COVID-19 Awareness Training for NAIT Staff

V 3.0

WORKING SAFELY IN A COVID-19 ENVIRONMENT

NAIT

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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 direction from 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.
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> _____
>
> 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 presentation.

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/2019-novel-coronavirus-infection.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 September 2021.

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.

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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.

You must review all the content in each lesson prior to moving on to the subsequent lesson.

Staff may be directed to complete this training again by NAIT.

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

NAIT'S RESPONSE TO COVID-19 WEBSITE

NAIT has developed a COVID-19 website (https://emergency.nait.ca/covid-19) that provides information regarding NAIT's response. Check the site regularly 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.
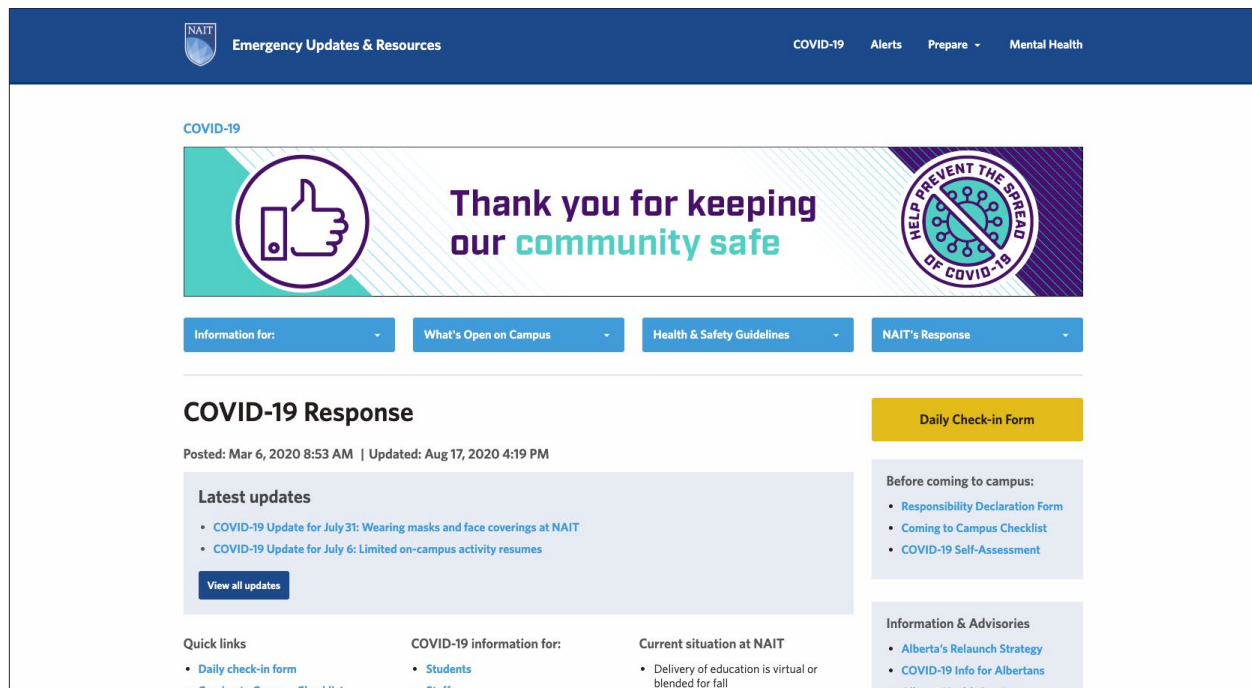
Screenshot image of NAIT's Response to COVID-19.
https://emergency.nait.ca/covid-19

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.

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.

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

Can COVID-19 be spread through the air?

There is increasing evidence of transmission through aerosolization of the virus by infected persons. Tiny droplets created through someone sneezing, talking, singing, or yelling may remain airborne long enough to travel through the air. Therefore, a variety of controls are used including vaccination, mask use, distancing, and other requirements. The required controls will evolve related to the guidance from public health authorities.

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

It is possible to become infected by someone who shows no symptoms (asymptomatic) of COVID-19. Transmission is possible even if the person is feeling well and experiencing, for example, only a mild cough.

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

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.

New variant strains of COVID-19 have been identified in the United Kingdom, South Africa, and Brazil and have since spread to many other countries around the world. These strains are known as variants of concern because they appear to spread more easily than other COVID-19 strains.
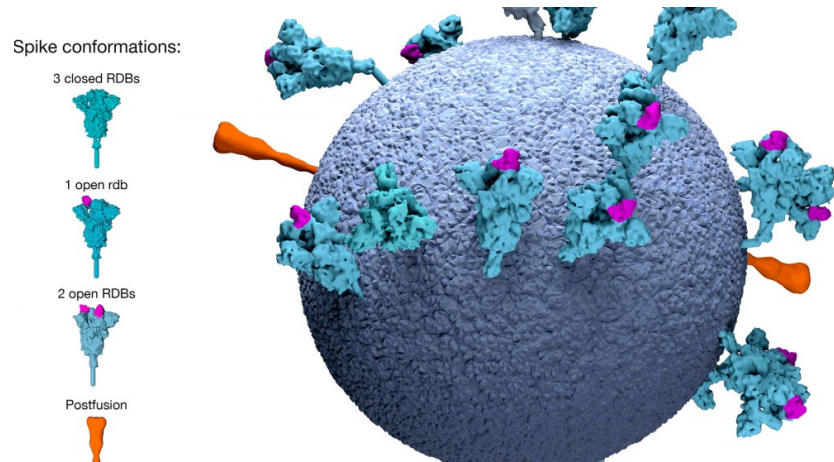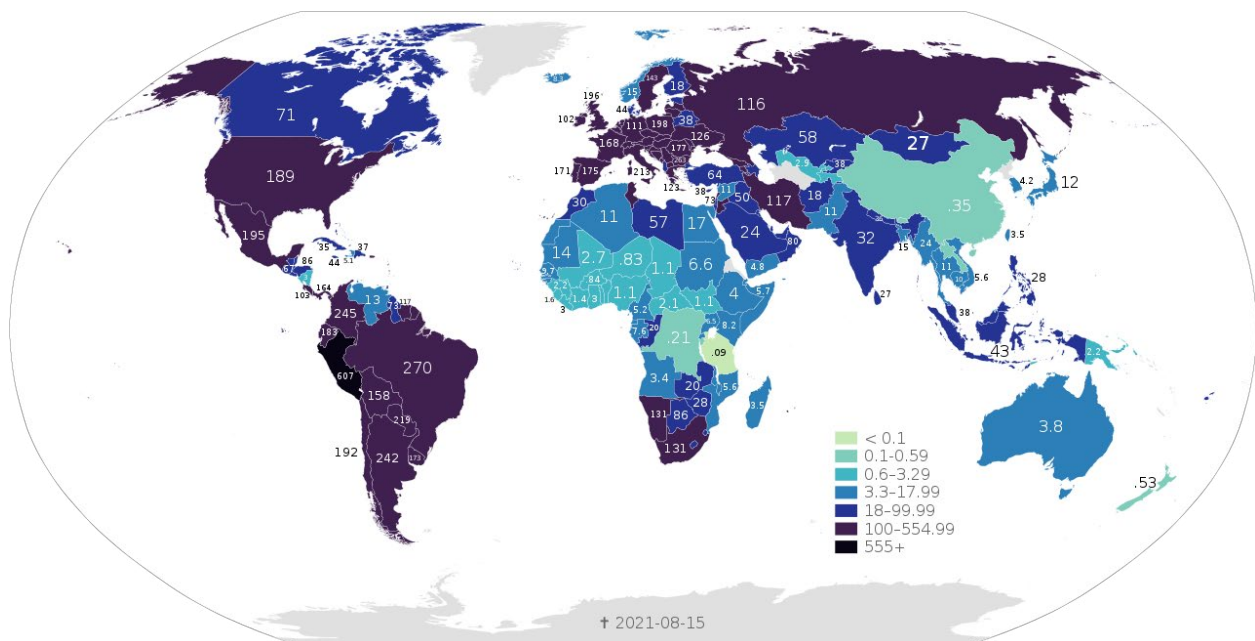

Image Copyright MRC Laboratory of Molecular Biology. CC-BY-NC-ND 4.0

COVID-19 Outbreak World Map Total Deaths per Capita; by Dan Polansky CC BY-SA 4.0, wikimedia.org.

The increased spread of COVID-19 would result in more illness, hospitalizations, and deaths. Though variants of concern—such as the Delta variant—are potentially more contagious, they can spread and be mitigated in the same ways as the original COVID-19 virus.

