

Should a significant change be identified or implemented as part of a review, and following HSS consultation, business units are required to re-submit to the HSS to maintain a copy. Triggers for review and resubmission may include:

- Expansion of work into new locations / worksites
- Prior to commencement of new semester (e.g. update and resubmit for upcoming term if significantly changed)
- Employee/student numbers on site increase
- Changes to Government of Alberta direction regarding safety recommendations/requirements for Post-Secondary Institutions, Groups, Restaurants, Services, Regulatory colleges / bodies or other business activities
- After a COVID-19 significant incident, review the Safety Plan and revise to address the root cause / gap as necessary
- Upon direction from Executive or the COVID-19 Advisory Committee (CAC) which determines that updates to Safety Plans are required
- The addition of a new strategic objective which was not previously addressed in the CSP
- HSS advisory to resubmit, resulting from an investigation, advisory or similar rationale

## 7. REVIEW AND VALIDATION

All staff and students have a responsibility to follow the established safe practices and procedures implemented during COVID-19.

Anyone identified with a supervisory role also has the added responsibility of ensuring compliance with the established practices within their Department/Program, which includes regular and periodic inspections in the workplace.

COVID-19 requirements will continue to evolve as we move forward. Departments/Programs will need to ensure that the safety requirements continue to evolve with any updated direction and best practices.

Updates and guidelines will continue to be disseminated by NAIT Executive and other levels of leadership.

The COVID-19 website should be regularly visited to for updates, resources, announcements and other COVID-19 related information.

## 8. Appendices

1. Appendix A: COVID-19 Safe Practices
2. Appendix B: COVID-19 Operating in Close Proximity
3. Appendix C: COVID-19 Complete Space Plan Checklist
4. Appendix D: COVID-19 Space Entry / Exit Checklist
5. Appendix E: COVID-19 External Visits
6. Appendix F: COVID-19 Safety Plan Template
7. Appendix G: COVID-19 Work Refusal Guidelines
8. Appendix H: References and Resources
9. Appendix I: HS.FRM.22 - COVID-19 Incident Report Form

## 9. Document History

Version	Release Date	Comment
1.3	January 22, 2021	Update to reflect transition of RCT to CRT including the removal of any references to RCT and RAC and replaced with CRT and CAC as applicable.
1.2	December 8th, 2020	Updates to the document to reflect changes implemented by public health authorities, as well as by NAIT, RAC, and RCT.
1.1	July 8 <sup>th</sup> , 2020	Update for Appendix E. Inclusion of Document History and Version number.
1.0	June 10 <sup>th</sup> , 2020	Original version

## **COVID-19 Safe Practices**

The following safe practices have been identified:

1. Physical Distancing
2. Hand Hygiene
3. Use of N95 Respirators
4. Use of non-medical face masks and coverings or “cloth masks”
  - 4.1. Appropriate use
  - 4.2. Limitations
  - 4.3. Exceptions
5. Moving around campus and navigating common spaces
6. Changes to Safe Practices

STAFF AND STUDENTS ARE ALWAYS TO BE ENCOURAGED TO ADHERE TO THE SAFE PRACTICES, INCLUDING WHEN OFF CAMPUS.

### **1. Physical Distancing**

All staff and students are required to practice physical distancing while on campus to help stop the spread of COVID-19. Physical distancing involves taking steps to limit the number of people you come into close contact with. It can help you reduce your risk of getting sick and help prevent spreading the virus to others.

To protect yourself and others:

- Keep at least 2 metres from others when going out in public
- Avoid overcrowding in elevators or other enclosed spaces, as per the posted limits or guidelines
- Use the stairs, or alternative routes where possible
- Wash or sanitize your hands after touching communal surfaces

### **2. Hand Hygiene**

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the keys to the prevention of transmission of COVID-19 and minimizing 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 “**often**” and “**well**” with soap and warm water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer 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

- before eating any food (including snacks)
- before and after using shared equipment

“Well” means:

- wet hands with warm water 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. Hand sanitizer use should be 20 seconds of rubbing together vigorously
- rinse hands thoroughly with warm 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, it is important to:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons, or toothpicks when eating and serving foods (especially snacks or “finger foods”)



Source: Public Health Agency of Canada – [Wash your hands infographic](#)

### 3. 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. N95 masks help minimize the spread of potentially infectious material. **N95 masks must be fit tested.**

Medical masks and N95 respirators should be reserved for healthcare workers and this extends to staff and students working in a healthcare setting.

