



Phase : 3 - Complete Return to Campus

Return to Campus Risk Mitigation Plan September 2021

Program/Department: Learning Centre	Location: Broadway/Downtown
Procedures Developed By: Emily Simpson	Date Completed: 07/15/2021
Implementation Date: 08/30/2021	Operational Days <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> TH <input checked="" type="checkbox"/> F <input type="checkbox"/> S
Relevant VCC policies, programs, Provincial and Federal legislation, codes of practice, etc:	

- | | |
|---|---|
| VCC Covid-19 Exposure Control Plan
Worksafe BC Covid-19
BC CDC Covid-19 Information | Worksafe BC Sector Guidelines
BC Go Forward Guidelines for Post-Secondary Sector
VCC Procurement Policy for PPE |
|---|---|

Final Steps to Complete the Plan

1. Please submit to Dean/Director/AVP upon completion	Dean/Director/AVP: Date: July 19, 2021
2. Please submit a copy to secure@vcc.ca	EOC Review and Approval: Date: July 19, 2021
3. Has this plan been reviewed by VCC's Joint Occupational Health and Safety Committee <input type="checkbox"/> X	

4. The plan will be returned to the Dean/Director for review and implementation.
5. EOC will retain a copy of this plan
6. A copy of this approved plan will be posted online and a physical copy will be posted in the learning space.

Contents

Statement of Purpose.....	3
Guiding Principles.....	3
Scope.....	4
Roles and Responsibilities.....	4
Internal Responsibilities.....	4
Process.....	6
Step 1: Review the COVID-19 Exposure Control Plan.....	7
Step 2: Complete the Risk Assessment Template.....	10
Step 3: Complete the Operational Space Template.....	11
Step 4: Complete the People Management Template.....	11
Step 5: Identify the required Facilities Access/Cleaning Plans.....	11
Step 6: Develop Safe Work Procedures Template.....	12
Step 7: Education and Training.....	12
Step 8: Ensure Oversight and Compliance.....	13
Step 9: Complete Final Checklist Template.....	13
Final Steps.....	13
Return to Campus Phases.....	14
Appendices	
Appendix A – Risk Assessment Template	15
Appendix B – Operational Space Template	16
Appendix C – People Management Template	17
Appendix D – Safe Work Procedures Template	18
Appendix E – Final Checklist Template	19

Statement of Purpose

In response to the COVID-19 pandemic, VCC has adopted new health and safety protocols and has continued to operate essential learning activities safely on campus during the pandemic. In preparation for all students, staff and faculty to return to safe, on-campus services, teaching and learning in September 2021, it is necessary for all schools and departments to develop Recovery Plans, utilizing the Return to Campus Risk Mitigation Plans and Safe Work Procedures in accordance with the Ministry's current Go-Forward Guidelines.

The VCC Return to Campus Risk Mitigation Plan is intended to be used as a guiding document to assist schools and departments in conducting departmental risk assessments and developing Safe Work Procedures to allow for the return to in person instruction and on-campus services. Return to Campus Risk Mitigation Plans and Safe Work Procedures must be developed by the school or department, with support from the Operations Section of the EOC, The Recovery Plan Working Group (RPWG) and the Joint Operational Health and Safety Committee (JOSHC). Departments are encouraged to use the sector-specific guidelines developed by WorkSafe BC and refer to the Go-Forward Guidelines to assist them in developing Return to Campus Plans and Safe Work Procedures. All decisions will be made in concert with guidance from the Provincial Health Officer.

While the risk of COVID-19 is present in the workplace, it is important to continue monitoring and checking in with workers while completing and implementing this plan to confirm we are continuously meeting the WorkSafe BC guidelines.

Guiding Principles

In consideration of the COVID-19 pandemic, VCC is making careful plans to return to campus in September 2021. Work is focused on getting our in-person classes, research, and labs back to full capacity, while ensuring the safety of students, faculty and staff. VCC has developed the following guiding principles which are intended to enable cohesive planning across the campus based on the same fundamental values and understanding of the current COVID-19 challenges now and moving forward. These guiding principles are of equal value and are listed in no particular order.

- Academic planning and campus operations will protect the health, safety and well-being, both physical and emotional, of our students, faculty and staff.
- VCC will operate within its fiscal parameters.
- VCC will prioritize opportunities for flexibility in academic planning and course delivery modes, including in person where optimal.
- VCC will incorporate lessons learned from this period of flexible learning in working towards best practices.
- VCC will work to ensure that student services and campus operations are accessible to all students, both in person and on line.
- VCC considers issues of accessibility, equity, diversity and inclusion, and prioritizes decisions that enhance inclusion.
- VCC will provide clear, consistent, and timely communication to the community.

Scope

In-person and on-campus activities included within this framework are:

- Exams/ Assessments
- Trades Shops/Trades practical
- Laboratories (skills, academic)
- Clinics
- Spa and Salon labs
- Public Spaces
- Departmental areas
- Restricted areas
- Public facing counters
- Offices
- Practicums/placements/preceptorships
- Research
- Food Outlets

Risk assessments and safe work procedures need to be completed to ensure compliance with provincial and federal recommendations and must include considerations for safe travel to the site.

Roles and Responsibilities

At VCC ***everyone has a responsibility for safety***. Vancouver Community College operationalizes its safety plan as outlined in the *Occupational Health and Safety Program* in order to establish clear roles, responsibilities and accountabilities. Each employment group has responsibilities under the *BC Worker's Compensation Act* to create a safe work environment. Under WorkSafe BC requirements, employees working in each area and a representative from the Joint Operational Health and Safety Committee need to be involved in developing and following the Safe Work Procedures.

