



COVID-19 Awareness Training for NAIT Students

4.0



SPRING 2022

**WORKING SAFELY IN A
COVID-19 ENVIRONMENT**



NAIT AND COVID-19

-  [Let's ALL Stay Safe!](#)
-  [Why Do We Need This Training?](#)
-  [NAIT's Response to COVID-19 Website](#)

WHAT IS COVID-19?

-  [What is COVID-19?](#)

COVID-19 SAFE PRACTICES

-  [Vaccinations](#)
-  [Everyday Safety Practices](#)

PHYSICAL DISTANCING

-  [Physical Distancing](#)
-  [Physical Distancing on Campus](#)

HYGIENE PRACTICES

-  [Hygiene Practices](#)

CLEANING AND SANITIZING

-  [Cleaning and Sanitizing](#)

PERSONAL CLOTHING, MASKS, GLOVES & EYEWEAR

- ☰ [Personal Clothing](#)
- ☰ [Cloth and Non-Medical Masks](#)
- ☰ [Gloves](#)
- ☰ [Safety Glasses and Face Shields](#)

PERSONAL CONDUCT AND ETIQUETTE

- ☰ [Personal Conduct and Etiquette](#)

HEALTH SCREENING

- ☰ [Daily Check-in Form](#)
- ☰ [Take the Alberta Health Services Self-Assessment](#)
- ☰ [NAIT Alert App](#)
- ☰ [What to Do If You Have Symptoms or Get Sick](#)

RESPONSIBILITIES IN A COVID-19 ENVIRONMENT

- ☰ [Responsibilities](#)
- ☰ [Coping with COVID-19](#)

- ☰ [Be Safe Outside of NAIT](#)

SUMMARY

- ☰ [Summary and Declaration](#)
- ☰ [Resources](#)

Lesson 1

LET'S ALL STAY SAFE!

COVID-19 continues to evolve and so do NAIT's response and safety requirements. While the training addresses several existing COVID-19 safety practices and measures, the requirement to use them may change depending on the direction of the health authorities.

As always, stay apprised of the changing safety requirements by monitoring the NAIT COVID-19 website and the information disseminated from your supervisors and NAIT leadership.

Staying safe and healthy during the COVID-19 pandemic requires the co-operation of everyone.

As staff and students continue to adapt and respond to evolving campus activity levels, it is imperative that each of us contributes to the ongoing success of the COVID-19 response by adhering to the rules and guidelines identified in this training.

The rules and guidelines were developed by NAIT in accordance with the mandated Alberta COVID-19 requirements.

Additional information from reliable and valid government and public health institutions is included to assist you in learning how to be safe.

- Alberta Health Services (AHS) (<https://www.albertahealthservices.ca/>)
- Government of Alberta Biz-Connect (<https://www.alberta.ca/biz-connect.aspx>)
- Public Health Agency of Canada (PHAC) (<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>)
- Alberta Occupational Health and Safety (AB OHS) (<https://ohs-pubstore.labour.alberta.ca/covid-19>)
- Canadian Centre for Occupational Health and Safety (CCOHS) (<https://www.ccohs.ca/products/publications/covid19/>)

*The default information will always be from AHS.

***Information is current as of **April 2022**

REMEMBER: IF YOU ARE SICK, YOU MUST STAY HOME.

WHY DO WE NEED THIS TRAINING?

The purpose of this training is to provide guidance to employees and students at NAIT to protect them 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.

Students are expected to comply with NAIT's [Student Rights and Responsibilities \(SRR\) Policy \(PDF\)](#).

As per the SRR Policy, all NAIT students have the responsibility to abide by expectations communicated by NAIT staff such as those found in this training.

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 students attending NAIT during the COVID-19 pandemic.

COVID-19 INFORMATION

HELP RELAUNCH, SAFELY

**Prevention starts with awareness.
Be informed on how you can protect
yourself and others from COVID-19:**

- Isolate if you're feeling sick
- When out, maintain physical distancing of 2 metres
- Wash your hands frequently for at least 20 seconds with warm water and soap
- Cover coughs and sneezes and stay home if you are sick
- Avoid touching your face
- Wear a mask in public places where keeping a distance of 2 metres is difficult

STAY INFORMED

[alberta.ca/covid19](https://open.alberta.ca/covid19)

Alberta

Government of Alberta poster available for download at: <https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/9a5ea22c-2490-47f3-8b02-7df3d2fc4669/download/covid-19-prevention-starts-with-awareness-poster-11x-17-colour.pdf>.

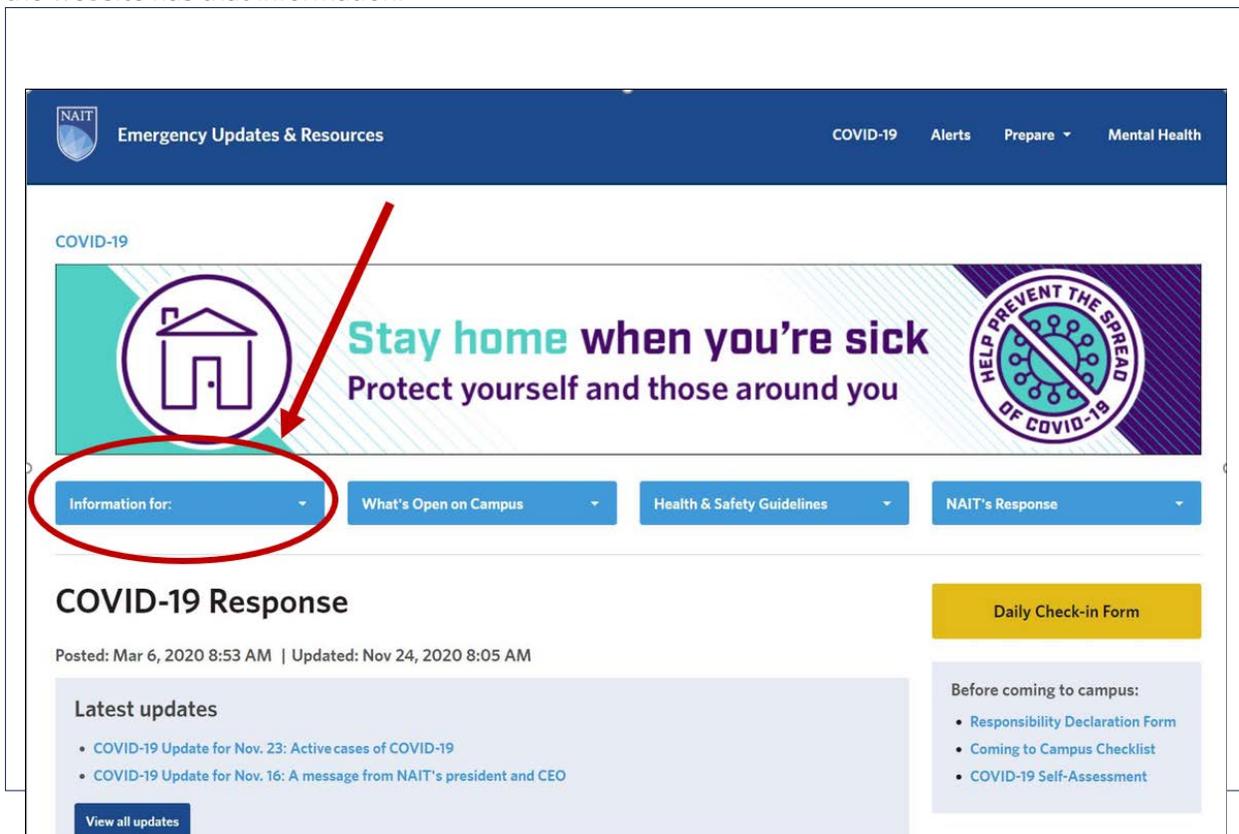
Students are required to complete this training as directed.