#### 4. Use of non-medical face masks and coverings or “cloth masks”

Wearing a homemade facial covering/non-medical mask in the community *has not been proven to protect the person wearing it* and is not a substitute for physical distancing and hand washing.

However, it can be an additional measure taken to protect others around you, even if you have no symptoms. It can be useful for short periods of time, when physical distancing is not possible in public settings, such as when grocery shopping or using public transit.

**As of August 1<sup>st</sup>, 2020, Everyone coming to campus is expected to wear a mask or face covering in indoor public spaces on campus.**

##### 4.1. Appropriate use of non-medical mask or cloth face covering

When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own respiratory droplets (infectious or not).

Non-medical or cloth masks are not standardized or tested; they are not designed for proper fit or form. Therefore, their individual effectiveness and limitations are unknown and may vary. However, they work to protect others in case you are infected. This type of mask can reduce the spread of the virus.

To get the best performance from a cloth mask, you need to make sure of the following:

- It should be made of at least 3 layers. Two layers should be tightly woven material fabric such as cotton or linen. The third (middle) layer should be a filter-type fabric such as non-woven polypropylene fabric.
- Bandanas, scarfs, neck gaiters, and mask with exhalation valves or vents are NOT recommended.
- Ensure proper design to cover the nose, sides of the face, and below the chin snugly.
- It should not hamper breathing or cause additional respiratory exertion.
- That you do not often touch, adjust, or remove the mask as it decreases the effectiveness of wearing it, and there is a possibility of transferring the virus from the mask to a hard surface, if you have been infected.

##### 4.2. Limitations

Homemade masks are not medical devices and are not regulated like medical masks and respirators:

- they have not been tested to recognized standards,
- the fabrics are not the same as used in surgical masks or respirators,
- the edges are not designed to form a seal around the nose and mouth.

These types of masks may not be effective in blocking virus particles that may be transmitted

(Source: Public Health Agency of Canada - [Non-medical masks and face coverings](#))

### 4.3. Exceptions

You are not expected to wear a mask:

- If you are a staff member working in
  - private office spaces or research labs where access is restricted and 2 metres of physical distancing can be ensured and maintained;
  - areas where other physical barriers have been installed (e.g. plexiglass barriers).
- If you are eating or drinking in designated areas where food and beverages are allowed.

### 4.4. Accommodations

Individuals who are unable to wear masks or face coverings due to medical, religious or other protected grounds must make a request for an accommodation from NAIT.

For all requests, NAIT will assess the risks to community health and safety. Each situation is unique. The outcome may look different for each person.

**Students Requests:** Exceptions and accommodations to the mask requirements may be made for students with medical conditions that prevent their wearing a mask or disabilities that prevent their maintaining a 2-metre distance. For any questions concerning accommodation for medical or learning needs, please contact our Learning Advising team for help. Please book an appointment at [www.nait.ca/learningservices](http://www.nait.ca/learningservices) or contact [learningservices@nait.ca](mailto:learningservices@nait.ca).

**Staff Requests:** Speak with your supervisor about your request. You are not required to disclose the reason for your request to your supervisor. Human Resources will work with you and your supervisor to assess your request. You will be required to provide appropriate documentation to support your request.

If a request is approved, you will have the option to obtain a mask exemption sticker for your one AT NAIT card.

Accommodations apply only to on-campus activities. If you are on a work-integrated-learning site, the employer's policies will take precedence.

