

# **Northlands College Re-Open Plan**



## **August to December 2021**

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## 1. Overview

Northlands College Re-Open Plan encompasses the time frame of August 23 – December 31, 2021. The approach taken in implementing our program and service delivery model, includes maximizing the on-campus experience while following all necessary public health and occupational health and safety guidelines.

## 2. Health & Safety Precautions

- Mandatory mask environment.
- Hand sanitizer will be available for use at campus entrances.
- Cleaning staff will disinfect high-touch, high-traffic areas a minimum of twice per day. This includes, but is not limited to, door handles, washrooms, handrails, countertops, light switches and student/staff common areas.
- Staff and students exhibiting flu or cold related symptoms, as identified in the Common Symptoms of COVID-19 posters, will be asked to remain off-campus.
  - If an individual exhibits the common symptoms of COVID-19 on campus, they are expected to leave campus, to advise their Instructor/Supervisor and to contact the HealthLine 811 for further direction.
  - If the individual cannot leave campus immediately, the individual will be guided to a vacant room, if available, until their transportation arrives. The vacant room will be disinfected once this individual leaves the premises. The Student and Campus Coordinator or Manager will arrange for the cleaning of the workspace and communal surfaces as soon as possible.
- The Instructor or Instructor Aide will report absences related to COVID-19 illness to the Student and Campus Coordinator or the Program Coordinator where a Student and Campus Coordinator is not on sight. All other absences will be managed through regular processes.
  - Students report COVID-19 symptoms to their Instructor, who will then advise the Student and Campus Coordinator.
  - Staff report COVID-19 symptoms to their Supervisor who will then inform the appropriate Vice-President.
  - Individuals who test positive for COVID-19 have the right to privacy. Only disclose this information to the Vice-President and Human Resources Manager who will take the necessary actions.
  - Public Health will conduct an investigation and will notify individuals that have been identified as close contacts who are required to self-isolate or those who need to self-monitor.

## 3. Expectations on Campus

Students, Staff and faculty are expected to:

- Follow proper hand hygiene and respiratory etiquette including:
  - Wash hands frequently with soap and water and/or use hand sanitizer.
  - Avoid touching your face, mouth, nose and eyes.
  - Cover coughs and sneezes. If you use your hands, then wash with soap and water.
- Wear personal protective equipment (PPE) as required by the College.

- The expectation is that staff and students will wipe down the area they have been using when they leave an area, e.g. classroom desk and chair, staff and student lounges, office touch surfaces.
- Self-monitor:
  - Do not come to the campus if you are sick, have flu or cold related symptoms as identified in the Common Symptoms of COVID-19 posters. Contact the HealthLine 811 for further direction.
  - If you become sick while on campus, leave the campus, inform your Instructor or Supervisor of your illness and contact the HealthLine 811 for further direction.
  - Unless otherwise directed by Public Health, individuals may return to the campus once they are symptom-free.

#### 4. **Physical Buildings**

- “Protect yourself and Others” poster and other COVID-19 related posters will be posted throughout the campus as visual reminders to our campus community.
- Plexi-glass barriers will be available for each reception desk, at the employee’s choice.

#### 5. **College Vehicles**

- Employees will clean and disinfect College vehicles after use, paying close attention to surfaces frequently touched such as, the steering wheel, gear shift, radio, door handles, arm rests, seatbelts and buttons for windows and locks.
- Hand sanitizer and disinfecting supplies will be stored in each vehicle as additional precautionary measures.
- Masks are mandatory in College vehicles if more than one person is in the vehicle.

#### 6. **Cleaning and Disinfecting**

- Cleaning staff will continue to disinfect high-touch, high traffic areas a minimum of twice per day. This includes, but is not limited to, door handles, washrooms, handrails, countertops, light switches and student/staff common areas.
- In addition, cleaning staff will disinfect rooms populated by students and faculty each day.
- Students and staff will be provided with disinfecting supplies to disinfect their individual workspaces. Staff have their own phone, desk, office and other equipment, so sharing will be discouraged.
- Shared equipment and desk spaces will be sanitized by College staff between uses. Disinfecting supplies will be made available to students, staff and faculty who may choose to disinfect an area/equipment prior to use (an extra safety precaution).
- Reception staff will be provided disinfecting supplies to sanitize surfaces touched by individuals that are served in their area (for example, counters and debit machines).

#### 7. **Controls**

- Instructors will encourage students to adhere to health and safety expectations on campus. The Student and Campus Coordinator and Program Coordinator are encouraged to monitor compliance.