Internal Responsibilities

Deans, Directors and Campus Administrators

Academic Deans, Department Leaders, and Non-academic Directors ensure compliance with the *BC Workers' Compensation Act* by:

- a) Engaging supervisors, faculty, and staff in reviewing job hazards within their respective areas/department;
- b) Ensuring that institutional and hazard-specific health and safety plans are in place in their respective departments; the plans will include worker safety orientation and training, accident investigations, safe work procedures, workplace inspection schedule, equipment maintenance/calibration, record keeping (i.e., worker training, workplace/equipment inspection, accident and investigation reports);
- c) Fulfilling the responsibilities as a supervisor (e.g. investigating incidents and accidents, provide safety orientation, ensure completion of mandatory health and safety training, etc.);
- d) Responding to health and safety concerns brought to their attention.

Supervisors (including Academic Staff who have Supervisory Responsibilities of students and staff)

Supervisors are responsible for escalating workplace health and safety concerns to departmental leads, as appropriate (e.g. inadequate resources, implications for policy and operational procedures, potential liability, etc.).

Supervisors ensure that those activities over which they have control are conducted in a safe manner and in accordance with the College's policies, programs and applicable sectoral legislation/ guidelines. This is achieved through:

- a) Responding promptly to employee health and safety concerns;
- b) Attending mandatory health and safety training;
- c) Participating in reviewing job hazards within their respective areas/departments, ensuring that their employees (faculty and staff) receive appropriate orientation and training and that controls are in place to prevent exposure to disease and injuries;
- d) Conducting and recording regular workplace inspections;
- e) Implementing and maintaining emergency response and standard operating procedures/guidelines for all work activities;
- f) Implementing and enforcing relevant safety rules and VCC health and safety programs
- g) Advising staff of the existence of any potential and existing health and safety hazards; ensuring staff work in accordance with established instructions, procedures and guidelines, etc.; and
- h) Investigating workplace accidents that occur, identifying root cause(s) and implementing remedial and preventative action.

Faculty and Staff

All faculty and staff of the College are "workers" under the *BC Workers' Compensation Act*. Employees, in addition to the duties imposed by legislation or contract, are responsible for:

- a) Complying with the rules and procedures of VCC's Health and Safety Program by performing work in a safe and healthy manner;
- b) Participate in reviewing job hazards within their respective areas/departments, and in their own position ensuring task-specific risks are assessed and shared with supervisors.
- c) Reporting promptly to the supervisor(s) any observed contravention of the BC OHS Act and Regulations, or rules and procedures under VCC's Health and Safety Program;
- d) Reporting promptly to the supervisor(s) any workplace hazard of which they are aware;
- e) Reporting promptly to the supervisor(s) any workplace injury;
- f) Refraining from any activity which may jeopardize the health and safety of the employee, other workers, or other persons on VCC campuses;
- g) Wear/use personal protective equipment as required; and
- h) Complete any mandatory health and safety training provided by VCC.

Students

Are responsible for:

- a) Complying with the all health and safety rules and procedures in the classroom, lab or shop and by performing their work in a safe and healthy manner;
- b) Reporting promptly to the supervisor(s)/instructor any observed contravention of established rules and procedures
- c) Reporting promptly to the supervisor(s)/instructor any classroom hazard of which they are aware;
- d) Reporting promptly to the supervisor(s)/instructor any workplace injury;

- e) Refraining from any activity which may jeopardize the health and safety of the other students, other workers, or other persons on VCC campuses;
- f) Wear/use personal protective equipment as required; and
- g) Complete any mandatory health and safety training required to safely complete their coursework.

Process

For Departments and areas that have not returned to campus since the beginning of the pandemic, a Return to Campus Risk Mitigation Plan consisting of the following documents/checklist must be completed. Departments that have returned to campus during the pandemic must review existing plans and complete the updated Return to Campus Risk Mitigation Templates in accordance with the updated Go-Forward Guideline's to reflect a safe return to on-campus services, teaching and learning. Keeping the above responsibilities in mind, each School/Department must complete the following:

1. [Risk Assessment Template](#)
2. [Operational Space Checklist](#)
3. [People Management Checklist](#)
4. [Safe Work Procedures](#)
5. [Final Checklist](#)

Using the first three templates, each department will be able to create comprehensive Safe Work Procedures. Safe Work Procedures will need to be developed for every working area within a department. These templates can be found at the end of this document. As a resource to support departments in completing these templates, please refer to the province's [Go-Forward Guidelines](#) for Post- Secondary Sector which will provide information that may be helpful to programs in health care, trades, or hospitality, among others. The Go-Forward Guidelines have been interpreted and summarized [\(pg. 8\)](#) in order to provide clarification for those completing this document and maintain consistency at VCC. Information sessions will be scheduled that will review this entire document and the process involved to complete it. The Operations Section of the EOC or the JOHSC will also be available to assist as required. Please contact secure@vcc.ca for assistance.

To ensure a unified safety standard across the College, every department should follow each of the steps below:

1. Review the [COVID-19 Exposure Control Plan](#)
2. Complete the [Risk Assessment Template](#)
3. Complete the [Operational Space Checklist](#)
4. Complete the [People Management Checklist](#)
5. Identify required Facilities access/cleaning plans
6. Develop [Safe Work Procedures](#)
7. Complete required training
8. Ensure oversight and compliance

Step 1: Review the COVID-19 Exposure Control Plan

An Exposure Control Plan (ECP) is required in a workplace where there is an identified risk of exposure to a hazard or biological agent (COVID-19) and it documents the specific and appropriate controls that will minimize or eliminate that risk. The ECP is general since it applies to all VCC operations, and it should be reviewed as a base of information to assist in the completion of the other steps in this plan. Review the [Covid-19 Exposure Control Plan](#).

