

COVID-19 Safety Plan

Capilano University's *COVID-19 Safety Plan* outlines a six-step process with checklists to ensure the University community is aware of, and able to address, the health and safety requirements needed to facilitate in-person operations during the COVID-19 pandemic. This document is produced in alignment with the WorkSafeBC COVID-19 Safety Check List.

While teaching and learning for the Summer 2021 term will be occur primarily online, Capilano University will host some in-person learning, as well as some summer camps for youth that depend upon in-person delivery. The Plan applies to both the North Vancouver and the káɫax̣-ay (Sechelt) campuses.

This is a dynamic document that will be continually reviewed and updated as new or revised information and links become available. In accordance with the order of the Provincial Health Officer (PHO), this plan will be posted on the University's website and at the worksite.

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Office of Health & Safety
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Land and territorial commitment

Capilano University is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the territories of the Lílwat, xʷməθkʷəʔəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

As we continue the adapted approach to the delivery of our educational and operational services Summer 2021 term, we act at all times with respect for the health and safety of the people and communities of these lands, their history, their wisdom and their well-being.

Step 1: Assess the risks at the workplace

WorkSafeBC (WSBC) Checklist

- ☒ Involve frontline workers, supervisors and the Joint Health & Safety Committee (JHSC)
- ☒ Identify areas where people gather (i.e., break rooms and meeting rooms)
- ☒ Identify job tasks and processes where workers are in close proximity to one another or members of the public
- ☒ Identify tools, machinery and equipment that workers share while working
- ☒ Identify surfaces that people touch often

By Participation

There is active participation in health and safety at all levels of the University.

At the University level, participation includes:

- Executive / Emergency Operations Centre (EOC) Policy Group
- EOC Core Officers
- JHSC
- B.C. Post-Secondary Institutions (PSI) Emergency Managers Group

At the Building, Faculty and Division level, participation includes:

- Senior Leadership Council (SLC)
- Chairs / Conveners
- Managers / Supervisors
- EOC Sections and Task Groups (link to JHSC)

At the Class, Business Unit and Task level, participation includes:

- Chairs / Conveners / Instructors / Lab Techs / Divisional Department Assistants (DDA)
- Managers / Supervisors / Workers
- EOC Task Groups (link to JHSC)

By the University

1. The University has established an EOC to manage the recovery stage of COVID-19.
2. The EOC structure includes membership from different parts and levels of the University.
3. The University has created a strategic restart plan that identifies how CapU will approach recovery. This plan has gone for sector approval.
4. The University has worked with other PSIs and adopted an [Exposure Control Plan](#) that applies to all areas of the University, including high-level risk assessments for general categories of activities and types of spaces. This is supplemented by industry-specific guidance documents. This plan is reviewed by the JHSC.
5. General Safe Work Practices (SWP) have been developed for the office and administrative areas and for classrooms and teaching areas. These have been approved by the JHSC.



6. The EOC has established a process whereby plans and practices are reviewed and approved by the JHSC, in accordance with the [Workers' Compensation Act](#).
7. The University has worked with its custodial contractor to determine additional pandemic cleaning procedures.

By Building, Faculty and Division

8. Several task groups have been established through the EOC to plan and coordinate activities: exposure control, including custodial and cleaning; facilities planning, including space and safety implementation; training and education; communications, wayfinding and signage; logistics; and cost tracking.
9. Task groups determine operational-level recovery criteria and processes, including identifying and evaluating gathering areas on campus (i.e., common areas, classrooms, teaching spaces, offices and administrative areas).

By Class, Business Unit and Task

10. When supporting individual classrooms, departments and other spaces, a needs assessment will be conducted with participants from the facilities planning task force and the workers of the area, class or business unit involved.
11. The needs assessment includes a review of the space, a risk assessment and an identification of logistics needed (i.e., barriers, Personal Protective Equipment (PPE)). Where required, a supplemental SWP will be produced for non-standard activities that are taking place or for people who have to work within the 2m personal envelope. Items to be considered include handling and cleaning of shared tools and equipment and immediate workstations. This information is reviewed by the JHSC.