At the time of release, the current direction is to complete each term.

Lesson 3

NAIT'S RESPONSE TO COVID-19 WEBSITE

NAIT has developed a COVID-19 website (<https://www.nait.ca/COVID-19>) that provides information regarding NAIT's response. Click the "Information for Students" tab on the site to stay informed of updates and changes. The website provides access to the videos and resources used in this presentation. For example, if you need a reminder about how to put on or take off a mask safely, the website has that information.



Screenshot image of NAIT's Response to COVID-19.
<https://www.nait.ca/COVID-19>

As the information related to NAIT's COVID-19 response continues to evolve, please visit the **COVID-19 website** regularly for the latest updates and information.

Lesson 4

WHAT IS COVID-19?

Definition

COVID-19 is the official name for the disease causing the novel coronavirus outbreak which has spread around the world. The name stands for *Corona-Virus Disease 2019*.

How is COVID-19 Spread?

An infected person spreads COVID-19 to others when respiratory droplets and aerosols (smaller droplets) are expelled through several actions:

- talking
- singing
- shouting
- coughing
- sneezing

COVID-19 can also spread by touching something that has the virus on it, then touching your mouth, nose, or eyes with unwashed hands. You can transmit COVID-19 before you start showing symptoms or without ever developing symptoms.



Graphic illustration of COVID-19 in proximity to a face.
copyright-free from www.pikist.com

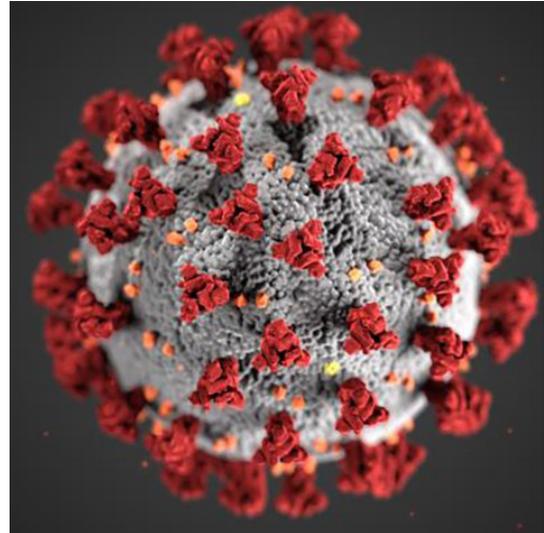


Image of COVID-19 virus: CDC/Alissa Eckert, MS; Dan Higgins, MAMS <https://www.nps.gov/aboutus/news/public-health-update.htm>

COVID-19 Variants

COVID-19 variants are viruses that have changed or mutated while reproducing inside an infected person's cells. The variant can be spread to others and may continue to mutate as it moves from person to person. These strains are known as variants of concern because they appear to spread more easily than other COVID-19 strains.

Can COVID-19 be spread through the air?

There is increasing evidence of transmission through aerosolization of the virus by infected persons. Tiny droplets expelled through someone sneezing, talking, singing, or yelling may remain airborne long enough to travel through the air. That is why a variety of controls are utilized and will evolve during the pandemic.

Can COVID-19 be spread by a person who has no symptoms?

While the risk may be low, it is possible to become infected by someone who shows no symptoms (asymptomatic). Transmission is possible even if the person is feeling well and experiencing, for example, only a mild cough.

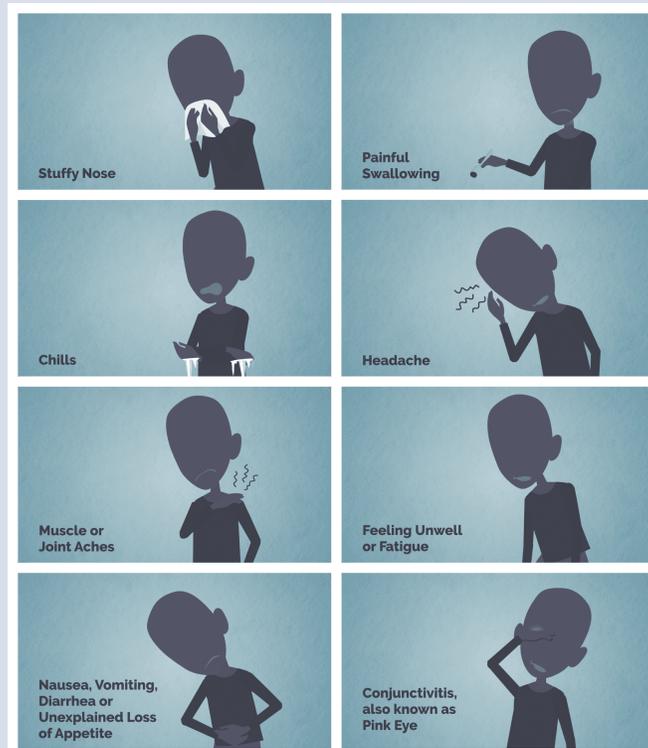
Signs & Symptoms of COVID-19

Corona-virus disease 2019, or COVID-19, is a respiratory illness spreading from person to person. It is considered a global pandemic with community spread. Most cases are mild and do not require hospitalization.

Symptoms may include:



Core symptoms of COVID-19. (NAIT)



Other symptoms of COVID-19. (NAIT)

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

VACCINATIONS

"Vaccination is one of the most effective ways to protect our families, communities, and ourselves against COVID-19. Evidence indicates that vaccines are effective at preventing serious outcomes, such as severe illness, hospitalization, and death due to COVID-19.

Most COVID-19 vaccines require two doses to fully vaccinate a recipient. While current evidence shows that a single dose of the vaccine can be effective, a second dose is essential for longer-lasting and optimal protection. For your second dose, return at the time advised by your health care provider."

[Public Health Agency of Canada](#)

The facts about COVID-19 vaccines

Vaccination is one of the most effective ways to protect your health. Vaccines work with the body's natural defences to develop protection against a disease. COVID-19 vaccines provide instructions to your body's immune system to recognize and fight off the virus that causes COVID-19.

Free vaccines will be available to everyone who lives in Canada. Provinces and territories have developed detailed vaccination rollout plans for their residents.



Why get vaccinated for COVID-19?

Vaccines Work

Scientific and medical evidence show that vaccination can help protect you against COVID-19. Studies are also showing that vaccinated people may have less severe illness if they do become ill from COVID-19.

Vaccines Are Safe

Only vaccines that are proven to be **safe, effective** and of **high quality** are authorized for use in Canada. The COVID-19 vaccines have been rigorously tested during their development and then carefully reviewed by Health Canada.

The vaccines cannot give you COVID-19 because they don't contain the virus that causes it. The vaccines also cannot change your DNA.

mRNA vaccines

provide instructions to your cells for how to make a coronavirus protein. This protein will trigger an immune response that will help to protect you against COVID-19.

Viral vector vaccines

use a virus that's been made harmless to produce coronavirus proteins in your body without causing disease. Similar to mRNA vaccines, this protein will trigger an immune response that will help to protect you against COVID-19.