Photo illustration by Rayne Zaayman-Gallant / EMBL CC-BY-NC-ND 4.0 © European Molecular Biology Laboratory (EMBL) dailymontanan.com.

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]

Stuffy Nose

Painful Swallowing

Chills

Headache

Muscle or Joint Aches

Feeling Unwell or Fatigue

Nausea, Vomiting, Diarrhea or Unexplained Loss of Appetite

Conjunctivitis, also known as Pink Eye
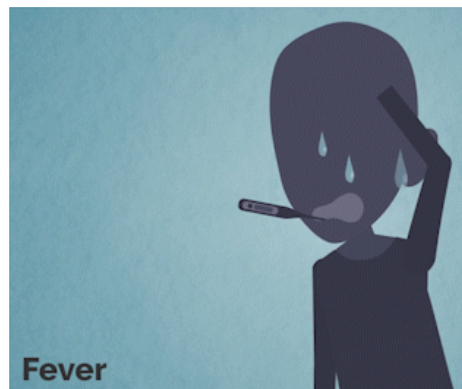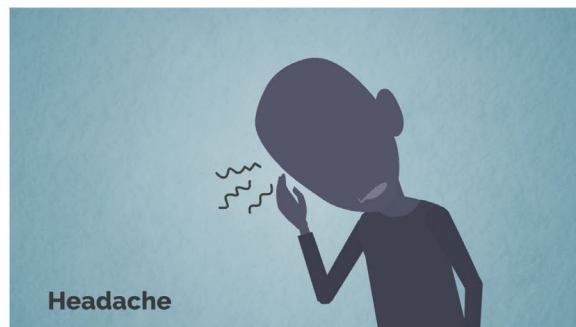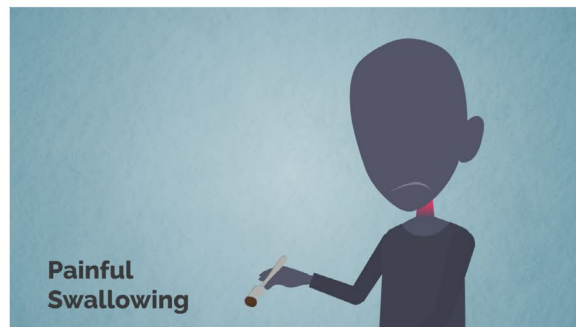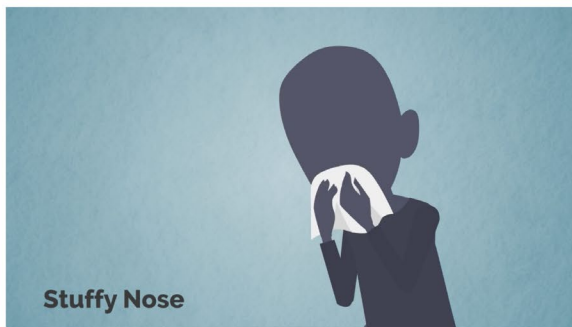
Other symptoms of COVID-19. (NAIT)

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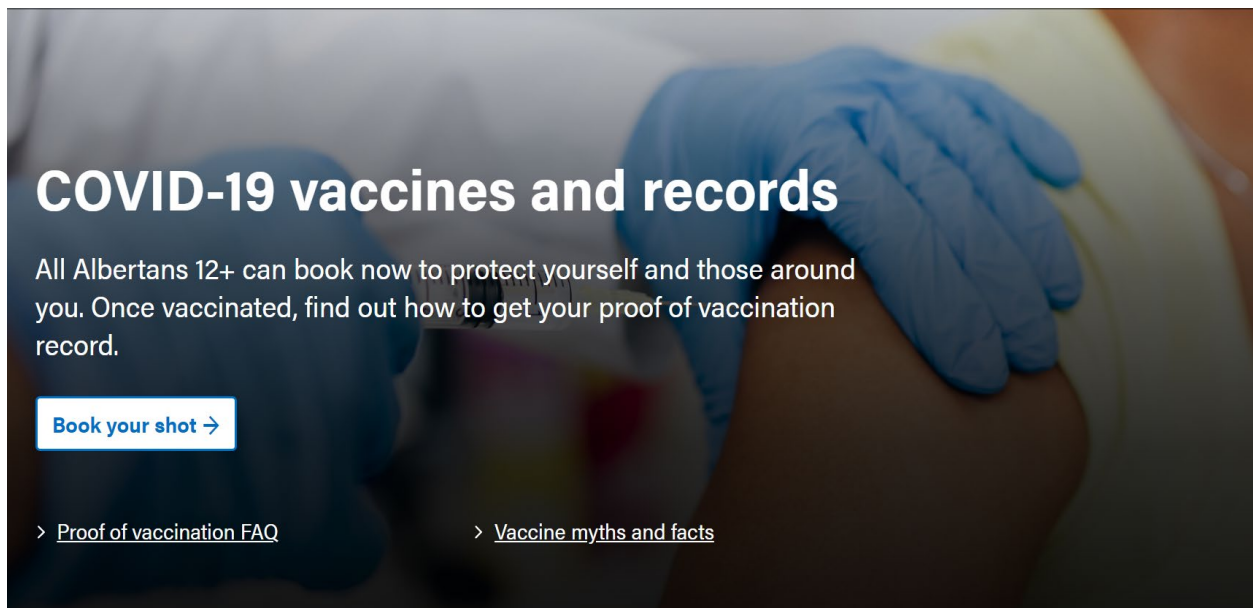
Most COVID-19 vaccines require two doses to fully vaccinate a recipient. While current evidence shows that a single dose of the vaccine can be effective, a second dose is essential for longer-lasting and optimal protection. For your second dose, return at the time advised by your health care provider."

- Public Health Agency of Canada

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.

COVID-19 vaccines and records

All Albertans 12+ can book now to protect yourself and those around you. Once vaccinated, find out how to get your proof of vaccination record.

Book your shot →

› Proof of vaccination FAQ   › Vaccine myths and facts

Screenshot of https://www.alberta.ca/covid19-vaccine.aspx.

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

Canada

Source: Public Health Agency of Canada.

EVERYDAY SAFETY PRACTICES

The safety practices outlined in the subsequent lessons may be subject to change as they relate to the evolving COVID-19 requirements.

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

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.

Student 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 as early as possible to ensure there is time to go through this process.

Staff Requests

Speak with your supervisor about your request. You are not required to disclose the reason for your request to your supervisor.

Your Human Resources consultant will work with you and your supervisor to assess your request. You will be required to provide appropriate documentation to support your request.

Copyright-free image of hand washing.

If you see individuals without masks in public places

NAIT is taking an educational approach to the use of masks and face coverings. Staff and students are not required to enforce mask use in public places (such as hallways, washrooms, and eating areas).

- If you feel comfortable, and would like to address the non-compliance, start with compassion. Please be respectful if you see individuals on campus who are not wearing masks or face coverings as they may have received an exemption from NAIT.

