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COVID-19 Safety Training for CMTN Employees

Winter 2021

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Be Calm

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The phased approach to BC's [Restart Plan](#) is on pause for the duration of [province-wide restrictions](#). The go-forward guidelines for post-secondaries establishes how we may operate safely and are available through [WorkSafeBC](#), [BC CDC](#), and the [ministry](#).

Post-secondary institutions are working closely together to ensure we can restart face-to-face activities in our communities safely.

CMTN has committed to deliver a winter semester through distance learning and remote working with limited essential services available for face-to-face delivery. Updates are available [here](#).



CMTN has a working group that supports a consistent but tailored approach to safety across our campuses.

The information and protocols related to the pandemic are updated frequently and can be confusing. Have patience and if you have questions or concerns please share them with supervisor or manager for support.

Other avenues for support include the working group through Jennifer Farrow (jfarrow@coastmountaincollege.ca); union representatives; and the Occupational Health and Safety members.



Pandemic

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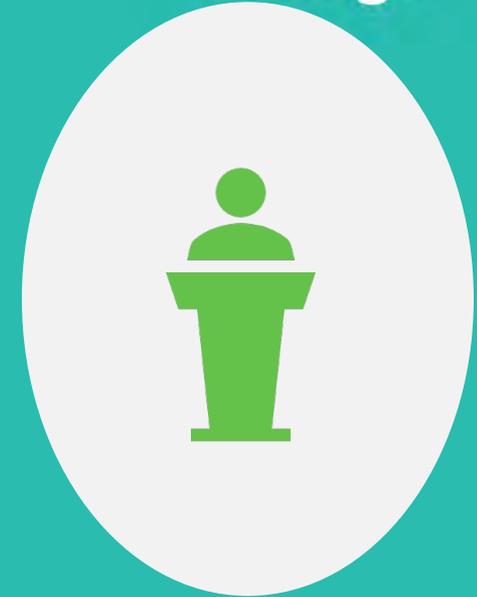
What is a Pandemic?

The World Health Organization (WHO) defines a pandemic as the “*worldwide spread of a new disease.*”



How it affects humans

No immunity to the new disease
People can become very ill
Disease spreads rapidly



Declaration

On March 11, 2020, the WHO declared the global outbreak of COVID-19 a pandemic.



What is COVID-19?



COVID-19 is from a family of coronaviruses that cause illnesses that range from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS).

- A new strain of coronavirus that had not been previously identified in humans.
- Those infected with COVID-19 may take up to 14 days to develop associated symptoms.
- Some people may have very mild to no symptoms.
- The virus can be transmitted to others despite the absence symptoms.
- There is no specific treatment available, treatments aim to resolve symptoms until you can recover.
- Viruses cannot be killed with antibiotics.
- The COVID-19 vaccines that have been approved by Health Canada are safe, effective and will save lives. Immunize BC will ensure vaccines are available to everyone in BC who is recommended to get them in the months ahead.



Transmission

COVID-19 is transmitted from one person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, talk, shouts or sings.

- Droplets vary in size from large droplets that fall to the ground, to smaller droplets sometimes called aerosols that may linger in the air;
- droplets or aerosols can enter in the mouths and noses of people who are nearby or be inhaled into their nose, mouth, airways and lungs; and
- droplets can land on surfaces and be transmitted to another person touching that surface and then touching their own face (mouth, nose, eyes) with unwashed hands.



Visit: BC CDC [‘how it spreads’](#)



New or Worsening Symptoms

It is easy to mistake COVID-19 for other illnesses. You may not know you have COVID-19!

Symptoms are just like other respiratory illnesses, like the flu and common cold. Symptoms that are new or worsening are important to identify.

Symptoms can appear up to 14 days after you have been exposed to the virus.

Fevers may not always provide a reliable measure on its own. Do you know the normal body temperature taken orally? When might a temperature be different from 37°C?

Visit: BCCDC [symptoms](#)

- *Fever or chills*
- *Cough*
- *Loss of sense of smell or taste*
- *Difficulty breathing*
- *Sore throat*
- *Loss of appetite*
- *Headache*
- *Extreme fatigue or tiredness*
- *Body aches*
- *Nausea or vomiting*
- *Diarrhea*



What should you do when you have symptoms?