- Immediate Supervisors will encourage staff to adhere to the health and safety expectations on campus. The Manager and Vice-President are expected to monitor compliance.
- Everyone plays a part in creating and maintaining a safe campus community. Encourage others to adhere to the campus expectations and provide guidance and support to reinforce compliance.
- Staff, students and faculty will be directed to contact their Supervisor or Instructor with concerns or questions related to their safety on campus. Concerns will be addressed in a timely manner.

#### 8. **Vulnerable Populations**

- Vulnerable students who have compromised immune systems or other underlying health conditions are encouraged to confidentially disclose their health status to their Student Advisor to ensure accommodation requests are addressed. The Program Coordinator, Manager and the Human Resources Manager will assist with accommodation requests.
- Vulnerable staff who have compromised immune systems or other underlying health conditions are encouraged to confidentially disclose their health status with their direct Supervisor and the Human Resources Manager who will ensure accommodation requests are addressed in a timely manner.

#### 9. **Staff Training**

- All staff will be provided with access to the Northlands College Re-Open Plan, FAQ's and the Staff COVID-19 Information document via the College website.
- At the local level, Student and Campus Coordinators will provide training for any location specific health and safety expectations.

#### 10. **Staff and Student Communications**

Since the pandemic began, Northlands College has had a comprehensive communications plan that has utilized many mediums to ensure consistent communications to staff, students, partners and the broader communities.

The Re-Open Plan communications plan includes:

- Full access to the Re-Open Plan
- Clear understanding and promotion of all health and safety expectations within this plan will be communicated to staff and students for adherence to the plan.

#### 11. **Mental Health Services**

- It is important to recognize that students, faculty, staff and visitors may need extraordinary support because of the anxiety and uncertainty created by COVID-19,
- When staff are seeking mental health or general support services, they are encouraged to access the enhanced Employee Family Assistance Program (EFAP) that has been implemented by Northlands College employees and their family. Staff can also be referred to external agency support options, such as:

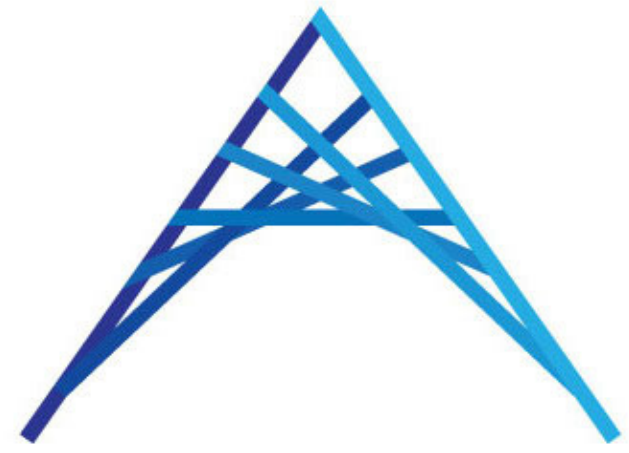
- HealthLine 811 – Mental health and addictions service, providing 27/7 crisis support, advice to help manage a caller’s situation, information and connection to community resources.
- [www.onlinetherapyuser.ca](http://www.onlinetherapyuser.ca) – Free online therapy for adults in Saskatchewan experiencing mental health difficulties or stress, with a focus on depression and anxiety. Accessible any day, any time and from any computer.
- Wellness Together Canada – Connects people to peer support workers, social workers, psychologists and other professionals for confidential chat sessions or phone calls and also offers credible information and help to address mental health and substance use issues.
- When students require mental health services, referral should be made to the respective Student Advisor for their program. Student Advisors can connect the students with the supports required through referral to external partners.