- If the person is a staff member or student under your supervision, let them know about NAIT's mask requirements and process for seeking an exemption. Respect the individual's privacy.
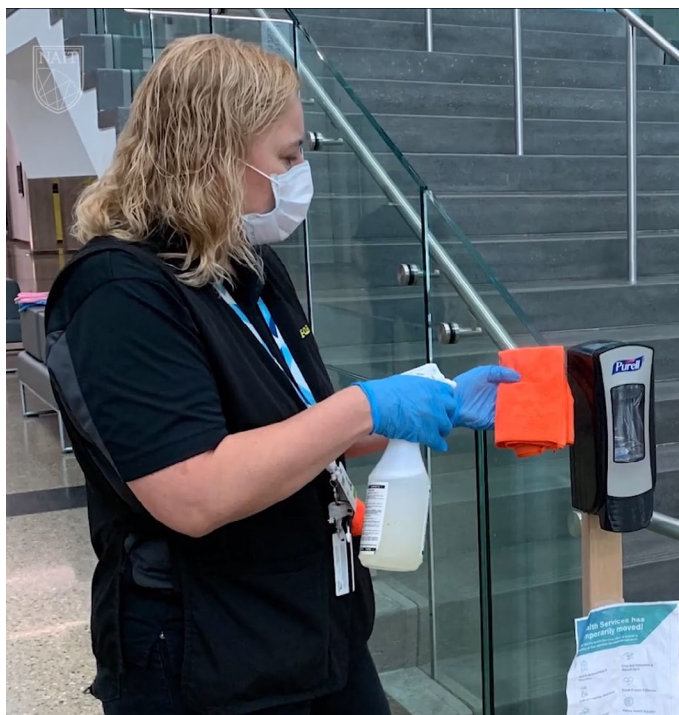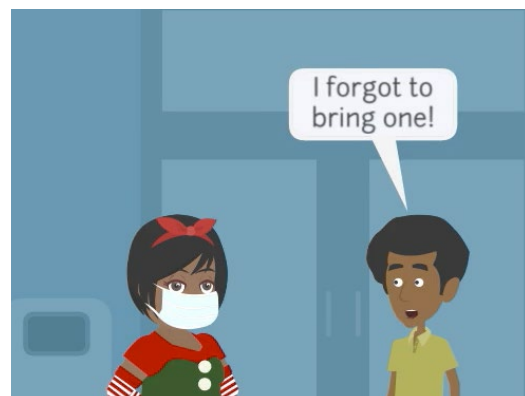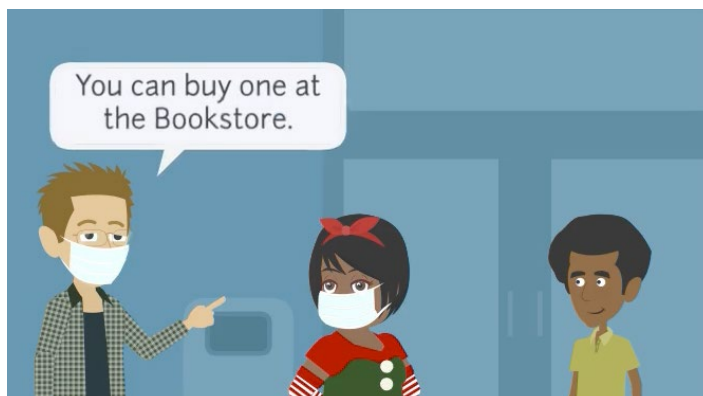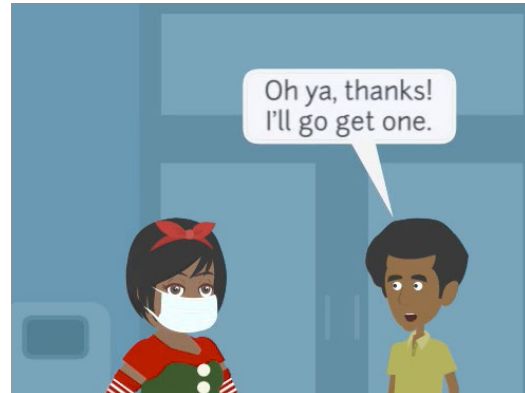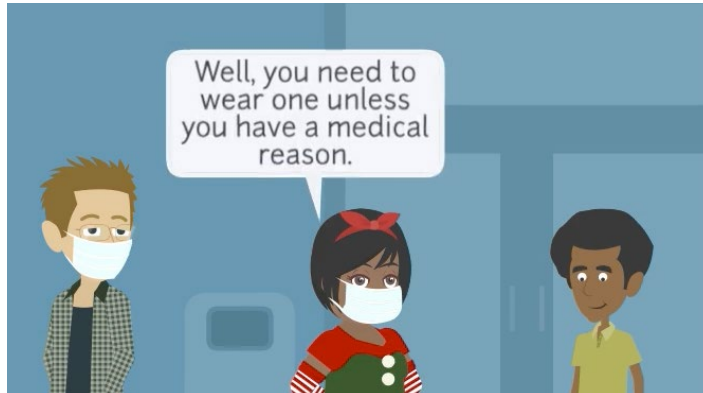

NAIT photo.

NAIT photo.

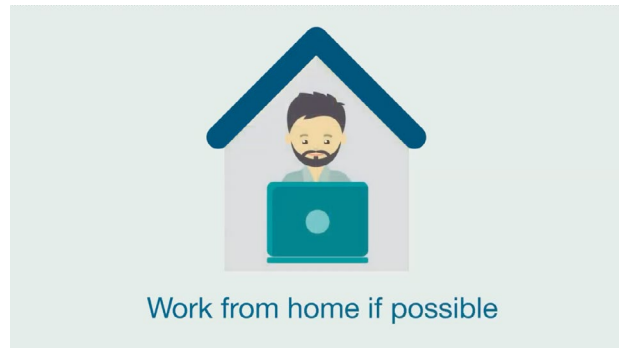"Asking Someone About Wearing a Mask" NAIT video (28 sec.)

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

PHYSICAL DISTANCING

"Physical Distancing Works—Here's How" 60 sec. video by Alberta Health Services

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

Screenshots of illustrations showing how physical distancing works. https://youtu.be/17Nl5j1pF1s
"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.
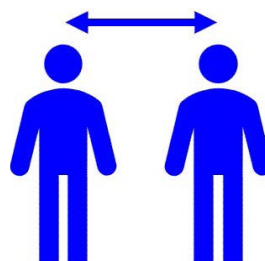
Physical distancing means keeping 2 metres apart from others

Simple image of physical distancing of 2 metres apart.

PHYSICAL DISTANCING AT WORK

Distancing requirements may continue to change, but we still want you to know and apply them when required.

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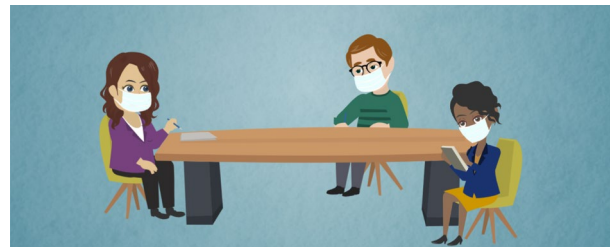
Group meetings and in-person meetings should be eliminated in favour of remote access meetings via video or phone.

Be conscious of eating together at small tables and consider staggering lunch breaks to alleviate congestion.

Do not shake hands or engage in other physical contact.

Discuss and coordinate with others on your work site concerning how common spaces and physical distancing will be supported.

Availability of public spaces, lounges, and eating areas may 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.
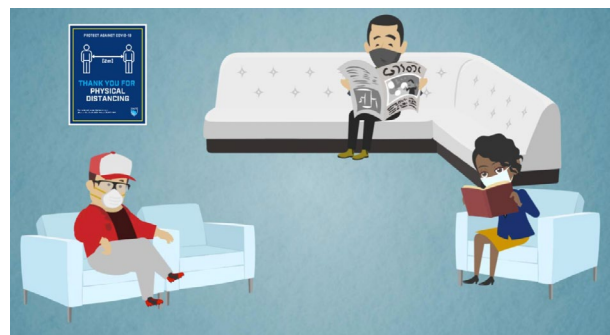
Situation 1:

Imagine discussing your concerns about physical distancing with your co-workers. What potential issues or concerns would you highlight?

Please select your choice(s).

- ☐ Establishing a shared understanding about how to meet safely with others in the workplace.

- ☐ Identifying safe and acceptable alternative greetings (no hugs or handshakes).

- ☐ Coming to an agreement about how best to safely share common spaces (such as labs or lunch areas).

- ☐ Agreeing on what to say or do if you or one of your co-workers becomes uncomfortable in a given space because of physical distancing concerns.

Situation 1 (Answers):

Imagine discussing your concerns about physical distancing with your co-workers. What potential issues or concerns would you highlight?

- ☑ Establishing a shared understanding about how to meet safely with others in the workplace.

- ☑ Identifying safe and acceptable alternative greetings (no hugs or handshakes).

- ☑ Coming to an agreement about how best to safely share common spaces (such as labs or lunch areas).

- ☑ Agreeing on what to say or do if you or one of your co-workers becomes uncomfortable in a given space because of physical distancing concerns.

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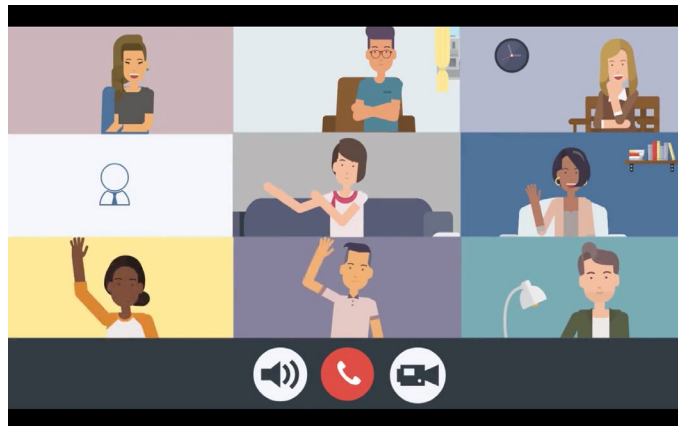
NAIT Signage

Signage may be subject to change because it relates to evolving COVID-19 requirements. Signage regarding hygiene, cleaning, and current safety measures is posted across our campuses. Below are examples of signs you will see around the campus.
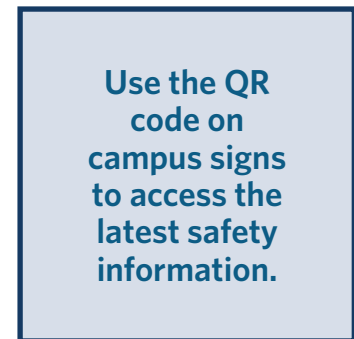

Masks reminder sign.

