

COVID-19 Re-Opening Plan

Fall 2020

Six Nations Polytechnic

Updated September 18, 2020



Ga'nigohi:yo/Kanikoriiio

During these difficult and challenging times, we must remind ourselves that the most important part of being a part of a community is caring for and nurturing ourselves and those around us. It is our shared responsibility to take our values of Respect and the Good Mind and apply them to all aspects of life – family, community, and all else that we do.

Introduction

Here at Six Nations Polytechnic, we are committed to protecting the Health & Safety of all of our staff, students, and community members. To help ensure this, we have taken steps to investigate and assess all identified potential hazards and risks to internal and external stakeholders and develop control measures to protect everybody who enters our facilities.

While we have worked in cooperation with external stakeholders like the Brant County Health Unit and Ministry of Education, as well as utilizing internal and external Health & Safety consultation, we also understand that conditions and information are constantly changing and being updated. We will do our best to maintain our processes and protocols are up to date with the most recent information and that we are in constant communication with staff members and relevant member of the community.

In the development of this plan and implementing processes, protocols and controls, we have done our best to ensure that:

- The safety and health of our students, staff, and community members are always given the utmost priority
- Measures have been put in place to restrict excess movement and mingling of staff and students while inside schools and offices
- Design of classrooms ensures that a minimum physical distance of 2m be maintained by all students and staff during instruction periods, in addition to requirements for facial coverings and other applicable Personal Protective Equipment
- All Public Health and Ministry of Education guidelines and recommendations are adhered to
- Open and transparent communication will maintain a priority
- All implemented controls, including cleaning schedules are achievable and maintainable
- Minimizing the number of staff and students who will be present in facilities

***Items and information contained within this document are subject to change based on current public health guidance and operational changes. Please consult our webpage for the most up to date information**

Executive Summary

Gemba Safety Solutions Inc. (GSS) was contracted by Six Nations Polytechnic (heretofore referred to as SNP) to conduct a site assessment at the Ohsweken and Brantford campuses on August 28, 2020.

The purpose of the assessment was to compare their currently applied safety controls for COVID-19 pandemic response to government and sector-specific mandates, guidelines, and recommendations.

Upon review of the outlined regulations and guidelines, an inspection approach was developed to assess the current controls in place to protect all staff, faculty, and students at both locations from known sources of transmission of COVID-19.

The following is a summary of the findings for this report:

Ohsweken Campus

Based on review of all applicable guidelines, the current condition of the controls applied at the Ohsweken Campus and implementation of recommendations in the site assessment report, Six Nations Polytechnic is practicing due diligence by meeting or exceeding the guideline expectations for the protection of their staff, faculty and students. Controls have been designed and implemented using the hierarchy of controls to best protect all on-site staff, faculty, and students.

Brantford Campus

Based on review of all applicable guidelines, the current condition of the controls applied at the Brantford Campus and implementation of recommendations in the site assessment report, Six Nations Polytechnic is practicing due diligence by meeting or exceeding the guideline expectations for the protection of their staff, faculty and students. Controls have been designed and implemented using the hierarchy of controls to best protect all on-site staff, faculty, and students.

This summary should not be used alone, the site assessment report must be read in its entirety for further detail.



Lee Lawrence

Founding President

Gemba Safety Solutions Inc.



Masks/Face Coverings

Any Individuals accessing the campus will be required to bring and wear a non-medical mask or face covering which covers your mouth and nose. Some programs may require additional Personal Protective Equipment (PPE) and you should consult program level instructions for further advice on this

Entry and Screening

Six Nations Polytechnic Brantford and Ohsweken Campus access will be limited beginning September 2020. All entrance doors will remain locked and all staff, students, and visitors can access the campus through the main entrance. All other entry doors will remain closed. Students, staff and essential visitors will be asked to complete a COVID-19 Screening process daily. This includes responding to a series of screening questions and undergoing a temperature and mask check. All visitors will be asked to provide a name and phone number for contact tracing.

COVID-19 Response

Staff Suspected Case on Premises-Any staff member who begins to exhibit symptoms of COVID-19 while at work, or has suspicion that they may be infected must immediately follow this procedure:

- Pack up and remove all personal belongings from their work area. Ensure they are wearing a face covering.
- Isolate themselves from any surrounding people.
- SNP STEAM Academy teaching staff should Immediately report their condition to the front office and request a member of support staff attend their classroom if required.
- All other staff should email notify@snpolytechnic.com
- Immediately vacate the premises, paying special attention not to come into direct contact with anyone
- Perform the online Self Assessment tool and follow further instruction.
- If a test has been performed with a negative result, work with Administration to arrange a return to work plan.
- If a test has been performed with a positive result, work with Administration and the Health Unit to arrange next steps and a return to work plan.

