



ACE ACUMEN ACADEMY

## POLICY AND PROCEDURE MANUAL

<b>Policy Title:</b>	<b>PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS</b>	<b>Area of Responsibility: VICE PRESIDENT, HUMAN RESOURCES, SAFETY, SECURITY &amp; FACILITIES MANAGEMENT</b>
<b>Policy Section:</b>	<b>EMERGENCY RESPONSE AND HEALTH &amp; SAFETY</b>	<b>Policy No: 3.35</b>
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### 3.35 PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS

1. Purpose: This policy was developed in response to the 2020 pandemic, COVID-19. This procedure replaces the emergency addendum that was initiated at the beginning of the pandemic. to allow for new procedures to be put in place over and above the requirements of current policies and procedures to deal with mitigating the pandemic on campus. As Public Health requirements change, changes to this procedure may be required to ensure compliance and safety. These changes will be communicated to all employees and students and this procedure will be updated to reflect the changes as necessary.
2. Scope: The pandemic procedure applies to the St. Clair College at Ace Acumen community including employees, students, contractors and community members.
3. Specific Procedures
  - 3.1 Vaccines
    - All employees, students, contractors, and visitors must comply with the Policy 5.25 COVID-19 Vaccine Policy.
  - 3.2 Training

- All Faculty are asked to review this policy and Appendix A, Fall 2021 COVID-19 Safety Protocols with students at the beginning of the semester. The Director of Faculty will work with program coordinators to designate the first class during which the safety protocols will be reviewed.
- All Managers must review this policy and Appendix A with all staff.

### 3.3 Pandemic Illness Response Committee and Pandemic Plan

- The College will form a pandemic response committee set out by Senior Management who will meet regularly during a pandemic to review cases (no names will be shared), safety procedures, employee and student concerns, communications, etc.

### 3.4 Illness Reporting and COVID Case Communication

- All St. Clair College at Ace Acumen employees, students, contractors and visitors are being asked to stay home if they are ill, if someone in their household has COVID-19 symptoms and going to be tested or are awaiting test results or have been told to self-isolate. Staff are to report their illness to their Manager and [covidtracker@canadaacumen.ca](mailto:covidtracker@canadaacumen.ca). Students are to report their absence to their Faculty. We ask all Faculty to forward COVID related student communication to [covidtracker@canadaacumen.ca](mailto:covidtracker@canadaacumen.ca)
- We are asking for both staff and students for disclosure of COVID related testing/illnesses in the interest of protecting the College community.
- If a single case of COVID-19 occurs, affected staff and students will be informed and the College will follow the direction of Public Health. If an outbreak occurs on campus, where more than two persons have tested positive for COVID-19, and it is believed that transmission occurred on campus, an internal communication to the College community will be sent.

### 3.5 COVID Safety Plans

- All areas that are required by regulation to have safety plans must develop, review with JHSC and post (electronically and hard copy) their safety plans. This includes events, sports, camps, food services, etc.

### 3.6 Screening Questionnaire

- All employees and students must answer a screening questionnaire daily through the SIS (Student Information System) or OPN (staff) before coming on campus. Access to the screening questionnaire will only be available to those who have followed the COVID vaccine policy on SIS. If approved to come on campus, an email is sent, in green type, indicating clearance to come on campus. If not approved to come on campus, (this is due to answering yes to one of the questions or not having completed the vaccine requirements), a red typed email will be sent denying access to campus for the day.
- The screening questionnaire and photo ID must be shown to the Door Screener at a
- designated entrance.
- Faculty will have access to their class lists and be able to see whether students have completed their screening for the day. In addition, Security Safety Ambassadors will perform random checks on campus, asking people to show their granted access emails.

- If denied access to campus for the day, the individual is to remain home (or will be sent home by Security), inform their Manager (staff) or Faculty (students) and follow the directions on the email. Those denied access will be blocked from accessing the COVID screening questionnaire.
- Students must receive clearance through Public Health and their Campus Director before returning to class if the absence is COVID-19 related due to a test, isolation direction, quarantine direction, positive result or travel. Staff must inform JHSC.