Wash Your Hands Often reminder sign.

Wipe Equipment reminder sign.
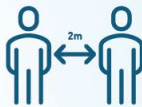

Keep Safe reminder sign with QR code.

Use the QR code on campus signs to access the latest safety information.

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

PDF available for download at [www.canada.ca/](#).

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.

Hand Washing

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.
- 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 or forks) rather than fingers to put food in your mouth.

Copyright-free image of hand washing.

"Hand Washing Technique" NAIT video (1 min. 25 sec.)
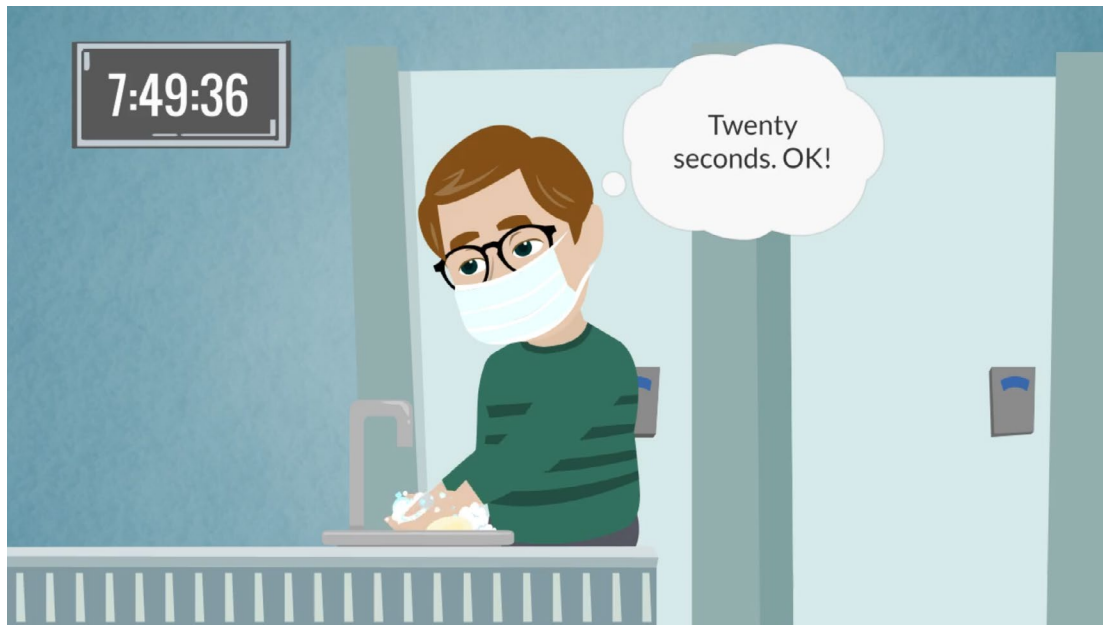
Screenshot from the video on the proper hand washing technique.

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:
4 — Rinse well
5 — Dry hands well with paper towel
6 — Turn off tap using paper towel

between fingers
thumbs
palm and back of each hand
under nails

Poster and screenshots explaining hand washing steps. Download is available from Public Health Agency of Canada.

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.

How to Use Hand Sanitizer

Whenever possible, wash your hands with soap and water instead.

1 Place enough product to cover all surfaces of your hands, into one palm.

2 Rub hands together, palm to palm.

Use soap and water if hands are heavily soiled or greasy.

3 Rub back of each hand with palm and between fingers.

4 Rub around each thumb.

5 Rub fingertips backward and forward in the other hand.

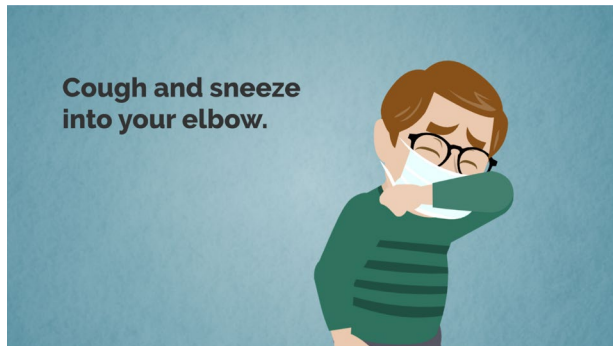**6** Continue rubbing until hands are dry.

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.

Cough and sneeze into your elbow.

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

Cover your nose and mouth with a tissue.
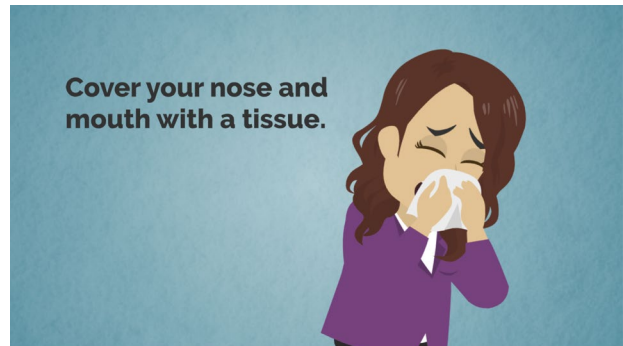
Tip 3: Use disposable tissues and discard them after use.

Use diposable tissues and discard them after use.

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

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

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

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 are important to prevent the spread of the disease. It is recommended that the minimum frequency of workstation cleaning is as follows:

- Start of the work day
- Middle of the shift or class (depending on time)
- After a change of personnel
- End of the day

The recommended cleaning method involves wiping down common touch points and surfaces in your work spaces and shared facilities using the cleaning methods identified on cleaning product labels or on Safety Data Sheets.

Wipe Equipment reminder sign. (NAIT)

COMMON TOUCH SURFACES TO CONSIDER

Custodial Services: will be cleaning these commonly touched areas in public spaces:	Area Personnel (YOU): must clean these commonly touched areas in labs and workspaces:
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.

PERSONAL CLOTHING

You will be expected to maintain your own personal belongings, which includes 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.

Do not share lab coats or gloves.

Wash hands immediately after handling contaminated laundry.

Photo of people in lab wearing masks and gloves.

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

CLOTH AND NON-MEDICAL MASKS

As COVID-19 evolves, NAIT will provide direction as to where and when mask use is required and where there are exceptions. While a mask may not be required in certain circumstances, NAIT supports the use of masks by those who individually choose this option.

Students and visitors 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 through vending machines, online (https://shop.nait.ca/protective-equipment) or in the campus bookstores.

Face masks available online at ShopAtNAIT store.

Cloth and Other Face Masks

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.

My mask protects you. Your mask protects me.
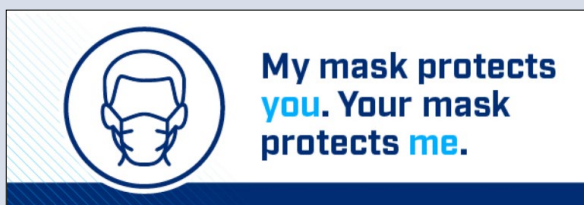
NAIT poster.

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, make sure of the following:

- It should be made of at least three 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.

