



## **COVID-19 Operational Plan**

**\*\*\*Updated May 24, 2021\*\*\***

This document serves as a guide to continue operating and offering our training programs in a safe manner, while acknowledging the risk posed by COVID-19. 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 Orders and Commercial Safety College
2. General Procedures, Asymptomatic Testing & Vaccination
3. Administrative Office
4. Lecture Hall / Classroom
5. Outdoors Skills Training
6. In-Vehicle Training
7. Heavy Equipment Training
8. Additional Areas of Concern and Best Practices

## **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 for profit 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 (2020), 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 and to provide additional protection to our employees, students, and customer, 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 unless consuming food and/or drink (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 during outdoor activities that do not guarantee proper social distancing. This may include demonstrations, pre-trip inspection, and field maneuvering where more than one person is 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 staff to open the door. This allows staff the time and opportunity to put on 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, meeting space, or a common area.
- If a student or customer is not required to wear a mask due to a medical condition exemption, we will accommodate the student or customer for their training once masking protocols are relaxed. Due to the proximity of employees and students for in-vehicle training, a mask will be required for the safety of all people involved.

## **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 Assessment**

1. Are you exhibiting any of the symptoms associated with COVID-19?
2. Have you visited a location listed on the Nova Scotia Public Health exposure list at the described date and time?
3. Are you required to self-isolate for any reason outlined by Nova Scotia Public Health (travel, waiting on symptomatic test results, visited an exposure site, close contact exposure, etc.)?
4. Is anyone in your immediate household required to isolate due to a positive COVID-19 test or as an identified close contact of a positive case?

If you answered **yes to any of the above questions** or are **simply not feeling well**, please stay home and contact us immediately at 902.662.2190 or by email to

[info@safetycollege.ca](mailto:info@safetycollege.ca)

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** – as of July 31, 2020 the use of a non-medical mask is required when in an indoor space, as per the policy stated earlier in this plan. Employees and students will also 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 reusable mask or face covering. We will have a limited supply of extra masks on hand if they are needed. **Proper face mask usage includes fully covering both the nose and mouth with no visible space between the mask and face.**

**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 hand sanitizer in each building and will be available for employees and students to use throughout the day.

**Face shield** – instructors 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.

**\*\*NEW\*\***

**Temperature Checks** – we will be using no-touch thermometers to periodically check the temperature of students and staff to detect signs of an increased temperature. This is a common sign for COVID-19 infection. This information will not be stored. If a temperature check produces a concerning temperature, we will be asking the student or staff member to leave the facility for the day and book a COVID-19 test. Once a negative result has been confirmed, the student will be allowed to return.

### **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.

### **Asymptomatic Testing & Vaccination**

We encourage all employees and students to utilize asymptomatic and rapid testing options provided by Nova Scotia Public Health. If an appointment falls during course hours, we will excuse you from class without penalty and do our best to make up any missed time. We encourage you to book as close to the Truro area as possible.

When eligible, if an employee or student schedules a vaccine appointment, we will excuse the employee or student from class without penalty. Any time missed by a student will be made up if possible.

### **Section 3: Administrative Office**

The administrative office will be closed to the public until further notice. Interactions with prospective students or customers should be done by phone, video conferencing, or email if possible. This includes tours, candidate pre-screening, and paying of deposits.

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** – The capacity of each classroom will be determined by the number of people that can be seated with proper social distancing. In most cases this will be 10 or 11 people (including the instructor).

**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.

**\*\*NEW\*\***

When completing in-class training, students must choose a seat and plan to continue using that seat throughout the day. This will also be the seat that is used if consuming lunch indoors.

**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 must follow social distancing guidelines. Masks must be worn unless the employee is consuming food and/or drink. 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** – The student lunchroom is available for **the use of the refrigerator, microwaves, and disposing of waste only**. Students are currently not permitted to eat their lunch at the tables in this space due to concerns over overcrowding and inadequate social distancing. Students are encouraged to consume their lunch in their designated classroom in their chosen seat, in an outdoor area social distancing, or in 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.

**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 must wear a mask or face covering at all times and maintain social distancing whenever possible.

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.

**Proper face mask usage includes fully covering both the nose and mouth with no visible space between the mask and face.**

The maximum occupancy of any truck/tractor will be four (4) people – two people in the front, two people in the back, always wearing masks.

For School Bus training, social distancing measures will be followed for student seating on the bus, allowing for additional capacity.

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 (if recommended) of all high touch surfaces. Disinfectants must be used according to the instructions on the bottle or can.

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.

**\*\*NEW\*\* Consuming food or drink while inside of a vehicle is prohibited, except in the case of medical condition or medical directive. By consuming food or drink, the mask is being removed, which is creating a hazard.**

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

## **Section 7: 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 (if recommended for the disinfectant). 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 may be used when touching common surfaces and disposed of when appropriate.

Hand sanitizer should be used on a frequent basis and will be readily available on site.

## **Section 8: Additional Areas of Concern and Best Practices**

**Carpooling** - We understand that some students may choose to carpool to and from the college to save on the expense of travel. As this is outside of the parameters of Commercial Safety College, we can only provide suggestions on this matter.

We recommend that if carpooling is necessary, that students limit the number of people in a vehicle to two. Masks should be always worn when in an enclosed space such as a passenger vehicle. If leaving the training site during the day, please ensure that only the person sharing your vehicle is the student you are carpooling with.

### ***Disclaimer:***

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