Continue to follow public health measures

COVID-19 vaccines are important tools to help us stop this pandemic. Right now, we still need to follow public health measures to reduce the spread of COVID-19 and save lives.

Federal, provincial and territorial governments will continue to assess the risk of COVID-19 spread in communities. Measures will be adjusted over time as more people are vaccinated, and we learn more about the science. Everyone is looking forward to a future when we can be together. Until then, we need to protect each other, especially those who are still vulnerable to severe disease from COVID-19.

Get the facts. Visit Canada.ca/covid-vaccine to learn more.

Government of Canada / Gouvernement du Canada



NAIT strongly encourages all members of our community to be fully vaccinated as soon as possible.

This is the most effective way to support a safe work environment and to protect yourself and others.

Please visit the [Government of Alberta's vaccine page](#) to book your shot and for more information about the safety and effectiveness of COVID-19 vaccines.

Alberta

COVID-19 info for Albertans

COVID-19 vaccines and records

All Albertans 5+ can get the COVID-19 vaccine. Everyone 18+ can get a booster dose 5 months after second dose. Once vaccinated, find out how to get your vaccine record with QR code.

[Book your shot →](#)

EVERYDAY SAFETY PRACTICES

1. *Physical distancing*
2. *Hygiene practices*
3. *Navigating the campus and common spaces*
4. *Cleaning and sanitizing*
5. *Personal clothing, masks, gloves, and eyewear*
6. *Personal conduct and etiquette*



Copyright-free image featuring people physically distancing.

Exceptions and Accommodations

Where mask use is required, 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.

Requests must be:

- Submitted and approved **before** you come to campus.
- Supported by **proper documentation** (e.g. from a medical doctor professional or religious leader).
- Book an appointment with a Learning Advisor who will review your request. You will receive an email with information and a preferred documentation template when you book the appointment. Appropriate documentation is required to support your request.
- The advisor will review your documentation and explore various possible accommodation options. They will then provide a recommendation to the program who will work with Health & Safety Services to assess if and how the accommodation can be made.

Contact learningservices@nait.ca

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

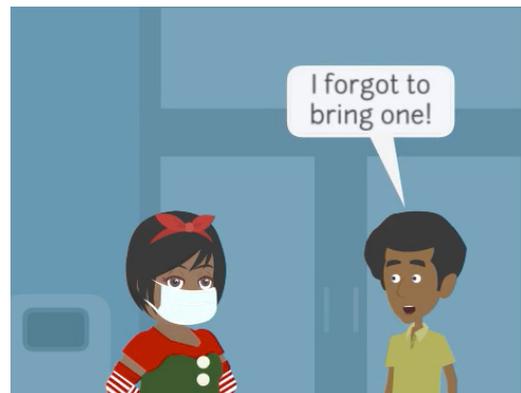
For any questions concerning accommodation for other medical or learning needs, please contact a Learning Advisor.

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



Copyright-free image of hand washing.

"Asking Someone About Wearing a Mask" NAIT video (28 sec.)



Screenshots of a conversation where someone politely asks another person to wear a mask.

Lesson 6

PHYSICAL DISTANCING

“Physical Distancing Works—Here’s How” 60 sec. video by Alberta Health Services



Screenshots of illustrations showing how physical distancing works. <https://youtu.be/17NI5j1pF1s>

“Physical distancing works. Here’s how.

Here are some important measures you can take: Maintain a distance of six feet [2 metres] between yourself and other people.

Work from home if possible.

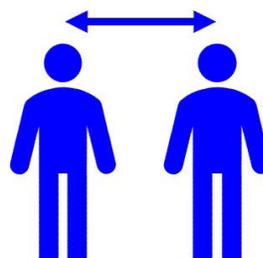
Avoid social gathering places.

Stay in virtual contact with family, friends and neighbours.

Together, we can help stop the spread.”

Take steps to protect yourself and others. COVID-19 is spread person-to-person or by touching contaminated surfaces.

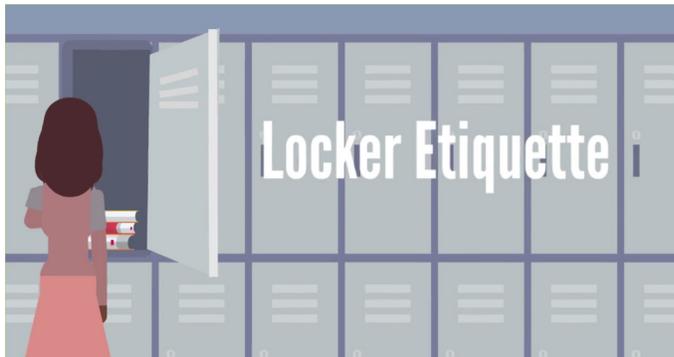
Asymptomatic individuals can spread the disease. Practice physical distancing to avoid being exposed.



Physical distancing means keeping 2 metres apart from others

Simple image of physical distancing of 2 metres apart.

“Locker Etiquette” NAIT video (31 sec.)

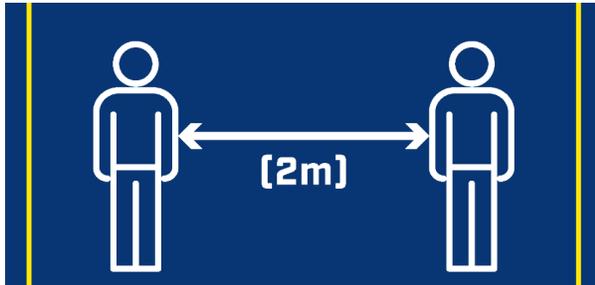


Screenshots of the video showing the proper way to implement physical distancing while using lockers.

Lesson 7

PHYSICAL DISTANCING ON CAMPUS

Maintain a minimum distance of 2 metres (6 feet) away from others.



Do not rearrange desks or workstation/lab bench orientation. They are set to maintain the 2-metre distancing standard.



Use communication tools such as phone, email, web meetings as much as possible (even when you are in the same building or on the same floor).



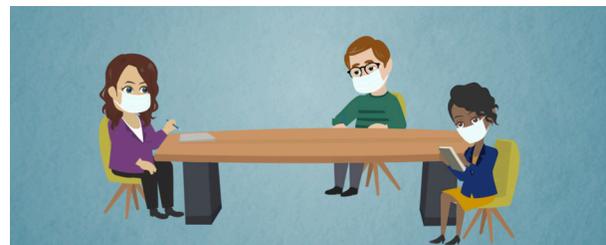
Group meetings and in-person meetings should be eliminated in favour of remote access meetings via video or phone.



Observe the distance seating in common areas. Do not add/move chairs to accommodate additional people.



Do not shake hands or engage in other physical contact.



The requirement to physically distance will continue to evolve.

NAIT will provide direction and guidance regarding physical distancing requirements.

Discuss and coordinate with others in your class concerning how you will maintain physical distancing while doing homework or team assignments.



Availability of public spaces, lounges, and eating areas will be reduced or limited. In the spaces that are open, users are asked to adhere to the posted signage as it relates to spacing, sharing of tables, and other guidance.



Situation 1:

Imagine discussing your concerns about physical distancing with your fellow students. What potential issues or concerns would you highlight?

Please select your choice(s).