Figure 1 (see below) outlines the hierarchy of controls necessary to lower the risk of the spread of COVID-19. They are ranked from most effective to least effective. Any controls that are chosen to mitigate identified risks should follow the hierarchy of controls, beginning with the most effective strategies and working downwards. While Elimination is the most effective control, under the direction of the PHO, WorkSafe BC and the province's Go-Forward Guidelines for post-secondary, VCC has focused on implementing health and safety protocols allowing essential learning and operational activities to continue safely on campus during the pandemic. As such, the Safe Work Procedures should focus on Engineering controls, Administrative controls, and Personal Protective Equipment (PPE) under these directions.

Engineering Controls are those that alter the work environment to create a safe space. This could include distance controls (2 metres or greater, at reception counters or entrances, working inside an enclosure or behind a partition when helping customers or students, or lowering maximum room occupancies.

Administrative Controls are procedures that can be implemented to limit the spread of COVID-19. This could include, increased cleaning frequencies for shared work surfaces and equipment and tools, or alternating work schedules to reduce the number of people in an area when approved and where operationally feasible.

Personal Protective Equipment is the last resort of a mitigation strategy and includes masks, gowns or aprons, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with infectious people. PPE may also be used in low and medium-risk situations if they are part of a department's Safe Work Procedures or a disciplines Infection Prevention and Control guidelines, and may be required in situations where it is not possible to maintain 2 metres of distance between people.

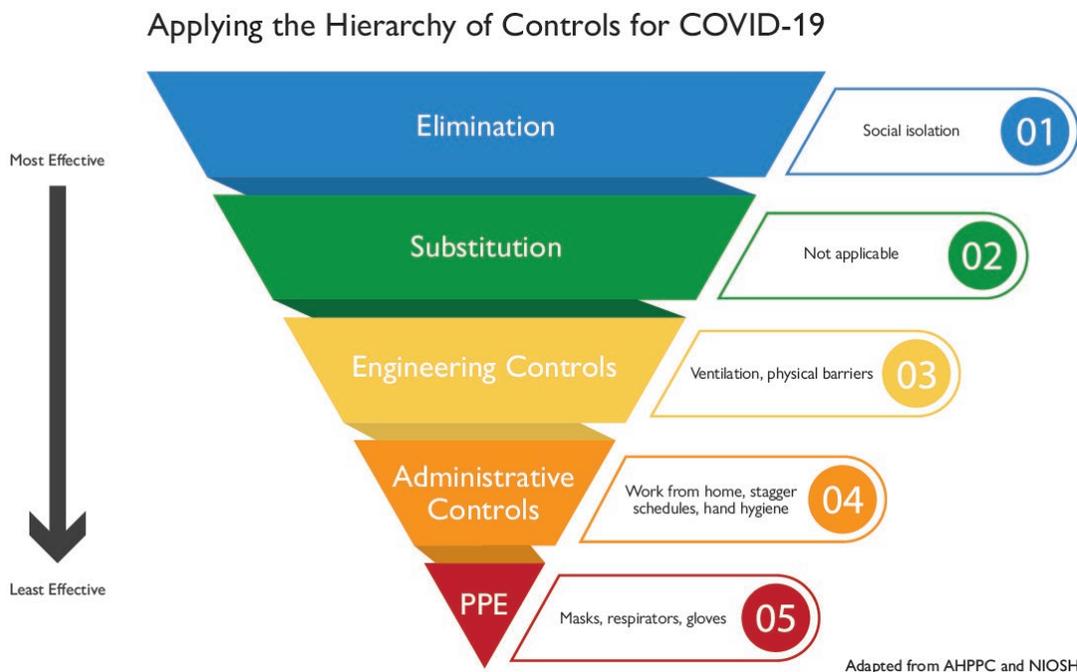


Figure 1. Hierarchy of Control for Covid-19

Fall Planning Assumptions

By September 2021, it is anticipated that:

- COVID-19 transmission will be low, and more importantly serious infections will be uncommon.
- All adults in B.C. including international students will have an opportunity to receive at least one dose of the COVID-19 vaccine before July 1, 2021, while many will have received two doses by the end of August. The COVID-19 vaccine will not be mandatory.

General Campus Planning

- Physical distancing will not be required in post-secondary classrooms and instructional settings. September classes can be scheduled without physical distancing requirements.
- Non-medical masks may be required in indoor common areas where individuals circulate freely.
- All staff and students must complete a daily COVID-19 self-assessment pre-screen and will not attend campus when ill.
- Follow handwashing and hygiene protocols. Hand sanitization stations are recommended throughout common spaces.
- Educational spaces, public spaces and high touch areas should be cleaned daily and routinely. Cleaning between classes is not required.
- Where possible, the flow of pedestrian traffic should be managed within buildings.
- Students entering Canada to study will be required to continue following federal testing and quarantine requirements in place at the time of entry to Canada.
- Barriers or partitions may continue to be used in busy client-facing settings. They may also be considered in smaller, open office spaces where multiple workstations are in close proximity.
- Cafeterias serving students, faculty and staff at educational institutions will continue to be exempt from any provincial closure orders for restaurants and bars.
- Formal requests for a medical accommodation should be considered based on the individual circumstances and in accordance with collective agreements, legal obligations and established accommodation review timelines.
- It is recommended that students select a specific seat / space within a class or lab at the start of term, and remain in that same area until the end of term.
- Public health authorities remain responsible for determining notification processes and requirements for confirmed cases of COVID-19. Institutions may be asked to assist public health authorities with confirmed cases.
- Institutions are strongly encouraged to develop and/ or follow established accommodation mechanisms to ensure that students who cannot physically be on campus are not significantly disadvantaged in their educational pursuits.
- Maintain up-to-date campus COVID-19 Return to Campus Risk Mitigation Plan.

