



# COVID-19 Pandemic Operations Plan

Six Nations Polytechnic

September 10,2021

## Introduction

Throughout the pandemic, Six Nations Polytechnic (SNP) has been committed to protecting the health and safety of all our students, staff, and community members. The safety and continued learning of SNP remain our top priorities.

The purpose of this plan is to communicate to all stakeholders the necessary measures in place to ensure the safety and well-being of students, staff, parents, and visitors of SNP during the 2021-2022 school year. SNP has investigated and assessed potential hazards and risks and developed control measures, using the hierarchy of controls (refer to Appendix A: Hierarchy of Controls), to eliminate or reduce the risks of COVID-19 to protect all individuals who enter our facilities.

Six Nations Polytechnic (SNP) Operations back-to-class plan is governed by, but not limited to, the guidelines and recommendations as identified by the Province of Ontario, the Minister of Education, the Minister of Health, the Medical Officer of Health, the Brant County Health Unit, Six Nations Health and the *Occupational Health and Safety Act* (OHSA).

This plan is based on the best available information related to the COVID-19 pandemic and may evolve and be adjusted when new guidelines, recommendations and information becomes available as the status of the COVID-19 pandemic changes.

## Guiding Principles

In the development of the 2021-2022 back-to-school plan within Six Nations Polytechnic campuses, the guiding principles have been:

- The physical, social, and emotional health and safety of our students, staff, and community members is given the utmost priority,
- Adherence to Public Health, Provincial and Ministry recommendations, and restrictions,
- Open and transparent communication is a priority,
- Implemented controls, including enhanced cleaning protocols are achievable and maintainable.

## Requirements

### Masks and Face Coverings

All students, staff, and approved visitors will be required to wear a mask or face covering indoors. This includes in hallways, during classes, common areas and on school vehicles. Face masks or face coverings can be temporarily removed when eating or drinking or engaging in physical activity (gym class). When outdoors, a mask is not required. Some programs may require additional Personal Protective Equipment (PPE) and students will be advised by their Program Lead of the further requirements. SNP STEAM Academy staff are required to wear medical masks.

Six Nations Polytechnic recognizes that, for medical or other reasons, it may not be possible for some to wear a mask on campus. Please be advised that, in cases where staff or students are not able to wear a mask, alternative measures may be required to protect the health and safety of others.

To request a copy of our mask exemption form please contact one of the following:

SNP STEAM Academy Students: [reception@snpsteam.com](mailto:reception@snpsteam.com)

SNP college, trades, and university students: [Students@snpolytechnic.com](mailto:Students@snpolytechnic.com)

SNP Staff: contact HR

### Hand Hygiene

Hand sanitizing self-dispensing stations are located throughout the school and classroom areas. Hands should be washed regularly throughout the day and thoroughly with soap and water for 20 to 30 seconds. In the absence of soap and water, hand sanitizing stations with alcohol-based hand sanitizer (> 60% alcohol) have been placed throughout both the Brantford and Ohsweken campuses.

### Physical Distancing

Physical distancing markers and plastic barriers have been placed throughout the Brantford and Ohsweken campuses to promote distancing and reduce physical contact. All students, teachers and staff must follow the posted markers and maintain a 2m (6ft) distance between each other.

### Entry and Screening

Staff and students will be required to self-screen daily prior to coming on-site to confirm that they are eligible to be on-site. Manual screening forms will be available on-site for those that cannot access the online version. A digital screening station will be used for a temperature check, to confirm face covering is in position, and to confirm screening was completed.

#### Links to online screening are:

SNP STEAM Academy <https://covid-19.ontario.ca/school-screening>

All other staff/students and visitors <https://covid-19.ontario.ca/screening/worker>

Results should be sent by email to [screening@snpolytechnic.com](mailto:screening@snpolytechnic.com)

### Rapid antigen testing-

Rapid Antigen testing will be a part of our on-site screening process for asymptomatic individuals that have an approved vaccine exemption through SNP. If the rapid antigen test returns a positive result the individual will not meet SNP's screening requirements and will follow the process outlined in the COVID-19 response section of this document

### Vaccination-

Anyone accessing SNP campus facilities will be required to demonstrate proof of vaccination against COVID-19. This is a measure that is supported by local and provincial public health authorities.

