



## 1.0 PURPOSE

The purpose of the COVID-19 Exposure Control Plan (COVID-19 Plan) is:

- To protect RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors and External Clients from exposure to the COVID-19 virus;
- To meet the legislated requirements of Alberta Health Services (AHS) and of Alberta Occupational Health and Safety (OHS).

The COVID-19 Plan is an *evergreen document* that will continue to evolve and be readjusted as required, the current version will be maintained on the Loop. Suggestions for changes can be submitted to Health, Safety and Wellness Centre by email ([Health.Safety@rdc.ab](mailto:Health.Safety@rdc.ab)) for review and consideration.

## 2.0 SCOPE

In accordance with the *Alberta OHS Act*, everyone at RDC has a shared responsibility in keeping RDC safe and healthy. The COVID-19 Plan applies to all RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors and External Clients using the facilities.

During the COVID-19 pandemic, RDC will be implementing the following protective mechanisms, which are described more fully throughout this document and its appendices. All individuals at RDC are responsible to:

- Complete the COVID-19 Contact Tracing and Alberta Daily Checklist using the SAFE RDC application (see Appendix 3);
- Stay home and away from others if you are feeling ill; call Health Link at 811 and following the instructions/recommendations listed at [Alberta Health Services](#);
- Wear a face covering when in common areas, such as hallways;
- Wear a face covering if a two metre physical distance cannot be maintained;
- Maintain a two-metre physical distance from others whenever possible;

- Wash your hands often and well, with soap and water for 20-30 seconds; use hand sanitizer containing at least 70% isopropanol alcohol for at least 15 seconds if soap and water is unavailable;
- Cover your cough or sneeze either with a tissue or in the bend of your elbow;
- Avoid touching your face, nose, or mouth; and
- Report to your supervisor, manager, instructor, or Residence staff contact if you are ill or suspect you are ill with COVID-19, as described in the responsibility areas below.

### **3.0 RESPONSIBILITIES**

RDC is responsible to do the following:

- Complete a COVID-19 risk assessment (see Appendix 1 for template) for all RDC Divisions/Schools;
- Ensure Service Providers/Contractors/Tenants who provide services on campus or in RDC owned or leased buildings comply with the Province of Alberta Health COVID-19 Orders and with the RDC COVID-19 Plan;
- Ensure adequate resources necessary to fully implement and maintain the COVID-19 Plan are readily available where and when they are required;
- Ensure the COVID-19 Plan is communicated to RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients;
- Develop COVID-19 On-line Training including digital badges to verify completion of this training that must be completed by all RDC Employees and Students before returning for work and learning on-campus at RDC;
- Ensure COVID-19 Online Training is part of new student orientation and that a digital badge has been received from the student confirming completion before the first day of class at RDC;
- Ensure a copy of the COVID-19 Plan is available to RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients; and

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- Ensure RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients comply with the COVID-19 Plan.

**Deans/Associate Deans/Directors/Managers/Supervisors** will do the following:

- Participate in their applicable COVID-19 risk assessment for the RDC work site;
- Adhere to all control measures designed to protect the RDC community from exposure to the COVID-19 virus as directed in the COVID-19 Plan;
- Determine specific infection control measures that are available and effective in individualized work environments;
- Designate a COVID-19 Coach(es) for each Division/School;
- Ensure the COVID-19 On-line Training is completed by all your RDC Employees before returning for work and learning at RDC by requesting proof of completion (e.g. digital badge);
- Ensure the COVID-19 Training Slide-deck is provided and read by your Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients before coming to RDC by requesting proof of completion in an email;
- Ensure RDC Employees, Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients comply with the COVID-19 Plan;
- Report to the Health, Safety and Wellness Centre **by email ([Health.Safety@rdc.ab](mailto:Health.Safety@rdc.ab))** whenever an employee has determined from their Alberta Daily Health Checklist that they are not permitted to attend work and must self-isolate;
- Report potential COVID-19 exposure incidents to the Health, Safety and Wellness Centre **by email ([Health.Safety@rdc.ab](mailto:Health.Safety@rdc.ab))**; and
- Maintain their applicable COVID-19 Risk Assessment, inspections and proof of completion of COVID-19 On-line Training (e.g. copy of electronic badge) and/or proof of Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients having read and understood the COVID-19 Training Slide-deck (e.g. email acknowledgement).