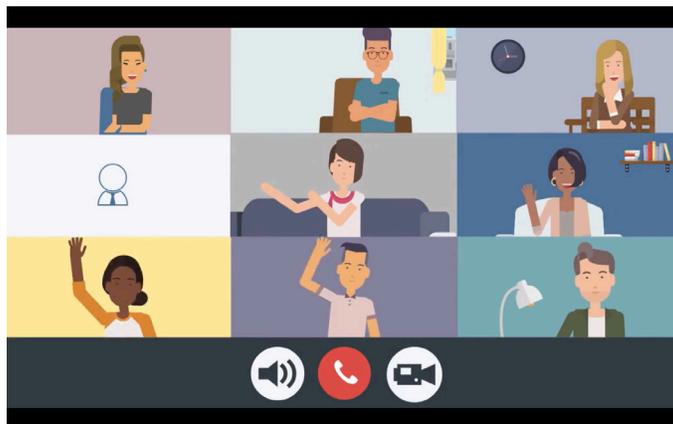
- Establishing a shared understanding about how to meet safely with others for studying or group work.
- Identifying safe and acceptable alternative greetings (no hugs, handshakes).
- Following the rules about sharing common spaces (such as labs or lunch areas).
- Agreeing on what to say or do if you or one of your classmates becomes uncomfortable in a given space because of physical distancing concerns.

Situation 1 (Answers):

Imagine discussing your concerns about physical distancing with your fellow students. What potential issues or concerns would you highlight?

- Establishing a shared understanding about how to meet safely with others for studying or group work.
- Identifying safe and acceptable alternative greetings (no hugs, handshakes).
- Following the rules about sharing common spaces (such as labs or lunch areas).
- Agreeing on what to say or do if you or one of your classmates becomes uncomfortable in a given space because of physical distancing concerns.

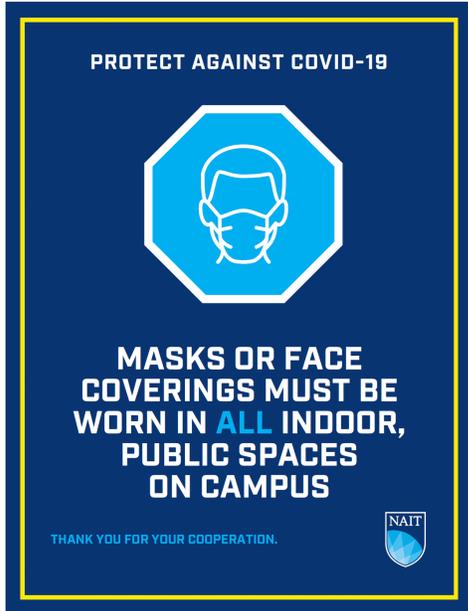
These are all good candidates for discussion with your fellow NAIT students. Remember, the creation of a safe work environment is a shared responsibility that requires everyone's cooperation and collaboration.



REMEMBER: IF YOU ARE SICK, YOU MUST STAY HOME.

NAIT Signage

Below are examples of signs you will see around the campus.



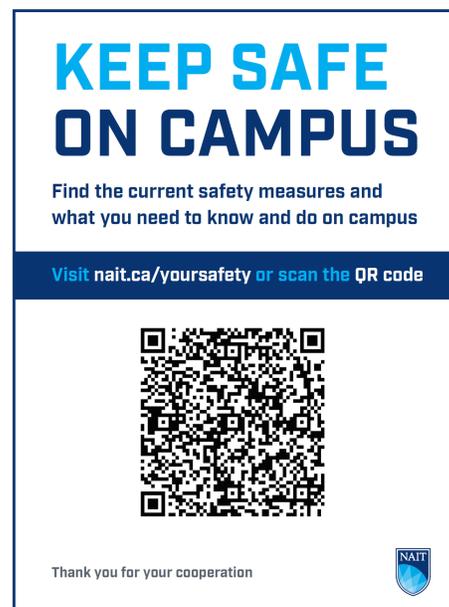
Mask reminder sign



Wash Your Hands Often reminder sign



Wipe Equipment reminder sign



Keep Safe reminder sign with QR code.

Signage will evolve to reflect current NAIT requirements and direction

Review the information on the Government of Canada website on physical distancing ([Health Canada Physical Distancing](#)).

SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does Social Distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice social distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family



- If possible,
- ▶ use food delivery services or online shopping
 - ▶ exercise at home or outside
 - ▶ work from home



Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often



If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

@ [canada.ca/coronavirus](https://www.canada.ca/coronavirus)

1-833-784-4397



Lesson 9

HYGIENE PRACTICES

Hand washing and sanitizing, proper coughing and sneezing etiquette, and avoiding touching your face are keys to preventing the spread of COVID-19 and minimizing the likelihood of infection.



Copyright-free image of hand washing.

Hand Washing

Proper hand washing helps prevent the transfer of infectious materials 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.
- Wash your hands when you come to campus and before you leave.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Use eating utensils (spoons, forks) rather than fingers to put food in your mouth.

“Hand Washing Technique” NAIT video (1 min. 25 sec.)



Screenshot from the video on the proper hand washing technique.

Please see the poster on the following page for details on how to properly wash your hands.

REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@canada.ca/coronavirus



Public Health Agency of Canada
Agence de la santé publique du Canada

Canada



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



palm and back of each hand



under nails



between fingers



thumbs



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel

Poster and screenshots explaining hand washing steps. Download is available from [Public Health Agency of Canada](https://www.canada.ca/en/public-health/services/coronavirus-covid-19/hand-washing.html).

Hand Sanitizer

Use hand sanitizer with 70% (or more) isopropanol when hand washing isn't possible. To properly coat your hands, you need to apply about 3 mL of sanitizer (more than half a teaspoon).

Hand sanitizer is not a replacement for hand washing. It kills germs but does not remove them.



Poster explaining how to use hand sanitizer. PDF download is available from www.ccohs.ca/.

Practice Respiratory Etiquette

4 Tips

Tip 1: Cough and sneeze into your elbow.



Tip 2: Cover your nose and mouth with a tissue.



Tip 3: Use disposable tissues and discard them after use.



Tip 4: Use good hand hygiene after having contact with respiratory secretions or using a tissue.



REMEMBER: IF YOU ARE SICK, YOU MUST STAY HOME.

Lesson 10

CLEANING AND SANITIZING

The custodial team is working hard to ensure that all public areas are being cleaned to a high standard. Cleaning and sanitation supplies are being made available for all work locations.



Photo of placing COVID19 signage on entrance. (NAIT)



Photo of cleaning table in common space. (NAIT)

Please assist by doing your part.

Frequent cleaning and disinfection of classroom and lab furniture, benches, and equipment are important to prevent the spread of the disease. Workstation cleaning will be done in accordance with the department and program planned schedules. At a minimum, the cleaning will occur at the start of the school day, between classes, and between uses of equipment when equipment is used by more than one person during a class.

You may be asked to assist in wiping down a shared piece of equipment or work surface after you use it. Instruction on the recommended cleaning method will be provided by your instructors.

PROTECT AGAINST COVID-19



**CLEAN REGULARLY
TOUCHED ITEMS
AND SURFACES**

For any immediate sanitization concerns,
please contact Custodial Services at 780.471.7566



Cleaning reminder sign. (NAIT)

COMMON TOUCH SURFACES TO CONSIDER

Custodial Services: will be cleaning these commonly touched areas in public spaces:	Students: may be directed to help clean commonly touched surfaces with supplies provided by their instructors:
Light switches	Lab benches and equipment
Doorknobs	Touch-points in research and animal areas
Toilets and sinks	Desk and lab phones
Taps and faucets	Personal lockers
Handrails	Shared PPE
Table tops	Touch screens/mobile devices and keyboards/mice*
Work benches	
Chairs	

* Touch screens/mobile devices and keyboards/mice must be cleaned between uses/users. Departments and programs will have further guidelines.

