

Hazard Assessment Report for Reeves College

Executive Summary

The province of Alberta has permitted post-secondary institutions across the province to resume onsite delivery. As we are committed to the education of our students and the welfare of our community, Reeves continue to emphasize remote learning, while also resuming in-person learning on our campuses.

All the respective campuses will continue to operate an online delivery format until further notice, onsite operations will continue in a limited capacity, ensuring we meet the provincial requirements.

The health and safety of our staff and students are of paramount importance, hence, we embarked on doing a hazard assessment and control for the applicable roles across our campuses.

This hazard assessment and control report as well as The COVID 19 Working Strategy provides information and guidelines for employees, students and visitors on how to stay safe and protect themselves to minimize the spread of COVID 19.

We all have to take ownership of the wellbeing of our community, so we duly encourage all staff, students and visitors to continue to practice social distancing, the use of face-covering, hand washing and conforming to Alberta Health Services guideline on COVID 19.

This hazard assessment examines the roles across the campuses, daily interactions at work as it relates to COVID 19 and suggested ways to control and mitigate the spread of the virus on campus.

Date of Assessment:	Reviewed/revised:
Hazards as it relates to COVID ₁₉	Controls and Mitigation
COVID 19 Questionnaire for all staff, students and visitors	<p>All staff, students and visitors are asked to sign the following:</p> <ul style="list-style-type: none"> • To the best of my knowledge, I have NOT been affected by COVID 19 within the past 14 days • I am NOT currently suffering from the most common symptoms of COVID 19 including fever, cough, general tiredness or have serious symptoms such as pneumonia • I have NOT travelled to any high-risk countries in the past 14 days
Feeling Unwell?	<p>All students, staff and visitors exhibiting the most common symptoms of COVID 19 are strongly advised not to come to campus. Should they start feeling unwell on campus;</p> <ul style="list-style-type: none"> • They are to inform the Campus Director immediately and leave the premises as soon as possible • Once the staff member leaves, all surfaces they might have come in contact with must be thoroughly sanitized • They are to see their family doctor and/or call 811 and follow their guidance • Alternatively, they can complete the COVID 19 assessment online using the AHS COVID 19 Self-Assessment AHS COVID-19 Self-Assessment
Cleaning and Sanitation	<p>Adequate cleaning and sanitization of the campus must be ensured all through the day</p> <ul style="list-style-type: none"> • Hand sanitizer and cleaners are placed in various spots around campus • Cleaning schedules are in place and signature must be placed on cleaning schedules by the staff that supervised or carried out the cleaning • All common areas are sanitized three times daily. <ul style="list-style-type: none"> • This includes: <ul style="list-style-type: none"> • Reception area • All doorknobs • Light switches • Washroom faucets & toilet flushers • Push plates

Staff's roles and responsibilities	<p>Staff are expected to adhere to the following:</p> <ul style="list-style-type: none"> • Hand sanitizers have been placed at the sign-in station, hands must be sanitized before signing in • Ensure they sign in at reception upon arrival at Campus • Physical distancing • Wearing face covering while in common areas around the campus • Sanitizing desks and computers after a lecture
Students' roles and responsibilities	<p>Students are expected to adhere to the following:</p> <ul style="list-style-type: none"> • Ensure they sign in at reception upon arrival at Campus • Physical distancing • Wearing face covering while in common areas around the campus • Sanitizing desks and computers after a lecture
Practical demonstration and Interaction with Students. Classrooms/Labs	<p>All staff and students coming in for laboratory/practical demonstration must:</p> <ul style="list-style-type: none"> • Complete the COVID 19 questionnaire before coming to campus, if you answer yes to any of the questions, please call 811 • Sanitize hands and sign in, filling in all required fields to ensure contact tracing can be implemented if need be • Maintain physical distancing • Wear face covering • All items to be used in the classroom and for demonstration/Labs must be disinfected before and after use including desks, computers and other equipment
Possibility of symptomatic or an asymptomatic COVID student or staff coming for lectures	<ul style="list-style-type: none"> • Lectures are being delivered online as much as possible • All students, staff and visitors exhibiting symptoms are strongly advised not to come to campus • All staff, student and visitors are to screen for symptoms daily before resuming on campus using • All staff, students and visitors are to adhere to the physical distancing requirements of 2 meters • Sanitizers are strategically placed all around campus, frequent hand sanitizing with periodic washing is encouraged. • The use of face-covering is mandatory on campus in common areas