- 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 face and bridge of the nose.*

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.*

Medical masks and respiratory personal protective equipment are reserved for medical and healthcare workers.
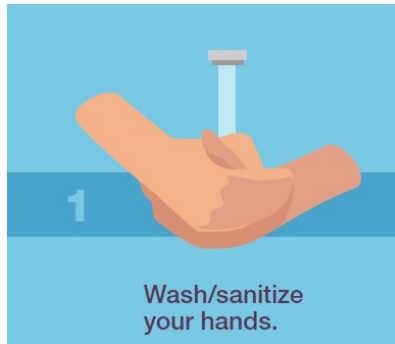
"How to Use a Non-Medical Mask" video from AHS.
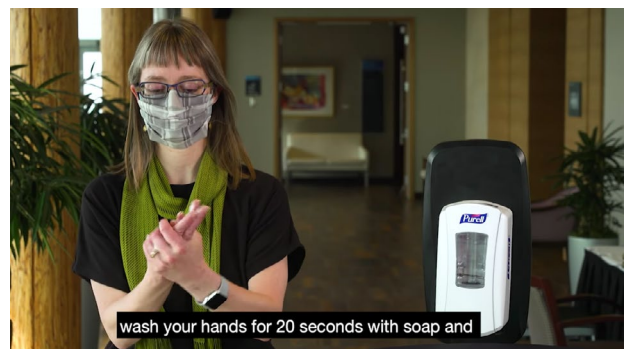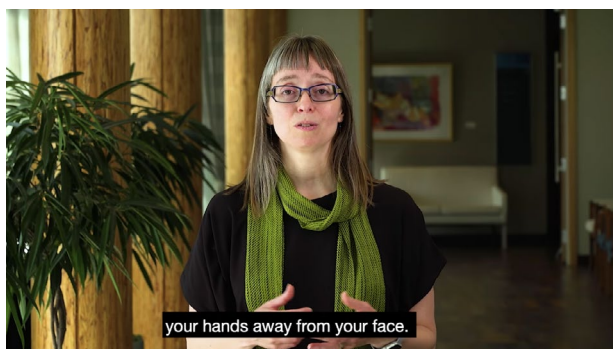
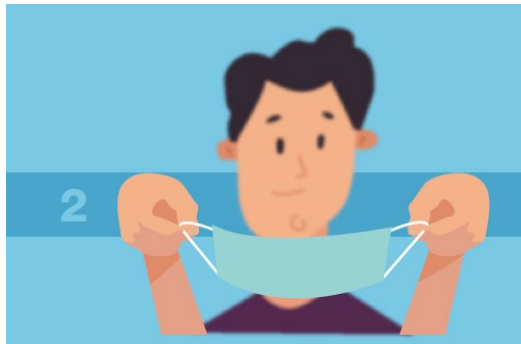Screenshots showing Dr. Hinshaw explaining how to properly use a non-medical mask.

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

Step 1
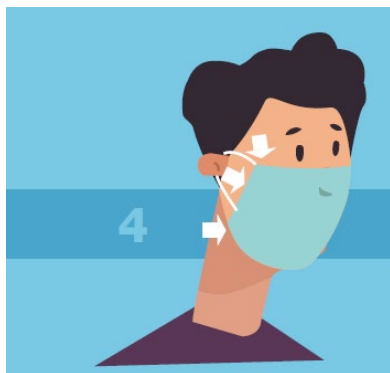

Wash/sanitize your hands.

Step 2

Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
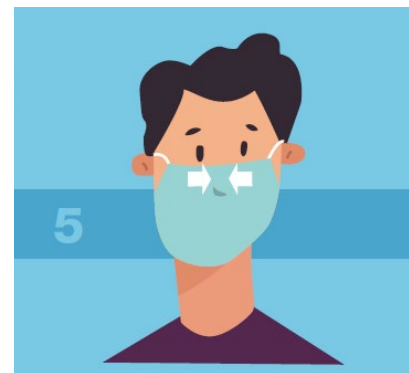
Step 3

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

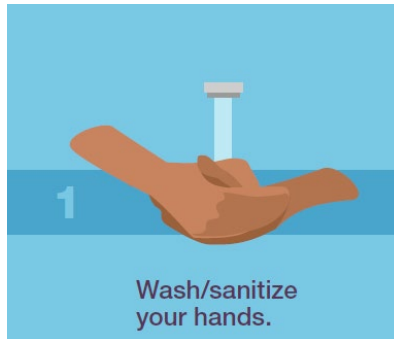If mask has stiff edge, pinch to close gaps between nose and mask.

Remember

Keep your nose, mouth, and chin covered at all times. Avoid touching the mask.
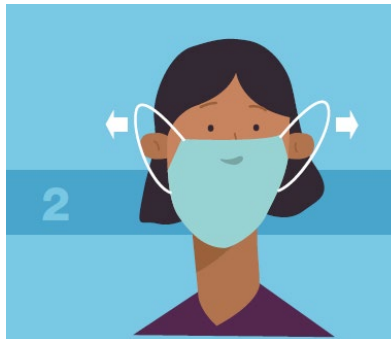
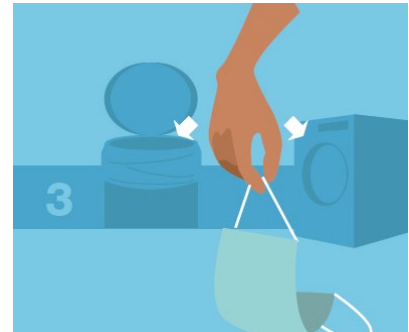## 4-Step Review: How to Safely Take Off (Doff) a Mask

Step 1

Wash/sanitize your hands.
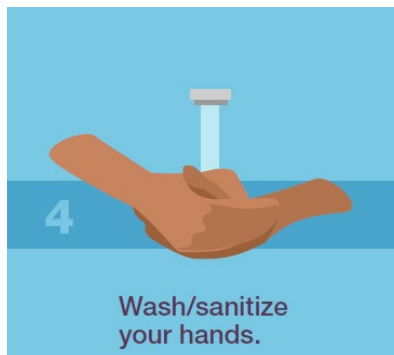
Step 2

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 available at www.alberta.ca/masks.

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

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 office waste paper baskets.
7. Be careful not to contaminate yourself.
8. Wash/sanitize your hands.

"Proper Way to Take Off Contaminated Gloves" video.

Screenshots showing the steps to properly remove contaminated gloves.

SAFETY GLASSES AND FACE SHIELDS

Requirements regarding face shield use will be communicated and updated as necessary.

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 where the 2-metre physical distancing requirement cannot be achieved.

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 may 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.
2. Adhere to the mask requirements as directed by NAIT.
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.

Personal Etiquette

Working 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 and **support** 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 working environment.

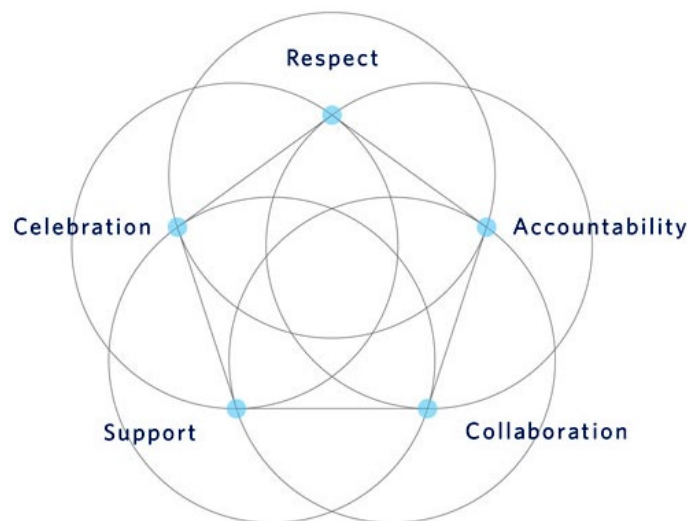Stay informed by visiting NAIT's Response to COVID-19 Website - https://www.nait.ca/COVID19.

Image of NAIT values.

DAILY CHECK-IN FORM

The requirement to conduct a Daily Check-In may evolve during COVID. Direction about when and how to complete the check-in will be communicated to staff by NAIT leadership.