### 3.7 Personal Protective Equipment

- In addition to regular PPE required in labs and shops, the following additional PPE is required during the pandemic:
  - All St. Clair College at Ace Acumen employees, students, contractors, and community members are required to wear appropriate masks that cover the nose, mouth and chin while on campus. Gators, scarves, etc. will not be accepted.
  - Additional PPE may be required based on your program requirements and will be communicated to you by your Faculty.
  - The College will continue to provide level 1 procedure masks if you misplaced or forgot your mask, or prefer to use a mask with a higher level of protection. These will be available at the main security desk at each campus as well as in office areas.
  - Masks must be always worn in the classroom by staff and students due to the fluidity of the classroom environment.
  - The only exceptions to the indoor mask requirement include:
    - Employees seated at their desk, which is at least 2 metres apart from anyone else and protected from those walking by within 2 metres. If this cannot be maintained, masks must always be worn.
    - It continues to be recommended that meetings are on-line. If in-person meetings are necessary or preferred, masks may be removed if everyone is seated and positioned at least 2 metres apart. If anyone in the meeting prefers masks be worn, then all present must wear a mask.
    - When seated in a designated eating area. When not actively eating or drinking, masks must be worn in these areas.
- Personal protective equipment must be cleaned after each use and must not be shared.
- Employees and students must wear a mask outside if within 2 metres.
- Students and staff who state that they are unable to wear a mask must follow the Mask Exemption Accommodation Request Process Guide in Appendix B. Attendance on campus will not be permitted until we have a valid medical exemption, and an Exemption Card has been issued to the staff or student.

### 3.8 Capacity

- Capacity limits in the teaching and learning environment will be dictated by Provincial guidelines/regulations.

### 3.9 Personal Hygiene

- All St. Clair College at Ace Acumen employees, students, contractors, and community members must follow pandemic protocols for personal hygiene. Wash hands with soap and water for 20 seconds frequently or sanitize hands fully. This should be done when you first walk in the building, before you use any equipment or tools that are shared and after such use, upon entering a classroom, computer lab, lab or shop and several times throughout the day. In addition, if you need to cough or sneeze, do so into your elbow, do not spread germs into the air.

### 3.10 Cleaning

- St. Clair College at Ace Acumen employees are instructed to clean their workstation before use each day and after use. If shared, then the person who leaves the workstation must clean it and the next person must clean it before use. Cleaning products have been supplied by Facilities Management in each department office area, classrooms, labs and shops. Work orders must be submitted for replacement cleaning materials.
- Students must clean any tools and equipment before and after use. If partnered with another student, and common equipment are handled by both, both students shall use hand sanitizer or wash hands before starting to work. Cleaning product has been supplied by Facilities Management.
- Classrooms are disinfected at the end of each day. Employees and students are asked to clean their workspace within the classroom upon entering/exiting and sanitize or wash hands as they enter and leave the classroom.
- Lab and shop equipment are disinfected nightly or at the end of the last class.

### 3.11 Contractor and Community Members

- Contractors must be vaccinated or have gone through rapid testing within 72 hours of attending campus. Managers who request access to a contractor must request an attestation from the contractor that all workers on site are either fully vaccinated or have gone through rapid testing within 72 hours with a negative test result.
- All contractors must sign in with Security before moving to their work location, without exception. Security will verify that the contractor has been approved to be on campus with the College contact and ask the contractor the screening questions.
- Community members who are visitors to campus must sign in with Security, go through screening questions and follow all current pandemic protocols required under regulation.
- Employees who request contractors to work on campus must send the one-page Pandemic Contractor and Community Member Pre-Screening and Access Protocols before they come on campus. This can be found in Appendix C.

### 3.12 Eating and Drinking

- Eating and drinking is only permitted in designated eating areas. These areas are signed and set up to allow for physical distancing. Eating and drinking is not permitted in any other location, other than outdoors.
- While in eating areas, employees and students must wear a mask when not actively eating or drinking.