## 5. Moving around campus and navigating common spaces

Follow signage that is posted. Walk on the right-hand side of the street/hallway wherever possible, creating one-way pedestrian traffic and minimizing contact with passersby. Keep to the right-hand side of sidewalks and pathways, allowing faster walkers to pass you.

**Everyone coming to campus is expected to wear a mask or face covering in indoor public spaces on campus.**

**Elevators:** No more than one person may use an elevator at any time unless there is sufficient space for two people to stand diagonally 2m apart. Where possible, use an object to press elevator buttons. Use stairs whenever possible.

**Entry/exit:** Use automatic door buttons wherever possible to reduce touchpoints and use an object to press /push the door button where possible. Follow any “in” and “out” signs posted on building doors to allow people to keep their distance.

**Hallways and stairwells:** Walk on the right in stairwells and hallways. If there is not sufficient space to maintain a 2m distance, yield to oncoming traffic. Be sure to wash hands or use a hand sanitizer after touching handrails or other surfaces. Follow any directional tape or signage indicating traffic flow.

**Washrooms:** Follow all signage indicating sink and stall closures to maintain proper distancing.

**Staff and students are always to be encouraged to adhere to the Safe Practices.**

**Hand washing stations in offices, lunchrooms, and work areas must include proper hand washing signage and soap.**

**Departments/Programs are responsible for printing and placing signs in their spaces.**

## 6. Changes to Safe Practices

Changes to Safe Practices can be expected as the pandemic evolves and the science, best practices and public health direction emerges.

NAIT leadership will continue to provide further direction, guidance, and updates as NAIT adapts to the new direction.

Staff and students should continue to monitor the COVID-19 microsite and other NAIT information outlets for updates.

### COVID-19 Operating in Close Proximity

NAIT recognizes the need to comply with public health directives and to adhere to the 2 metre physical distancing requirements. The default for conduct continues to be that all persons must maintain the 2 metre physical distancing requirements while on Campus.

NAIT further recognizes that some work activities, experiential learning, and other essential tasks may require the need to breach the 2 metre distance for brief periods of time. The following guidelines are provided to assist Departments / Programs when conducting operations in proximity - under 2 metres distancing between persons.

#### Steps:

1. Identify the tasks / activities which will require working in proximity.
2. Create a Safe Work Procedure that adheres to the following best practices:
  - PPE - **a face mask must be worn by everyone working in proximity**
  - Additional PPE requirements should be addressed based on the task/ activity including the use of eye protection, medical face masks, or gloves as necessary.
  - All persons will minimize where possible the frequency and duration of being in proximity for tasks.
  - Keep the number of people involved at a minimum. Rotate persons through the task as necessary so that only 2 persons are involved.
  - Avoid physical contact, stay as far apart as possible – 1.5 metres is better than .5 metres.
  - Avoid sharing equipment, tools, and workspaces.
  - If you must share equipment, it should be disinfected before and after each user. Users should also perform hand hygiene before and after each use.
  - The use of Face Shields has been directed as an additional safety measures for labs and shops.
3. Ensure training for staff and students on the Safe Work Procedure is completed, including direction on:
  - How to use, maintain, and dispose of PPE
  - Safe use of approved cleaning and disinfecting products

#### Note:

Where your current Safe Work Practice (SWP) already includes the use of PPE for non-COVID-19 related risks, you should adapt your SWP to include this guidance along with the existing regulations your activity is subject to.

**COVID-19 Complete Space Plan Checklist**

The following Space Plan Checklist should be completed for spaces being used for face to face activities. The intent of this plan is to ensure that minimum levels of COVID-19 mitigation strategies are being utilized to maintain safe spaces for staff and students.

**Use Directions:**

- Use this checklist as a quick tool to assess COVID-19 control measures in your instruction/workspace.
- Describe the details for each control measure indicated as 'yes'.
- It is possible that a Program / Department has multiple Space Plans as part of this framework – each space is to be documented.
- Review completed questionnaires often to ensure they are still effective and in use.

