

COVID-19 safety plan

Company details

Business name: [King's University College at the University of Western Ontario](#)

Date completed: [September 14, 2021 \(Third draft\)](#)

Division/group: [Physical Plant](#)

Date distributed:

Revision date:

Developed by: King's University College

Others consulted: [Joint Health and Safety Committee, Senior Administration](#)

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Regular review of MLHU and Provincial Covid-19 related guidelines and requirements. (Physical Plant / Student Affairs/Human Resources)
- Meet the Covid-19 related requirements of the MLHU and Province to provide information on hygiene practices, new safety measures, etc. to employees (and students) coming on campus. (Physical Plant/Student Affairs/Human Resources)
- Information is centralized on the College's 'COVID-19' webpages. [Landing page](#) provides access to further tailored information to cater to [students' needs](#) versus [employees](#). (Communications/ITS)
- New developments/updates as the pandemic continues to unfold are shared via email write-ups from Principal's Office, e-newsletters and Extranet announcements from Communications as well as, on the College's social media accounts. (Principal's Office/Communications)
- Provide information on social and mental health supports for students e.g. [Accessibility, Counselling and Student Development \(ACSD\)](#) and employees e.g. [Family Services Employee Assistance Programs \(FSEAP\)](#) (Student Affairs/Human Resources)

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- [Students](#) and [employees](#) must complete self-assessments via the COVID-19 screening tool prior to coming on campus. The latter is also required to complete [COVID-19 Returning to Work on Campus](#) training prior to returning to campus. (Human Resources/Student Affairs)
- Signage with screening questions and instructions are placed at entry points to buildings on campus. (Physical Plant)
- For contract work that meets the requirements of all Federal, Provincial and Municipal pandemic legislation, the employees working on campus may be required to complete the *Contractor Screening Questionnaire* prior to commencing work. (Physical Plant)
- There is a [COVID-19 Call-In Procedure for Employees](#) in the event that they call in sick. The procedural document outlines steps to be taken by the employee, the direct report, and the College if the illness is COVID-related. (Human Resources)

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes. We have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- Hierarchy of Controls established and modifications are implemented to meet the requirements mandated by the province and MLHU.
 - **Elimination controls:** Employees work from home (remotely) where feasible with only core and essential staff on campus. Reduced number of student residents. Moving in-person teaching instruction to online remote learning wherever possible during the 2020 academic year. Note: There is no summer residence so the number of students on campus are drastically reduced. (ADO/Senior Administration/KET)
 - **Engineering controls:** Installation of plexiglass barriers, more hand sanitizing stations, supply of hygiene wipes, installation of floor markers (to maintain safe physical distancing), reduced sitting capacity where required. (Physical Plant)
 - **Administrative controls:** Limit the number of people in a space at one time. Stagger work shifts for essential staff on campus. Established new cleaning and disinfection protocols for housekeeping staff. Non-essential employees who require access on campus are required to inform security ahead of time so that offices are cleaned before and after use. Offices are locked and unused areas are sealed off. Mandatory signage is posted as per MLHU and provincial requirements. Self-screening protocol in place as detailed in section 2 above. Signage in hallways and on classroom doors to remind students to arrive to class as closely as possible to the start of class. (BUH's/Physical Plant)

- Personal protective equipment (PPE): Three-layer non-medical masks are required of all employees, students and contractors on site. Designated central locations (Central Services and Security Office) to pick-up a mask if anyone forgets to bring one onsite. (Physical Plant)
- A vaccination policy for all Faculty, Staff and Students has been implemented requiring everyone to be fully vaccinated by Oct. 12, 2021. (Human Resources, Student Affairs, Physical Plant, KET)
- Hallway monitors have been implemented to monitor common areas such as lounges, cafeteria and areas outside classroom.
- Hallway monitor remind students, faculty and staff of the requirements to maintain physical distancing, maintain capacity limits in non-instructional areas.
- Hallway monitors will remind students to arrive as closely as possible to the start of class time.
- Be aware of the [most current requirements of MLHU](#), relevant bylaws for the [City of London](#), requirements under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) that are applicable to the postsecondary sector. (Senior Administration)
- Check-in meetings by senior and executive teams with MLHU on developing issues and/or planning i.e. *Reopening Ontario*. (Senior Administration/KET)
- Stages of campus facilities closure including residence closure have been drafted and measures in place to carry out actions required. (BUH's)

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions:

- Isolation and quarantine procedures for students have been drafted. (Student Affairs/ Physical Plant)
- Procedures for employees are outlined and accessible [online](#) including [procedure](#) for calling in sick, and follow up actions to be taken by the employer in relations to MLHU. Follow-up support (i.e. self-isolation needs, work accommodation, return to work) to affected employee(s) are detailed in the [Support](#) section on the College's COVID-19 webpage. (Human Resources)
- Upon notification from MLHU of a positive case on campus, notification will be sent to the Outbreak Committee who will implement series of applicable actions. (Outbreak Committee)
- Notification of confirmed cases will be done by the MLHU. (Outbreak Committee)
- Contract tracing activities will be undertaken by the public health unit with support by King's, unless otherwise advised. (Outbreak Committee)

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they are coping with the change to shift work.