Step 2: Implement protocols to reduce the risks (space and safety measures)

WSBC Checklist

- ☒ Review industry-specific WSBC guidance documents and determine if relevant
- ☒ Gain input and guidance from frontline workers, supervisors and the JHSC
- ☒ Review orders, guidance and notices (public health and other)
- ☒ Review health and safety association or other professional and industry associations

Hierarchy of Controls (HOC)

First-level Protection: elimination/substitution (HOC1)

- ☒ We have established and posted occupancy limits for our premises using the grocery store guidance of 5m² per person.
- ☒ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms and elevators.
- ☒ In order to reduce the number of people at the worksite, we have considered the following: work from home arrangements, virtual meetings, rescheduling work tasks and limiting the number of visitors at the workplace.
- ☒ We have implemented measures to keep workers and others at least 2 meters apart, wherever possible. Options include revising work schedules and reorganizing tasks.

Second-level Protection: engineering/barriers/partitions (HOC2)

- ☒ We have identified how or why barriers will be used in our workplaces and classrooms.



- ☒ We have installed barriers where workers can't maintain their physical distance from others.
- ☒ We have installed barriers so workers don't introduce other risks to co-workers (i.e., installing barriers inside a vehicle, as long as it doesn't affect the safe operation of the vehicle).
- ☒ We have included barrier cleaning to our cleaning protocols.

Third-level Protection: administrative rules and guidelines (HOC3)

- ☒ We have identified rules and guidelines for how workers should conduct themselves.
- ☒ We have clearly communicated these rules and guidelines to workers and students through a combination of training, communications and signage.

Fourth-level Protection: PPE and using masks, etc. (HOC4)

- ☒ We have reviewed the information on selecting and using masks and instruction on how to use them.
- ☒ We understand the limitations of masks and other PPE.
- ☒ We understand that PPE should only be used in combination with other control measures.
- ☒ We have trained workers to use PPE properly, following the manufacturer's instructions for use and disposal.

Cleaning and Hygiene Practices (C&H)

- ☒ We have reviewed the information on cleaning and disinfecting surfaces.
- ☒ Our workplace has enough hand-washing facilities on-site for all our workers and students.
- ☒ We have policies that specify when workers must wash their hands.
- ☒ We have communicated good hygiene practices to workers and students.
- ☒ We have implemented cleaning protocols for all common areas and surfaces, including timing and frequency that these items must be cleaned.
- ☒ Workers who are cleaning have adequate training and supplies.
- ☒ We have removed unnecessary or unused tools and equipment to simplify the cleaning process.

By the University

12. The University follows the Ministry of Advanced Education, Skills and Training **Go Forward Guidelines** for post-secondary institutions.
13. The University follows relevant PHO and WSBC guidance documents that best suit its different business units and or faculties for sectors and activities within the University. For example, our Children's Centre follows the [child-care guidance](#); our student housing follows the [accommodations and hotels guidance](#).
14. As the University builds specific SWP and area-specific safety plans, we are consulting with workers and supervisors within those areas. These are reviewed through the JHSC.
15. The University has established new maximum occupancy ratios for all interior spaces on campus, including common areas, washrooms and elevators, based on the grocery store guidance of 5m² per person, by applying a formula to an existing library of room measurements held by the facilities department. Furniture has been removed, reconfigured or signed (when removal is not an option) to support reduced capacities. This achieves HOC1.
16. The University has established new maximum occupancy ratios for all buildings, based on the grocery store guidance of 5m² per person, as applied to all corridor circulation spaces for a given building to establish a building total. This achieves HOC1.

17. The University has established an occupancy ratio of 10% of the adjusted building occupancy total to be dedicated to people in offices, leaving a remainder for people in classrooms and,



where applicable, amenities such as food services; thus, determining the number of classrooms that can be occupied at any one time, in any specific building. This achieves HOC1.