<b>Person(s) completing the plan:</b>		<b>Class Type:</b>	<input type="checkbox"/> Classroom <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop <input type="checkbox"/> Clinic <input type="checkbox"/> Office <input type="checkbox"/> Other _____
<b>Date:</b>		<b>Room #s:</b>	

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Has an Entry/Exit Process been established?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. implemented safe work procedure - one door, hand sanitizing, pre-screening questions</i>
2.	Have areas been identified (within the space) that are cordoned off from access?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. lecture or demonstration areas, offices, prep areas, etc.</i>
3.	Have infection control and physical distancing posters been posted in the space and throughout the common areas?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. posted and visible</i>
4.	Has the maximum number of persons in the space been determined?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Calculate based on 2m social distancing requirements – Considerations for equipment providing sufficient distance requirements to be included. E.g. lab bench, car hoist, etc.</i>
5.	Have directional arrows to support flow of people throughout the space been installed?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. use tape, etc. or contact Facilities with your needs</i>
6.	If two or more individuals are required to come within two metres of one another for the purposes of instruction (etc.) have additional measures been instituted to minimize or eliminate close contact?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. barriers or partitions installed, working in proximity PPE and procedure is in place</i>

#	Control Measure	Yes	N/A	Details/Applicable Task
7	If persons are in a healthcare environment or are required to be in proximity, has the appropriate PPE been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<i>E.g. gloves, medical masks, and face shields in use, N95 masks used when working in clinic setting</i>
<i>If the space is shared between more than 1 department or program, please complete 8 and 9.</i>				
8.	Have Facilities been notified of access needs before classes begin?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Access is required at these times: Access is required on these days:</i>
9.	Have Facilities been notified of additional cleaning needs for building based on Safe Plans?	<input type="checkbox"/>	<input type="checkbox"/>	<i># Washrooms: Other high-traffic areas outside the classroom:</i>

**COVID-19 Space Entry/Exit Guideline**

Health and safety of staff, students, and clients is NAIT's top priority. The following guidance is designed as general best practice which can be used for any space – lab, workshop, office, retail, etc. as NAIT transitions back to on-campus operations.

Guidelines should include but are not be limited to:

	#	
<b>SAFE SOCIAL INTERACTIONS</b>	1.	If you are sick, <b>STAY HOME!</b> Individuals who are exhibiting signs of COVID-19 must stay home and will not be allowed entry. Use the <a href="#">AHS COVID 19 Self-Assessment</a> tool in accordance with NAIT direction for staff and students.
	2.	Social distancing (2 metres) is always maintained including while outside of a space waiting to enter.
	3.	Entry to any office/classroom/shop should be through a designated door.
	4.	No more than the pre-determined space capacity is allowed inside at one time. Must adhere to specified COVID-19 occupancy limits.
	5.	Traffic flow indicators within the space should be used to help maintain social distancing. Use of tape, decals, etc. on the floors.
	6.	Social distancing (2 metres) between individuals is maintained using clear markings (signs, decals, etc.) or pre-assignment of designated work areas with identifying signs and/or decals on the floor as appropriate.
	7.	Individuals will be mindful and respectful of the spaces of others.
	8.	Students will respect the 2 metre physical distancing area within learning spaces that are dedicated to instructors.
	9.	No student access within any section of the learning space that has been cordoned off from use.
<b>PERSONAL HYGIENE</b>	10.	Hands to be sanitized at sanitizing station by doors upon entering or utilizing the closest washroom.
	11.	On entry, remind all persons about personal hygiene expectations during the activity (hand washing, cough/sneeze etiquette, etc.) and refer to posters in the class if needed.
	12.	Hands to be sanitized at sanitizing station by doors upon exiting or utilizing the closest washroom.
<b>ENVIRONMENTAL HYGIENE</b>	13.	On entry, remind students about their responsibility to clean shared equipment/tools between users, before and after each use.

**COVID-19 External Visit Checklist**

The health and safety of staff extends to all worksites including those that happen off campus. When we visit our industry partners, clinical practicum sites, associations, donors, other post-secondary institutions and government offices (etc.), we need to clearly understand what needs to be addressed before, during, and after the visit occurs.