### **Submitting proof of vaccination**

Instruction on how to download your proof of vaccination from the Ontario vaccination portal and/or submit your proof of vaccination can be found <https://www.snpolytechnic.com/requesting-exemption-covid-19-vaccination>. You can submit your proof to the following emails:

**SNP STEAM Academy students** may submit proof directly to the school or by email to [VaccineForms@snpsteam.com](mailto:VaccineForms@snpsteam.com)

**All other students** may submit the proof through email to [vaccine@snpolytechnic.com](mailto:vaccine@snpolytechnic.com)

**SNP staff** may upload through the Bamboo HR portal <https://snpolytechnic.bamboohr.com/>, This is located under the document upload page in Bamboo

### **Requesting an exemption from vaccination proof**

Those that would like to request an exemption to the vaccination proof process for medical, religion/creed or for any other reasons will be required to complete an exemption request form. To access information on this process please visit our website <https://www.snpolytechnic.com/requesting-exemption-covid-19-vaccination>

## **COVID-19 Response**

**If an individual becomes ill while on-site, or does not meet screening requirements they will:**

- be immediately separated from others, and directed to the isolation space if they are unable to exit the building immediately,
- be provided with a medical mask
- continue to be supervised according to the school's policy
- be asked to maintain physical distancing
- be unable to take school or public transportation
- If a child becomes ill, they must go home. Parents will be contacted to make arrangements for pick-up

**If an individual is ill and has left the campus or becomes ill while off-site they should:**

- Students are encouraged to contact the school, and staff should report to [notify@snpolytechnic.com](mailto:notify@snpolytechnic.com)
- Contact their health care provider,
- Stay home for a minimum of 10 days and until they are symptom free for 24 hours

**Testing negative for COVID-19 through a lab PCR test. Individuals are eligible to return on-site if:**

- they have been free of fever for 24 hours
- they have been free of vomiting or diarrhea for 48 hours
- other symptoms are improving for at least 24 hours
- if they have not been directed to self-isolate
- have had no contact to a confirmed case of COVID-19

### **Testing positive for COVID-19 through a lab PCR test**

Individuals that test positive for COVID-19 must follow advice from the local public health unit and cannot return to school until the local public health unit advises that it's safe.

### **Confirmed positive case of COVID-19 or COVID-19 Outbreak is declared**

The school will report cases and closure information on our website and social media channels. SNP may provide information to public health in accordance with all applicable legislation. In the event of a positive case, SNP may consider a closure, this will be assessed based on the level of risk and exposure. The identity and confidentiality of the individual that tested positive will be protected. Individuals at risk of exposure that need to isolate will be notified. SNP will work with public health to support the safe management of any positive cases within the campus

### **Personal Protective Equipment**

Personal protective equipment will be regularly monitored by Facilities and Administration staff. A periodic assessment of inventory and the requisition schedule will be performed to ensure shortages are unlikely to occur. Medical face masks, cloth facial coverings (not considered PPE), face shields, disposable vinyl gloves and disposable gowns, aprons, or bibs will be requisitioned and supplied.

Unissued PPE will be stored in a designated central location and managed by the Facilities staff. Issued PPE will be stored by staff as per the Manufacturer's recommendations. Reusable PPE shall be cleaned and disinfected after each use. Reusable PPE that has come in direct contact with another person will be cleaned and disinfected immediately as per Manufacturer's recommendations. Disposable PPE will be immediately discarded into a lined waste bin after use.

As per the recommendations and guidelines from the Ministry of Education and the Brant County Health Unit, personal protective equipment requirements for staff will meet or exceed the requirements identified in Appendix C – Personal Protective Equipment Requirements.

### **Classroom Design and Operations**

- All surfaces that cannot be easily cleaned and disinfected will be removed. Permanent flooring such as carpets will have increased cleaning performed.
- Fabric chairs will be replaced with hard plastic or metal.
- Teachers may choose to leave classroom doors open to decrease the risk of contact from door handles, as well as increase airflow throughout the room and building.
- Shared materials, resources and learning aids are to be discouraged and only used in a limited capacity, as approved by school administration on a case-by-case basis.
- Shared materials, resources and learning aids that have been approved will be easily cleaned and disinfected.
- Teachers and staff will don PPE appropriate to their specific situation.