**RDC'S COVID-19 COACHES** will do the following:

- Ensure the COVID-19 Risk Assessment for Division/School has been completed and reviewed with the Health, Safety and Wellness Centre and with the Division/School team;
- Collaborate with applicable team to review and update COVID-19 Risk Assessment as needed;
- Collaborate with RDC Employees, Students, Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients to ensure compliance with the COVID-19 Plan.
- Complete a COVID-19 Exposure Control Workplace Inspection Checklist (COVID-19 Checklist; see Appendix 2 for template) before reentry to RDC worksite and as requested going forward; maintain record of completed COVID-19 Checklists and submit **by email** ([Health.Safety@rdc.ab](mailto:Health.Safety@rdc.ab)) copies to the Health, Safety and Wellness Centre; and
- Notify the supervisor, manager or instructor of incidences of non-compliance with the RDC COVID-19 Rules and collaborate to complete an RDC COVID-19 Exposure Incident Form, and ensure corrective actions are implemented, if required.

**RDC Faculty/Staff, Students, Volunteers, Visitors and External Clients** will do the following;

- Participate in applicable COVID-19 risk assessment for the RDC worksite and know the infection control measures in place for their worksite;
- Complete the COVID-19 On-line Training (Employees/Students) or read the COVID-19 Training Slide-deck (Volunteers/Visitors/External Clients) before returning for work and learning at RDC and submit proof (e.g. digital badge/acknowledgement email) to your Dean/Interim Dean/Associate Dean/Director/Manager/Supervisor/Instructor/RDC Contact;
- Adhere to all control measures designed to protect the RDC community and guests from exposure to the COVID-19 virus, as described in the COVID-19 Plan and directed by their supervisor/manager/instructor;
- Report to their supervisor, manager or instructor whenever their Alberta Daily Health Checklist determines that they are not permitted to attend work or classes and must self-isolate;

- Report to their supervisor, manager or instructor any potential COVID-19 exposure incidents; and
- Report unsafe conditions or acts to their supervisor, manager or instructor.

**RDC Tenants, Service Providers, and Contractors** will do the following:

- Comply with the Province of Alberta Health COVID-19 Orders;
- Read, understand and comply with the RDC COVID-19 Plan;
- Observe all RDC COVID-19 Rules in Section 7 of this COVID-19 Plan;
- Report to their Supervisor/RDC Contact whenever their Alberta Daily Health Checklist determines that they are not permitted to attend work and must self-isolate;
- Report to their Supervisor/RDC Contact any potential COVID-19 exposure incidents; and
- Report unsafe conditions or acts to their Supervisor/RDC Contact.

**Health, Safety and Wellness Centre** will do the following:

- Advise on control measures designed to protect the RDC community from exposure to the COVID-19 virus;
- Assist COVID-19 Coaches with COVID-19 inspections (see Appendix 2 for COVID-19 Coach Exposure Control Workplace Inspection Checklist) , as required;
- Advise employees and students who are self-isolating, as required;
- Report to AHS, as required;
- Investigate reported potential COVID-19 exposure incidents at RDC work sites;

- Immediately report<sup>1</sup> to the Alberta OHS Contact Centre the following:
  - Fatalities and hospitalizations related to incidents where COVID-19 illness was acquired as a result of the employee’s engagement in a RDC work activity;
  - Incidents where an employee at the RDC work site is exposed<sup>2</sup> to confirmed or suspected cases of COVID-19
- File Alberta Workers’ Compensation Board (WCB) claim reports for COVID-19 exposure incidents suspected of occurring in the workplace;
- Maintain COVID-19 Incident Investigation reports and Alberta WCB claim reports.

**Joint Work Site Health and Safety Committee** will do the following:

- Review and update the COVID-19 Plan at a minimum of once per year;
- Review the completed COVID-19 Checklist summaries of each Division/School; Review RDC COVID-19 Exposure Incident Reports and make recommendations to the employer, as required.