The following transmission prevention guidelines will be used throughout this planning document. They are measures that have been recommended by provincial and federal health authorities, as well as by WorkSafe BC and the province’s Post-Secondary Go-Forward Guidelines. Many of these guidelines are built into the checklists found at the end of this document and will be implemented as part of those processes. They are listed here in order to provide another layer of guidance when completing the risk assessment for critical tasks simply as a point of reference, and to help you consider what Engineering, Administrative, and PPE controls can be put in place in your departments.

COVID-19 TRANSMISSION PREVENTION GUIDELINES – SEPTEMBER 2021	
SAFE SOCIAL INTERACTIONS	Barriers or partitions may continue to be used in busy client-facing settings. They may also be considered in smaller, open office spaces where multiple workstations are in close proximity.
	VCC Facilities and Marketing departments continue to work together to support on-campus activity through the creation of COVID-19 health and safety, wayfinding, and operational signage.
	Some additional resources for departments to support signage in specific areas are available here: https://employee.vcc.ca/college/newsevents/covid-19/campus-signage/
	Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel.
	Remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
PERSONAL HYGIENE	Advise students to stay home if sick and ensure that accommodation measures are developed for students in isolation/quarantine.
	Ensure all staff have reviewed the Exposure Control Plan and Safe Work Procedures .
	Non-medical masks may be required in indoor common areas where individuals circulate freely.
	Disinfect high touch points, objects, or self-serve items.
	For any class-provided tools/equipment – if possible, ensure each student has their own dedicated items.
	Identify high touch points and all tools/equipment that must be shared by all students.
	Identify nearest washroom or stations for regular hand washing.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common touch points.
ENVIRONMENTAL HYGIENE	Disinfect high touch points, objects, or self-serve items.
	For any class-provided tools/equipment – if possible, ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared by all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and high touch points.
	Ensure that cleaning supplies are provided and that students and employees are instructed on how to correctly clean/sanitize.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Instruct employees and students on how to safely use and remove any required PPE for the class. <i>Please contact secure@vcc.ca for further guidance regarding PPE.</i>

Step 2: Complete the Risk Assessment Template

The purpose of the Risk Assessment Template is to pre-identify critical tasks/work activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect workers and students from COVID-19. Think about how the space is used, where common gathering spaces are, the location of high touch points, and items that may be regularly used by students or the public.

Identifying these tasks will assist in determining what Safe Work Procedures need to be amended or developed.

One risk assessment can be done for each School/Department as long as ALL critical tasks are listed and the work area is generally the same. An example would be, doing a risk assessment for Automotive Collision Repair. Critical tasks would include, tasks done by instructors such as teaching, supervising and observing student work, demonstrations, checking work or providing one on one support. Since the assessment would include one general area (e.g. auto shop), other employee tasks should also be included if applicable, e.g. tool crib attendants, instructors, office work etc. Refer back to [page 8](#) of this Return to Campus Risk Mitigation Plan Guide for more information on current guidelines for applying appropriate controls for critical tasks within your department. The Risk Assessment Template allows space for 7 critical activities, but if you have more than 7, you can access an individual Risk Assessment form (RTC - Risk Assessment-SWP Template) at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. This form is combined with an additional Safe Work Procedures Template, as they auto-populate the critical tasks column. Save this extra form separately and submit with this main PDF document.

Risk Assessment Template Instructions:

1. The Risk Assessment Template must be completed by the supervisor of the area with opportunities for input and feedback from faculty, support staff, the area Director/Dean, Operations Working Group of the EOC, and the JOHSC (Joint Occupational Health and Safety Committee.)
2. List and assess critical tasks/situations encountered in the work setting in column 1.
 - a. Critical Tasks/work are those tasks that must be completed – E.g. Students enter lab, deliver lab demonstration
3. Select the appropriate control strategy(ies) for the task/situation in column 2.
 - a. Use the hierarchy of controls figure and the transmission guidelines above for mitigation ideas or see examples below:
 - i. Engineering: Barriers or partitions may continue to be used in busy client-facing settings. They may also be considered in smaller, open office spaces where multiple workstations are in close proximity.
 - ii. Administrative: enhance cleaning protocols and educating employees and students on safe work procedures, etc.
 - iii. Personal Protective Equipment: Non-medical masks may be required in indoor common areas where individuals circulate freely
4. Describe the mitigation strategy chosen in column 3.
 - a. E.g. Engineering – barriers will continue to be used if already installed
 - b. E.g. Administrative - sanitizing tools/equipment
 - c. The Description of Controls to be implemented will form your Safe Work Procedures

If further assistance is needed in filling out the Risk Assessment Template, please contact secure@vcc.ca.