18. We have posted the new occupancy limits for all rooms and spaces on campus. This achieves HOC1.
19. In order to reduce the number of people on campus, the University has (achieving HOC1):
 - Remote work arrangements
 - Meeting rooms have established maximum occupancy ratios; and, can only be occupied by persons already within the building
 - Meeting rooms and classrooms within each building have been blocked from booking at times when the adjusted maximum occupancies have been met in those buildings
 - Use of virtual meeting and teaching platforms are employed, such as MS Teams, Zoom, WebEx and eLearn using Moodle
20. By virtue of limiting building occupancy ratios, the University has limited the number of visitors inside its facilities where on-site meetings are necessary. Every effort to conduct meetings outdoors is made. Where this is not possible, a suitable SWP is available to follow.
21. As an institution, we have identified that barriers will be used in areas where there is static boundary between individuals where a task or transaction cannot be done from a safe distance or through any other means. This includes, but is not limited to: cashier counters, service counters, work areas where 2m separation is unachievable, etc. This achieves HOC2.
22. As an institution, we have identified rules and guidelines for how workers should conduct themselves. These include, but are not limited to (achieving HOC3):
 - [Health and Safety Policy](#)
 - [Student Code of Conduct](#)
 - [Standards of Conduct](#)
 - [Exposure Control Plan](#)
 - [Student and Employee Illness Process](#)
 - Safe Work Practices [Classrooms](#), [Office and Administrative Spaces](#), and [more detailed practices for tasks within 2 meters, tasks and learning with physical exertion, vocal/acting/wind instruments, etc.](#)
 - HR Guidance (remote working) [Working Remotely](#)
23. Rules and guidelines have been communicated to employees, students and visitors through (achieving HOC3):
 - COVID-19 resources external webpage
 - "COVID-19 Safe Work Practices" eLearning training (employees and supervisors)
 - Safety Plan posted in each building and online
 - Safe Work Practices posted online and provided to each instructor
 - Door signage
 - Room signage
 - Email and website communications
 - In-person/virtual consultation
 - VIMEO videos for students returning to campus and student housing
24. Within the [Exposure Control Plan](#) and associated training, we have:
 - Reviewed the information on selecting and using face coverings and instruction on how to use them
 - Understood and have communicated the limitations of PPE



- Understood that PPE must be used in combination with other control measures
 - Communicated good hygiene practices (achieving HOC4 and C&H)
25. The University will continue to review handwashing facilities against new building occupancy ratios and determine if additional exterior hand-washing facilities will need to be installed. Exterior handwashing facilities have been installed and plumbed in the outdoor spaces of the Children's Centre.
26. Through our contract with BEST Service Pros, the BEST Pandemic Cleaning Plan has been implemented, including increased touch-surface cleaning by qualified custodial contractors.
27. Where possible, the University has made an effort to remove unnecessary or unused tools and equipment, as well as excess furniture, to simplify the cleaning process.
28. In accordance with the Order of the Provincial Health Officer issued on April 21, 2021: **WORKPLACE AND POST-SECONDARY INSTITUTION SAFETY**, the University requires that everyone use face coverings that cover the nose and mouth of a person when in common areas, shared workspaces, vehicles and in classrooms, in addition to any other SWPs. (updated April 26, 2021)
- All **employees** in indoor common areas, shared workspaces or classrooms AND all **students** in indoor common areas or classrooms, must wear a face covering over their nose and mouth subject to the following exceptions:
 - Employee/student is unable to put on or remove face covering without assistance
 - Employee/student is unable to wear a face covering because of a psychological/behavioural/health condition OR they have a physical/cognitive/mental impairment
 - The face covering is temporarily removed for the purpose of identifying the employee/student wearing it
 - The face covering is temporarily removed to communicate with a person with a disability or diverse ability, where visual cues, facial expressions or lip reading or lip movements are important
 - Employee/student is consuming food or beverage in an area designated by the employer/post-secondary institution for that purpose, in which case the employee/student must maintain a distance of two (2) metres from other employees/students in the area
 - Employee/student is carrying out personal hygiene
 - Employee/student is on their own in a workplace/post-secondary institution vehicle
 - Employee is working on their own in a workplace
 - Student is playing a musical instrument in the course of the student's educational program and is unable to play the instrument while wearing a mask
 - There is a physical barrier between the employee or student and other employees/students that blocks the transmission of droplets.

By Building, Faculty and Division

29. Through the EOC task groups, when reviewing plans and procedures, the University consults relevant and transferable COVID-19 guidance documents from [WSBC](#), [PHO](#), health and safety associations and industry groups, including the sector **Go Forward Guidelines**.
30. Unique plans and procedures are reviewed by the JHSC.