Lesson 11

PERSONAL CLOTHING

You will be expected to maintain your own personal belongings, which include your clothing and your personal PPE such as lab coats. The safest process for handling items you wear in a lab or workshop, such as lab coats or overalls, is to wash them after every time they are worn. Wash items in the hottest water possible or according to manufacturer's instructions. Dry thoroughly.



Photo of people in lab wearing masks and gloves.

REMEMBER: IF YOU ARE SICK, YOU MUST STAY HOME.

CLOTH AND NON-MEDICAL MASKS

NAIT's expectation is that everyone wears a face covering in all indoor, publicly accessible spaces, where directed.



Frame 0:35 of “[COVID-19: How to Use a Non-Medical Mask](#)” video.

When worn properly, three-layer cloth masks are acceptable; however, **medical-grade masks and respirators are recommended** by public health agencies to provide better protection.

Cloth and Other Face Masks

Besides the areas noted above, the use of face coverings may be directed for work or tasks that require staff and students to be in close proximity, when the minimum 2 metres between individuals cannot be maintained or other reasonable control measures (e.g., barriers) are not enough to reduce the potential for exposure.

The use of masks will be determined and implemented at a local (Department and Program) level. The use of face shields as an additional safeguard will be determined by department and programs as well. Departments and programs will issue specific directions for persons working in close proximity.

Students are expected to supply their own face masks for campus use just as they would supply their own other personal protective equipment (e.g. safety glasses, hard hats). Masks may be purchased online (<https://shop.nait.ca/>) or in the campus bookstores.

Limitations of Cloth Masks

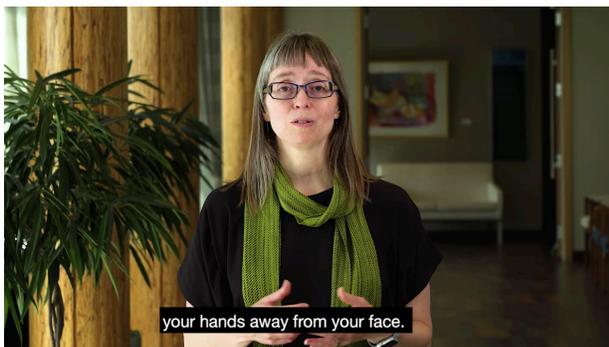
Non-medical or cloth masks are not standardized or tested; they are not designed for proper fit or form. Therefore, their individual effectiveness and limitations are unknown and may vary. However, they work to protect others in case you are infected. This type of mask can reduce the spread of the virus.

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 masks 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.

1. Always wash your hands before **AND** after handling a face mask.
2. Do not share masks.
3. Ensure masks are well fitted around the bridge of the nose and face.
4. Once a face mask is put on, avoid touching or adjusting it as much as possible.
5. Never, after wearing a mask for a period of time, partially remove it from the fitted position, such as allowing it to rest on the chin or around the neck.
6. Untie/remove the mask by grasping it from behind the ears, head, or neck (never the portion that covers the face) and moving it forward, preventing the mask from falling or contacting the face or clothing.

["COVID-19: How to Use a Non-Medical Mask"](#) video from AHS.



Screenshots showing Dr. Hinshaw explaining how to properly use a non-medical mask.

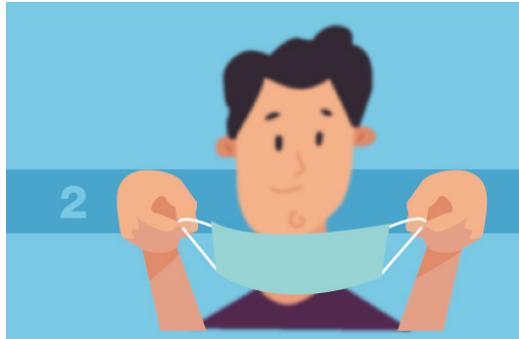
5-Step Review: How to Safely Put On (Don) a Mask

Step 1



Wash/sanitize your hands.

Step 2



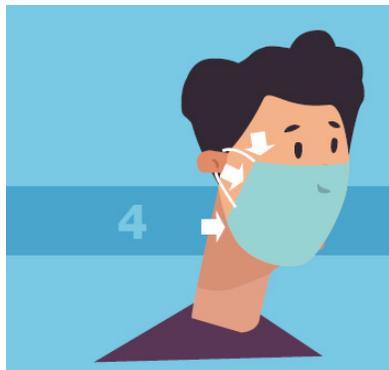
Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.

Step 3



Open fully to cover from the bridge of your nose to your chin.

Step 4



Adjust the mask to your face so there are no gaps on the side.

Step 5



If mask has stiff edge, pinch to close gaps between nose and mask.

Remember



Keep your nose, mouth, and chin covered at all times. Avoid touching the mask.

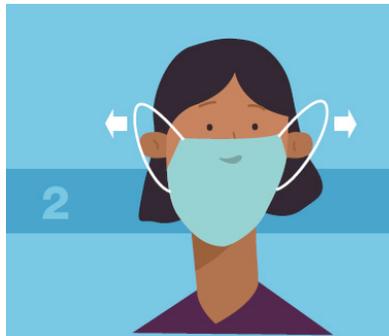
4-Step Review: How to Safely Take Off (Doff) a Mask

Step 1



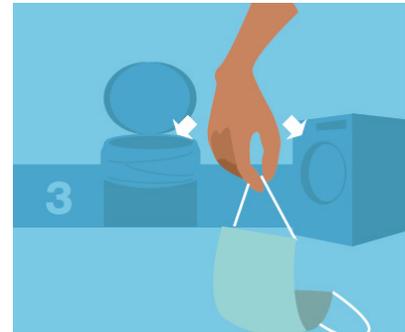
Wash/sanitize your hands.

Step 2



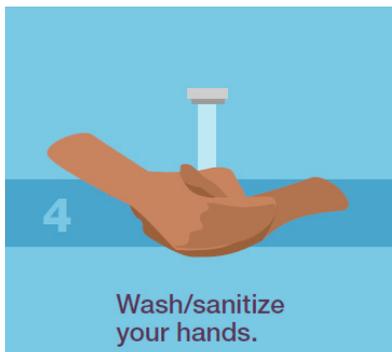
Remove it from the back by releasing ties or loops. Do not touch the front of the mask.

Step 3



Discard the mask immediately in a lined waste receptacle. Do not discard used masks in office waste paper baskets. Wash cloth masks thoroughly if they are reusable.

Step 4



Wash/sanitize your hands.

Remember



Masks do not replace proper hygiene, physical distancing, or isolation to prevent the spread.

Images derived from GOA [covid-19-how-to-wear-a-non-medical-mask-poster-11x17-colour.pdf](https://www.alberta.ca/masks) available at www.alberta.ca/masks.

Requirements regarding mask use will be communicated to the community and updated as necessary by leadership and through our COVID-19 website.

Lesson 13

GLOVES

Gloves are an optional preventative measure. If you choose to wear gloves, follow the procedures below.

Steps for donning gloves:

1. Wash your hands with soap and water or apply hand sanitizer before touching gloves.
2. Select properly sized gloves.
3. Don one glove per hand.
4. Inspect the gloves for any tears or holes; replace the gloves if any defects are found.



Photo of rubber glove being put on hand.



Photo of rubber glove being taken off.