Step 3: Complete the Operational Space Template

The VCC COVID-19 Operational Space Template should be completed for spaces being used for in-person activities. The intent of this plan is to ensure that standardized levels of mitigation strategies are being utilized across the College to maintain safe spaces for employees and students. Use this checklist as a quick tool to assess pandemic control measures in your instruction/workspace. When your plan is complete, all the answers to the checklist should be “yes” unless it does not apply to your area, then mark "N/A". Remember to complete an Operational Space Checklist for each type of space in your department. If your department utilizes more than one type of space, an additional copy of the Operational Space Checklist can be found at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. Save this extra form separately and submit with this main PDF document.

Step 4: Complete the People Management Template

Review the People Management Template and ensure your School/Department has planned for the following issues. The intent of this plan is to ensure that procedures are being developed and reviewed with employees/students to maintain safe spaces for employees and students. Some of these items may be captured in the risk assessment process, so this is intended to capture anything that has been missed.

Remember that this is a flexible document. Your department may have needs that are not identified in this checklist so be sure to think critically about the way your students or other employees use the space to be sure that your plan fits the needs of your department. This is also why you must engage every employment group in the development of your Safe Work Procedures.

Step 5: Identify the required Facilities Access/Cleaning Plans

Prior to re-opening any facility for the purposes of in-person learning, *Facility Access and Cleaning* requirements must be fulfilled. Facilities Management must be informed of the intention to provide in-person learning before resuming on-site work a minimum of two (2) weeks in advance of the proposed start dates to determine cleaning requirements:

1. Schedule of teaching activities (Start date, End Date, days of the week, times)
2. Location (R#/campus)
3. # of people in space
4. Course name
5. Course activity (chemistry lab, nursing skills lab)

This information needs to be submitted to: <https://fsr.vcc.ca/> as soon as it is known to ensure that appropriate planning can occur.

<input checked="" type="checkbox"/>	An email has been sent to https://fsr.vcc.ca/ providing the 5 items above.
-------------------------------------	--

Step 6: Develop Safe Work Procedures Template

Now that you've identified your department's critical tasks, completed the risk assessment for those tasks, and developed plans for using the space safely you are ready to develop the Safe Work Procedures. Safe Work Procedures (SWPs) must be developed to establish a *consistent level of safety* and performance for everyone doing the same or similar critical tasks or activities identified in the Risk Assessment. For each critical task identified in the Risk Assessment you should include the following:

- A step-by-step description of the requirements to do a task and to do it safely.
- The materials and equipment being used in the task/activity.
- All hazards identified that may be encountered while performing the task or activity, including possible exposure to COVID-19.
- How to control exposure to COVID-19 when also conducting the specific task or activity in a safe manner.

Use the SWP template as your worksheet to describe the SWP that corresponds with each critical task from your Risk Assessment. The critical tasks will automatically populate the SWP tasks column from your Risk Assessment template, therefore these two templates go together. There is room on the template for 7 critical activities. If you have more than 7, you can access an individual Risk Assessment/SWP form at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. Save these extra sheets separately and submit with this main PDF document.

SWPs also serve as a training tool for new employees and/or students or as a reference guide for seasonal employees and students. SWPs will incorporate the protective measures identified in the COVID-19 Exposure Control Plan and the transmission guidelines. Depending on the task or activity, one or more protective measure may be needed. Looking at protective measures outside of VCC (in industry) may also provide some creative ideas on what can be implemented at VCC. Consider the following:

- [Exposure Control Plan for COVID-19](#)
- [Donning/Doffing and Cleaning Personal Protective Equipment \(PPE\)](#)
- [Disinfectants that meet Health Canada's requirements for COVID-19](#)
- [The use of non-medical face masks](#)
- [VCC Procurement Policy for PPE](#)

Step 7: Education and Training

Employees and students returning to in-person activities need to be trained in the new processes and procedures that have been developed to support their safe return. They should be familiar with the contents of the Return to Campus Plan and should complete the following training:

Employee training requirements:

1. Orientation to the [VCC Exposure Control Plan for COVID-19](#)
2. Department Orientation to new or updated [safe work procedures](#)
 - a. E.g. Sanitizing equipment
 - b. E.g. General VCC Teaching-space entry/exit procedure

3. PPE – [donning and doffing, use care and maintenance](#)
4. Ensure that existing WHMIS course has been completed to support new chemicals being used, if any. Train on safe use of specific chemicals selected by each department.

Students training requirements:

Teaching staff should build in time to orient and train students and should include the following training at a minimum:

1. Orientation to the [VCC Exposure Control Plan for COVID-19](#)
2. Orientation to new or updated [Safe Work Procedures](#)
 - a. E.g. Sanitizing equipment
 - b. E.g. General VCC Teaching-space entry/exit procedure
3. PPE – [donning and doffing, use care and maintenance](#)
4. Ensure that existing WHMIS course has been completed to support new chemicals being used. Train on safe use of specific chemicals selected by each department

Record keeping:

A copy of the Return to Campus Risk Mitigation Template should also be maintained in each department for both employee orientation and training. These records should be made available upon request. This plan once complete shall be posted, for view, in all occupied spaces.

Step 8: Ensure Oversight and Compliance

All employees and students have a responsibility to follow the established safe work practices/procedures implemented during COVID-19. Anyone identified with a supervisory role also has the added responsibility of ensuring compliances with the established practices within their School/Department, which includes regular and periodic inspections of the workplace. A process has been established to deal with students not following safety protocols. Please refer to [Student Non-Compliance with COVID-19 Safety Protocols](#) for more information.

Step 9: Complete Final Checklist Template

Final Steps

Once this Return to Campus Risk Mitigation Plan has been completed in this fillable PDF format, save the document in the format, "RTC Risk Mitigation Plan - your department". Then send the saved PDF document in to your Dean/Director.