Item	#	
<b>Review the need to conduct the visit</b>	1.	Can the visit be: <ul style="list-style-type: none"> <li>• Deferred</li> <li>• Conducted via alternative means (WebEx, Zoom, MS Teams, etc.)</li> <li>• Other (e.g. Phone)</li> </ul>

If #1 cannot be achieved, then assess the following:

<b>Preparation for the Visit</b>	2.	Contact the external organization to determine their site requirements for dealing with COVID-19. These may include (but are not limited to): <ul style="list-style-type: none"> <li>• AHS Self-assessment for COVID-19</li> <li>• Signing documents upon entry to their site</li> <li>• Specific policies and procedures for COVID-19               <ul style="list-style-type: none"> <li>○ <i>review the policies and procedures to note requirements</i></li> </ul> </li> <li>• Wearing masks and additional Personal Protective Equipment (PPE)               <ul style="list-style-type: none"> <li>○ <i>Will the organization provide the PPE, or do you need to provide your own?</i></li> </ul> </li> <li>• Reduced number of visitors               <ul style="list-style-type: none"> <li>○ <i>What is the maximum number of visitors allowed to attend?</i></li> </ul> </li> </ul>
	3.	If the external organization does not have established plans to deal with COVID-19, then the NAIT guidelines should be adhered to.
<b>Prior to the Visit</b>	4.	If you are sick, <b>STAY HOME!</b> Individuals who are exhibiting signs of COVID-19 must stay home.
	5.	Contact the external organization to verify that the requirements for the visit have not changed.
	6.	Bring your own PPE, item(s) required to enter the site. <ul style="list-style-type: none"> <li>• PPE as required by site specific hazards (e.g. boots, eye protection, etc.)</li> <li>• COVID-19 PPE</li> </ul>
<b>During the Visit</b>	7.	Understand and comply with site COVID-19 safety measures
	8.	During the visit, if you feel that the protective measures at the site are inadequate, or that an attendee(s) displays COVID-19 symptoms, then: <ul style="list-style-type: none"> <li>• Address the concern with your host, seek resolution</li> <li>• If the concerns cannot be resolved, you should leave the site in order to protect your own health.</li> </ul>
<b>After the Visit</b>	9.	PPE maintenance and care <ul style="list-style-type: none"> <li>• Inspect, clean and sanitize PPE</li> <li>• Discard disposable PPE, ensure replace as necessary</li> </ul>
	10.	NAIT should be aware of any problems or challenges with external organizations for planning. Please report any concerns to your supervisor to address.



## COVID-19 Safety Plan: **Plan Name**

Plan Author: **Name, Position, Email, Phone #**

Plan Owner: **Name, Position, Email, Phone #**

Last Update: **Date/Time**

## User Guide

- This template is designed to enable the creation of COVID-19 Safety Plans (CSPs) within business units. Each CSP explains in sufficient detail how the safety requirements of operating in a COVID-19 environment will be implemented and achieved in accordance with the General Safety Direction and other guidelines released by GOA and AHS.
- Use your existing hazard assessments (updated for COVID-19), safe work procedures, business plans, etc. to understand your requirements as to the number and scope of the CSPs to be created.
- More detailed guidance on using this template can be found in the General Safety Direction document, Section 6.
- **Please replace only the text that is highlighted in yellow.**
- The Plan Owner is responsible for ensuring that all steps in the plan below are implemented. If you are listed as the owner and you decide to defer to a designate, please write their name above in addition to yours.
- Any clarification needed for writing the plan can be sought through [relaunch@nait.ca](mailto:relaunch@nait.ca). Subject: Attention: Safety Plans
- Completed drafts of the CSPs should be submitted to Health and Safety Services (HSS) for review and feedback. Both HSS and the Relaunch Coordination Team (RCT) will review your CSPs.