- Staff may eat at their desk (if 2 metres apart from anyone else, in the staff lounge, outdoors or in designated eating areas. Masks may be removed in this setting only and only while actively eating or drinking.
- Tables and chairs must not be moved from set locations.

### 3.13 Enforcement

- There will be zero tolerance for violations of the vaccine policy. Violations may lead to suspension, expulsion or termination pending investigation.
- Staff are expected to follow all health and safety policies and procedures. The Health and Safety Discipline Policy will be used for any non-compliances.
- Students are expected to follow all health and safety policies, and procedures. Students who violate any health and safety policy or procedure will be identified to the College Resolution Officer who will investigate under the Code of Student Rights and Responsibilities. An interim suspension may be issued while the matter is being investigated.
- Violations of self-isolation orders by external parties (Public Health Unit, Covid-19 Assessment Centres or other medical practitioners involved) or self-quarantine orders (Canadian Border Services Agency) which result in an on-campus impact will be seen as an egregious act and may result in suspension, expulsion or termination pending investigation.
- For students:
  - Penalty(s) will be served on "in class, in lab" days.
  - It is the student's responsibility to make up material that is missed.
  - Assignments, projects and tests/exams will not be rescheduled.
  - Blackboard and SIS accounts will be disabled during penalty period.
  - Numerous and/or repeated infractions will result in combined and/or progressive penalties.



## APPENDIX A

### Fall 2021 COVID-19 Safety Protocol Fact Sheet

#### Vaccines

Upload your second dose of the COVID-19 Vaccine through SIS/ Google Workspace or attest to rapid test results every 72 hours.

#### Screening

Employees and students must complete the COVID screening questionnaire through SIS/ OPN daily. This will only be available to you if you have completed your vaccine requirements. You must show your “Granted Access” email daily to the door screener. Faculty can review their class lists at the beginning of each class to ensure all students have properly answered their COVID questionnaire.

#### Illness

Students, employees, contractors, and visitors shall not come on campus if they are ill or if they answer yes to any of the COVID-19 screening questions. Students must report their situation to the Faculty. Employees must report to their Manager. Faculty and Managers will follow protocols for reporting to Health and Safety. All must email [covidtracker@canadaacumen.ca](mailto:covidtracker@canadaacumen.ca) immediately.

#### Masks

Must always be worn while inside buildings, including while teaching in class (exceptions are outlined in the policy and include eating areas or staff at desks where 2 metre physical distancing can be achieved). Masks must be worn outdoors when within 2 metres of others.

Mask exemptions for supported, documented medical reasons must go through the process outlined in Appendix B.

Additional PPE may be required based on program requirements. Faculty will advise.

#### Eating Areas

Eating and drinking is only permitted in designated eating areas. These are clearly identified and set up for physical distancing. Eating and drinking in lounges or non-eating areas is not permitted, including classrooms. Masks must be worn in eating areas when not actively eating or drinking

#### Cleaning (Self and Work Surface/Equipment)

Students, employees, contractors and visitors are asked to clean their work surfaces and any tools/equipment before and after use. Cleaning products will be supplied.

There is also an expectation that everyone on campus wash their hands thoroughly several times each day and/or sanitize their hands several times each day. Proper cough/sneeze etiquette must also be adhered to.

#### Enforcement

Safety protocols will be strictly enforced by Administration, Faculty, Support Staff and Security.



ACE ACUMEN ACADEMY

## **Appendix B – Mask Exemption Accommodation Request Process Guide**

### **Overview**

Pursuant to the Pandemic Policy – Safety Procedures to Mitigate the Impact on Campus, St. Clair College at Ace Acumen has implemented additional health and safety measures to safeguard everyone on campus during the ongoing COVID- 19 pandemic. All staff and students are expected to wear a protective mask while on campus.

This procedure is intended to create a seamless and consistent communication process for staff and students who may request a mask accommodation to participate on campus. This procedure applies to staff and students of St. Clair College at Ace Acumen.