Check-In Form

Check-In provides the ability to support contact tracing. 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.
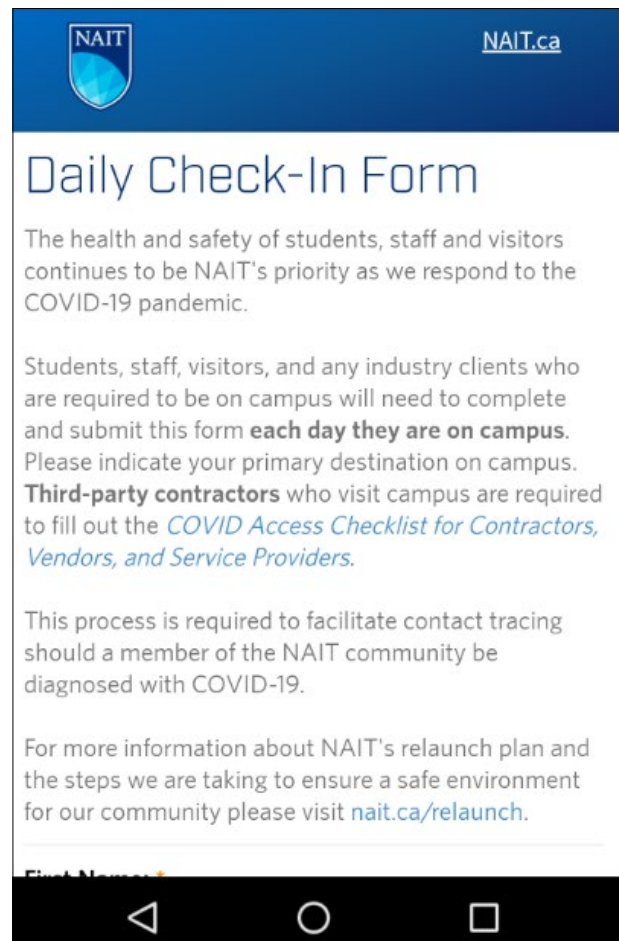

Image of NAIT Daily Check-in Form on mobile device.

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

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.

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 for quick access to 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.
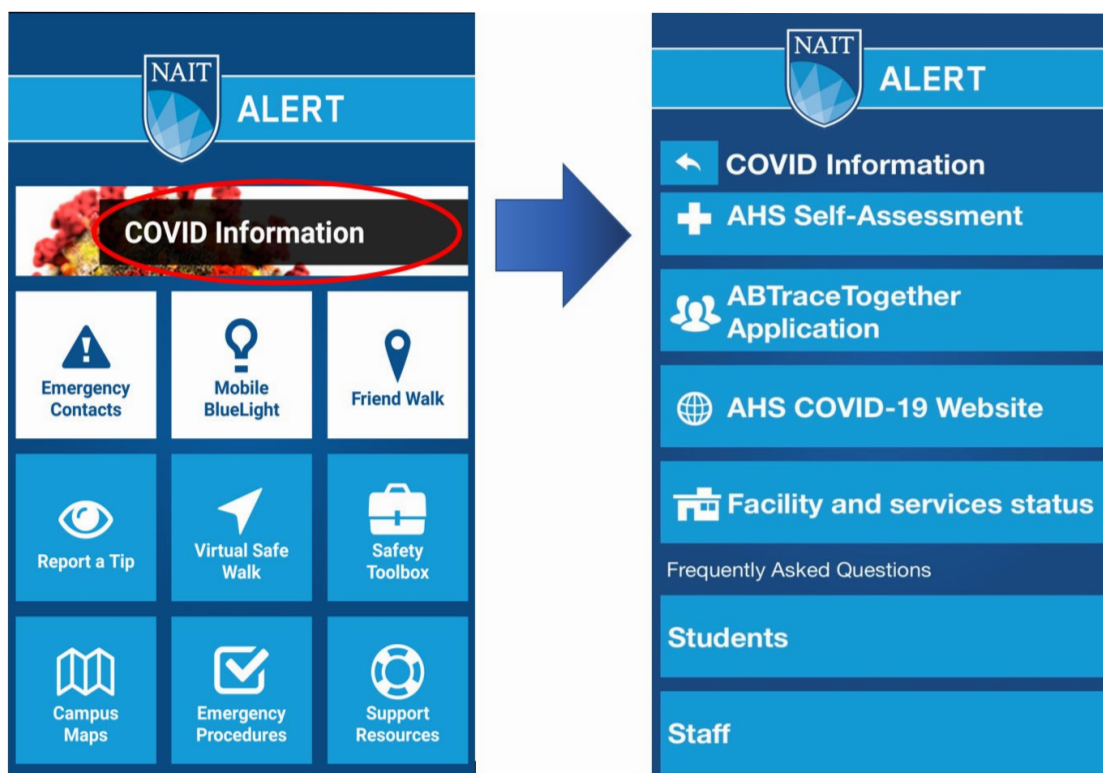

Images of NAIT Alert app on mobile device.

Download the app for Apple devices from the App Store. Download the app for Android devices from Google Play.

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

- AHS Self-Assessment tool
- COVID-19 website
- Contractor check-in form
- NAIT facilities and services status

Images of NAIT Alert app on mobile device.

WHAT TO DO IF YOU HAVE SYMPTOMS OR GET SICK

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 do you do if you have symptoms?

If you have a fever, cough, shortness of breath, runny nose, or sore throat, you are legally required to isolate for at least 10 days from the start of your symptoms or until they resolve, whichever is longer.

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.

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

- 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.
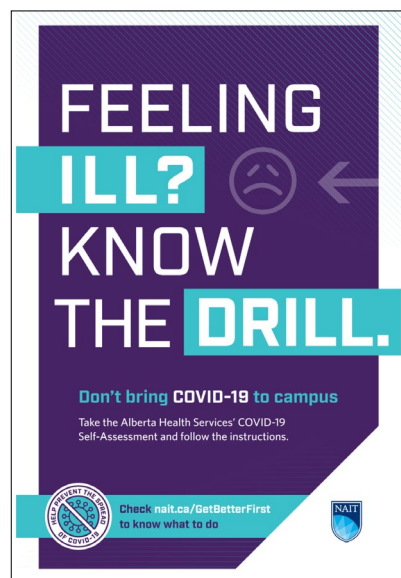
NAIT poster.

What to do if you have a positive test result

If you have tested positive for COVID-19:

1. **Complete a COVID-19 Incident Report** through **myCority** or, alternatively, download the **COVID-19 Incident Report** (PDF) and submit it via email.

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.)
   - Staff and students, including those in a WIL placements, are required to submit the COVID-19 Incident Report.
   - 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:
(if different than person reporting) | ☐ Staff ☐ Student ☐ Contractor ☐ Other

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:**

☐ cough

☐ fever

☐ shortness of breath

☐ runny nose

☐ sore throat

☐ feeling unwell or fatigued

☐ stuffy nose

☐ painful swallowing

☐ chills

☐ headache

☐ muscle or joint aches

☐ Nausea, vomiting, diarrhea, or unexplained loss of appetite

☐ loss of taste or smell

☐ conjunctivitis (also known as pink eye)

☐ other:

☐ **No symptoms (asymptomatic)**

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
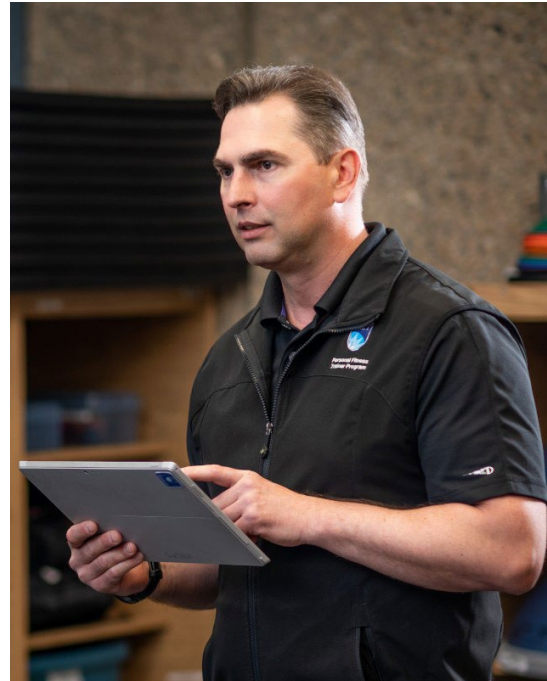
Screenshot image of the COVID-19 Incident Report.

Let your department / supervisor know you will be absent.

You are not required to disclose your personal health information.

Information for supervisors and instructors

If you are a supervisor or instructor who has been notified a staff member or student is sick:

- instruct the student or staff member to stay home or go home

- advise the person to take the Alberta Health Services' COVID-19 Self-Assessment and follow instructions from Alberta Health Services, if they haven't already

- advise the person to complete a COVID-19 incident report if that person has COVID-19 symptoms and has been on campus or in close contact with a member of the NAIT community within the previous 14 days. Submit the form to healthservices@nait.ca as soon as possible (complete the report on their behalf if they are unable to do so – at a minimum, provide the person's name, the date they became sick and a contact phone number so that NAIT Health Services can follow up)

- work with the student or staff member to manage that person's absence from NAIT; remind full- and part-time staff that they should seek guidance from their HR Consultant regarding general illness guidelines and absences

NAIT photo.

IF YOU'RE SICK DON'T AFFLICT

Don't bring COVID-19 to campus

Take the Alberta Health Services' COVID-19 Self-Assessment and follow the instructions.