## 12. Plan Review and Maintenance

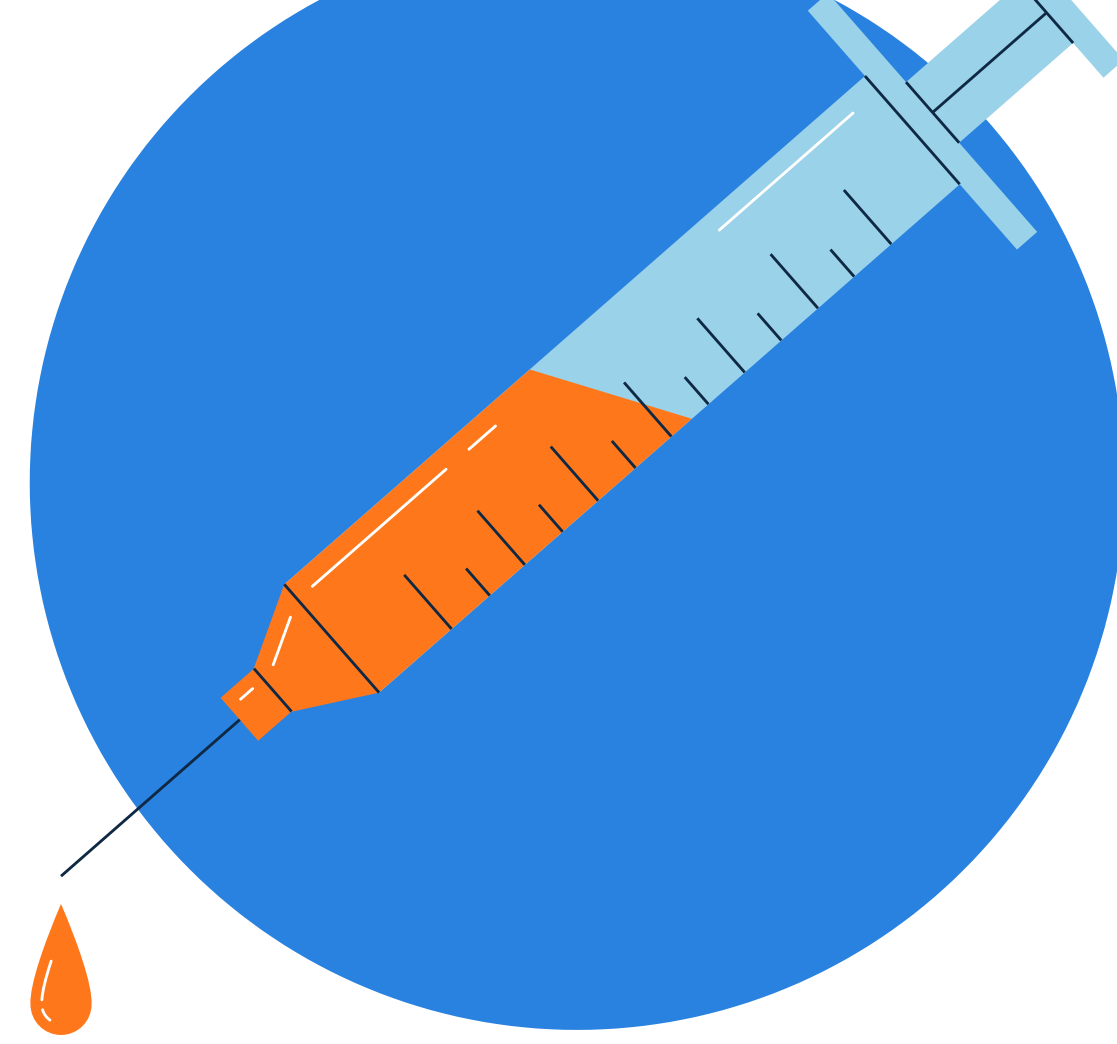
- The Re-Open Plan review committee includes Northlands College:
  - Vice Presidents
  - Program Managers
  - Student Affairs Manager
  - Facilities Manager
  - Human Resources Manager
  - Accounting Manager
  - Questions related to the Re-Open Plan may be directed to the Human Resources Manager by phone at (306) 425-4324 or email: [Coulson.patty@northlandscollege.sk.ca](mailto:Coulson.patty@northlandscollege.sk.ca)
- The Re-Open Plan Review Committee will review the Re-Open Plan a minimum of two times within the academic year. The review affords the opportunity to adjust to changes in our College environment, Ministry direction or other factors that may arise during implementation.
- The Human Resources Manager will monitor the Saskatchewan Government website and any Public Health Orders in order to promptly respond to changes related to the COVID-19 pandemic.
- The Program Managers, in consultation with the HR Manager, will connect with Public Health should mitigation procedures be required due to a COVID-19 case impact on campus.
- If required by Public Health, Northlands College will be prepared to shift to alternative program and service delivery.

## 13. Student Residence

- Student residences will open at single occupancy.
- Masking in building common areas is required.
- If a student is ordered to isolate by Public Health, the College will close one of the bathrooms within the residence. The student will be responsible for wiping down the bathroom after each use and arranging for food delivery during their isolation period.



NORTHLANDS  
COLLEGE



# Protect yourself and others by getting vaccinated.

The wearing of non-medical masks is mandatory on College property.





# Know the **COVID-19** **SYMPTOMS**



- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite
- Altered sense of taste or smell
- Shortness of breath
- Difficulty breathing

Some people experience mild symptoms or no symptoms at all.

Get tested with even the mildest symptoms.

