

VCC Return to Campus Risk Mitigation Plan 2021

Common Areas and Shared Spaces
Facilities Management





Phase : 3 - Complete Return to Campus

Return to Campus Safety Plan September 2021

Program/Department: Facilities	Location: All Campuses
Procedures Developed By: Richard Fishman	Date Completed: 16-Jul-21
Implementation Date: 03-Aug-21	Operational Days <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> TH <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> S
Relevant VCC policies, programs, Provincial and Federal legislation, codes of practice, etc:	

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VCC Covid-19 Exposure Control Plan
Worksafe BC Covid-19
BC CDC Covid-19 Information | Worksafe BC Sector Guidelines
BC Go Forward Guidelines for Post-Secondary Sector
VCC Procurement Policy for PPE |
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Final Steps to Complete the Plan

1. Please submit to Dean/Director/AVP upon completion	Dean/Director/AVP: <div style="text-align: center;"></div> Date: 7/16/21
2. Please submit a copy to secure@vcc.ca	EOC Review and Approval: <div style="text-align: center;">Caralee Maloney </div>
3. Has this plan been reviewed by VCC's Joint Occupational Health and Safety Committee <input checked="" type="checkbox"/>	Date: 16-Jul-21

4. The plan will be returned to the Dean/Director for review and implementation.
5. EOC will retain a copy of this plan
6. A copy of this approved plan will be posted online and a physical copy will be posted in the learning space.

COVID-19 Safety Plan

Common Areas and Shared Spaces

The following COVID-19 Safety Plan is for Common Spaces and/or Shared Spaces at Vancouver Community College. The plan is broken down between the four stages of the Restart Plan. The level of risk mitigation will be dictated by the current stage at any given time as mandated by the Provincial Health Officer. It is entirely possible, that from time to time, the College may need to increase or decrease its COVID-19 risk mitigation measures. Mitigation and crowd management measures are applicable to all VCC Campuses.

Step 1 and 2 of Restart Plan

Post-secondary institutions should introduce COVID-19 prevention measures based on the advice and direction of the BC CDC, PHO, the Health Authority, and the Ministry of Advanced Education and Skills Training which are supported by public health professionals resulting in the VCC COVID- Exposure Control Plan. COVID-19 prevention measures at the College include:

- Reduced entry points at both campuses.
- Security guards at entry points when required.
- Student, staff and visitors require daily self-assessments. Students must complete a daily questionnaire and submit to their instructor through Moodle before going on campus.
- Required weekly Pre-Screen questionnaires for College employees.
- Directional signage in hallways and some very limited classroom spaces when required.
- Limited & closure of some washrooms.
- Closure of public water fountains at all campuses. Water bottle filling station are exempt.
- Common spaces: Reduction and elimination of furniture in common areas, waiting and study spaces to allow for and following of mandated social distancing requirements.
- Reduction and elimination of classroom furniture to allow reduced occupancy setups and occupancy spacing to ensure 2 meters distance between occupants as mandated.
- Posting of signage with reduced capacity numbers on assessed classrooms, meeting rooms, and workspaces.
- Mandated of wearing of non-medical masks in classrooms, common areas, and hallways including elevators.
- Cleaning at COVID-19 levels once a day using both a cleaning and sanitization process.
- Washrooms that remain open are manually cleaned and sanitized multiple times per day plus they are also sanitized once daily using a 'Clorox 360' electrostatic process.
- Common area handrails and high touch points areas are cleaned several times a day.
- External event and filming productions required to pre-submit COVID-19 safety plans to EOC for approval.
- Filming productions to follow new COVID-19 filming checklist & protocols including production members to have daily temperature checks and COVID-19 specific items discussed during daily production safety meeting.
- External event and filming productions clients required to have post filming or event cleaning and sanitization completed by VCC janitorial contactor at the expense of production or client.