HELP PREVENT THE SPREAD OF COVID-19

Check nait.ca/GetBetterFirst to know what to do

NAIT poster.

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.

COVID-19 can take up to 14 days to cause symptoms. Some people who get it will have only minor symptoms or no symptoms at all but could still be infectious.

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 of positive cases of COVID-19 need to follow AHS protocols.

Requirements for isolation and quarantine will differ because they relate to your COVID-19 vaccination status and whether you have core symptoms, have travelled internationally, or have tested positive for COVID-19.

If you are unsure of your isolation or quarantine requirements, contact 811 for information and clarification. Alternately, you can contact NAIT Health Services at 780.471.8733 or healthservices@nait.ca for a consultation.

For complete information on quarantining requirements, please visit Alberta's Isolation & Quarantine Information.

The NAIT COVID-19 website has updated information on the If You are Sick webpage.

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 webpage.

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.

Your mental health is critical, and it's normal to experience stress and discomfort as staff, especially during COVID-19.

Street art in Warsaw, Poland with facial mask on a wall during the current Coronavirus (COVID-19) pandemic. Photo by Adam Niescioruk - Unsplash.com.

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM
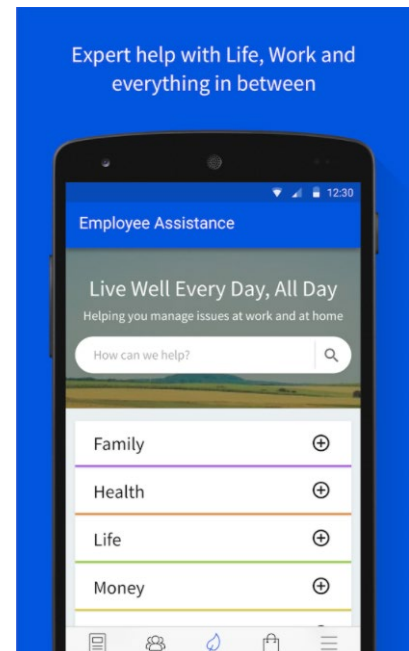

LifeWorks app.

NAIT's Employee and Family Assistance Program (EFAP) is a confidential counselling and referral service available to all staff and their family members 24/7. Support is available in the areas of clinical counselling, work/life/health issues, professional advice (including legal and financial), and specialized counselling for traumatic stress.

Our EFAP provider, Morneau Shepell, is also ready and able to support staff and their families as they deal with the impacts of the COVID-19 pandemic.

To gain immediate access to the Employee and Family Assistance program

- **Phone:** 1.844.880.9142
- **Web:** nait.lifeworks.com
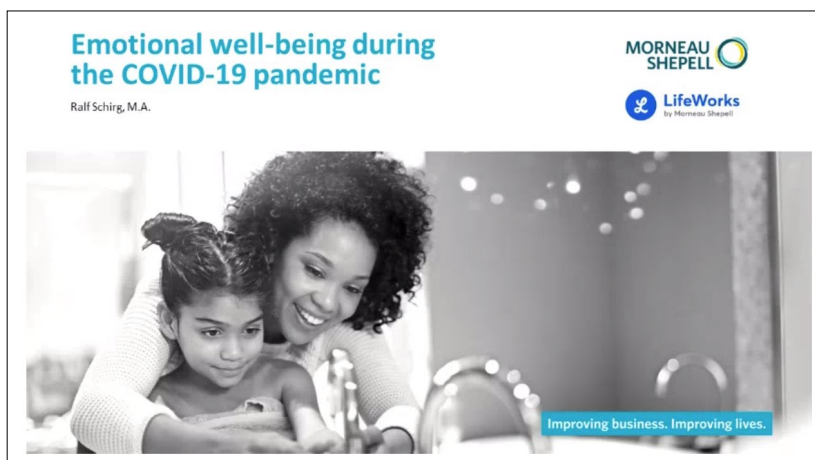- **Mobile app:** Download the LifeWorks app from the Apple App store or through Google Play.

Image of a Morneau Shepell webinar.

EFAP Webinars on COVID-19:

- Emotional well-being during the COVID-19 pandemic
- Talking with your children about coronavirus

Wellness Toolkit Modules

There are 10 webinar modules for you to listen to:

1. Productivity tips for working from home
2. Making the most of social distancing
3. Using technology mindfully
4. Creating a resilient family
5. Managing stress in stressful times
6. Simple calming techniques
7. Managing emotions in uncertain times
8. Keeping an optimistic mindset
9. Creating routines in a new normal
10. 3 things to do each day for greater wellness

These sessions are all available in a folder on Panopto. You can also access the eBook version (PDF) to follow along, or to read separately.
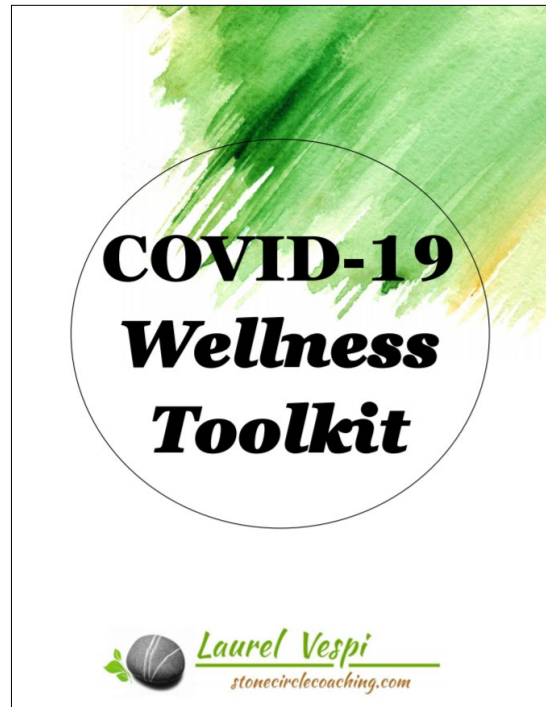
Laurel Vespi, a certified professional coach who is no stranger to the NAIT community, brings to her clients more than 30 years of experience as an educator, consultant, and group facilitator. As an engaging and powerful motivational speaker, Laurel delights audiences with a fresh perspective, humorous anecdotes and a down to earth presentation style.

HEADVERSITY

Headversity is a mental wellness app that can help build resilience—the ability to adapt well in the face of adversity. Resilience skills are vital for managing change and bouncing back from life's challenges and setbacks.

Benefits of using *headversity*

Headversity is an innovative platform that allows you to:

- access personalized tools to help keep you focused, calm and thinking clearly
- log your daily mental exercises and track your efforts over time
- learn about mindfulness, mental fitness, and many other resilience topics through lessons, videos, and articles
- sync up your physical and mental fitness by syncing with Google Fit, a health-tracking platform available on Apple and Android devices

As with other mental health resources for staff, *headversity* is ***completely confidential and free to use***.

When activating the app, you will be asked to enter your name and email address. If you prefer, you can use an alias and fictional email address. The app will not ask for or collect any personal health information.

How to access *headversity*

To use *headversity*:

- download the app (available on the **App Store** or **Google Play**)
- once you open the app and are prompted to enter the access code, use the code for your employee group at NAIT
    - NASA: **NAIT64**
    - AUPE: **NAIT38**
    - Excluded (non-union): **NAIT29**
    - Management: **NAIT99**

These codes are intended for use by NAIT staff only. Students use a different access code, which is available on the myNAIT portal. If you don't know your employee group, contact your **Human Resources Advisor/Consultant**.

OTHER MENTAL HEALTH SUPPORTS

It's normal to feel overwhelmed in a time of crisis. We are being bombarded with an enormous amount of information, and it can be challenging to make sense of what it all means to ourselves and to our loved ones and families.

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.

There are, however, healthy and effective ways to cope. Here are a few to help during these difficult times.

NAIT Chaplaincy

Students and staff have access to chaplains who can provide one-on-one consultation on spiritual matters. Chaplains represent several communities of faith and are available to all students and staff, regardless of religious denomination. To arrange a meeting, contact chaplaincy@nait.ca.

Spread kindness, not COVID, to support well-being

The effects of COVID-19 can make learning stressful. The NAIT kindness campaign reminds us to be kind to ourselves and others and to look after our mental health and well-being by sharing tips, stories, and resources.