31. Building, faculty and divisional plans may include installation of barriers based on needs assessments from individual areas. This achieves HOC2.
32. With respect to rules and guidelines, we have provided managers and supervisors with resources to review with their employees. This achieves HOC3.
33. We have made the [Exposure Control Plan](#) available to all managers and supervisors.

By Class, Business Unit and Task

34. Through the needs assessment process, the University works with frontline workers and supervisors to review their individual spaces and help them (achieving HOC1 and HOC2):
 - Develop appropriate floor plans that meet their physical distancing needs and support their area occupancy ratios
 - Risk assess tasks and processes to determine if additional SWP need to be applied and/or developed
 - Determine required barrier and PPE requirements based on activities, equipment and tool usage and establish a PPE purchase list from central purchasing
 - Where applicable, create and include barrier cleaning protocols
 - Where applicable, order furniture movement and/or removal, barrier installation
 - Where applicable, to simplify the cleaning process, suggest the removal of unnecessary or unused tools and equipment.
 - Review with the JHSC.
35. All employees are required to take the “COVID-19 Safe Work Practices” eLearning training before returning to campus. This achieves HOC3.
36. All employees and students who are required to wear PPE have been trained to use PPE properly, following manufacturer’s instructions for its use and disposal.
37. Where employees and students may be asked to wipe down their own workstation or shared equipment and tools, such as photocopiers, shared desktops, etc., they will be provided with a SWP, cleaning products, PPE and written instructions.

Step 3: Develop policies

WSBC Checklist

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☒ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- ☒ Anyone directed by Public Health to self-isolate.
- ☒ Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case **must self-isolate for 14 days and monitor** for symptoms.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☒ Sick workers should report to first aid, even with mild symptoms.
- ☒ Sick workers should be asked to wash or sanitize their hands, provided with a mask and isolated. Ask the worker to go straight home.
- ☒ If a worker is severely ill (i.e., difficulty breathing, chest pain) call 9-1-1.
- ☒ Clean and disinfect any surfaces that the ill worker may have come in contact with.
- ☒ Visitors are prohibited or given limited access in the workplace.
- ☒ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ☒ We have a **working alone policy** in place.



- ☒ We have a **work from home policy** in place.
- ☒ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.
- ☒ Ensure an appropriate **violence prevention program** is in place.

By University

38. The University has developed a COVID-19 on-campus work procedure that provides instruction to employees and students on (as reviewed by the JHSC):
 - Learning about COVID-19 and our exposure control processes
 - Active daily monitoring of our individual health and associated restrictions on attending campus through PurelyHR (for employees) and or through a University-built web page (for students and for visitors/contractors)(based on symptoms, direction by Public Health or due to international travel), this includes not permitting the employee to work at the University if the employer is not satisfied that the employee has carried out and passed their daily health check.(updated April 26, 2021)
 - What to do if you become sick on campus.
39. Our cleaning contractor has a process for disinfecting illness areas through their pandemic plan. This process has been tabletop exercised prior to the start of the Fall 2020 semester.
40. By virtue of limiting and prioritizing building maximum occupancy ratios and limiting meeting space, visitors will be limited inside campus buildings and appropriate communications will be distributed on a regular basis.
41. Our official first aid services are provided by Paladin Security. The contractor has established COVID-19 pandemic processes.
42. Additional first aid services are provided by floor wardens who will be provided OFAA protocols for COVID-19 pandemic and relevant PPE.
43. The University has created information for faculty and divisional leadership as to their roles and responsibilities.
44. The University has the following **working alone** protocols in place:
 - The CapUSafe App has a “WorkAlone” application that allows a worker or student to either register with Campus Security, their Supervisor, or a family member when working alone or in isolation.
 - During summer months, the University top-posts to the internal intranet notice board, *In the Loop*, reminding employees to check-in with Campus Security when working on campus.
 - Managers and supervisors have been advised in training to actively monitor their employees, whether they are working alone or in isolation on campus or at home. All on-campus attendance needs to be pre-planned with consideration of adjusted building maximums; this is affirmed through PurelyHR.
45. The University has the following **work from home protocols** in place:
 - Human Resources provided all employees with remote working guidelines in March 2020. These have not changed.
 - The University strongly encourages employees to work from their private residence, if possible, given the nature of the work involved, unless there is a preference on the part of the employer or the employee to work at the workplace. (updated April 26, 2021)
 - The University has provided the necessary work related supports in the form of computer resources, chairs and ergonomic assessments to employees upon request from the employee. (updated April 26, 2021)