### NOTE:

Additional direction and guidance will be forthcoming on:

- PPE guidelines – purchasing and distribution
  - General COVID-19 Awareness Training
  - Self-assessments / Checks required
  - Tracking of students / Attendance
- 

## 1. Scope of the Plan

*Provide an overview of the scope of the plan.*

*Please include at least the following high-level details:*

- *Describe the activity that is being planned? (WHAT) E.g. Outdoor Surveying Assignment*
- *Define the audience (WHO) – E.g. Department /Program, or Project X*
- *Define the time frame / duration (WHEN) E.g. Fall 2020, or SUMMER Field Work*
- *Define the locations involved (WHERE) E.g. specific or general – “All” programs spaces, or specific spaces dependent on the activity*

## 2. Parameters

Describe at a high level the parameters that will be included in the plan (WHAT). The remaining sections below will allow you to provide details on implementation & execution (HOW). Consider the following parameters and add further parameters specific to your CSP.

- Implementing the controls described in your COVID-19 Hazard Assessments and related safe practices in the workplace
- Leveraging the existing NAIT Health and Safety Management System (HSMS) policies, procedures, tools, and supports
- Providing employees, students, contractors, volunteers, and visitors with the training and supports necessary
- Integrating safe work behaviors and practices into work and/or learning experiences
- Establishing measurable targets, reviewing performance on a regular basis, and sharing the results with the organization
- Designing communications plans for internal and external stakeholders
- Other parameters as identified by the Department/Program

## 3. General Safety

Describe in detail how you will implement the general safety practices outlined in the General Safety Direction (GSD) document. These general safety practices universally apply to all staff, students, and work/learning activities. Adapt the language from the GSD and include all those applicable to your plan.

Examples include:

- Safety practices E.g. Physical Distancing, Hand Hygiene, Meetings, Movement, Common spaces, PPE etc.
- Cleaning and hygiene E.g. General description and expectations for work and learning spaces, common areas, offices, etc.
- General Training E.g. Staff and students will complete the COVID-19 Awareness Training prior to returning to campus
- Expectations for staff, students, etc. E.g. Adhere to safety practices, cleaning, etc.
- Self-Assessments/self-checks E.g. Staff to stay home should they exhibit any symptoms of COVID-19.
- Others as applicable:
  - Scheduling
  - Travel
- Contractor / Vendor / Visitor oversight and tracking

## 4. Specific Safety

Similar to the General Safety section, describe in detail how you will implement all other safety practices specific to your CSP. Those safety practices which apply to your specific activity, specific location, specific group of people, etc. Considering the parameters listed above and using your existing hazard assessments (updated for COVID-19), detail how you will adapt your safe work processes in order to safely work in a COVID-19 environment.

Examples might include:

- Updating the safe work practice that describes controls being implemented
  - E.g. PPE requirements for a clinic setting where instructors, students, and patients must work in close proximity
  - E.g. Cleaning and Sanitization procedures for shared tools
  - E.g. Workflow on Operating in Proximity for labs, shops, etc.
- Creating specific training for staff & students performing a particular task with details not covered in the general training
  - E.g. How to properly wear, maintain, and dispose of face-masks/face-shields
  - E.g. Use and disposal of surgical gloves in lab
- Identifying the cleaning & sanitization requirements for your lab/ shop/work area to supplement the NAIT-wide cleaning program implemented by FMD
  - E.g. Reception will be cleaned after each visitor

## 5. Support to Employees & Students

Describe any relevant general supports for staff or students that are applicable.

- Tracking of staff and students
- Employee and Family Assistance Program
- Student Counselling Program
- Flexible Workplace Program (E.g. Use of alternative work arrangements)
- Change Management (E.g. How and when the Safety Plan will be updated)
- Communication (E.g. When and how the Safety Plan will be shared, communicated to staff (and students))

Additional Considerations

- Identify any additional considerations that must be factored into this plan and are not described elsewhere.

## 6. References

*List or link any documents that are referenced within this plan or should otherwise be included with the plan.*

*Examples include:*

- *Hazard Assessments*
- *Safe Work Procedures*
- *Custom checklists*
- *General Safety Direction Appendices*
- *Others*

## Work Refusal Guidelines

Safety issues and concerns are raised on an ongoing basis in the workplace and are generally responded to and addressed in the moment, with a resolution that addresses the hazard or hazardous condition.