1. The Dean/Director will submit the document(s) to the EOC through secure@vcc.ca.
2. Representatives from the EOC and the JOHS Committee will review the plan and may conduct an inspection of the workplace.
3. After review and final approval, it will be sent back to the Dean/Director.
4. All plans must be posted in the workplace and will also be available on myVCC.

NOTE: The requirements of this plan are based on current provincial and federal requirements as well as WorkSafe BC guidelines. It should be expected that the requirements of this plan could change in the future. Any changes in requirements will be communicated as soon as practicable with the expectation that every endeavour will be made to conform to the changes as soon as practicable.

Return to Campus Phases

VCC has identified 3 phases that outline different circumstances that may affect our campuses. For the purpose of this plan we are in phase 3.

Phase 1 – No one is on campus.

All staff, faculty and students are off campus. All sessions will be conducted virtually and there is no in person teaching conducted on campus. All practical learning will be completed virtually with the use of demonstrations, simulations and off site practice if possible.

Phase 2 – Essential learning only on campus. Current phase.

A limited number of staff, faculty and students are on campus. If learning outcomes cannot be met through online learning, then a limited amount of in person instruction on campus will be approved. All activities that can be completed online successfully should be completed with the virtual tools available.

Phase 3 – Complete return to campus.

All staff, faculty and students will have the ability to conduct in person instruction and work on campus with the appropriate safety protocols in place.

Provincial COVID-19 Return-to-Campus Go-Forward Guidelines

Entering Phase 3 - Assumptions and General Campus Planning for Fall

By September 2021, it is anticipated that:

- COVID-19 transmission will be low, and more importantly serious infections will be uncommon.
- All adults in B.C. including international students will have an opportunity to receive at least one dose of the COVID-19 vaccine before July 1, 2021, while many will have received two doses by the end of August. The COVID-19 vaccine will not be mandatory.
- September classes can be scheduled without physical distancing requirements.
- Non-medical masks may be required in indoor common areas where individuals circulate freely.
- All staff and students must complete a daily COVID-19 self-assessment pre-screen and will not attend campus when ill.
- Where possible, the flow of pedestrian traffic should be managed within buildings
- Everyone should continue to follow handwashing and hygiene protocols

Please reference the [Covid-19 Return to Campus Primer \(PDF\)](#) for more guidelines as well as [page 8](#) of this document.

Post-secondary leaders attended a [town hall with Dr. Bonnie Henry](#) where there were clarifications made around the Provincial COVID-19 Return-to-Campus Primer (PDF). Please utilize this as an additional reference when completing this document.

Phase : 3 - Complete Return to Campus

Risk Assessment - September 2021

Instructions

The purpose of the Risk Assessment Template is to pre-identify critical tasks/work activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect workers and students from COVID-19. Think about how the space is used, where common gathering spaces are, the location of high touch points, and items that may be regularly used by students or the public. Identifying these tasks will assist in determining what Safe Work Procedures need to be amended or developed.

One risk assessment can be done for each School/Department as long as all critical tasks are listed and the work area is generally the same. An example would be, doing a risk assessment for Automotive Collision Repair. Critical tasks would include, tasks done by instructors such as teaching, supervising and observing student work, demonstrations, checking work or providing one on one support. Since the assessment would include one general area (e.g. auto shop), other employee tasks should also be included if applicable, e.g. tool crib attendants, instructors, office work etc. Refer to [page 8](#) of this Return to Campus Risk Mitigation Plan for more information on current guidelines for applying appropriate controls for critical tasks within your department. This page allows for 7 critical activities, but if you have more than 7 you can access an individual risk assessment form (RTC - Risk Assessment-SWP Template) at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. This form is combined with an additional Safe Work Procedures Template, as they auto-populate the critical tasks column. Save these extra sheets separately and submit with this main PDF document.

Engineering controls are those that alter the work environment to create a safe space.

Administrative controls are procedures that can be implemented to limit the spread of Covid-19.

PPE is the last resort of a mitigation strategy and includes masks, etc.

Critical Activities	Necessary Risk Mitigation Measures	Description of Controls to be Implemented
People enter Learning Centre to use study space and computers	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Daily cleanings Hand sanitizer available Masks available for use (may be required) WorkSafe BC Covid-19 self-assessment poster displayed at entrance(s) if needed Surface sanitizers available. Move all shared equipment (scrap paper, brochures etc, away from tutor desks).
Provide 1:1, small group tutoring and academic coaching	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Daily cleanings Hand sanitizer available Masks available for use (may be required) WorkSafe BC Covid-19 Entry Check Poster displayed at entrance(s) Surface sanitizer available Appointments required for tutoring/academic coaching and records of who attends sessions will be kept in WOnline and self-assessment link will be sent to all students coming to campus
Provide tours/orientations to Learning Centre services (in the Learning Centre)	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Keep record of class/instructor/date/time for tours in centre Masks available for use (may be required) Hand sanitizer available WorkSafe BC Covid-19 self-assessment poster displayed at entrance(s) Clean tables post-tour (or end of day)
Provide small group workshops for students	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Registration to attend workshop required. Self-assessment link will be sent to all students who have signed up to attend face to face workshop. Hand sanitizer available WorkSafe BC Covid-19 self-assessment poster displayed at entrance(s).
Provide support with computer and printer access	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Hand sanitizer available. Staff may choose to wear masks to support students.
Provide classroom learning strategies workshops/tours	<input type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Sanitize before entering classroom and upon return to Learning Centre. Staff may choose to wear masks for workshop/tour Keep record of class/instructor/date visited.
Answer general questions from students	<input type="checkbox"/> Engineering <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> PPE Other	Hand sanitizer available Surface sanitizers available Masks available for use (may be required) WorkSafe BC Covid-19 self-assessment poster displayed at entrance(s)