Cleaning in Common Areas and Shared Spaces:

- All commercial services areas go through sanitizing using spray bottles and wet mop solutions.
- Atrium – DTN
 - Area cleaned and sanitized regularly depending on level of use.
- Event Space BWY
 - Area cleaned and sanitized regularly depending on level of use.
 - Microwave ovens cleaned and sanitized 2 x day.
- Cafeteria – DTN on Level 3
 - Area cleaned 1 x day by cleaning contractor in the evening.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
 - Tables cleaned and sanitized by cleaning contractor.
 - Microwave ovens cleaned and sanitized 2 x day by cleaning contractor.
- Cafeteria – BWY A:
 - Area cleaned 1 x day by cleaning contractor in the evening.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
 - Tables cleaned and sanitized by cleaning contractor.
 - Microwave ovens cleaned and sanitized 2 x day by cleaning contractor.
- Common space areas i.e. Learning centre, DTN. Atrium and other waiting and seating areas; BWY areas near Bookstore on G-Level, Common student study or waiting areas near Aboriginal studies or other common lounge seating areas; DTN. Level 3 next to elevators and Dental Dept.
 - sanitized regularly depending on level of use.
- All touchpoints within common spaces including handrails, elevators, and high touch point areas are cleaned and sanitized multiple times throughout the day during open hours.
- Prayer Rooms at each campus - cleaned and sanitized once every 2 weeks.

Sanitization Stations:

- Hand sanitization stations are placed at regular intervals throughout common spaces and at the entrances/exits to all public spaces and high traffic areas.

Ventilation and Air Flow:

- Post event air flush of used spaces via HVAC system.
- Increased % of outside air using HVAC systems.
- HVAC systems are maintained as per ASHRAE standards. See “ASHRAE Position Document on Airborne Infectious Diseases”.
- Ventilation and air circulation as per WorkSafe BC recommendations. See WorkSafe BC document “Prevent the spread of communicable disease – Ventilation and air circulation”
- Facilities department creates and shares Indoor Air Quality (IAQ) Q&A sheet.

Step 3 of Restart Plan

In accordance with the Ministry's current Go—Forward Guidelines, all schools and departments to develop Campus risk mitigation plans and safe work procedures.

Post-secondary institutions should not introduce COVID-19 prevention measures that are different from those supported by public health professionals. See pg. 3 - COVID-19 RETURN-TO-CAMPUS GUIDELINES July 5, 2021

- Social distancing as an engineered control measure will be removed based on the guidelines provided by the Provincial Health Officer.
- People should engage in careful social contact.
- Promote that if an individual feels sick, to stay at home and get tested immediately.
- Non-medical masks are recommended in public and indoor settings and in the case of VCC, common areas and hallways.

Cleaning in Common Areas and Shared Spaces:

- Atrium – DTN
 - Area cleaned and sanitized 1 x day by cleaning contractor in the evening.
 - Tables cleaned and sanitized by cleaning contractor staff multiple times/day.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
- Event Space BWY
 - Area cleaned and sanitized 1 x day by cleaning contractor in the evening.
 - Tables cleaned and sanitized by cleaning contractor staff multiple times/day.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
 - Microwave ovens cleaned and sanitized 2 x day.
- Cafeteria – BWY - BLDG A:
 - Area cleaned and sanitized 1 x day by cleaning contractor in the evening.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
 - Tables cleaned and sanitized by cleaning contractor staff and/or food services staff multiple times/day.
 - Area Cleaned 1 x day by cleaning contractor - one step cleaning and sanitizing process.
- Cafeteria – DTN on Level 3.
 - Area cleaned and sanitized 1 x day by cleaning contractor in the evening.
 - Cleaning contractor staff monitors and collects garbage and recycling multiple times/day.
 - Tables cleaned and sanitized by cleaning contractor staff and/or food services staff multiple times/day.
 - Microwave ovens cleaned and sanitized 2 x day.
- Common space areas i.e. near Bookstore (G-Level BWY), BWY Common student study & waiting areas near Aboriginal studies or common lounge seating areas; cleaned 1 x Day.
- DTN Level 3 adjacent to Dental Department and next to elevators - 2 x day.
- Common areas repeated cleaning and sanitization including handrails and high touch points areas are not required since surface transmission of COVID-19 is now not determined to be a significant risk of transmitting COVID-19. Cleaning at pre-COVID-19 levels once a day using a new one step cleaning and sanitizing process.
- Prayer Rooms – Cleaning plans to continue at pre-COVID levels which is cleaning once every 2 weeks as done during steps 1-2.

Note: Steps 3 and 4 cleaning and sanitizing is by a one step cleaning and sanitizing process used by the cleaning contractor.

Sanitization Stations:

- Hand sanitization stations remain in place at regular intervals throughout common spaces and at the entrances/exits to all public spaces and high traffic areas.