It is normal to experience illness. Some people get sick frequently, some people are fortunate to get sick rarely.

Identifying COVID-19 is tricky, and it is important that you stay home when unwell and access the supports available to you.

In addition to the guidelines on the right, employees have access to the [Employee Assistance Program](#) and there are services in place for students ([here](#)).

1. *Use the BC Health Link COVID-19 self-assessment tool: <https://bc.thrive.health/>*
2. *Call 8-1-1 for advice*
3. *Follow established processes for absences related to illness*
4. *Keep in touch with your supervisor for support in being away and returning to face-to-face activities*



Know the risk

Most CMTN staff and students are at low risk of COVID-19 exposure on our campuses.

CMTN has identified those at higher levels of risk as those who are undertaking face-to-face activities where physical distancing measures are not possible.

This includes direct care such as services offered by first aid attendants, and some activities within the health and trades programming. In these cases, additional steps are taken to ensure safety.



Reflection

Think about your work and your personal life:

- What are possible sources of transmission you may be exposed to?
- What proactive steps could you take to reduce your risk of transmission?



Be Safe

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Your safety matters! Did you know:

CMTN has obligations under Worksafe BC through the worker's compensation act that requires employers to *“provide the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace”*

CMTN also has obligations under the Occupational Health and Safety Regulation, where it states that *“If a worker has or may have occupational exposure, the employer must develop and implement an exposure control plan”*

CMTN's obligations for safety extend to all staff and students.



Keeping our communities safe

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- *Students*
- *Supervisors*
- *Employees*
- *Corporate Services*
- *Occupational Health and Safety*

CMTN cannot contribute to the safety of our communities without your help.

Your actions matter.



CMTN & Safety

Exposure Control & Safety Plans:

- Prevent harmful exposure of the CMTN community to a pandemic virus in the workplace.
- Provide education and training on pandemics.
- Establish procedures for responding to pandemics.

A combination of measures are used to minimize exposure.

All staff and students are required to follow the procedures outlined in the ECP & Safety to prevent or reduce exposure during pandemics.



What are CMTN's guiding principals for safety planning?

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1. Health, safety and well-being of the CMTN community
2. Operate within our fiscal parameters
3. Commitment to delivery of quality educational experience
4. Commitment to ensure quality student and support services



Hierarchy of controls are applied to safety decisions

Different levels of protection control the risk of exposure to the virus

Whenever possible, use the controls that offer the highest level of protection from exposure as they are most effective

- **Elimination, Substitution** is the first level of controls. These include policies and procedures that limit the numbers of people in a space at any time, or substituting video meetings for in person interactions. This eliminates the exposure risk by keeping infected people, surfaces and materials away from uninfected people.
- **Engineering** controls are the second level of protection to be considered. A barrier such as a Plexiglas shield between front desk workers and clients, physically keep people separated, minimizing the chance of droplet spread.
- **Administrative** controls are rules or guidelines that instruct safe behavior. Physical distancing guidelines, alternative work schedules, classroom sizing and one way walkways keep people physically separated if they follow the instruction.
- **Personal protective equipment (PPE)** are to be considered last when the other steps are insufficient to control risk. PPE must be fitted, donned and doffed correctly or their use can increase worker exposure.



Supervisors

- Ensure your teams are informed and have the necessary orientation and training.
- Encourage and support employees in staying home and following protocols when feeling unwell.

How should you help an unwell employee?

Help eliminate stigma! Getting sick is normal and its important that we take time to get well. Our procedures for sick leave continue to apply.

Ensure open communication during an absence; individuals should use the BC CDC self-assessment tool, call 8-1-1, self-isolate; call ahead of returning, and only return to work when safe to do so



Employees

- Follow physical distancing, personal hygiene and etiquette measures to prevent the spread of the virus
- Participate in any CMTN orientation and training
- Stay informed, review CMTN communications

How can you help your community?

Stigma can hold us back, normalize staying home when unwell. Stay connected with your colleagues, share resources that you find helpful and lend a hand when you see someone struggling. We are in this together.



Corporate Services & OHS

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CMTN departments are working together to find solutions that support safety on our campuses.

- Centralizing purchasing of safety supplies and equipment
- Safety planning
- Ensuring appropriate access & capacity
- Communications

Occupational Health and Safety members are a great resource to CMTN, undertaking investigations, advising and guiding our safety efforts.