Steps for doffing gloves:

1. Grasp the outside edge of the glove near your wrist.
2. Peel the glove away from your hand, turning the glove inside-out.
3. Hold the removed glove in opposite gloved hand.
4. Slide an ungloved finger under the wrist of the remaining glove.
5. Peel off the second glove from the inside, creating a bag for both gloves.
6. Used disposable gloves should be discarded into lined waste receptacles. Do not put used gloves in classroom waste paper baskets.
7. Be careful not to contaminate yourself.
8. Wash/sanitize your hands.

["Proper Way to Take Off Contaminated Gloves"](#) video with no audio. (32 sec.)



Screenshots showing the steps to properly remove contaminated gloves.

SAFETY GLASSES AND FACE SHIELDS

Steps for donning safety glasses:

1. Wash your hands with soap and water or apply hand sanitizer before donning safety glasses.
2. Remove the safety glasses from storage container.
3. Place safety glasses directly on your face.
4. Do not set safety glasses on surfaces.



Image of safety glasses.



Image of safety glasses.

Steps for doffing safety glasses:

1. Wash your hands with soap and water or apply hand sanitizer.
2. If wearing gloves, remove the gloves before removing the safety glasses.
3. Remove the glasses; avoid touching your eyes and face.
4. Clean the safety glasses with soap and water.
5. Let them dry thoroughly before storing.
6. Place the glasses in a clean plastic container or zip-top plastic bag for reuse.
7. Wash hands with soap and water or apply hand sanitizer.

Face Shields

Departments and programs may direct the use of face shields as an appropriate control in labs and shops .

Face shields (also referred to as visors) are designed to provide an additional level of protection for the wearer, as well as those around them, from the spray of respiratory droplets.

The use of face shields offers the additional advantage of allowing staff and students more mobility and movement.

Face shields should fit over the face and are usually held in place by head straps or caps; they must cover the entirety of the face. They need to be easily disinfected to be reusable by students/staff. Eyeglasses should fit comfortably behind the shield.

Face shields are not a substitute for not wearing a mask (unless a mask exception is required as part of an accommodation) but are to be used in conjunction with face masks/coverings in labs and shops.



Image of woman wearing a safety shield and mask.

PERSONAL CONDUCT AND ETIQUETTE

Personal Conduct

1. Follow the best practices identified in these lessons, as required
2. Wear a face covering in all indoor, publicly accessible spaces.
3. Identify and follow the best practices for your work areas.
4. Complete the AHS daily self-assessment before coming to the NAIT campus.
5. Stay informed. Check the NAIT's Response to COVID-19 website daily and before coming to campus.
6. Be patient. Take the time to do things properly.
7. Be supportive. If you see others who are unaware of or unclear about best practices, take a moment to help.

“Physical Distancing in a Lab” NAIT video (35 sec.)



Screenshots of an instructor asking students to pay attention to the signs posted on the lab seats and to sit only where it is permitted.

Personal Etiquette

Going to school at NAIT now will differ from the way it was before COVID-19. However, the NAIT values that guide our work remain the same; we must conduct ourselves in ways that reflect those values:

- We need to **respect** others.
- We need to **collaborate** with others to ensure the health and safety practices are being followed.
- We need to be **accountable** for our actions and conduct.

If we can do those things, then we can **celebrate** a safer school environment.



Image of NAIT values.



Image from “Asking Someone to Wear a Mask” video.

If you are on campus and someone is not abiding by the current requirements on campus, you have a few options. If you are comfortable, you can speak to the person yourself; often a friendly “Hey, did you know masks are required on campus?” is all it takes. If this doesn’t feel like a safe option for you, or if you feel that the behaviour of another member of our community has caused you harm, please contact the Student Resolution Office at resolutions@nait.ca.

Remember, as a student you are expected to abide by the expectations directed by NAIT. These expectations are being set for the health and safety of everyone. Failure to follow these expectations puts your friends, instructors, and other members of the NAIT community at risk of serious harm, and will result in a complaint under NAIT’s Student Rights and Responsibilities Policy.

If you have questions about this policy, your rights, or your responsibilities, please email resolutions@nait.ca.

Stay informed by visiting **NAIT’s Response to COVID-19 Website** - <https://www.nait.ca/COVID-19>

Requirements regarding Check-In will be communicated to the community and updated as necessary by leadership and through the NAIT COVID-19 website.

DAILY CHECK-IN FORM

Check-in Form

To support the potential need for contact tracing, the Government of Alberta has directed all Post-Secondary Institutions to ensure that attendance is tracked. To achieve this, NAIT has developed an online Check-In form to facilitate contact tracing should a member of the NAIT community be diagnosed with COVID-19.

Where directed, staff and students will need to complete and submit this form EACH DAY they are on campus.

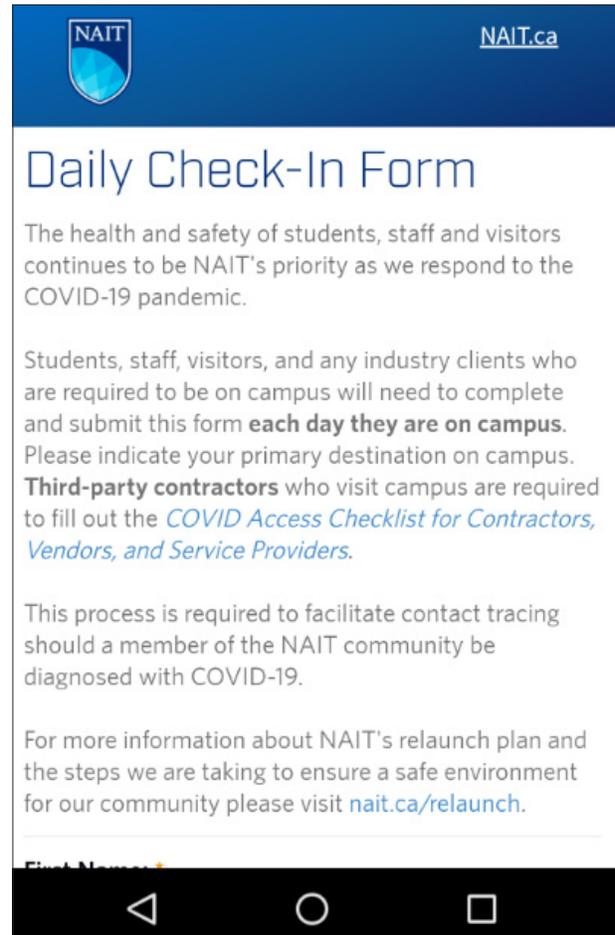


Image of NAIT Daily Check-in Form on mobile device.

REMEMBER: IF YOU ARE SICK, YOU MUST STAY HOME.

Lesson 17

TAKE THE ALBERTA HEALTH SERVICES SELF-ASSESSMENT

All staff, students, and visitors are required to **complete a Self-Assessment daily**.