Staff Lounges/Kitchen	<p>Where staff lounges are open, social distancing must be observed.</p> <ul style="list-style-type: none"> • All surfaces must be sanitized and wiped clean after each use • Physical distancing must be observed and if this is not possible because of space limitation, staff must take turns to use these facilities
Mental Health and Psychologic Stress due to COVID 19	<p>Managing COVID-19 Stress, Anxiety & Depression: https://www.albertahealthservices.ca/amh/Page16759.aspx</p> <p>Other: Canadian Mental Health Association Stay Well in Uncertain Times: https://cmha.bc.ca/covid-19/</p> <p>WellCan: https://wellcan.ca/</p>

Rapid Response Plan in Event of Suspected Case of COVID-19

The Health and safety of all staff, students and visitors is the highest priority for the college. All have a responsibility to prevent the risk of COVID-19 transmission and to provide a rapid response when a person develops relevant symptoms and is required to be in isolation or quarantine” (Government of Alberta, 2020, p. 1)¹.

Per provincial recommendations and requirements, this section outlines the process in the event of potential exposure to COVID-19 on campus.

First and foremost, anyone ill or who has come into contact with anyone ill or suspected of having come into contact with COVID-19 is not permitted onsite.

Everyone coming to campus *must* sign-in upon arrival—including the date, time, full name, phone number and signature, confirming:

- They are not ill or exhibiting any symptoms of illness (fever, cough, shortness of breath or difficulty breathing, sore throat, runny nose, etc.)
- They have not come into contact with anyone who is ill or suspected to have been in contact with anyone with COVID-19; and/or they have not tested positive for COVID-19 within the last 10-days
- They have not travelled outside Canada in the last 14-days.

Note: The college is required to collect this information and share it with Alberta Health Services in the event the campus “learns that two or more staff or students have become symptomatic and have a known location link (e.g. inhabit the same residence or attend the same class), the institution is expected to notify Alberta Health Services (811)” (Government of Alberta, 2020, p. 3)².

Should a confirmed COVID-19 situation arise, the person(s) must:

1. Immediately either quarantine or self-isolate, complete the [AHS COVID-10 Self-Assessment](#) and contact Alberta Health Services.
 - a. Figure 1 below outlines the difference between quarantine and isolation.
 - b. Any Albertans can now be tested, even if they are not showing any symptoms.
For details, visit: <https://www.alberta.ca/covid-19-testing-in-alberta.aspx>
2. Notify the school.
 - a. Call 403-769-1556 or email Campus Director, Nada Khalifa, at nada.khalifa@reevescollege.ca
 - b. Include your name, last date of attendance on-site, confirm contact information
 - c. Provide details available (i.e. exposed to a confirmed case or experiencing symptoms)

¹ Government of Alberta. (2020). *Guidance for managers and operators of industrial work camps*. [Report]. Retrieved from: <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-industrial-work-camps.pdf>

² Government of Alberta. (2020). *Guidance for post-secondary institutions*. [Report]. Retrieved from: <https://open.alberta.ca/dataset/b321eaf7-be50-46b0-a7e2-8022c850512a/resource/ae10e2a0-49de-4ec2-b441-9d16f2efe185/download/covid-19-relaunch-guidance-post-secondary-institutions.pdf>

Figure 1: Quarantine vs. Isolation

Quarantine	Isolation
Required when people are not yet sick but have been exposed	Required when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14-days <ul style="list-style-type: none">This is because it can take up to 14-days for an individual to develop symptoms	The isolation period for COVID-19 is 10-days or until symptoms resolve, whichever is longer

Once notified, the school will enact its rapid response plan, which includes:

1. The Campus Director will notify AHS (two symptomatic individuals)
 - a. In cooperation with AHS, determine effective onsite isolation and transportation for individual(s), if they are on campus
2. The campus will close affected area(s) of campus and notify building management to contact cleaning services to perform deep clean of area(s)
 - a. Campus Director will confirm population on-site for the day(s) affected through logged sign-in sheet and course attendance lists, and notify individuals at risk of having been in direct contact with the individual(s)
3. The Campus Director will notify Regional Management and Campus Support
4. Campus and instructors will work to adapt lesson delivery during affected time, to minimize the impact on student classes
5. The Campus Director will notify all staff and students once area(s) are safe