Managing the risks

- Steps we must take, health monitoring, physical distancing
- Social etiquette & Personal hygiene = the basics
- Best practices
- Personal Protective Equipment procedures
- Other actions



Stay at home

- If you have cold or flu-like symptoms, even mild ones
- If you have recently traveled
- If you have been told to self-isolate
- Use the BC Health Link COVID-19 self-assessment tool: <https://bc.thrive.health/>
- Call 8-1-1 for advice
- Keep in touch with your supervisor for support in being away and returning to face-to-face activities safely



Daily health monitoring

WorksafeBC requires you to complete active health monitoring to screen for potential risk of COVID-19 before proceeding into a space and on a daily basis. Supervisors are required to document with each employee that a health assessment has been completed each day.

Daily self-assessments include asking whether you have:

1. traveled outside of Canada in the last 14 days?
2. been identified by Public Health as a close contact of someone with COVID-19?
3. been told to self-isolate by Public Health?
4. Are displaying any of the following new or worsening COVID-19 like symptoms: cough, sneezing, fever or chills, sore throat, difficulty breathing, loss of sense of smell or taste, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, diarrhea?

If you answer yes to any of the health check questions, you are not permitted on campus, you must stay or return home, call 8-1-1, and contact your supervisor for support navigating any absence and prior to returning. Your personal health information is private and confidential – you are not required to share your diagnosis with anyone at the College.

Getting sick is normal. These protocols help ensure you have access to any support available and that the risk of spreading illness is reduced.

Those unable to leave campus immediately can access dedicated self-isolation spaces:

Terrace: Yurt

Smithers: Room 112

Hazelton: Assessment Room

Prince Rupert: Classroom 227



Maintain physical distancing

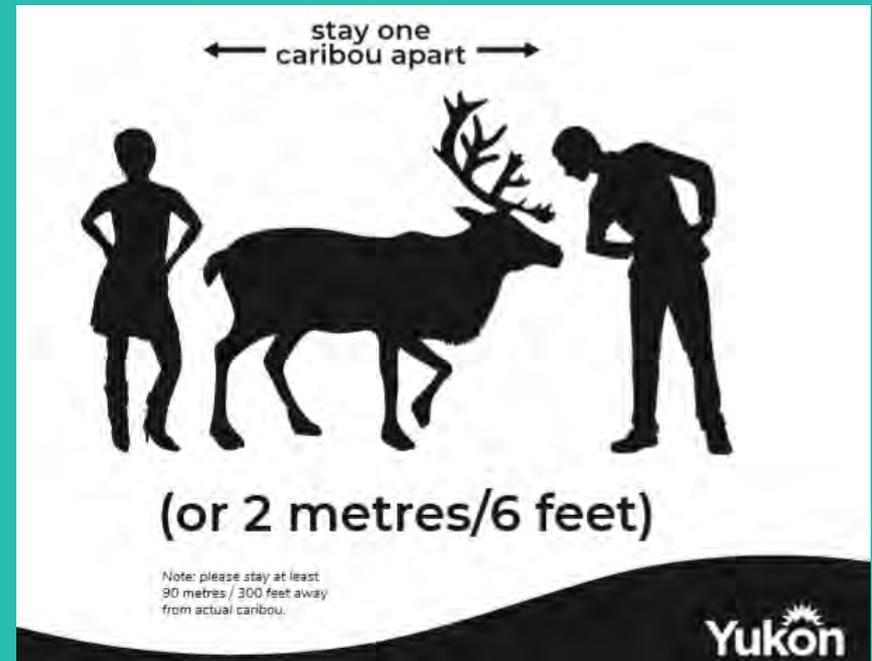
Watch this [video](#)

When to practice:

- Whenever outside your home
- Keep time in shared spaces brief
- Look for alternatives to small spaces – hold virtual meetings, meet outside wherever possible
- Wave hello and goodbye

More information: [BC CDC](#)

[What is a caribou?](#)



Social Etiquette

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Waves are the
new handshake



Brief or virtual
meetings are
best.

Social gatherings are out.



Not sharing
shows you're
caring.

Food, beverages, office
supplies, etc.