Phase : 3 - Complete Return to Campus

Operational Space Checklist - September 2021

Instructions

The VCC COVID-19 Operational Space Checklist should be completed for spaces being used for in-person activities. The intent of this plan is to ensure that standardized levels of mitigation strategies are being utilized across the College to maintain safe spaces for employees and students. Use this checklist as a quick tool to assess pandemic control measures in your instruction/workspace. When your plan is complete, all the answers to the checklist should be "yes" unless it does not apply to your area, then mark "N/A". Remember to complete an Operational Space Checklist for each type of space in your department. An additional copy of the Operational Space Checklist can be found at <https://employee.vcc.ca/college/newsevents/covid-19/resources/>. Save this extra form separately and submit with this main PDF document.

Space Type: Shop Classroom
 Floor Lab Lecture Hall
 Clinic Studio Other

Room #s:
 Broadway Learning Centre (3rd floor)
 Downtown Learning Centre 253

Control Measure	Yes	N/A	Details/Applicable Task from Risk
Is there an Entry/Exit Process in place?	<input checked="" type="radio"/>	<input type="radio"/>	There is only one entry/exit point into each space. Staff and students will be directed to use sanitizer.
Are there infection control posters posted in the space and throughout the common areas?	<input checked="" type="radio"/>	<input type="radio"/>	Posters on hand-washing and staying home when ill are up, covid-checklist at entrance to Learning Centre.
Have directional arrows to support the flow of people throughout the space been installed?	<input type="radio"/>	<input checked="" type="radio"/>	Space is large, and applying information from JOHC in walkaround with Library that directional arrows not needed.
Has Facilities been notified of access needs before work begins?	<input checked="" type="radio"/>	<input type="radio"/>	Yes. Email sent July 7, 2021.
Has Facilities been notified of additional cleaning needs for building based on planned occupancies?	<input checked="" type="radio"/>	<input type="radio"/>	Yes. Email sent July 7, 2021
Have the appropriate parties been contacted with regards to scheduling and Room booking?	<input type="radio"/>	<input checked="" type="radio"/>	We do not work with scheduling for managing our space.
Are cleaning/sanitizing materials provided with instruction on how to use them?	<input checked="" type="radio"/>	<input type="radio"/>	Staff are provided with a personal bottle of hand sanitizer at their desk and sanitizer stations are provided at entry to each Learning Centre. There are also sanitizer wipes for common touch surfaces and sanitizing spray cleaner and paper towels.
Barriers or partitions may continue to be used in busy client-facing settings. They may also be considered in smaller, open office spaces where multiple workstations are in close proximity.	<input type="radio"/>	<input checked="" type="radio"/>	Students will register to make appointments with tutors. There will also be some general questions from students studying in the space. We are not regularly interacting with members of the public.
Has the nearest hand washing sink been identified and is it stocked?	<input checked="" type="radio"/>	<input type="radio"/>	At BWY - handwashing sink in quiet study area on 3rd floor of Library. At DTN - nearest handwashing sinks are the accessible washroom 242L, or washrooms 240A and 210A/B. Staff will receive information about this in training.
Have high touch points and tools/equipment that must be shared been identified?	<input checked="" type="radio"/>	<input type="radio"/>	Light switches, door handles, microwave buttons, refrigerator handle, printer, office phone (if we have one), office/shared computers, handout filing cabinets, and student office supplies. An IA-tutor will wipe down shared equipment at end of each day if needed.
	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	
	<input type="radio"/>	<input type="radio"/>	

Phase : 3 - Complete Return to Campus

People Management Checklist - September 2021

Instructions

Review the People Management Checklist and ensure your School/Department has planned for the following issues. The intent of this plan is to ensure that procedures are being developed and reviewed with employees/students to maintain safe spaces for employees and students. Some of these items may be captured in the risk assessment process, so this is intended to capture anything that has been missed.

Remember that this is a flexible document. Your department may have needs that are not identified in this checklist so be sure to think critically about the way your students or other employees use the space to be sure that your plan fits the needs of your department. This is also why you must engage every employment group in the development of your Safe Work Procedures.