A work refusal results from an escalation of a safety concern that is perceived to be present in the workplace and which is not (adequately) resolved to the satisfaction of the employee(s).

As the workplace evolves an unrecognized hazard or safety issue may emerge for a variety of reasons. When a safety concern or hazard is believed to rise to the standard of becoming an *imminent threat*, or presents a *dangerous condition* to the health and safety of an employee or others then the elements of a work refusal are present. Refusal of a specific job or task is based on:

- A danger that is not addressed by normal hazard controls:
- A danger that would normally stop work; or
- A situation for which you are not properly trained, equipped, or experienced to do the work assigned.

If the supervisor or employer does not address the dangerous condition and resolve it, and directs the employee to continue to work, then the employee may exercise their right to refuse if they believe:

- that the safety measures / controls implemented by the supervisor / employer have not adequately addressed the dangerous condition, and/or
- that the work may be a danger to themselves or others.

The work refusal is initiated by the employee when they give immediate notice to their supervisor to refuse the work, based on reasonable grounds, and in good faith, that there is an imminent danger / dangerous condition which exists. Work refusals should be addressed immediately by the supervisor.

NAIT's Work Refusal process is outlined in the following:

- [HS.PRG.27 - Work Refusal Program](#)
- [HS.FC.1 - Work Refusal - Flowchart](#)

The above documents detail the parties involved, the roles and responsibilities of the parties, and the steps required to be completed for a work refusal.

### COVID-19 and Work Refusals

Can I refuse work because of the COVID-19 pandemic?

The short answer is no. Work refusal cannot be invoked simply because COVID-19 exists. There must be a link between COVID-19 and your reasonable belief that you are at risk for injury or illness. In the case of COVID-19, a potential danger would include a risk of exposure that is not being properly managed, such as an employer failing to provide you with appropriate personal protective equipment or the training to use it.

Right to Refuse dangerous work: OHS information for employers and workers— Government of Alberta <https://open.alberta.ca/dataset/2e12a74b-cae0-4133-b1c4-1ff40521403e/resource/cabc3e71-0ab7-41e9-a6b0-d4caf3d94d9e/download/lbr-right-to-refuse-dangerous-work-ohs-information-li049-2020-06.pdf>

## **References and Resources**

### **NAIT**

Emergency Updates & Resources

<https://emergency.nait.ca/Alerts/COVID-19>

NAIT Relaunch

[www.nait.ca/relaunch](http://www.nait.ca/relaunch)

Health and Safety Services

<https://staff.nait.ca/departments-schools/facilities-management-and-development/health-safety>

### **Government of Alberta**

Alberta Relaunch Guidance

<https://www.alberta.ca/guidance-documents.aspx>

Alberta COVID-19 Response

<https://www.alberta.ca/covid-19-information.aspx>

Testing / Self-Assessment

<https://www.alberta.ca/covid-19-testing-in-alberta.aspx>

Isolation and Quarantine

<https://www.alberta.ca/isolation.aspx>

AB Trace

<https://www.alberta.ca/ab-trace-together-faq.aspx>

COVID-19: Mask Requirements

<https://www.alberta.ca/masks.aspx>

### **Government of Canada**

General Information

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Non-Medical Masks

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Approved Cleaning Products

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>

Cleaning and disinfecting

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

Wash Your Hands

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

Please refer to the NAIT COVID-19 website for latest information and other released [guidelines, resources and references](#).

## HS.FRM.22 - COVID-19 Incident Report

The Incident Report is the default reporting tool for staff, students, vendors, contractors and guests who have symptoms or test positive as it relates to NAIT on campus activities.

