



COVID-19 Operational Plan

Effective June 8, 2020

Updated July 12, 2020

****Updated August 1, 2020****

This document serves as a guide to safely re-opening and continuing to operate our training programs. To ensure the safety of all staff and students, it is important that anyone on the premises follow the guidance provided in this plan.

The Operational Plan is divided into seven (7) sections:

1. Public Health Order and Commercial Safety College
2. General Procedures
3. Administrative Office
4. Lecture Hall / Classroom
5. Outdoors Skills Training
6. In-Vehicle Training
7. Heavy Equipment Training

Section 1: Public Health Order and Commercial Safety College

Commercial Safety College is committed to abiding by the guidance given by the Nova Scotia Chief Public Health Officer in

“ORDER BY THE MEDICAL OFFICER OF HEALTH UNDER SECTION 32 of the HEALTH PROTECTION ACT 2004, c. 4, s. 1.”

As a business that was not required to close under this order, we are following the following guidance provided by the Nova Scotia Government:

“Any workplace, business or organization that’s not required to be closed can remain open as long as a 2 metre (6 foot) distance can be maintained. If you can’t maintain social distancing because of the physical size of your business, you must limit the number of customers or clients to the gathering limit.”

For in-vehicle instruction which does not allow for the social distancing requirement, we interpret this to be allowed under Section 8 of the order:

“8. Subject to specific closures or limitations directed elsewhere in this Order, any not-for-profit or forprofit business or organization carrying on business in Nova Scotia that cannot, due to its physical size, maintain the social distancing requirement set out in Clause 7 must limit the number of customers or clients on its premises to no more than 5 persons at a time.”

UPDATE: Non-Medical Mask Requirement

Effective July 31, the following order was enacted regarding mandatory mask wearing in public places.

“Wearing a non-medical mask is required in most indoor public places. Children under 2 are exempt, as well as children 2 to 4 when their caregiver can't get them to wear a mask. People with a valid medical reason for not wearing a mask are also exempt.”

The following locations listed by government pertain to Commercial Safety College:

- common areas of office buildings (like reception areas, elevators and hallways), excluding private offices and apartment buildings
- common areas and public spaces on university and college campuses (like the library and student union building, but not classrooms, labs, offices or residences)

To abide by this order, the following is in place effective immediately:

- Masks must always be worn when not seated in a classroom setting
- Masks may be temporarily removed to consume food and drink
- Masks must be worn in all common areas of the lecture hall – this includes hallways, lunchrooms (both staff and student), classrooms while not seated, washrooms, staff offices
- Masks must be worn in the garage when there is more than one person present
- Masks must be worn by any person entering the administrative office (staff, students, visitors). Additionally, any person entering the administrative must first knock on the door and wait for a member of the administrative to open the door. This allows staff the opportunity to don a facemask.
- Mask use is not required in private offices in the administrative building, however a mask must be used by administrative staff when hosting another person in their office.

Section 2: General Procedures

To provide a safe working and learning environment, we ask that all employees, students, and individuals on the premises abide by the following procedures:

Daily Questionnaire:

Before arriving on the premises each day, please consider the following three questions:

1. Are you exhibiting 2 or more of the following symptoms associated with COVID-19?
 - a. New or worsening cough
 - b. Fever
 - c. Sore Throat
 - d. Runny Nose
 - e. Headache
2. Have you or a direct contact travelled outside of Atlantic Canada in the past 14 days?
3. Have you or a direct contact been tested for COVID-19 in the past 14 days?

If you answered yes to any of the above questions, please stay home and contact us immediately at 902.662.2190 or call Jeremy Nichols, General Manager at 902.222.5114. We will discuss with you the appropriate next steps.

Personal Protective Equipment:

Like many businesses, we are implementing strict protocols for the use of personal protective equipment (PPE).

Non-medical grade face mask or covering – employees and students will be required to wear a face mask or face covering whenever they are in any outdoor group setting where social distancing of 2 metres can not continuously be guaranteed. Employees and students are encouraged to provide their own re-usable mask or face covering. We will have a limited supply of extra masks on hand if they are needed. As of July 31, the use of a non-medical mask is required when in an indoor space, as per the policy earlier in this manual.

Disposable gloves – we recommend that nitrile or latex gloves be worn while participating in any activities that involve touching common surfaces. A supply of gloves will be made available or a person may use their own.

Disinfectant spray and/or wipes – we are providing these items to be used in a variety of situations throughout our facilities and vehicles.

Hand sanitizer – we will have stations set up in each building and a supply will be available for each student to use throughout the day.

Face shield – the instructor will have access to a face shield, which can be used at the instructor's discretion. Face shields should be sanitized by the instructor on a regular basis using an antibacterial solution or spray.

Enhanced Facility Cleaning:

We are committed to implementing additional cleaning and disinfecting protocols, especially for high-touch surfaces and washrooms.

Student Tuition Payments

Any students with outstanding tuition balances should contact Jeremy Nichols, General Manager for information on making payments.

Our current preference is electronic funds transfer or paying via debit transaction. Cash should be avoided if possible.