- An employee web resource called *COVID-19 Resources* that includes information on COVID-19 resources and updates; physical distancing activities; working remotely, including ergonomics and mental health; and Employee and Family Assistance Program (EFAP) information
46. The University has the following strategies for addressing the risk of violence in the workplace that may arise as persons adapt to restrictions or modification to the workplace:
- Most frontline services moved to a remote service model in March, 2020 – accessibly by phone or email
 - In anticipation of return, employees will be reminded that frontline service desks have existing panic alarm buttons (computer desktop-based) that connect directly with Campus Security and/or their supervisor, depending on the requirements of the area.
 - General violence in the workplace information will be provided to employees, as well as managers and supervisors, by means of the SafetyHub training portal. Additional resources will be added as available.
47. The University has the following **violence prevention** protocols in place:
- There is an existing [Violence in the Workplace Policy](#) in place (E.407, 2003), updated policy and procedures will be going for approval in Summer 2021. (updated April 26, 2021)
 - The University has an active Duty of Care committee that supports members of the University community by providing information and support around violence in the workplace, conducting threat assessments, creating safety plans, recommending sanctions, etc.

By Building, Faculty and Division

48. Faculty and divisional leadership will be responsible for:
- Actively monitoring the employee daily health checks on a daily basis through PurelyHR to ensure workers are registering their state of attendance.
 - Not permitting the employee to work at the University if the employer is not satisfied that the employee has carried out and passed their daily health check. (updated April 26, 2021)
 - Alerting cleaning services and/or facilities in the event an area needs immediate illness cleaning.
 - Limiting and monitoring the number of visitors and or contractors inside buildings to maintain maximum building occupancy ratios.
49. Faculty and divisional leadership will have support information for their responsibilities during the COVID-19 pandemic in relation to on campus and remote workers.

By Class, Business Unit and Task

50. All workers and students will be instructed on the hazards of COVID-19 and their responsibilities in relation to their wellness, related plans, policies and SWP.
51. All workers and students coming to campus will report their daily wellness status and stay home if sick. (updated April 26, 2021)
52. Floor wardens will follow OFA COVID-19 pandemic guidelines.



Step 4: Develop communication plans and training

WSBC Checklist

We ensure that everyone entering the workplace, including contractors and workers from other employers, know how to keep themselves safe while on campus.

- ☒ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☒ All workers have received the policies for staying home when sick.
- ☒ We have posted signage at the workplace, including occupancy limits and good hygiene practices. [A customized **occupancy limit poster** and **handwashing signage** are available on worksafebc.com] [Handwashing](#), [Occupancy Limit](#)
- ☒ We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- ☒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

By University

53. The University has developed an online training module for the [Exposure Control Plan](#) called “COVID-19 Safe Work Practices” that is required training by all employees.
54. The University has created online information for students, available on its COVID-19 Response section of the website.
 - The University has posted the University’s [Exposure Control Plan](#) on the contractors’ section of its website (link) and has created an email template for departments to send to visitors with COVID-19 information, practices and requirements if attending campus or University facilities.
55. The University has developed a COVID-19 working on campus policy and practices that address staying home and or going home when sick.
56. The University has posted the following signage at the workplace:
 - Hand washing, hygiene, illness and distancing reminders
 - Occupancy limits
 - Entry door wellness signage
 - Sandwich board wellness signage
 - Billboard wellness signage
 - Requests to wear masks in common areas, shared workspaces, vehicles and classrooms (updated April 26, 2021)
 - Directional and spacing floor signage
 - Washroom signage (closed stalls and sinks, handwashing, occupancy)
 - Student health checks
 - Visitor/Contractor health checks
 - “Do not sit here” signage
 - Elevator signage
57. The University has provided “COVID-19 Safe Work Practices” training for managers and supervisors training regarding roles and responsibilities through the eLearn system.

By Building, Faculty and Division

58. All buildings and facilities have received signage to support safe hygiene practices.
59. Any department hiring a contractor must ensure that the contractor is aware of the University’s [Exposure Control Plan](#) and protective measures, including daily wellness checks.