Personal Hygiene

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1. Hand washing
2. Coughing & sneezing
3. Hand sanitizing



Hand Washing Procedure

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1. Wet your hands with running water and apply soap.
2. Rub your hands together to make a lather.
3. Scrub well for at least 20 seconds.
4. Pay special attention to your wrists, the backs of your hands, between your fingers, and under your fingernails.
5. Rinse your hands well under running water.
6. Use a clean towel, or paper towel, to dry your hands, or air-dry your hands.

Watch this [video](#) from WHO.

What songs do you like to sing while you wash your hands?



Proper Hand Washing

Prevents 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.

Often means:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)
- before and after using shared equipment

Well means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds with lather covering: palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap, open the door, dispose of the paper towel



Coughing and Sneezing Procedure

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- Maintain physical distance of at least 2 meters from others.
- Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose.
- Put used tissues into the waste basket.
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands.
- Wash your hands with soap and water or hand sanitizer (minimum 60% alcohol-based).



Hand sanitization Procedure

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Hand sanitizer comprised of at least 60 percent alcohol is an effective tool for neutralizing germs when soap and water are not available.

To clean hands that are not visibly soiled:

1. Apply a small amount of hand sanitizer.
2. Rub hands together.
3. Work the sanitizer between fingers, the back of hands, fingertips, under nails.
4. Rub hands until dry.
5. If your hands are visibly soiled, and soap and water are not available, use an alcohol-based hand wipe to remove the dirt prior to using hand sanitizer.

Watch this [video](#) from WHO.



What are some of the key practices that help reduce risks?

- Physical distancing
- Washing your hands well and often
- Avoiding touching your eyes, nose, and mouth
- Minimizing face-to-face interactions
- Cleaning your workspaces regularly
- Avoiding close contact with people who are sick
- Staying home when unwell



Daily Workplace Routine

1. After arriving on campus, wash your hands right away.
 2. Use available supplies to clean your workspace and equipment.
 3. If you are scheduled to use a shared space, use hand sanitizer on arrival; before leaving use hand sanitizer and disinfect any surfaces, handles, equipment, furniture, etc. on arrival and before leaving the space.
 4. Before and after using any shared surfaces and equipment, use hand sanitizer; when you are done using shared surfaces and equipment, disinfect them. This includes appliances such as a fridge or counter in a kitchen, and equipment such as photocopiers.
 5. Wash your hands frequently and well throughout the day.
 6. If you leave the office at any time during the day, follow the same guidelines as when you arrived.
- Be aware of your surroundings.
 - Follow capacity requirements in spaces; if a space is full, you will need to wait your turn to access it.
 - Plan ahead and limit your touch-points on campus.
 - Be mindful and respectful of others' who may have may be following different requirements to stay safe; some will be comfortable with the restart plans in BC, others may be following stricter protocols to ensure their safety

Follow BC CDC's protocols for [cleaning and disinfecting in public settings](#).



Mobile phones & other electronics

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles can carry germs. These electronics should be cleaned and disinfected regularly.

1. Check the manufacturer's instructions for cleaning and disinfecting. If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
2. Turn off the device.
3. Remove visible dirt, grease, etc.
4. Dry surfaces thoroughly to avoid pooling of liquids.
5. Do not immerse devices in liquids and do not use hydrogen peroxide or vinegar as they do not work and may damage screens.
6. Consider using plastic covers or screen protectors to make cleaning and disinfection easier.



Personal Protective Equipment

In cases where controls have been assessed, employed, and additional protection has been identified to be required, students and staff will be directed and provided with PPE to ensure their safety during the pandemic.

Examples of PPE used in different capacities for protection against the virus include medical masks, N95 respirators, face shields, goggles, non-medical masks, and gloves.

CMTN will provide appropriate PPE to staff and students when necessary for task related hazard management.