COPING STRATEGIES AND RESOURCES
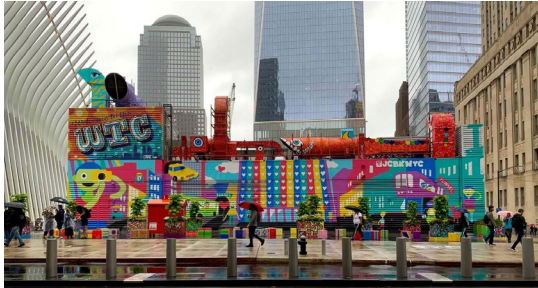
Coping Strategies

Recently, the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) released lists of ways to address your stress.

Strategy 1

Share your feelings.

Talk to family, friends, and colleagues who you trust.

Strategy 2

If you must stay home.

Maintain healthy routines regarding diet, sleep, exercise and stay in touch with others.

Strategy 3

Try to relax.

Pause for deep breathing, stretching or meditation.

Strategy 4

Do things you enjoy.

Make time for pleasant activities each day.

Strategy 5

Resist poor strategies.

Avoid turning to smoking, alcohol or drugs as ways to deal with your emotions.

Strategy 6

Get the facts.
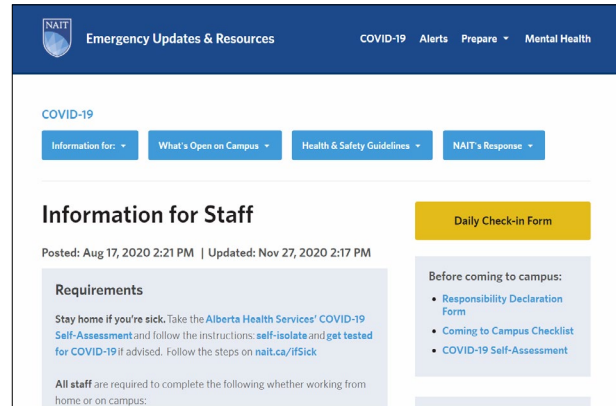
Stay up-to-date by identifying a reliable, accurate source of information; informing yourself about the actual risk may improve your outlook.

Strategy 7

Don't dwell on the news.
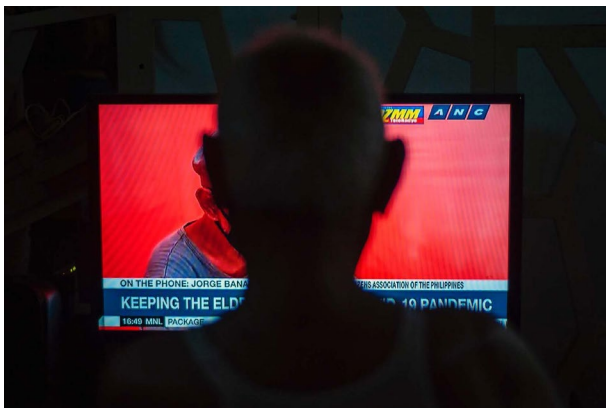
Limit your exposure to media coverage that you find upsetting.

Know you can manage this.

Think about difficult situations you've encountered in the past and how you dealt with them. Use those same skills to help you now.

The Alberta government offers a Mental Health Help Line, which is available 24/7 to provide advice and referrals to community supports near you. Call 1.877.303.2642.

← 393939 📞 ⋮

2:32 p.m.

Conversation with 393939

COVID19Hope

Now • SMS

(Welcome to Text4Hope) Each day you will receive a message with or without a related web link, to provide support and build coping skills during the COVID-19 pandemic.
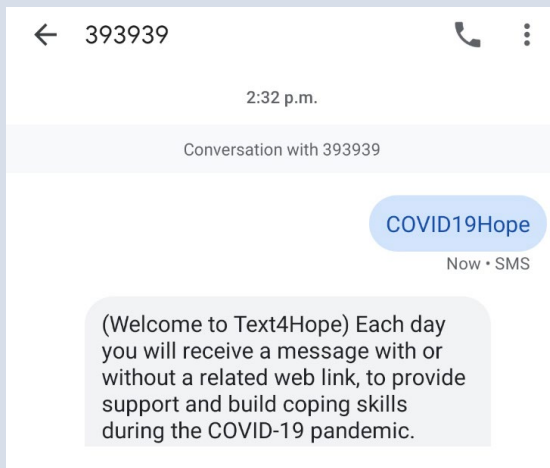
Text4Hope image from
Discover Airdrie news article.

Text4Hope

Mental health and wellness in a time of stress and isolation

Staff and students may access Text4Hope, a program offered by the Alberta Health Services. Text4Hope is a free service providing 3 months of daily messages (advice and encouragement) written by mental health therapists to help Albertans develop personal coping skills and resiliency. This evidence-based tool helps people identify and adjust the negative thoughts, feelings, and behaviours from the COVID-19 pandemic.

To subscribe to Text4Hope, **text COVID19HOPE to 393939**. Please note that since this is a one-way communication, this program does not replace other mental health therapies or supports.

MENTAL HEALTH FOR FAMILIES

How to help others cope, especially children

Children in particular may need extra support in understanding and dealing with their feelings about the impact of COVID-19. To help them, consider these tips from CDC and WHO:

Make time to talk and to listen.

Don't stigmatize.

Be sure that they understand that COVID-19 isn't anyone's fault.

Reduce their screen time.
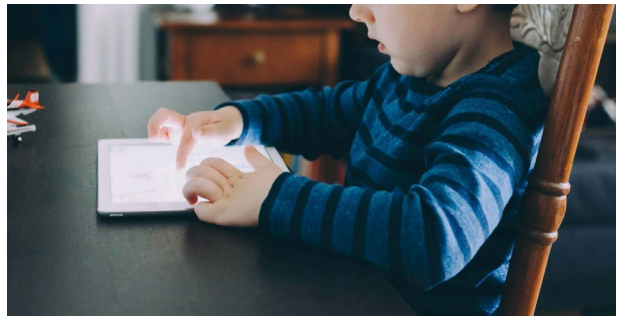
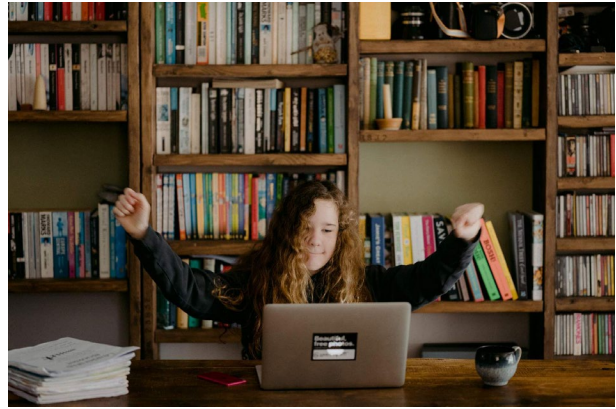Too much information about COVID-19 can lead to anxiety.

Stay calm.

Children will respond to not just what you say but how you say it.

Tell the truth.

Provide accurate information using language that is age-appropriate; be honest but reassuring about the risks.

Create routines.

Find ways to introduce structure to the day.

Reinforce good hygiene.

Teach them proper handwashing technique and remind them to sneeze or cough into their elbow.

Make time for fun.

Children always need time to play and relax.

You can also watch this free webinar from Morneau Shepell called Talking with your Child about Coronavirus.

Screenshots of the Talking with your Child about Coronavirus video.

SUMMARY AND DECLARATION

The risks of the pandemic have not disappeared, and our understanding of COVID-19 continues to evolve. 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.

NAIT will continue to provide timely information to our community including updates on the NAIT COVID-19 website and direct communications to staff, students, and stakeholders.

The goal is to keep everyone safe and healthy until the pandemic is over. There are times when we all will be challenged to follow safe practices. If we encourage, respect, are mindful towards and patient with one another, we can overcome this adversity together.

Screenshot image of the declaration document you must sign.

DECLARATION DOCUMENT

The most current version of the Staff Responsibility Declaration can be reviewed here.

Staff will be directed by NAIT on when the declarations are required to be completed.

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	*Physical Distancing Works—Here's How* **video**: https://youtu.be/17Nl5j1pF1s **source**: Alberta Health Services
Using Cloth and Non-Medical Masks	Video	*COVID-19: How to Use a Non-Medical Mask* **video**: https://www.youtube.com/watch?v=6MojzHFStNs&feature=youtu.be **source**: Dr. Deena Hinshaw, Chief Medical Officer of health in Alberta
Using Gloves	Video	*Proper way to Take Off Contaminated Gloves* **video**: https://youtu.be/1zwmny4vweI **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	*Physical Distancing: Stay 2 metres apart* **video**: https://youtu.be/8HtjaoYhhP8 **source**: Government of Canada

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