60. Any department inviting visitors onto campus must follow the [Exposure Control Plan](#) and protective measures, ensuring that building occupancies are maintained and PPE is used, as required. An email template has been provided to departments to send to visitors and all visitors must follow the university's protective measures, including the daily wellness checks.
61. SLC will ensure that managers and supervisors will take requisite eLearn training.

By Class, Business Unit and Task

62. Everyone will be encouraged to self-monitor and follow the [Exposure Control Plan](#) and related policies and procedures.
63. Any business unit hiring a contractor must ensure that the contractor is aware of the University's [Exposure Control Plan](#) and protective measures, including daily wellness checks.
64. Any worker inviting visitors onto campus must follow the [Exposure Control Plan](#) and protective measures, ensuring that building occupancies are maintained and PPE is used, as required. An email template has been provided to departments to send to visitors and all visitors must follow the University's protective measures, including the daily wellness checks.
65. Managers and supervisors will supervise workers as per training.

Step 5: Monitor the workplace and update plans as necessary

WSBC Checklist

Things may change as our business operates. We take steps to update our policies and procedures when there is a new area of concern or something isn't working. We involve workers in this process.

- ☒ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☒ Workers know who to go to with health and safety concerns.
- ☒ When resolving safety issues, we will involve the JHSC.

By the University

66. The University will update all training information to be consistent with new/updated risks, policies and procedures. This will include:
 - Roles and responsibilities
 - Articulation of who to speak with when a worker has a [safety concern](#)
 - When and how to involve the safety committee
67. The University has installed COVID-19 Building Team members who will be the points-of-contact for departmental members for COVID-19 questions, monitor sections of the campus and inform people of COVID-19 processes in place at the University. The team members will also check communal hygiene supplies and ensure that they are replenished on a timely basis.
 - Further, the COVID-19 Building Team will monitor with an intention to prevent employees/students from crowding together or congregating in indoor common areas and/or classrooms. (updated April 26, 2021)

By Building, Faculty and Division

68. COVID-19 Building Team members and departmental managers and supervisors will monitor the workplace for compliance and will identify if safety measures are working. Feedback will be requested to go back to the EOC and the Office of Health & Safety.
69. JHSC will conduct increased inspections.



By Class, Business Unit and Task

70. All employees will be asked to follow the safety policy and report any safety concerns (COVID-19 or otherwise) to their supervisors, managers and/or the JHSC.

Step 6: Assess and address risks from resuming operations

WSBC Checklist

We manage risks arising from restarting in-person operations.

- ☒ We have a training plan for new employees.
- ☒ We have a training plan for employees taking on new roles or responsibilities.
- ☒ We have a training plan around changes to our business, such as new equipment, processes or products.
- ☒ We have reviewed the start-up requirements for vehicles, equipment and machinery that have been out of use.
- ☒ We have identified safe processes for clearing systems and lines of product that have been out of use.

By the University

71. The University currently has a paper-based new and young worker OHS training booklet for new employees.
72. The University is in the process of uploading new and young worker OHS information into the eLearn system.
73. The University has eLearn training for managers and supervisors that includes:
- Responsibilities around employees taking on new roles or responsibilities
 - Changes to the business, new equipment, processes or products.
74. Essential services have maintained operation on the University grounds and using vehicles, equipment and machinery throughout the COVID-19 pandemic. Where items have not been used in a while, the University will provide reminders for employees to follow manufacturers' instructions and start-up processes.
75. The facilities operations department has been maintaining building systems throughout the COVID-19 pandemic.

By Building, Faculty and Division

76. Managers and supervisors will ensure that workers have completed their OHS training and that any employees taking on new roles and responsibilities are trained.
77. Managers and supervisors will ensure that workers are aware and following changes to business operations, understand any new equipment, processes or products and have the appropriate training.
78. Managers and supervisors will ensure that any equipment that has been dormant during the period of the COVID-19 pandemic is checked and operated according with manufacturers' instructions.

By Class, Business Unit, Task

79. All employees will be asked to follow their training.
80. All employees will be asked to comply with manufacturers' instructions when working with equipment and not to operate equipment without first inspecting it.