Actions:

- Heads of departments, aka Budget Unit Heads (BUH), conduct regular check in with their teams regarding their well-being working remotely or on campus including managing workload. (BUH's)
- Remote office set-up and/or permission to move work equipment (technological devices and furniture) to home bases in the interim. (BUH's)
- Option for flexible work hours for employees are dealt with on a case-by case basis in consultation with Human Resources and the respective BUH. (BUH's / Human Resources)
- Safety measures and SOP's to cover work done by onsite employees have been established to minimize risks to essential workers on campus. (Physical Plant)
- *Moving Online Project* (MOP) teams were temporarily established to support teaching employees' transition to online instruction for students during the first year of the pandemic. Going forward an E-Learning Services Coordinator position will be installed to coordinate available online services/resources between King's and Western. (MOP Team)
- A *Return to Campus (RTC)* Planning Group has been established to draft and coordinate plans for a return to campus. (RTC Committee)

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- Review COVID-19 measures with the *Joint Health and Safety Committee*. (JHSC)
- Continual running of biweekly/weekly senior administration meetings (these meetings are also attended by the King's Executive Team) as forum for BUHs to share information, evaluate outcomes, and flag issues collectively. (KET / Senior Administration)
- Changes in COVID-19 protocols and updates will be circulated via the communication modes identified in section 1 of the safety plan. (Communications/ITS)
- Employees have avenues to provide feedback and/or concerns:
 - Applicable Staff Association, Professional Administrative Officers Association (PAOA), and King's University College Faculty Association (KUCFA).
 - Direct reports who can escalate the matter to the department's BUH.
 - Human Resources.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name:	King's University College at University of Western Ontario	Division/group:	Physical Plant
Date completed:	June 23, 2021 (first draft)	Revision date:	

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Clear and up-to-date information and instruction on hygiene practices and new safety measures are centralized on King's 'COVID-19' webpages:
 - <https://www.kings.uwo.ca/covid-19/kings-employee-information/>
- Reminders to access available social and mental health supports:
 - For students: <https://www.kings.uwo.ca/current-students/student-affairs/acsd-appointment-request/>
 - For employees: <https://www.fseap.ca/myfseap>

How we're screening for COVID-19

- Students are required to complete the COVID-19 Questionnaire prior to each visit to Western, King's or other affiliated campuses:
 - <https://www.uwo.ca/coronavirus/questionnaire.html>
- Employees must review training on *Returning to Work on Campus*, and complete the COVID-19 self-assessment screening each time they come onto campus:
 - <https://www.kings.uwo.ca/kings/assets/File/covid/COVID-19-Returning-to-Campus.pdf>
 - <https://www.kings.uwo.ca/kings/assets/File/covid/COVID-screening.pdf>

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Sitting capacity reorganized in common areas to ensure distancing requirement.
- Signage on self-screening, and floor markers are in place with more hand sanitizing stations made available.
- Plexiglass barriers.
- Hallway monitors throughout the campus buildings.

Cleaning

- Enhanced cleaning and disinfection of common areas, offices and classrooms.

Other

- 3-layer non-medical masks are to be worn at all times.
- Mandatory vaccinations required of students in residence. All members of King's community are encouraged to get vaccinated, when possible.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Exclude the symptomatic person from campus i.e. employee/student will be asked to self-isolate/quarantine at home while a (student) resident will be relocated to a safe isolation/quarantine site.
- Contact Middlesex London Health Region (MLHU) for guidance, aid MLHU in contact tracing if required, and follow public health direction on next steps.
- Monitor and provide support to affected person(s).

How we're managing any new risks caused by the changes made to the way we operate our business

- A *Return to Campus* (RTC) Planning Group has been established to monitor, plan and roll out actions that are in alignment with the province's roadmap to reopen Ontario:
 - <https://www.healthunit.com/covid-19-response-framework>

How we're making sure our plan is working

- Regular scheduled and as needed meetings of executive and senior administration to monitor and evaluate the plan.

- Advisement from the RTC Planning Group.
- Review of COVID-19 measures and procedure by King's *Joint Health and Safety Committee*.