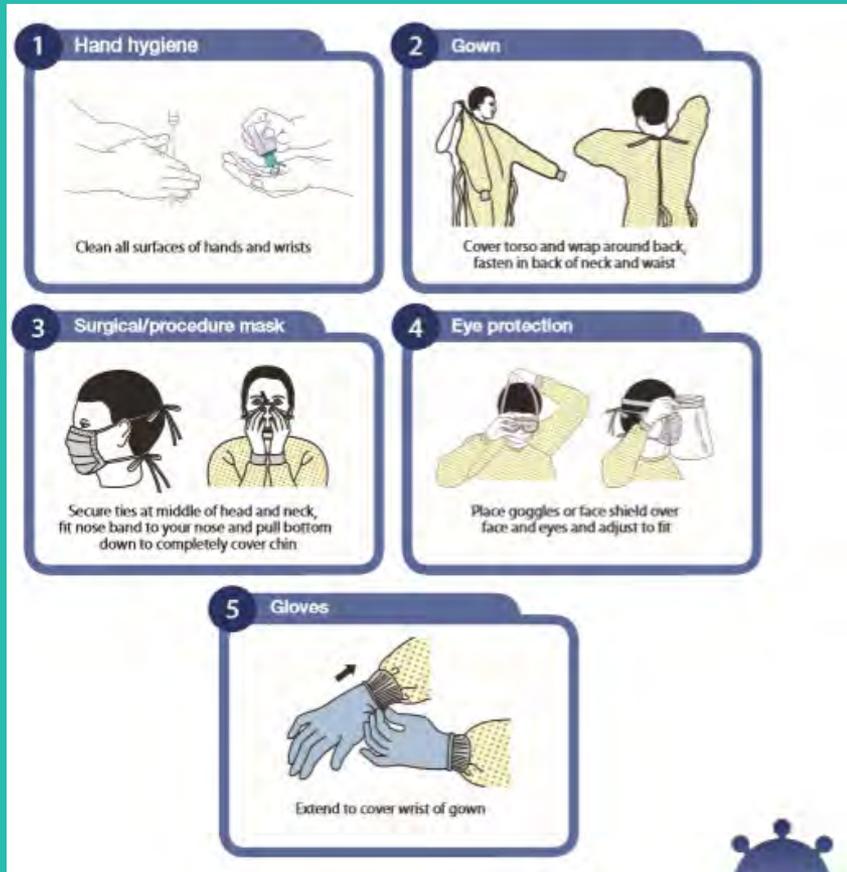
When PPE is used inappropriately, it may INCREASE the risk of exposure, making it important to follow correct procedures for the equipment being used.



During the COVID-19 pandemic, PPE are typically found in use where physical distancing cannot be maintained while undertaking tasks.



Donning and Doffing Equipment



- Review how to don equipment [here](#).
- Review how to doff equipment [here](#).
- Additional resources found [here](#).



Preferred Supplies

Employees, students and visitors may wish to wear a face covering and/or gloves when required to be on campus.

www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks

CMTN supports those who prefer to wear face coverings and when done in accordance with BC CDC guidelines.



Other considerations

- During a pandemic, vaccination, when that particular vaccine has been developed, may be the primary means to prevent infection and its complications. Information on COVID-19 vaccines is available [here](#).
- Antiviral medication may be effective to treating some viral infections, as determined by a physician. Antiviral medication may be used as part of disease management strategies during pandemics.
- During the flu season, vaccination is used as a means to prevent infection.



Safety at Work

- [WHMIS](#) (Workplace Hazardous Materials Information System)
- Work with your supervisor to access WHMIS training where required.
- Hazardous materials may cause serious health problems in workers or fires or explosions in the workplace.
- Provides information on hazardous products, as defined and described in the federal *Hazardous Products Act* and Hazardous Products Regulations, so workers can protect themselves.
- Outlines responsibilities for employers, supervisors and employees – know your role!



Reflection

Thinking about your role at CMTN

- In what ways does understand COVID-19 safety help you contribute to a safe campus?
- How can you support others who may be feeling unwell?
- Who will you go to when you have questions or concerns about COVID-19 safety?



Be Kind

- Though we find ourselves in uncertain times, remember that there are a lot of people dedicated to helping us overcome it.
- Have patience as new information is being uncovered daily, and it takes time to navigate changes thoughtfully.
- Be as present and aware as possible when undertaking face-to-face activities. It can be easy to fall in to automatic pilot!
- Every individual is having a unique experience. Be respectful of peoples changing needs, and needs that are different from your own.

Stay up-to-date using BC CDC, Canadian and BC Health Officer updates



“be calm, be kind, be safe”

Dr. Bonnie Henry, BC Provincial Health Officer