Student Suspected Case on Premises

Any situation where a student who begins to exhibit symptoms of COVID-19 while at school, or has suspicion that they may be infected, must trigger the initiation of the following procedure:

- Student to immediately report their condition to the closest staff member, while maintaining physical distance
- Student to pack up and remove all personal belongings from their desk area.
- Student to isolate themselves from any surrounding people in a hallway and do not remove their facial covering.
- Designated staff member to don isolation PPE (face shield, medical mask, disposable gown, disposable gloves) and then have the student replace their facial covering with a medical mask.
- Have the isolation staff member escort the student immediately to the isolation room.
- Isolation staff member to immediately report situation to Administration staff and then return to Isolation Room.
- Isolation staff member is not under obligation to encroach upon the 2m physical distancing area of the student.
- Administration staff to immediately notify the student's parent or legal guardian to pick-up

the student as soon as possible.

- Isolation staff member to remain with student until parent or legal guardian has arrived.
- Parent or legal guardian to remain outside of the building during pick-up.
- Isolation staff member and school administrator to greet parent or legal guardian to transfer care of student and recommend they immediately contact Health Care Provider or Health Unit for further direction.
- If a test has been performed with a negative result, parent or legal guardian to work with Administration and the Health Unit to arrange a return to school plan.
- If a test has been performed with a positive result, parent or legal guardian to work with Administration and the Health Unit to arrange next steps and a return to school plan.

Staff or Student Suspected COVID-19 Case Notification from Home- Any staff member or student who notifies the office from home that they or a family member has a suspected or a COVID-19 case shall:

- Self-isolate immediately
- Contact school administration to notify them of the situation
- Perform online Self Assessment tool on suspected person
- Follow all direction from Public Health Unit or Healthcare Provider before returning.

Staff or Student Confirmed COVID-19 Case Notification from Home- Any staff member or student who notifies the office from home that they or a family member has a positive COVID-19 test result shall:

- Self-isolate immediately
- Contact school administration to notify them of the situation
- Follow all direction from Public Health Unit

In the scenario where there are one or more positive COVID-19 cases that are not contact traced to each other within the school, SNP may at their discretion decide to temporarily close the school. In the scenario where two positive COVID-19 cases that can be contact traced to each other exist within the school, the local Health Unit will declare an outbreak and the school will immediately close.

All outbreak protocols will be directed and implemented by the Chief Medical Officer of Health by way of the local Health Unit. Six Nations Polytechnic will always take its direction from the Brant County Health Unit (BCHU). Positive COVID-19 tests results will be communicated by the Health Unit and then given instruction about their self-isolation requirements and discuss possible contacts. If the staff member or student has been known to have attended work or school while infected, further protocols will be initiated by the Health Unit and discussions will be required to determine any others who are at risk through contact tracing. Re-Opening of the facilities will only be permitted at the direction of the Health Unit. Staff members who have any concerns, questions or need further clarification are encouraged to reach out to: notify@snpolytechnic.com

Confidentiality and Privacy

All communications to the community or to individuals that are affected due to a positive or suspected COVID-19 case must be developed and scrutinized for privacy before release. The privacy of the person must be given the utmost priority, while also allowing for all potentially affected persons to be notified in a way that gives them enough details to make informed decisions. SNP has implemented a reporting email at notify@snpolytechnic.com. This is email can only be accessed by Rebecca Jamieson, President/CEO and Nichole Martin, Director of Operations.

Classroom Design and Operations

- Students will be required to wear facial coverings 100% of the time unless exemptions have been approved.
- All soft surfaces that cannot be easily cleaned and disinfected are to be removed, however permanent flooring such as carpets will have increased cleaning performed.
- Chairs are to be replaced with hard plastic or metal.
- Classrooms have been set up to ensure a 2m physical distance between all adjacent desks and the designated area where the teacher will instruct from.
- Classrooms where students are not able to achieve a full 2m distance between students will be subject to reassessment, even though they still comply with Public Health guidelines.
- 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.
- Teachers may choose to have classroom windows open to increase fresh air through the classroom 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 must be easily cleaned and disinfected
- Teachers and staff are to don PPE appropriate to their specific situation

Washrooms

All washrooms will be marked for physical distancing. Please follow the posted signs and ensure you wash your hands thoroughly after each use. Facial coverings are required while using the washroom

Water and Drinking Stations

Students and staff are encouraged to bring enough water for the entire day. Water fountains will not be available for use. Automatic filling stations and water coolers will be available for use. Portions of the water or drinking station that have been touched during use must be cleaned and disinfected after use.