### **Assemblies**

Classroom and common spaces will adhere to the established capacity limits. All other indoor assemblies should be in line with current provincial and local requirements

### **Field Trips**

Field trips are strongly discouraged and will be reviewed by request in exceptional circumstances

## **Washrooms**

Students, teachers, and staff will follow the posted signs and wash hands thoroughly. Masks or facial coverings are required while using the washroom. Physical distancing of 2m is required, when practical.

## **Water and Drinking Stations**

Water fountains will remain closed indefinitely. All water fountains in the school will be covered and cannot be used. Automatic filling stations and water coolers will be available for use. Portions of the water or drinking station that have been touched during use will be cleaned and disinfected after use.

## **Staff Office Spaces**

Multiple occupancy offices will require the use of masks or facial coverings if staff are not able to physically distance more than 2m (6 ft). Staff must wear a mask or facial covering when not seated at their workstation. Personal belongings should be kept to a minimum to allow for proper after-hours cleaning and disinfecting by cleaning staff. Campus refrigerators, microwaves and small individual coffee machines are permitted and must be cleaned following each use.

## **Hallways, Stairwells and Elevators**

Staff and students are encouraged to use stairwells whenever possible, using elevators for essential means only (disability access, maintenance requirements). Hallways have been marked with directional arrows and staff and students are required to maintain their path of travel on the side of the hallway that the arrow directs them.

## **Shared Office Equipment**

Shared office equipment such as printers, photocopiers, and filing cabinets should only be used by one person at a time. After use, shared office equipment must be cleaned and disinfected immediately if touched.

## **Personal Belongings**

Only essential items are to be brought to campus. To maximize the cleaning and disinfecting taking place after hours, personal belongings that students or staff bring to school should be minimized. All student property and materials will be taken home each day and cannot be kept in the school overnight. This process assists with cleaning protocols for custodians and is helpful if there becomes a need to shift to remote learning, if required.

## **In-Person Meetings**

The Brantford Campus Boardroom, and the Ohsweken Campus Grand River Room and the Boardroom, can be used for in-person meetings on a limited basis. These meetings should be booked in advance to ensure proper cleaning protocols are practiced. Meetings should not be held in multiple occupancy offices. External meetings will be reviewed on a case by case basis. Virtual meetings continue to be encouraged where possible.

## **Facilities Rentals**

Six Nations Polytechnic will not enter into any new facility rental agreements until further notice.

## **Inspections of Facilities**

Workplace Health & Safety Inspections will continue with the regular schedule and will include a list of COVID-19 specific items to be assessed. Increased periodic inspections may occur at the request of the Director, Operations or the Coordinator, Health & Safety. Additional inspection items may include:

- PPE compliance
- PPE inventory and placement

- Signage, posters, and floor markings
- Compliance to physical distancing
- Training records
- Condition of washing and sanitizing stations
- Augmented COVID-19 First Aid Kit
- Condition and accessibility of Isolation Room
- Staff knowledge and awareness of protocols

### **Work Related Travel**

Staff travelling for work related purposes will be for essential purposes only and will be reviewed and approved on a case by case basis in accordance with current government travel restrictions

<https://travel.gc.ca/travel-covid>.

### **Cleaning and Sanitization**

Increased cleaning and sanitization practices have been implemented throughout both campuses to support increased workplace hygiene, including additional cleaning, and cleaning throughout the day of “high touch” areas. Washrooms and cafeterias will be cleaned periodically throughout the school day and deep cleaned after hours in preparation for the next day. Reference documents for the cleaning of public space are followed: <https://www.ontario.ca/page/guide-reopening-ontarios-schools#section-18> [www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en](https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en).

### **Cleaning Products**

Any cleaning, sanitizing, and disinfecting products used are taken from the list of Health Canada approved products <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19>.

- All WHMIS controlled products used require an SDS (Safety Data Sheet) to be accessible to staff, and staff must have at a minimum WHMIS 2015 (GHS) training and an understanding of the products, usage, and PPE requirements of all products to be used.
- Cleaning products that are not WHMIS controlled may be used as per manufacturer’s recommendations without additional training requirements.
- Staff and students can bring their own supplies for personal use, but they must meet the Health Canada approved product list.

### **Ventilation**

Routine maintenance and inspections are completed on the building heating, ventilation, and cooling (HVAC) systems. This includes monthly filter and boiler inspections and quarterly filter replacements, in accordance with Manufacturer’s Specifications. The outdoor air-exchange ratio of the HVAC system setting is set to the Manufacturer’s Specifications. The Health Unit has identified normal operating HVAC systems are sufficient for schools and isolation spaces. A third-party consultant conducted a thorough review and inspection of our HVAC systems as an additional precaution.