You are not permitted to attend campus until the Mask Accommodation Form is received and reviewed by St. Clair College at Ace Acumen. For students, this may require a learning accommodation. It is the student's responsibility to make this request through Student Services. You must advise your faculty of your absence. For Staff, you will need to communicate with your Manager if this results in missed time.

### **Procedure**

1. First, contact the Campus Director if there is a request to be exempted from St. Clair College at Ace Acumen's safety protocol which requires a protective mask while on campus.
2. You must do the following:
  - Contact your own physician to complete the Mask Accommodation Form. This form can be downloaded from the Internet on the Health Services website, or printed in from this document.
  - You must return this form to the Campus Director who will communicate to the Chair of the affected department/faculty. If medically exempt, the Campus Director will issue an exemption card. This card must always be carried when on campus.
3. If you do require a mask accommodation to participate on campus:
  - You must always be in a face shield and make every attempt to maintain a distance of 2 meters from others.
  - You will be issued a card to be carried with you at all times on Campus. If you are asked to verify your exemption you will show this card. This is to ensure the safety of everyone on campus.
4. If you do not require a mask accommodation to participate on campus:

- We recommend contacting your health care provider for guidance on how to wear a mask effectively.
5. Faculty will be able to verify if there is a mask exemption in their class, lab or shop on the attendance roster. The Campus Director will update the SIS system once this form is received and an exemption is confirmed.
  6. Mask exemption cards can only be issued by an Authorized St. Clair College at Ace Acumen Joint Health and Safety Representative.

## **References**

- Mask Accommodation Request Form



## Mask Accommodation Request Form

### Section 1. To be completed by the Requestor. Please print clearly.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student or Employee ID#

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Email Address

### Section 2. To be completed by a Physician or Nurse Practitioner.

The above person presented to St. Clair College at Ace Acumen requesting to be exempted from St. Clair College at Ace Acumen's COVID-19 Campus safety protocols requiring all staff and students to wear a mask while on campus. We ask that you please complete a medical assessment and complete the section below.

Based on my assessment, it is my medical opinion that this individual:

- Has a medical requirement** for a mask accommodation to participate on campus
- Does not** require a mask accommodation to participate on campus

\_\_\_\_\_  
Health Care Provider Name & Designation

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Address and Telephone Number of Health Care Provider

\_\_\_\_\_  
Date of Assessment

If you are medically exempt you must wear a face shield and maintain 2 meters distance from others at all times.

### Consent

By signing this form, I understand the Health Practitioner's assessment and strategies.

I understand that information confirming my accommodation (if one is required) will be shared as applicable with persons at St. Clair College at Ace Acumen. I also understand that I will always be required to have on me my exemption card if I have an accommodation for a mask exemption.

Please note: Personal health information will not be shared.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX C

### Contractor and Community Members Pandemic Prescreening and Access Protocols

We welcome you to St. Clair College at Ace Acumen. In an effort to keep our campus community safe, please follow the safety protocols noted below. Do not attend St. Clair College at Ace Acumen if you answer yes to any of our screening questions, if you have not been fully vaccinated or if you have not had a negative COVID test (rapid test or PCR) within the last 72 hours.

1. All Contractors must be cleared to access the campus through their College contact.
2. The College Contact will ensure that vaccination attestations have been received for those Contracted employees who will be working on site.
3. All Contractors and Community Members (visitors) must sign in with Security and go through screening questions.
4. All Contractors and Community Members must wear an appropriate mask at all times while on campus. Masks must cover the nose, mouth and chin. Gators, scarfs, etc. are not acceptable.
5. If you need to use any College equipment, you must clean the equipment before and after use.
6. If you become sick while on campus, please leave immediately and notify your St. Clair College at Ace Acumen contact.
7. In the interest of Campus safety, we ask for voluntary disclosure of a positive COVID 19 diagnosis if you have been on campus in the 14 days prior to a positive test result. Privacy is maintained. Contact Sarah McDermott ([sarah.mcdermott@canadaacumen.ca](mailto:sarah.mcdermott@canadaacumen.ca))

**\*\*Please remember to always maintain physical distancing while at the College, always wear a face covering and to wash or sanitize your hands frequently.\*\***