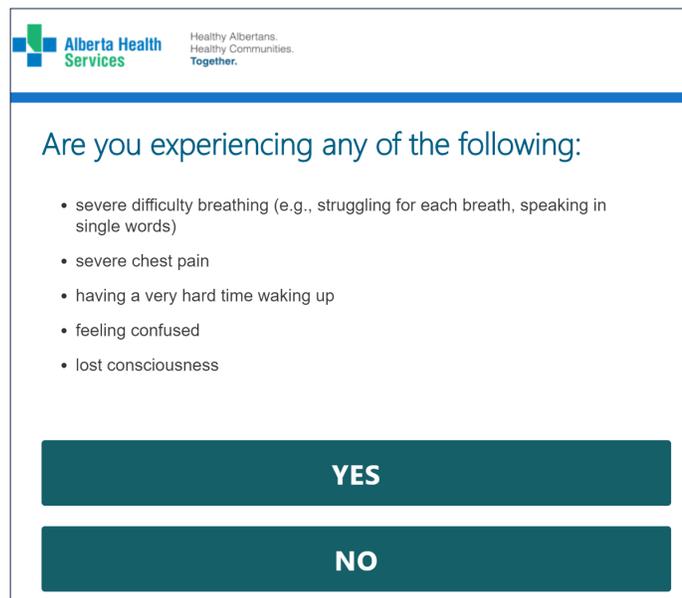
Click on the myhealth.alberta.ca link. It should take you to a webpage that looks similar to the one pictured below. Click on the Launch self-assessment button.



Webpage screenshot image.

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Clicking on the Launch self-assessment button should open a web page with a list of symptoms similar to the image below.



Webpage screenshot image of the first self-assessment question.

PLEASE TAKE A MOMENT TO BOOKMARK THIS IMPORTANT WEBSITE IN YOUR BROWSER.

Lesson 18

NAIT ALERT APP

The free NAIT Alert mobile app allows users to receive notifications from NAIT during emergencies. It's available for iOS and Android devices. Additional features have been added to the NAIT Alert mobile app to support NAIT's COVID-19 response.

If you have not already done so, download the NAIT Alert app to quickly access COVID-19 resources including the Daily Check-in and the Alberta Health Services' COVID-19 Self-Assessment and to receive notifications from NAIT during an emergency.



Images of NAIT Alert app on mobile device.

Download the app for Apple devices from the [App Store](#) or from [Google Play](#).



Use NAIT Alert to access COVID-19 related resources including the following:

- [AHS Self-Assessment tool](#) and [COVID-19 website](#)
- [COVID Alert app](#)
- [Current status of NAIT facilities and services](#)



Images of NAIT Alert app on mobile device.

As COVID evolves, so do the requirements to report. The NAIT COVID-19 website “If you are sick” page will have the most current and updated directions on what is required by staff, students, and supervisors who are symptomatic or have a positive test result for COVID-19.

WHAT TO DO IF YOU HAVE SYMPTOMS OR GET SICK?

What do you do if you have symptoms?

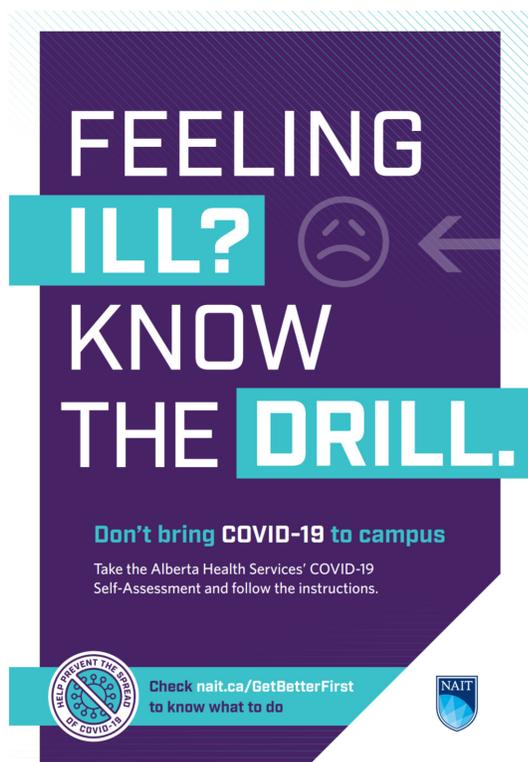
If you have a fever, cough, shortness of breath, loss of taste or smell, runny nose, or sore throat, you may be legally required to isolate.

If you get sick while on campus, go home.

What to do if you think you have COVID-19

This is not the time to try to tough it out. Coming to campus with symptoms puts others—including your classmates and colleagues—at risk.

And it could compromise our ability to stay open.



What to do if you think you have COVID-19

If you have symptoms or have tested positive for COVID-19:

1. **Complete a [COVID-19 Incident Report](#)** (PDF).
2. **Submit the COVID-19 Incident Report to healthservices@nait.ca.** (Contact NAIT Health Services at 780.471.8733 or 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.
3. **Keep NAIT Health Services updated** with any COVID-19 test results and instructions from Alberta Health Services.



COVID-19 INCIDENT REPORT

All completed forms to be sent to healthservices@nait.ca

(Complete all the fields to the best of your ability)

Name of person reporting: _____

Date Reported: _____ Time reported: _____

Name of Person Involved: _____ Staff Student Contractor Other
(if different than person reporting)

Supervisor/Instructor Name: _____ Date of Birth: _____

Division/School: _____ Department/Program: _____

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? Date Symptoms Started: _____

<input type="checkbox"/> cough	<input type="checkbox"/> feeling unwell or fatigued	<input type="checkbox"/> Nausea, vomiting, diarrhea, or unexplained loss of appetite
<input type="checkbox"/> fever	<input type="checkbox"/> stuffy nose	<input type="checkbox"/> loss of taste or smell
<input type="checkbox"/> shortness of breath	<input type="checkbox"/> painful swallowing	<input type="checkbox"/> conjunctivitis (also known as pink eye)
<input type="checkbox"/> runny nose	<input type="checkbox"/> chills	<input type="checkbox"/> other: _____
<input type="checkbox"/> sore throat	<input type="checkbox"/> headache	<input type="checkbox"/> No symptoms (asymptomatic)
<input type="checkbox"/> muscle or joint aches		

Have you called 811 and/or completed the [AHS Self-Assessment](#)? Yes No Date of AHS Self-Assessment: _____

What were the recommendations from AHS (if applicable, provide isolation or quarantine starting and ending dates)?

Did you book a COVID-19 test? Yes No N/A Date of COVID-19 test? _____

Have you been in close contact with a known case of COVID-19? Yes No Unknown / Not sure Date of contact: _____

If you were not a close contact of a known case of COVID-19, where 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 to NAIT?

Where were you when you were on NAIT campus? Provide room number(s).

Who were you in contact with? List the names, date(s) and time(s).

Health Services recommends that you call 811 for further guidance. Once you have done so, please call us at (780) 471-8733 or email us at healthservices@nait.ca and let us know the information that they have provided to you. We will be following up with you quite closely until you have test results, or your symptoms are absent. If you have any questions or concerns, please do not hesitate to contact us.

Follow the link for more information on what to do on the COVID-19 Microsite at ["if you are sick"](#).

HS.FRM.22 COVID-19 Incident Report Rev.0

Screenshot image of the COVID-19 Incident Report

Let your instructor or program know you will be absent. You are not required to disclose your personal health information. You are not required to obtain a doctor's note.

Please know you will be supported through your absence and, for students, in making up missed labs and assignments.

ISOLATION AND QUARANTINE REQUIREMENTS

Why we need to isolate or quarantine

Isolating and quarantining help prevent the spread of COVID-19 by reducing the number of people you could infect if you're sick. Both require staying home and avoiding situations where the virus could spread.

Staying home lowers the chance of symptoms developing while you're in a public place, which lowers the chance of spreading the virus to others.

When to isolate and quarantine

The isolation and quarantining requirements are continuing to evolve. There are different requirements based on your vaccination status – whether you are fully, partially, or not vaccinated.