The use of any portable fan will be approved on a case-by-case basis. If approved, the following guidelines will be in place:

- the fan is placed toward the individual, but not at face level
- the fan is not directed toward the door
- the door remains open (or slightly open) when the fan is on to allow for air circulation
- the fan setting is kept to low

- the fan is turned off when not required or in use

## **Other Supports**

### **COVID-19 Training**

Virtual training for all Six Nations Polytechnic staff includes an understanding of the SNP COVID-19 Operations Plan, COVID-19 screening, prevention, and response.

### **Emergencies and First-Aid**

COVID-19 protocols will be followed for first aid and emergency situations as identified by the Canadian Red Cross <https://www.redcross.ca>. This includes full isolation PPE. First aid or emergencies involving CPR will require restrictions on breaths. Where practical, the community nurse will attend medical incidents. All other emergency protocols and drills are to be reassessed and evaluated by Administration staff in cooperation with Public Health.

### **Mental Health**

Services offered to support our staff include both Human Resources and the Employee Assistance program. Human Resources staff can be reached by email to the HR Manager: [Diana.Lomax@snpolytechnic.com](mailto:Diana.Lomax@snpolytechnic.com). Staff also have access to our confidential employee assistance program which is available 24/7, 365 days a year, toll free at 1-877-544-7722 or visit [www.workhealthlife.com/sunlife](http://www.workhealthlife.com/sunlife). Student Support Services information will be provided through SNP and SNP STEAM Academy Student Services team

## **Communications**

All Covid-19 related communications will be shared on Six Nations Polytechnic social media channels and on the SNP Covid-19 information webpage <https://www.snpolytechnic.com/COVID-19>

## **Ohsweken Campus**

### **Building Access**

The front entrance will be used by all staff and students. Other entrances will be used for emergency exits only. Six Nations Polytechnic will observe the following operating hours:

<b>Programs and Classes</b>	<b>Monday-Friday</b>	<b>8:00am-9:00pm</b>
<b>Regular Business Hours</b>	<b>Monday-Friday</b>	<b>8:30am-4:00pm</b>
<b>Staff building access</b>	<b>Monday-Friday</b>	<b>8:00am-5:00pm</b>

Individuals wishing to access the campus will be subject to screening procedures, vaccination policies, and PPE requirements

### **Kitchen Space and Meals**

Staff and students will have access to the kitchen space next to the Grand River Room for access to a refrigerator and microwave. All equipment should be wiped down after use. Staff should eat at their designated workspace. If on-site meals are required for students, the Grand River room will be set up for a 2m (6ft) distancing. An area outside the Grand River room will be setup to allow for outdoor eating and is encouraged over indoors when weather permits. Shared group meals and catered events are discouraged

### **Isolation Room**



It is not anticipated that an Isolation Room will be required for this campus. If the need does arise, the Cultural Learning space located externally and adjacent to the Grand River Room will be used. Anyone feeling unwell who cannot immediately leave campus will be asked to move and wait in the Isolation Room until they are able to leave the property

### **Facilities and Equipment Closures**

- board room
- student lounge
- computer lab

### **Individual workspaces**

The boardroom, computer lab and student lounge can be accessed by staff for private workspaces for those that are working in a multi-occupancy office space

## **Brantford Campus**

### **Building Access**

The main front entrance will be used by all staff, students and visitors, other building entrances will be used for emergency exit only. The Following operating hours will be observed:

<b>Programs and Classes</b>	<b>Monday-Friday</b>	<b>8:00am-9:00pm</b>
<b>Regular Business Hours</b>	<b>Monday-Friday</b>	<b>8:30am-4:00pm</b>
<b>Staff building access</b>	<b>Monday-Friday</b>	<b>8:00am-5:00pm</b>

Individuals wishing to access the campus will be subject to screening procedures, vaccination policies, and PPE requirements

### **Facilities and Equipment Closures**

- computer labs
- student lounge

### **Kitchen Space and meals**

The staff kitchen areas are accessible for refrigerator and microwave use. All equipment used must be wiped down after each use. Staff should eat at their designated workspace. Shared group meals and catered events are discouraged

### **Isolation Room**

Where individuals exhibit symptoms of Covid-19 or do not meet the on-site screening criteria, they will be directed to an isolation area if unable to vacate the premises. Staff Supervising must have appropriate PPE, including mask, face shield or goggles and gloves. This space will be located adjacent to the main entrance in the closed student lounge at the Brantford campus.