1. Complete a COVID-19 incident report if you have symptoms of or test positive for COVID-19.
  - Submit it to [healthservices@nait.ca](mailto:healthservices@nait.ca). (Contact NAIT Health Services at 780.471.8733 or [healthservices@nait.ca](mailto:healthservices@nait.ca) if you have questions about how to complete the report.)
  - This is required by anyone who has been on campus or in close contact with members of the NAIT community within the previous 14 days.
  - Students currently in WIL placements are also expected to complete this step. This will allow NAIT to undertake necessary safety investigations, support contact tracing and communicate with Alberta Health Services as required.
  - A NAIT Health Services nurse will follow up with you.
  -

The most current version of the form can be found at the following link:

### [HS.FRM.22 - COVID-19 Incident Report](#)

Supervisors may submit the Incident Report on behalf of employees, as necessary.

Instructors may submit the Incident Report on behalf of students, as necessary.

2. Alternatively staff may complete and submit their COVID-19 Incident Report through the myCority application which will send the report directly to Health Services. Follow these easy steps to complete the incident report online through your device.

1. Open [myCority](#)
2. Select “New Event Report”
3. Select “COVID-19 Employee Reporting”
4. Complete all the required fields
5. Click “Submit” . It will automatically go to Health Services for review.

(Contact Health and Safety Services at 780.471.7536 or email [HSS@nait.ca](mailto:HSS@nait.ca) if you have questions about how to complete the report using myCority).

**COVID-19 INCIDENT REPORT**  
All completed forms to be sent to [healthservices@nait.ca](mailto:healthservices@nait.ca)  
(Complete all the fields to the best of your ability)

Name of person reporting: \_\_\_\_\_ Time reported: \_\_\_\_\_  
 Date Reported: \_\_\_\_\_  
 Name of Person Reported: \_\_\_\_\_  
 Supervisor/Instructor Name: \_\_\_\_\_  
 Division/School: \_\_\_\_\_  
 What is the best phone number to reach you at? \_\_\_\_\_  
 What is the best email address to reach you at? \_\_\_\_\_

**DETAILS OF INCIDENT**

What symptoms if any, do you have?  
 Cough  Hoarse, raspy, hoarse, or unproductive  
 Fever  Difficulty breathing  
 Shortness of breath  Loss of taste or smell  
 Sore throat  Fatigue  
 Headache  Red, itchy, or watery eyes  
 Nausea or vomiting  Diarrhea  
 Loss of consciousness

Have you called 911 and/or completed the [Self-Report Assessment](#)?  Yes  No Date of Self-Report Assessment: \_\_\_\_\_  
 What were the recommendations from AHS (if applicable, provide isolation or quarantine history and testing dates)? \_\_\_\_\_

Did you have a COVID-19 test?  Yes  No Date of COVID-19 test: \_\_\_\_\_  
 Have you been in close contact with a known case of COVID-19?  Yes  No Date of contact: \_\_\_\_\_  
 If you were not in close contact of a known case of COVID-19, when do you think you may have contracted COVID-19? \_\_\_\_\_

Have you returned from travel outside of Canada within the last 14 days?  Yes  No Return Date: \_\_\_\_\_  
 How did you arrive in NAIT? \_\_\_\_\_

Where were you when you were on NAIT campus? Provide room numbers: \_\_\_\_\_

Who were you in contact with? List the names, dates, and times: \_\_\_\_\_

Health Services recommends that you call 911 for further guidance. Once you have done so, please call us at (780) 471-8733 or email us at [healthservices@nait.ca](mailto:healthservices@nait.ca) and let us know the information that they have provided to you. We will be following up with you. We will contact you again if you have not responded, or your symptoms are absent. If you have any questions or concerns, please do not hesitate to contact us.

Please do not be responsible for information on what to do on the COVID-19 Module at [myCority](#)

HS.FRM.22 COVID-19 Incident Report Form

Event Reports

NAIT-Safety Employee Covid-19

Delete Cancel Save Submit

Event Report

Reporting Information

Self Reporting Number

Date Reported

01/22/2021

MM/DD/YYYY

Person Reporting \*

Bliggins, Joe

Time Reported (use clock icon)

14:40

Report (24)

What is the best phone number to reach you at? \*

780.471.8733