



## **COVID-19 Operational Plan**

**\*\*\*Updated January 2, 2022\*\*\***

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, Vaccination Policy
3. Administrative Office
4. Lecture Hall / Classroom
5. Outdoors Skills Training
6. In-Vehicle Training
7. Heavy Equipment Training

## **Section 1: Public Health Orders and Commercial Safety College**

Commercial Safety College abides by all orders and best practices brought forward by the Nova Scotia Public Health to prevent the spread of COVID-19.

Please become familiar with the latest guidance and restrictions from Nova Scotia Public Health as detailed at <https://novascotia.ca/coronavirus/>

## **Section 2: General Procedures**

To provide a safe working and learning environment, we ask that all employees, students, and visitors to our facilities abide by the following procedures:

### **Individual 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 timeframe?
3. Are you required to self-isolate for any reason outlined by Nova Scotia Public Health (waiting on PCR test results (if required), visited an exposure site and are required to isolate, 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 at 902.662.2190 or by email to [info@safetycollege.ca](mailto:info@safetycollege.ca)

### **Personal Protective Equipment:**

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

**Non-medical grade face mask** – as of July 31, 2020 the use of a non-medical mask is required when in an indoor space. Employees and students will also be required to wear a face mask or face covering whenever they are in any outdoor group setting. Employees and students are encouraged to provide their own non-medical mask, however, we will have a limited supply of three layer masks should a person on site require a mask.

**Proper face mask usage includes fully covering both the nose, mouth, and chin with no visible space between the mask and face. It is recommended that all staff, students, and visitors use a three layer mask as per the most recent guidance from Nova Scotia Public Health.**

**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.

### **Enhanced Facility Cleaning:**

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

### **Student Tuition Payments**

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

### **Vaccination Policy**

Our vaccination policy **effective October 4<sup>th</sup>, 2021**, is as follows:

All students, employees, and contract employees must do one of the following:

1. If fully vaccinated, please provide proof of receipt of two doses of the recognized vaccines more than 14 days ago. Proof can be given by email to: [docs@safetycollege.ca](mailto:docs@safetycollege.ca) or in-person visual confirmation of your vaccination record can be given at the Administrative Building.
2. If partially vaccinated (first dose only or those who had second dose less than 14 days ago), please provide proof of a negative Covid-19 test twice per week, once near the beginning of the week and once near the end of the week.
3. If unvaccinated, please provide proof of a negative Covid-19 test twice per week, once near the beginning of the week and once near the end of the week.
4. If you would prefer not to disclose your vaccination status, provide proof of a negative Covid-19 test twice per week, once near the beginning of the week and once near the end of the week.

**Effective January 17, 2022**, all staff, students, and visitors be subject to our updated Vaccination Policy found at the end of this document.

### On-Site Rapid Testing

We have access to a limited supply of COVID-19 rapid tests. These tests will be prioritized to students and staff that are unvaccinated or have less than two doses of a Health Canada approved COVID-19 vaccine.

### Compliance

Failure to comply with our vaccination policy will result in the student, employee, or contract employee not being allowed at our facility or any additional training site.

Non-compliance for students may result in dismissal from their program.

Non-compliance for employees and contract employees may result in disciplinary action.

### **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 whenever possible. This includes tours, candidate pre-screening, and paying of seat 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.

### **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.

**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** –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** – 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 an available 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.

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

## **Section 5: Outdoors Skills Training**

While participating in outdoors skills training such as field maneuvering, pre-trip inspections, or coupling/uncoupling all participants should be wear a non-medical mask when in a group setting or inside a vehicle.

Any high touch surfaces 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**

While participating in In-Vehicle Training, the following policies must be followed:

All students and staff must wear a face mask when in the vehicle. **Proper face mask usage includes fully covering both the nose, mouth, and chin 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, all always wearing masks.

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

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 or wiping of disinfectant on all high touch surfaces as per manufacturer specifications.

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.

### **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 maintain social distancing whenever possible. When gathered in a group setting, students and instructors must wear a non-medical mask. The instructor may also wear a face shield at their discretion when interacting in a situation where social distancing may not be possible.

Students and instructors are to wear a non-medical mask while operating equipment. This will help maintain sanitary conditions.

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 and wipe down high touch surfaces with disinfectant spray or wipes.

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.

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

#### ***Disclaimer:***

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

## **Vaccination Policy for Commercial Safety College**

Effective **Monday, January 17, 2022**, Commercial Safety College will be enacting a vaccination policy for all activities at our training facility in Masstown, Nova Scotia and practical skills training site in Glenholme, Nova Scotia. This includes registered Private Career College training programs, corporate training projects, and on site meetings.

The policy being enacted is as follows:

### **Staff of Commercial Safety College –**

As of January 17, 2022, all staff of Commercial Safety College must have at least one (1) dose of a Health Canada approved COVID-19 vaccine and have a second dose scheduled for no later than February 28, 2022. Proof of vaccination status will be required for all employees on or before January 17, 2022, to ensure compliance with this vaccination policy.

Effective February 28, 2022, proof of two (2) dose COVID-19 vaccination will be a requirement for any new employee of Commercial Safety College.

### **Students of Commercial Safety College –**

While vaccination is strongly encouraged for all students, any student who has signed a Student Contract prior to January 17, 2022, is exempt from this vaccination policy.

Any student starting a new Student Contract between January 17 and February 27, 2022, will be required to show proof of at least one (1) dose of a Health Canada approved COVID-19 vaccine and have a second dose scheduled for no later than February 28, 2022.

On and after February 28, 2022, all students starting a new Student Contract at Commercial Safety College will require proof of two (2) doses of a Health Canada approved COVID-19 vaccine.

### **Corporate Training Participants and Visitors to Commercial Safety College –**

Effective January 17, 2022, all corporate training participants and visitors will require two (2) doses of a Health Canada approved COVID-19 vaccine to attend training or meetings at our facilities.