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<sup>1</sup> COVID-19 Incidents Reporting To Alberta Occupational Health and Safety., Government of Alberta, Pub ID COVID-19-19,2020 <https://ohs-pubstore.labour.alberta.ca/COVID-19>

<sup>2</sup> A “COVID-19 exposure” is defined as “a worker is confirmed to have COVID-19 and the employer has reason to believe that the exposure occurred at work; a worker is exposed to a confirmed or suspected case of COVID-19 and the work site did not follow the rules, procedures and guidance related to COVID-19 protection, or the COVID-19 controls in place have failed; or any work site with a confirmed COVID-19 outbreak”. Government of Alberta, Pub ID COVID-19-19,2020 <https://ohs-pubstore.labour.alberta.ca/COVID-19>





## 4.0 BACKGROUND

### I. COVID-19 HAZARD



For complete details on COVID-19, please review information provided by the [Government of Alberta](#) and the [Government of Canada](#). Additional information on RDC’s response to COVID-19 is available on our [website](#). The information in this section provides an overview of COVID-19 and its impacts.

Biologically hazardous infectious diseases (biohazards) are biological substances or organisms that pose a health hazard to humans. There are a variety of biohazards that a worker may be exposed to in an occupational setting, depending on the workplace and work tasks.

Viruses are one such type of biohazard. Viruses cause diseases that can be passed from one host to another. Viruses rely on their hosts to survive and self-replicate. Once inside the host organism, the virus has the potential to infect living cells, and replicate to produce new viruses. As a virus replicates it creates infection within the body which can produce mild to severe symptoms in the infected individual.

COVID-19 is a disease caused by a new (“novel”) coronavirus. Coronaviruses are a large family of viruses that are common and typically associated with mild illnesses, similar to the common cold. A novel coronavirus is a new strain that has not been previously identified in humans. COVID-19 is short for “Coronavirus Disease 2019”.

The typical symptoms of a COVID-19 infection are:

<b>Fever</b>	<b>Cough</b>	<b>Difficulty breathing</b>	<b>Runny nose</b>	<b>Stuffy nose</b>	<b>Sore throat</b>	<b>Headaches</b>	<b>Chills</b>
<b>Muscle or joint aches</b>	<b>Exhaustion</b>	<b>Nausea</b>	<b>Vomiting</b>	<b>Diarrhea</b>	<b>Unexplained loss of appetite</b>	<b>Loss of smell or taste</b>	<b>Pink Eye</b>

## II. COVID-19 HEALTH RISK

The risk varies between and within communities. There is an increased risk of more severe outcomes if an individual:

- Is aged 65 or over,
- Has a compromised immune system,
- Has underlying medical conditions (e.g. respiratory diseases, diabetes, and obesity),
- Pregnant women; with the flu, data show pregnant women are likely to experience more serious illness than the general population. Based on this data, some experts are suggesting that pregnant women may be vulnerable to more serious illness if they are infected with COVID-19.

## III. COVID-19 EXPOSURE RISK

According to [Alberta Health Services](#), COVID-19 can be spread either directly or indirectly. Direct infection occurs if a sick individual coughs or sneezes on you, or if you shake hands or hug the ill individual and then touch your eyes, nose or mouth. Indirect virus transmission occurs when a person touches a surface or object contaminated with COVID-19 and then touches their eyes, nose or mouth. It is now understood that a considerable portion of individuals with the COVID-19 virus lack symptoms (asymptomatic) and that even those who eventually develop symptoms (pre-symptomatic) can transmit the virus to others before showing symptoms. There is growing evidence that aerosol transmission may occur in indoor settings with inadequate ventilation, the [World Health Organization](#) believes more studies are required to understand the level of risk associated with airborne transmission.

## 5.0 RDC COVID-19 EXPOSURE RISK IDENTIFICATION AND ASSESSMENT

The risk of COVID-19 infection varies by workplace, task, and situation. Healthcare professionals conducting tasks that involve performing specific medical, postmortem, or laboratory procedures on people known to have, or presumed to have COVID-19 are classified as **very high risk tasks**.

The RDC community may be at increased risk of exposure to COVID-19 infected individuals during the current COVID-19 pandemic outbreak in Alberta if an ill individual brings the virus into the RDC community. In order to understand the level of COVID-19 infection risk and make risk-informed decisions to determine what control measures are necessary to address the infection risks ***all Divisions and Schools are required to complete the COVID-19 Risk Assessment Form in Appendix 1.***

Table 1 below lists the estimated risk exposure levels at RDC based on a review of submitted COVID-19 Risk Assessments; walk-through inspections completed by the Health, Safety and Wellness Centre; and the following assumptions:

- The presence of a COVID-19 infected individual at RDC;
- The need for contact within two metres (i.e. approximate *length of a hockey stick*) with a COVID-19 infected individual;
- The need to interact within two metres of any asymptomatic or pre-symptomatic individual;
- Contact with a surface or object which may be contaminated with the COVID-19 virus.