All close contacts and household contacts of positive cases of COVID-19 need to follow [AHS Protocols for Isolation and Quarantining](#).



NAIT poster

Returning to campus after you've been sick

- NAIT Health Services will confirm when you are able to return to campus.
- You must be symptom-free before your return.

The NAIT COVID-19 website has updated information on the [If You are Sick](#) web page.

What to do if you are sick



Stay home if you are not feeling well. If you get sick while on campus, go home.

Screenshot image of video on the If You are Sick web page.

The risks of the pandemic have not disappeared, and our understanding of COVID-19 continues to evolve. For now, *err on the side of caution. Stay informed* and take 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 good routines* and personal habits. *Be mindful* of the impact of your actions and interactions and *support others.*

COPING WITH COVID-19

COVID-19 has had a profound impact on all of us, and it's important that we honour our responsibility to look after the safety of the entire community by respecting the expectations in this training. It's also important to ensure that we take care of our own health and wellness during this uniquely challenging time. NAIT has a variety of resources to support you in your wellness, and while we've had to modify **how** those resources are provided, we have not changed in our commitment to helping you be well.



Image of a hiker walking in a forest.

Physical recreation is another critical dimension of wellness. We are pleased to be offering all NAIT students access to several resources to help you maintain activity during COVID-19, including [Fitness on Demand](#) and the [Mind Body Connect](#) programs.

Loneliness and isolation are also serious risks to your well-being, especially with non-essential travel being restricted and so many of us staying in our homes for extended periods of time. NAITSA provides a host of [student clubs](#) that can help you connect with people who have similar interests to you. They also have [additional student services](#), such as a food bank and their own virtual counselling service that you may find helpful. NAIT is actively looking at new and exciting opportunities to help you connect with others, ranging from E-Sports to streaming varsity games, so if none of the above resources are what you need, don't stress: more are coming!



Image of NAITSA office.

Finally, even though the bulk of this training has been about COVID-19 concerns, the usual challenges with academics and learning still exist! If you are in need of advice, accommodations, or guidance, please contact our Transitions Services team. They can provide you with advising on academics, your career, or any learning barriers you might be facing to help you succeed both at—and after—your time at NAIT! If you want help, contact [NAIT Advising](#) and please remember that [NAIT's Library](#) is open virtually to serve your learning needs.

Your mental health is critical, and it's normal to experience stress and discomfort as a student, especially during COVID-19. Our Counselling Services team is standing by to help with virtual appointments, tricks and tips for managing your emotions, and more. If you or someone you know is struggling with their mental health, even just a little, please contact Counselling Services.

Counselling Services:

- Call 780.482.HELP (4357)
- Text the Crisis Line 686868
- Webpage emergency.nait.ca/COVID-19/NAITs-Response/Counselling

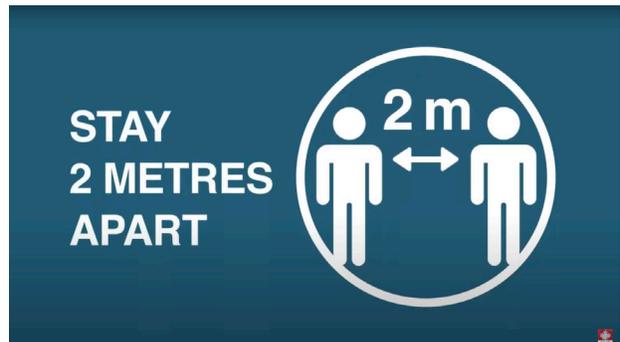
Lesson 21

BE SAFE OUTSIDE OF NAIT

The Government of Canada has developed a poster, *Physical Distancing: How to Slow the Spread of COVID-19*, that details how you can lower the risk of being exposed to COVID-19. Here are some specifics:

SPECIFIC WAYS TO BE SAFE OUTSIDE OF NAIT	
Avoid crowded places and gatherings.	Stay home as much as possible, including for meals and entertainment. *
Greet with a wave instead of a handshake, kiss, or hug.	Shop for groceries once per week.
Limit contact with people at higher risk (e.g., older adults and those in poor health).	Conduct virtual meetings.
Keep a distance of at least 2 arms length (approximately 2 metres) from others, as much as possible.	Host virtual play dates for your friends and children.
Exercise at home or outside, not at a gym.	Use technology to keep in touch with friends and family.
Wear a mask when using public transit.	Use food delivery services or online shopping.

Retrieved from www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html
* Consult information provided by government, municipality and specific business regulations.



Screenshots of physical distancing scenarios from the “Physical Distancing” video (Government of Canada).

SUMMARY

Until further notification, the rules and practices identified in this presentation are to be followed.

Any changes will be updated on NAIT's Response to COVID-19 website through the NAIT Alert app, and other communications as determined by the NAIT administration, departments, and programs.

The goal is to keep everyone safe and healthy until the pandemic is over. There will be times when we all will be challenged to follow safe practices, but if we encourage one another, respect one another, be mindful of our actions and interactions, and be patient with one another, we will get through these trying times.

DECLARATION DOCUMENT

If you have not done so already, please complete the online [Student Responsibility Declaration](#). You will be required to log in to the NAIT student portal.



STUDENT RESPONSIBILITY DECLARATION **COVID-19 Health & Safety Procedures**

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

PLEASE READ CAREFULLY BEFORE SIGNING.

I, , hereby acknowledge and agree that:

Screenshot image of the declaration document you must sign.

RCT 100 – COVID-19 AWARENESS TRAINING RESOURCES

Working Safely in a COVID-19 Environment

Reference Materials

A summary of accessible resources which were used in the RCT - 100 COVID-19 Awareness Training is listed below. This material is made available for those who wish to re-engage with, or require resources for, themselves or other audiences.

TOPIC	TYPE	DESCRIPTION
Physical Distancing	Video	<i>Physical Distancing Works—Here's How</i> video: https://youtu.be/17Nl5j1pF1s source: Alberta Health Services
	Poster	Government of Canada website on social distancing filename: physical-distancing-eng.pdf source: https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html
Hygiene Practices	Poster	<i>Washing hands</i> filename: covid-handwashing.jpg source: Adapted from World Health Organization materials https://emergency.nait.ca/NAIT/media/emergency-content-media/covid-handwashing.jpg
	Poster	<i>How to use Hand Sanitizer</i> filename: covid-sanitize.jpg source: Adapted from AHS materials https://emergency.nait.ca/NAIT/media/emergency-content-media/covid-sanitize.jpg
Using Cloth and Non-Medical Masks	Video	<i>COVID-19: How to Use a Non-Medical Mask</i> video: https://www.youtube.com/watch?v=6MojzHFSStNs&feature=youtu.be source: Dr. Deena Hinshaw, Chief Medical Officer of health in Alberta
	Poster	<i>How to wear a non-medical mask</i> filename: covid-howtowearmask.jpg source: Adapted from AHS materials https://emergency.nait.ca/NAIT/media/emergency-content-media/covid-howtowearmask.jpg
Using Gloves	Video	<i>Proper way to Take Off Contaminated Gloves</i> video: https://youtu.be/1zwmny4vwel source: International CPR Institute
Self-isolation	Poster	Self-isolate as per Alberta Health Service recommendations filename: health-self-isolation-information-sheet.pdf reference site: https://www.alberta.ca/isolation.aspx#isolate
Be Safe Outside of Work	Video	<i>Physical Distancing: Stay 2 metres apart</i> video: https://youtu.be/8HtjaoYhhP8 source: Government of Canada

Date: Released July 2020