Personal Belongings

Please bring only essential items to campus. We would like to limit the number of items on site as much as possible to help maintain a hygienic working and learning environment.

Emergencies and First Aid

First Aid for COVID-19 protocols and recommendations will be followed in situations where first aid treatment may be required.

- The community nurse will attend all medical incidents when practicable.
- CPR shall only be performed with full isolation PPE, with a restriction on breaths.
- First Aid shall only be administered with full isolation PPE.
- Follow tips from Canadian Red Cross at: <https://www.redcross.ca/training-and-certification/first-aid-tips-and-resources/first-aid-tips/first-aid-protocols-for-an-unresponsive-person-during-covid-19>

All other emergency protocols and drills are to be reassessed and evaluated by Administration staff in cooperation with the local Health Unit.

Hallways, Stairwells and Elevators

Staff and Students are encouraged to use stairwells whenever possible, using elevators for essential means only (disability access, maintenance requirements). Stairwells at the Ohsweken Campus are to be

open to one-way traffic only. Persons entering the stairwell when another person is already using the stairs in the on-coming direction must move aside and wait until the stairwell is clear. Physical distancing is to be maintained between people using the stairwell in the same direction. Handrails and doorknobs have been included in the increased cleaning schedule. 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. Hallways will contain other area appropriate signage regarding physical distancing, mask use, and any other relevant information.

In-person events

All in-person events will be cancelled through to December 2020, the situation will be reassessed and evaluated for January 2021

Facilities Rentals

Six Nations Polytechnic will not enter into any new facility rental agreements through to December 2020. This situation will be reassessed prior to January 2021

Travel

The Government of Canada has currently issued a global travel advisory against all non-essential travel outside of Canada (including all cruise ship travel) until further notice; Any staff who are travelling outside of the province are required disclose this and follow the isolation protocols as identified by the province. Students and visitors should report travel and follow guidance through the screening process

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. Reference documents for the cleaning of public spaces are to be 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

Hygiene

Hand washing and sanitizing stations are located throughout the school and classroom areas. Hands should be washed regularly throughout the day. At times when a handwashing station is not accessible, hand sanitizing stations, and hand sanitizer has been placed throughout the building. We encourage everyone to practice good respiratory hygiene in accordance with the posted health and safety signage

Physical Distancing Markers and Barriers

Physical distancing markers and plastic barriers have been placed throughout our campus locations to promote distancing and reduce physical contact. Please follow the posted markers and maintain a 2-meter (6ft) distance between yourself and others where possible.

Ventilation

Six Nations Polytechnic completes routine maintenance and inspections of its HVAC systems, completing regular filter replacements in accordance with manufacturers specifications. Advice from Public health has identified that normally operating HVAC systems should be sufficient for schools and isolation spaces. A third-party consultant will be conducting a thorough review and inspection of our HVAC systems as an additional precaution

Items Being Returned/Exchanged

This could include paper documents, equipment, and other assorted packages being delivered to, and or from the campus. As much as possible these exchanges will be completed in a contactless manner at one of our campus locations.

Ohsweken Campus

Hours of operation: 8:00am-4:00pm

Building Access-all staff, students and visitors will enter through the main entrance and complete the screening process. A mask must be worn and all posted health and safety protocols must be followed while on-site. Campus access will continue to be by request, outside of registered students and staff. Please ensure all planned on-site activities are within the identified time range. Anything outside of these operating hours will require special permission. Special requests can be sent to notify@snpolytechnic.com

Facilities and Equipment Closures

- Student Lounge
- Grand River Room Kitchen
- Side entrances (except for emergency exit. Front entrance to be used for all building entry)
- Computer lab

Isolation Room-It is not anticipated that an isolation room will be required for this campus, however if the need does arise, we will access the “quiet room” located adjacent to the Grand River Room. Anyone who is feeling unwell and cannot immediately leave the vicinity will be asked to move and wait in the isolation room until they are able to exit the building

Brantford Campus

Hours of operation: 8:00am-5:00pm

Building access-all staff, students and visitors will enter through the main entrance and complete the screening process. A mask must be worn and all posted health and safety protocols must be followed while on-site. Campus access will continue to be by special request, outside of registered students and staff. Please ensure all planned on-site activities are within the identified time range. Anything outside of these operating hours will require special permission. Special requests can be sent to notify@snpolytechnic.com

Staggered Entry and Exit Timetable

Entry to the building has been scheduled in a staggered manner to control entry and reduce crowding. Anyone accessing the site will do so by the main entrance.