Section 3: Administrative Office

The administrative office will be closed to the general public until further notice. Interactions with prospective students or customers should be done by phone, video conferencing, or email if possible. If an in-person interaction is required, the board room should be used to ensure proper distancing between staff and the customer.

Administrative staff should maintain social distancing when interacting with fellow administrative staff and limit travel between offices when possible.

High touch surfaces such as computers, phones, printers, etc. should be disinfected on a regular basis.

Instructor and Maintenance staff interactions with administrative staff should be limited where possible or conducted by phone, text, or email. If a meeting takes place in an office, the social distancing requirements must be observed. Face masks are to be worn by the party entering the administrative building whenever possible or appropriate.

Until further notice, the administrative office is open to students by appointment only. Students can call or email us to arrange a time. Same day appointments will be available.

Section 4: Classroom & Lecture Hall

To abide by the guidance of Public Health, the following changes will be made to the rooms located in the Lecture Hall.

Classroom Occupancy - Maximum occupancy of 10 people in each classroom.

Classroom Setup – Each classroom will be arranged so that there is one student per desk and adequate social distancing is observed between the seated students. The instructor must maintain social distancing with each student if moving throughout the room.

Classroom Materials – Staff and students should refrain from sharing items such as pens, pencils, paperwork, books, etc. whenever possible. Any shared items should be sanitized using a disinfecting wipe or spray.

Washroom Occupancy – The male washroom in the lecture hall will be limited to a capacity of 3 people. Occupants must ensure they are always maintaining social distancing. The female and staff washrooms are not affected as they are single occupancy.

Staff Lunchroom – Seating in the staff lunchroom will be temporarily limited to a maximum of two seated employees per table to adequately maintain social distancing. When picking up or dropping off personal belongings, please maintain social distancing.

Staff Area / Development / Offices – When in these areas, staff must maintain social distancing with fellow employees and students.

Student Lunchroom – Use of the student lunchroom is available for the use of the refrigerator, microwaves, and disposing of waste. Students are encouraged to consume their lunch in a designated classroom, outside, or their vehicle. Seating in the student lunchroom will be limited to six (6) people or two people per table, maintaining social distance always.

Student Personal Belongings – Any personal belonging such as coats, rain gear, boots, hard hats, bags should be stored in the student's vehicle whenever possible and not in the student lunchroom.

Meetings with Staff or Students – Any meetings should be held in an area with adequate space for social distancing and should not exceed the gathering size of 10 people.

Hallway – Students and staff should refrain from congregating in the main hallway of the Lecture Hall.

Section 5: Outdoors Skills Training

When participating in outdoors skills training such as field maneuvering, pre-trip inspections, or coupling/uncoupling all participants should be wearing a mask or face covering and maintain social distancing whenever possible. Additionally, group size for any outdoors activity must be limited to 10 people.

Any high touch surfaces should be touched using protective gloves and the surface should be disinfected on a routine basis. Surfaces would include any handles, vehicle hoods, latches, components of the air system, etc.

Section 6: In-Vehicle Training

When participating in In-Truck Training, the following policies must be followed:

All students must wear a face mask or face covering when in the vehicle. The instructor will be wearing a face mask and has the option of also wearing a face shield.

The maximum occupancy of any vehicle will be four (4) people – two people in the front, two people in the back, all wearing masks at all times. While the typical vehicle occupancy will remain at three (3) people, the increased allowance will be used when necessary. For School Bus training, social distancing measures will be followed for student seating on the bus.

The wearing of disposable gloves while driving is encouraged. These gloves are to be disposed of properly following the completion of the in-truck training.

Before operating the vehicle, the student or instructor may choose to disinfect any or all surfaces of the truck. This will be for the comfort of the student or instructor only, as the truck **must** be disinfected upon completion of a session of in-vehicle training.

Disinfecting will include the spraying of disinfectant and wiping with paper towel of all high touch surfaces.

A container/garbage bag will be provided for discarding cleaning supplies and used PPE. Please ensure these receptacles are used to avoid clutter and unsanitary conditions.

Thorough cleaning of truck interiors will take place on a regular basis.

Section 6: Heavy Equipment Training

As this is a course taught primarily outdoors, this section will cover the procedures for completing training at the OSCO aggregate pit in Glenholme, NS.

When at the pit, students must always maintain social distancing. When gathered in a group setting, students and instructors must wear a face mask or face covering. The instructor will also wear a face shield at their discretion when interacting in a situation where social distancing may not be possible.

All machines and equipment must be disinfected on a consistent basis. Once a student has completed their time on a machine, the student must spray high touch surfaces with disinfectant spray and wipe with paper towel. Both are provided for each machine on site.

While students may choose to sit in their vehicles during times when they are not operating or when they are taking a break, the vehicles must be limited to one occupant to ensure that social distancing measures are being observed.

Disposable gloves should be used when touching common surfaces and disposed of when appropriate.

Hand sanitizer should be used on a frequent basis.

Disclaimer:

This document is subject to change based on changes to the public health order or a change to best practices.