



Hazard Assessment Report for Reeves College

Executive Summary

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

All the respective campuses will continue to operate in a primarily online delivery format until further notice. Onsite operations continue in a limited capacity, ensuring we meet the provincial requirements, including but not limited to limiting the amount of individual in any given area.

The health and safety of our staff and students is of paramount importance, hence, we are continuously reviewing the hazard assessment and controls across our campuses.

This hazard assessment and control report as well as [COVID 19 Guidance for Post-Secondary Institutions](#) 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 require all staff, students and visitors to continue to practice physical distancing, the use of masks, 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.

Hazards as it relates to COVID ₁₉	Controls and Mitigation
<p>COVID 19 Questionnaire for all staff, students and visitors</p>	<p>All staff, students and visitors are required to sign the following, as well as have their temperature checked and recorded:</p> <ul style="list-style-type: none"> • To the best of my knowledge, I have NOT been affected by, or in direct contact with another person who has been infected by COVID-19 or in quarantine 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 outside of Canada in the past 14 days
<p>Feeling Unwell before coming in?</p>	<p>All students, staff and visitors exhibiting the most common symptoms of COVID 19 are legally required to not to come to campus and isolate or quarantine as per Provincial Health Authorities.</p> <ul style="list-style-type: none"> • They are to inform the Campus Director as soon as possible • The individual is to call 811 and/or their family doctor and follow their guidance • Alternatively, the COVID 19 assessment can be completed using the AHS COVID-19 Self-Assessment
<p>Feeling Unwell after arrival?</p>	<p>All students, staff and visitors exhibiting the most common symptoms of COVID 19 are legally required to isolate on Campus until arrangements are made to pick them up.</p> <ul style="list-style-type: none"> • They are to inform the Campus Director immediately • Once the individual leaves, all surfaces they might have come in contact with must be thoroughly disinfected • The Individual is to call 811 and/or their family doctor and follow their guidance • Alternatively, the COVID 19 assessment can be completed online using the AHS COVID-19 Self-Assessment

<p>Cleaning and disinfection</p>	<p>Adequate cleaning and disinfection of the campus must be ensured throughout 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 signatures must be placed on cleaning schedules by the staff that supervised or carried out the cleaning • All common areas are disinfected 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
<p>Staff roles and responsibilities</p>	<p>Staff are expected to adhere to the following:</p> <ul style="list-style-type: none"> • Ensure they sign in at reception upon arrival at Campus • Hand sanitize upon arrival and throughout the day • Physical distancing • Wearing a mask while on Campus • Disinfecting desks, computers and all equipment after use
<p>Student roles and responsibilities</p>	<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 • Hand sanitize upon arrival and throughout the day • Physical distancing • Wearing a mask while on Campus • Disinfecting desks, computers and all equipment after use
<p>Visitor roles and responsibilities</p>	<p>Visitors are expected to adhere to the following:</p> <ul style="list-style-type: none"> • Ensure they sign in at reception upon arrival at Campus • Hand sanitize upon arrival, exit and throughout their visit • Physical distancing • Wearing a mask while on Campus

<p>Practical Interactions in Classrooms and Labs</p>	<p>All staff, students and visitors coming in for laboratory/practical experiences must:</p> <ul style="list-style-type: none"> • Follow their roles & responsibilities • Fill out any additional paperwork required • Wear any additional PPE • 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
<p>Staff Lounges/Kitchen</p>	<p>Where staff lounges are open</p> <ul style="list-style-type: none"> • Physical distancing must be observed. • All surfaces must be disinfected and wiped clean after each use • When physical distancing is not possible because of space limitation, staff must take turns to use these facilities
<p>Open areas</p>	<p>Where there are open areas</p> <ul style="list-style-type: none"> • Physical distancing must be observed. • All surfaces must be disinfected and wiped clean after each use • When physical distancing is not possible because of space limitation, individuals must take turns to use these facilities
<p>Mental Health and Psychologic Stress due to COVID 19</p>	<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>
<p>REVIEW</p>	<p>This Hazard Assessment Report will be reviewed every two months.</p>
<p>UPDATED</p>	<p>Updated December 16, 2020 Replaces all previous versions</p>

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

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:

- To the best of my knowledge, I have NOT been affected by, or in direct contact with another person who has been infected by COVID-19 or in quarantine by COVID-19 within the past 14 days.
- I am NOT currently suffering from the most common symptoms of COVID-19 including fever, cough, and general tiredness or have serious symptoms, such as pneumonia.
- I have NOT travelled to any of the high risk countries in the past 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)¹.

Should a confirmed COVID-19 case arise, the Individual(s) must:

1. Immediately either quarantine or self-isolate, complete the [AHS COVID-19 Self-Assessment](#) and contact Alberta Health Services.
 - a. Figure 1 below outlines the difference between quarantine and isolation.
2. Notify the Campus by informing the Campus Director
 - a. Include your name, last date of attendance on-site, confirm contact information
 - b. Provide any and all details available; including to but not limited to:
 - Exposed to a confirmed case,
 - Experiencing symptoms and for how long.
 - If you have been tested

¹ 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 notify Regional Management and Campus Support.
2. If the individual is on site, determine an effective onsite isolation and transportation for individual(s).
3. The Campus will close affected area(s) of campus and notify building management and contact cleaning services to perform a deep clean of the area(s)
4. Campus Director will confirm population on-site for the day(s) affected through logged sign-in sheets, and notify individuals at risk of having been in direct contact with the individual(s)
5. Instructors will work Campus Education Department and Campus Director to adjust schedules as necessary during affected time, to minimize the impact on student classes
6. The Campus Director will notify all staff and students once area(s) are reopened
7. Campus Director will notify AHS if there are two or more confirmed COVID 19 positive cases on site