Category	Times
SNP STEAM Staff	Arrival 8:15-8:40
SNP STEAM Students	Arrival 8:40-9:00
SNP Staff and PS Instructors	9:00-9:15
PS students	9:15-10:00
SNP STEAM Staff	2:00-3:30
SNP STEAM Students	2:00-3:30
SNP Staff	3:30

Facilities and Equipment Closures

- Student Lounge (except for the purposes of an isolation room)
- Library (except for registered SNP STEAM students requiring internet access)
- Vending Machines
- Refrigerators and microwaves (except in the designated staff areas)
- Courtyard
- Entrances (except for emergency exit, the front entrance is to be used for all building entry)
- Lockers (Except for Trades students, SNP STEAM Academy Students will not have access)
- Cafeteria (except for SNP STEAM Academy lunches)

Isolation Room- The Brantford Campus has established a designated isolation room for anyone that does not meet the front entrance screening procedures and is unable to transport themselves home. This space will be located adjacent to the main entrance in the closed student lounge

SNP STEAM ACADEMY

Morning Entry Procedure-Students will complete the screening process at the buildings main entrance and proceed directly to their classroom. Please refrain from socializing in the hallways and follow the posted directional markers. Masks must always be worn at all times while travelling in the hallways .

Innovation Hub-Occupancy for this space will be limited to 5 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.

Teacher Prep Space- Space is provided to support two-meter physical distancing. Cleaning supplies will be available, and teachers are asked to wipe down their workspaces prior to, and after use.

Outdoor learning-When weather permits classes may be conducted outside in designated spaces

Gym, Rise Centre, Weight Room- PHE Canada's 'COVID-19 Pandemic: Return to School Canadian Physical and Health Education GUIDELINES' must be adhered to.

<https://phecanada.ca/sites/default/files/content/docs/Home%20Learning%20Resource/Guidelines/COVID-19%20Return%20to%20School%20Canadian%20PHE%20Guidelines%20EN.pdf>

Any additional measures provided by the RISE Centre will be provided as a part of the operations plan.

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.

Science lab-There may arise situations where students need to share lab equipment, any shared equipment must be cleaned and disinfected immediately after each contact use. Any shared materials and equipment will 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 (key access only).

Lockers-SNP STEAM Academy students will not have access to the on-site lockers. Personal belongings should be kept to a minimum and be limited to only the items required for the duration of the day.

Lunches-Students may take their lunch on-site, there will be no access to vending machines or microwaves. Lunch will be taken at a scheduled time within the cafeteria space. Students who take lunch off-site will be required to undergo the screening process at the main entrance upon their return to school and should allow time for this to occur

Cafeteria- All students and staff using these will be expected to maintain a physical distance of at least 2m from all others and comply to 100% facial covering use when not seated and eating or drinking.

- Food sharing will not be permitted under any circumstance.
- Students are encouraged to bring in all their meals and snacks from home.
- Student meals must be kept with the student's personal items.
- Students are encouraged to bring their personal items with them into the cafeteria during their break period.
- If a student forgets their lunch, delivery will be permitted. The student will be required to make their own arrangements to pick-up their meal. The student will be permitted to leave the building to receive the delivery, and a delivery person will not be granted access to the building. If the food delivery is received directly at the front entrance, a sign-in procedure will not be required for re-entry. If a student leaves the premises for lunch, a sign-in procedure will be required.
- Students will raise their hand when finished their meal, and the cafeteria monitor will verify the student has removed all waste and then clean and disinfect the meal station, including the chair.
- Once the student has exited the cafeteria and the station is cleaned, the next student will be given access.

Mental Health-The events of the last six months have been traumatic for everyone, and everyone experiences and copes with stressful situations differently. Unknown home-life factors such as loss of family income, food insecurity, loss of family members, loss of housing, extended social isolation, have potentially been experienced by some of our students and staff. Staff members and counsellors will initiate and maintain check-in meetings with students who have chosen not to return to school in person. Wellness checks may be suggested by Counsellors, Social Workers or Child and Youth Workers, and approved on a case by case basis by Administration in cooperation with all interested parties.

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 where 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, failure to practice physical distancing and maintain a clean locker may result in locker privileges being revoked

Breaks/Lunch-Any students exiting the building will be required to undergo screening at the main entrance to gain re-entry to the building

University and Lifelong Learning

One on one tutoring sessions-This applies to the achievement centre. These sessions will take place in the achievement centre classroom following posted physical distancing markers. Students will be required to wear a mask and instructors must wear a medical mask and face shield. A 2-meter (6ft) distance should be maintained at all times

Instructor Site Access-Instructors who require connectivity support may access the Ohsweken campus on specified days and times. This access should be booked through Stevie Jonathan, Unit Manager- University at stevie.jonathan@snpolytechnic.com