Signage & Floor Decals:

Some of current COVID-19 Safety Plan protocols may remain in place during Step 3. This may include barriers already erected in the workplace or directional signage to reduce points of congestion.

Signage discontinued:

- Discontinue use of maximum room occupancy signage on outside of classroom doors.
- Discontinue use of directional signage (traffic flow control).
- Discontinue use of '2m distancing' signage.
- Removal of floor decals.

Signage continuing:

- Microwave oven sanitization signage.
- Hand Hygiene/ Washing signage.
- Sanitization Stations signage.

Ventilation and Air Flow:

- Post event air flush of used spaces via HVAC system activation.
- Increased % of outside air using HVAC systems.
- HVAC systems are maintained as per ASHRAE standards. See "ASHRAE Position Document on Airborne Infectious Diseases".
- Ventilation and air circulation as per WorkSafe BC recommendations. See WorkSafe BC document "Prevent the spread of communicable disease – Ventilation and air circulation". Facilities department creates and shares Indoor Air Quality (IAQ) Q & A sheet.

Step 4 of Restart Plan

- VCC will no longer require a COVID-19 safety plan and will develop a communicable disease plan to reduce the risk of all respiratory illnesses.
- Promote if feeling sick or unwell, stay home and get tested immediately.
- Personal daily health check.
- Wearing of non-medical masks a personal choice.
- Normal distance and social contact while following handwashing protocols.
- Strategically located hand sanitization stations remain in place.
- Barrier/sneeze guards to remain in busy client-student-public facing areas i.e. Student registration, Student counselling, campus security desks.
- No risk mitigation plan required for external filming or event clients.

Common Spaces:

- All common and public spaces (including classrooms) reopened to full capacity allowances.
- Communicable Disease Plans to be followed in these areas.
- Hand sanitization stations remain in place near common spaces and high traffic areas.

Sanitization Stations:

- Hand sanitization stations remain in place at regular intervals throughout common spaces and at the entrances/exits to all public spaces and high traffic areas.

Signage:

- Removal of all remaining non-applicable signage including traffic flow directional signage.

Cleaning in Common Areas and Shared Spaces:

Cleaning process returns to pre-COVID19 levels and scheduling.

- Atrium – DTN.
 - Cleaning contractor staff maintain garbage and recycling containers throughout the day.
 - Area cleaned multiple times/day using a one step cleaning/sanitizing solution.
- Event Space BWY
 - Janitorial staff maintain garbage and recycling containers throughout the day.
 - Area cleaned multiple times/day using a one step cleaning/sanitizing solution.
 - Microwave ovens cleaned multiple times/day using a one step cleaning/sanitizing solution
- Cafeteria – BWY BLDG A:
 - Janitorial staff maintain garbage and recycling containers throughout the day.
 - Area cleaned multiple times/day using a one step cleaning/sanitizing solution.
 - Tables cleaned by food services staff.
- Cafeteria – DTN on Level 3.
 - Janitorial staff maintain garbage and recycling containers throughout the day.
 - Area cleaned multiple times/day using a one step cleaning/sanitizing solution.
 - Tables cleaned by food services staff.

- Libraries – both.
 - Janitorial staff maintain garbage and recycling containers throughout the day.
 - Area cleaned multiple times/day using a one step cleaning/sanitizing solution.
- Common space areas i.e. near Bookstore (G-Level BWY), Common student study & waiting areas near Aboriginal studies, common lounge seating area, common space on Level 3 next to elevators and Dental Dept cleaned multiple times/day using a one step cleaning/sanitizing solution.
- Prayer rooms cleaning returns to pre-COVID19 levels. Areas are cleaned every 2 weeks using a one step cleaning/sanitizing solution.
- Cleaning of touch points including handrails, high touch point areas, and elevators at pre-COVID-19 levels - once a day using a one step cleaning and sanitizing process.

Ventilation and Air Flow:

- When possible, increased % of outside air using HVAC systems.
- HVAC systems are maintained as per ASHRAE standards. See “ASHRAE Position Document on Airborne Infectious Diseases”.
- Ventilation and air circulation as per WorkSafe BC recommendations. See WorkSafe BC document “Prevent the spread of communicable disease – Ventilation and air circulation”.
- Facilities department creates and shares Indoor Air Quality (IAQ) Q & A sheet.