### **Cafeteria**

The cafeteria will be open during lunch periods. All students and staff using the cafeteria are required to wear a face mask or facial covering when not seated and eating or drinking. Students can eat together in the cafeteria, but capacity limits have been established. Tables of two are available with a plexiglass sheet separating the students when seated and 2m distancing between tables

Students are encouraged to bring their meals and snacks from home as food sharing will not be permitted.

If a student forgets their lunch, delivery is permitted or the student can leave the building to receive their lunch, but the delivery person will not be granted access into the building.

## **SNP STEAM Academy**

### **Innovation Hub**

Occupancy for this space will be limited to five, including a teacher for supervision. Sanitizing wipes will be used to wipe equipment clean after use. The oculus equipment will not be available for use at this time. Masks must always be worn while in this space.

### **Clubs and Extra Curricular Activities**

All clubs and extra curricular activities will be paused for the months of September and October. Some exceptions may apply and will be reviewed on a case by case basis

### **Teacher Prep Space**

Space is provided to support 2m (6 ft) physical distancing. Cleaning supplies will be available to wipe down workspaces prior to and after use.

### **Outdoor Learning**

Outdoor learning and classes, when weather permits, can be conducted in designated spaces

### **Physical Education**

Low contact sports will be permitted outdoors and only no contact activities where masks can be worn will be permitted indoors

### **Construction Bay**

Students will be assigned a station and a set of hand tools to be used. If tools need to be shared, they must be cleaned between each use. Larger tools (i.e., drill press) may only be used by one person and an instructor. All equipment must be cleaned after each use. Masks must be worn in class.

### **Science Lab**

Any shared equipment must be cleaned and disinfected immediately after each use. Any shared materials must be cleaned and disinfected after each use. The science lab is only to be accessed through the adjoining classroom and managed by the classroom teacher

### **Lockers**

Lockers will be assigned. Personal belongings should be kept to a minimum and be limited to only the items required for the school day. Physical distancing of 2m is recommended when practical. Be mindful that the school may experience a closure without notice and items should not be left in lockers overnight

### **Student Nutrition Program**

Prepackaged food and snacks only. Any on-site food preparation is restricted. Food will be delivered at the campus entrance. Food will be distributed by SNP STEAM Academy staff to students following Public Health guidelines that include masks and proper handwashing.

## **College/Trades**

**Kitchen protocols-**Maximum occupancy of four students and one instructor. Four separate stations will be maintained. Any shared equipment will be cleaned and sanitized after each use. Masks will be required while in class.

**Construction Bay-** Students will be assigned a station and a set of hand tools to be used. If tools need to be shared, they must be cleaned between each use. Larger tools (i.e drill press) may only be used by one person and an instructor at one time. All equipment must be cleaned after each use. Masks will be required in class.

**Welding bay-** Welding bays will be marked for use. Each student will have their own individual welding helmet and shield, they will not be shared. All equipment will be cleaned/sanitized in accordance with manufacturers specifications using the appropriate cleaning supplies. Tools will be signed in and out of

the tool crib and will be cleaned after each use. The Shop Technician will maintain inventory and sign out sheet for tools

**Machining Bay** - Students will either wear a mask and or face shield with a mask. There may be times where a mask is a safety concern so a face shield will be used in addition to the mask. Students will be provided with a set of tools they use throughout the program to limit cross contamination. Larger machines will be cleaned between each use. Students will be assigned stations were possible. Tools will be signed in and out of the tool crib and will be cleaned after each use. The Shop Technician will maintain inventory and sign out sheet for tools

**PSW Lab**- Students will be required to work in pairs, practice good hygiene, wear appropriate PPE, clean equipment and surfaces, and practice physical distancing with occupancy limits in place as detailed in the nursing lab protocols

**Nursing Lab**-Students will be required to work in pairs, practice good hygiene, wear appropriate PPE, clean equipment and surfaces, and practice physical distancing with occupancy limits in place as detailed in the nursing lab protocols

**Lockers**-students in the trade programs will be provided access to lockers. These will be assigned following the 2m (6ft) distancing protocol to reduce crowding in the hallway area. Students are expected to maintain a clean locker