Control Measure	Yes	N/A	Details/Applicable supporting comments
Illness Pre-screening			
Have students been informed about completing the weekly/daily self-assessment?	<input checked="" type="radio"/>	<input type="radio"/>	If students are coming onto campus for classes then they fill out the screening question through Moodle. To sign up for face to face Learning Centre appointments, there will be information about completing the daily self-assessment in the appointment confirmation and reminder emails (but not verified by staff). If they're coming on to campus to use the computer labs/study space in the Learning Centre, there will be a sign on the door reminding students to stay home if ill.
Have employees been informed that they are required to complete the daily health check and weekly COVID-19 assessment before coming on campus?	<input checked="" type="radio"/>	<input type="radio"/>	HR sends weekly email and link to health check on Sunday evening.
Is a process in place to advise students to stay home if sick and how to report COVID-19 like symptoms? Supporting measures should also be in place to accommodate absences.	<input checked="" type="radio"/>	<input type="radio"/>	If students must stay home, they can choose online tutoring services instead. There will be a reminder email before their f2f appointment to complete the self-assessment and change to online if not feeling well. Online tutoring will be available the majority of days of operation.
Training and Communication Control Measures			
Have employees been trained on the RTC and is it posted in your department?	<input checked="" type="radio"/>	<input type="radio"/>	Will be posted in each office of the Learning Centre, Coordinator office, and on Sharepoint. Training will be provided in August/before return to campus.
Have students/employees been given instruction for the safe and correct use of any provided personal protective equipment?	<input type="radio"/>	<input checked="" type="radio"/>	PPE not required (non-medical face masks may be required).
Supervision			
Has the process been communicated to deal with students and employees not following the established control measures? Student Non-Compliance with COVID-19 Safety Protocols	<input checked="" type="radio"/>	<input type="radio"/>	For employees not following Covid protocols, a coworker will remind of procedures and direct to RTC plan. If it occurs again, bring forward to supervisor for training review. If the employee continues to not follow protocol, follow HR procedures for any disciplinary issues. Staff will receive training on how to approach students exhibiting influenza like symptoms and options for requesting student wear a mask, go home or switch to online appointment.
Mandatory Training Prior to Retuning in Person			
VCC Covid-19 Exposure Control Plan Safe Work Procedures (Staff/Students) Hand sanitizer and surface cleaners Donning/Doffing/Cleaning of PPE	<input checked="" type="radio"/>	<input type="radio"/>	Exposure control plan and safe work procedures will be reviewed with employees before return to campus. Donning/doffing of PPE not required for non-medical face masks.

Phase : 3 - Complete Return to Campus

Safe Work Procedures - September 2021	
Instructions	
<p>Once you've identified your department's critical tasks, completed the risk assessment for those tasks, and developed plans for using the space safely, you are ready to develop the Safe Work Procedures. Safe Work Procedures (SWPs) must be developed to establish a consistent level of safety and performance for everyone doing the same or similar critical task or activity identified in the Risk Assessment. Use this document as your worksheet to list and explain the SWP. The critical tasks will automatically populate your SWP critical activity column from your Risk Assessment template, therefore the two templates go together. There is room on the template for 7 critical activities. If you have more than 7, you can access an individual Risk Assessment/SWP form at https://employee.vcc.ca/college/newsevents/covid-19/resources/. Save this extra sheet separately and submit with this main PDF document.</p> <p>For each critical task identified in the Risk Assessment you should include the following:</p> <ul style="list-style-type: none"> •A step-by-step description of the requirements to do a task and to do it safely. •The materials and equipment being used in the task/activity. •All hazards identified that may be encountered while performing the task or activity, including possible exposure to COVID-19. •How to control exposure to COVID-19 when also conducting the specific task or activity in a safe manner. 	
Critical Activity (Populated from Risk Assessment Template)	Action Required
People enter Learning Centre to use study space and computers	Post "stay home if ill" posters on doors and "wash hands/good hand hygiene" posters in LC, provide sanitizer at entrance and optional masks if needed. Provide staff with training on what to do if a student or member of the public is exhibiting symptoms consistent with influenza.
Provide 1:1, small group tutoring and academic coaching	Online and face to face tutoring and academic coaching will be available. Staff may be masked for face to face session with students, if preferred. At end of day, clean tutor desk and student desks at end of day with sanitizing spray, as well as wiping down staff computer station. Ensure that appointment system is up to date with records of who had tutoring appointments or who did not show up. Staff are ready to switch to fully online tutoring (either closing the centre space to students or working remotely) in the case of an outbreak or spike in cases. All students who have made appointments can be emailed through the appointment software.
Provide tours/orientations to Learning Centre services (in the Learning Centre)	Online and face to face tours/orientations will both be available. Staff may choose to wear masks while giving in-person tours. Staff are able to switch to Zoom online tours if there is an outbreak or spike in cases.
Provide small group workshops for students	Staff will collect attendance at workshop. If workshop is held in Learning Centre, staff may wipe down tables after workshop as needed, but deep cleaning still happening nightly.
Provide support with computer and printer access	Staff may wear face masks for providing support.
Provide classroom learning strategies workshops/tours	Keep record of class/instructor/day visited. Sanitize on re-entry into Learning Centre space. Offer online workshops as option.
Answer general questions from students	Staff may choose to wear face masks.

Phase : 3 - Complete Return to Campus

Final Checklist			
Control Measure	Yes	N/A	Details/Applicable Supporting Comments
<p>Inform Facilities Management of your intention to provide in person learning or resume on-site work and submit the following information to https://fsr.vcc.ca/ a minimum of two (2) weeks in advance of the proposed start date.</p> <ul style="list-style-type: none"> • Cleaning Requirements • Schedule of teaching activities (Start date, End date, days of the week, times) • Location (Rm#/campus) • # of people in space • Course name/Course activity (chemistry lab, nursing skills lab) 	<input checked="" type="radio"/>	<input type="radio"/>	
Develop a plan to meet employee and/or student training requirements on the new processes and procedures that have been developed to support their safe return.	<input checked="" type="radio"/>	<input type="radio"/>	Post documents on LC sharepoint and ask workers to confirm they've read them. Discuss at meetings.
Has the Return to Campus Mitigation Plan been communicated to the entire department?	<input checked="" type="radio"/>	<input type="radio"/>	
Review oversight and compliance procedures (Step 8, page 13) .	<input checked="" type="radio"/>	<input type="radio"/>	
Dean/Director to submit the documents to the EOC through secure@vcc.ca	<input type="radio"/>	<input type="radio"/>	