



ACE ACUMEN ACADEMY

POLICY AND PROCEDURE MANUAL

Policy Title:	PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS	Area of Responsibility: VICE PRESIDENT, HUMAN RESOURCES, SAFETY, SECURITY & FACILITIES MANAGEMENT
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3.35 PANDEMIC POLICY - SAFETY PROCEDURES TO MITIGATE THE IMPACT ON CAMPUS

Policy Addendum #1: Effective March 17, 2022: In response to the recent announcement by the Ontario Chief Medical Officer of Health, St. Clair College will continue with the mask mandate and enhanced cleaning, as per the current policy, until the end of the Winter 2022 Semester. The expected mask mandate end date is May 1, 2022. The safety of all students and staff is our top priority and this mandate is one step to help to ensure a successful completion to the semester.

Additionally, effective March 21, 2022, St. Clair College will move from active to passive screening. This means that the daily questionnaire will not need to be formally completed through the SIS system. The College believes that everyone understands the symptoms of COVID-19 and the requirement to stay home if ill. The close contact/household contact self-isolation requirements have been updated by the province and we will post them on our COVID-19 webpage today. Public Health websites should be consulted for guidance

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. The Pandemic Committee will begin meeting on an adhoc basis, only as necessary to ensure consistent messaging and application of requirement changes.

3.4 Symptoms, Isolating and Monitoring

- 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, or if anyone in their household tests positive for COVID-19 on either a rapid antigen test or a PCR test.
- The current Public Health guidance on testing and isolation will be available on the internet under COVID-19 for your access and review (<https://covid-19.ontario.ca/exposed>). If there are questions regarding the requirements, please contact Public Health.
- Employees who test positive on a PCR or rapid test or who are isolating based on symptoms must contact their manager. Students who test positive on a PCR or rapid test, or who are isolating based on symptoms must inform their faculty in order to receive support for any missed work.

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. 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.
- 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 in the email provided. This includes following the Public Health testing and isolation guidance documents. Those denied access will be blocked from accessing the COVID screening questionnaire for the day.
- For students, if a screening error was made, please contact healthandsafety@stclaircollege.ca. For staff, if a screening error was made please contact sarah.mcdermott@canadaacumen.ca.
- Students must receive clearance through Public Health and their Campus Director before returning to class if the absence is COVID-19 related.

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. A level 1 or 2 procedure mask is recommended.
 - 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.
 - In-person meetings, if individuals are seated 2 metres apart and everyone is in agreement with removing masks. Anyone who opts to wear a mask may do so without judgement.
 - 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.
- 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 and Seating Plans

- 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

- All contractors must sign in with Security/ Reception before moving to their work location, without exception. Security/ Reception 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 Areas/ Lounges

- Eating and drinking is only permitted in designated eating areas and when permitted by Public Health regulations.
 - **Designated Eating Areas:**
 - Masks must be worn when not seated.
 - When seated, and actively eating or drinking, masks may be removed.

- Crowding around tables is not permitted.
 - Please limit your time so others can use the space. This space is for eating only. There is study space available elsewhere in the College.
- Eating and drinking is not permitted in any other locations unless specified, and 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.

Note: Reasonableness will come into play in areas where food and drink are not allowed. If a student is sitting in areas, including a classroom, where food and drink is not permitted, pulling down their mask momentarily to take a quick sip of a drink will be permitted to allow for proper hydration. Masks must be immediately put back in place.

3.13 Enforcement

- There will be zero tolerance for violations of this policy or 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.
- Numerous and/or repeated infractions will result in combined and /or progressive penalties.

3.15 Accommodations to reduce risk of contracting COVID-19 when medically warranted.

- Accommodations will be considered to reduce exposure to COVID-19 for students who have a medical condition where exposure to COVID-19 that would make them vulnerable to complications if contracting COVID-19.
- Proper medical documentation must be provided by a regulated health professional - qualified in the appropriate specialty area, who has treated the student; thorough enough to support the accommodation being considered or requested.
- Accommodations that will not be provided:
 - Online delivery of an otherwise in-person program
 - In person labs and demonstrations cannot be accommodated for remote or online learning
 - In person assessments must be done at the college but can be modified to reduce risk.
- Accommodations provided where possible will include:
 - Deferral of registration to a later intake
 - Audio recordings of lectures
 - Course materials provided on LMS
 - Notetakers (when available)

- Tests can be booked in the evenings in an individual room.
- Students who feel they need an accommodation can contact their Campus Director to begin the process (Toronto Campus: danielle.drouin@canadaacumen.ca; Mississauga Campus: mathew.qaqish@canadaacumen.ca)



APPENDIX A

COVID-19 Safety Protocol Fact Sheet

Screening

Employees and students must complete the COVID screening questionnaire through SIS/ OPN daily. You must show your “Granted Access” email daily to the door screener.

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 notify their Faculty. Employees must report to their Manager.

Masks

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. Procedural masks are recommended over fabric masks.

Mask exemptions for supported, documented medical reasons must go through the process outlined in Appendix B (refer to Policy 3.35 Pandemic Policy - Safety Procedure to Mitigate the Impact on Campus).

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

Eating Areas

Eating and drinking is only permitted in designated eating areas when permitted by public health regulations. These are clearly identified. Eating 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.



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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 Authorised 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 metres 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.

1. All Contractors must be cleared to access the campus through their College contact.
2. All Contractors and Community Members (visitors) must sign in with Security/ Reception and go through screening questions.
3. 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.
4. If you need to use any College equipment, you must clean the equipment before and after use.
5. If you become sick while on campus, please leave immediately and notify your St. Clair College at Ace Acumen contact.
6. 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)

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