**Table 1. Estimated COVID-19 Exposure Risk Levels at RDC**

Exposure Risk Level	Activity with the Potential for COVID-19 Exposure	Frequency of Contact	Examples of Some Infection Pathways Identified at RDC <sup>3</sup>
Low Risk	Situations/tasks that do not involve contact with asymptomatic or pre-symptomatic people within two metres or the sharing of materials/workstations or indoor environments	Rare E.g. every other day, once a week, less than 15 minutes at the beginning or end of work day	The following examples demonstrate low risk pathways: <ul style="list-style-type: none"> <li>• Employee working remotely</li> <li>• Employee working outside alone mowing the grass</li> </ul>
Moderate Risk	Situations/tasks that do involve frequent contact with asymptomatic or pre-symptomatic people within two metres or sharing of materials/workstations or indoor environments	Several times per day	Employee working in an office with a door and four walls, but may have to use: <ul style="list-style-type: none"> <li>• shared washroom,</li> <li>• shared hallway,</li> <li>• shared nutrition centre,</li> <li>• shared photocopier,</li> </ul>

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<sup>3</sup> Each Division and School is responsible for identifying and documenting COVID-19 exposure risk levels for their area on the COVID-19 Risk Assessment form in Appendix 1; the examples provided are not all-inclusive for RDC

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Exposure Risk Level	Activity with the Potential for COVID-19 Exposure	Frequency of Contact	Examples of Some Infection Pathways Identified at RDC <sup>3</sup>
			<ul style="list-style-type: none"> <li>shared vending machines</li> </ul>
Higher Moderate Risk	Situations/tasks that do involve frequent contact with asymptomatic or pre-symptomatic people within two metres or sharing of materials/workstations or indoor environments	Several times an hour	Residence: <ul style="list-style-type: none"> <li>fitness gyms,</li> <li>recreational rooms,</li> <li>reception desk,</li> <li>shared kitchens</li> </ul> Gary W. Harris Canada Games Centre (on main campus): <ul style="list-style-type: none"> <li>fitness facilities,</li> <li>food services,</li> <li>vending machines</li> </ul> Main Campus: <ul style="list-style-type: none"> <li>Library Resource desk,</li> <li>registration desk,</li> <li>Security Welcome Desk,</li> <li>hallways,</li> <li>washrooms,</li> <li>nutrition centres,</li> <li>classrooms,</li> <li>meeting rooms,</li> <li>shops,</li> <li>laboratories,</li> <li>music studios</li> </ul>
High Risk	Situations/tasks that involve aerosol-generating medical procedures <sup>4</sup> , administration of first aid on asymptomatic/pre-symptomatic individuals; and	Not applicable	<ul style="list-style-type: none"> <li>Healthcare Students/Instructors providing direct patient care</li> <li>Health, Safety and Wellness nurses and other certified first aiders</li> </ul>

<sup>4</sup> Use AHS's Aerosol-Generating Medical Procedure Guidance Tool to determine which procedures are considered to be aerosol-generating; Guidance is linked within the tool: <https://www.albertahealthservices.ca/topics/Page17091.aspx>

Exposure Risk Level	Activity with the Potential for COVID-19 Exposure	Frequency of Contact	Examples of Some Infection Pathways Identified at RDC <sup>3</sup>
	patient care of confirmed COVID-19 infected people		

## 6.0 STANDARD COVID-19 INFECTION CONTROL MEASURES

*All Divisions and Schools, in consultation with their team members, are required to complete the COVID-19 Risk Assessment Form in Appendix 1, which documents the exposure risk level and infection control measures for each Division and School.*

A combination of infection control measures must be used to protect the RDC community from exposure to the COVID-19 virus based on Alberta Health Service’s requirements and on the Hierarchy of Controls model. The list below is a summary of the control measures:

**Table 2. Control Measures to Reduce Exposure to COVID-19**

Control Method	Description
<b>Elimination:</b> the most effective means to prevent exposure is through elimination – physically removing the COVID-19 hazard	<ul style="list-style-type: none"> <li>The first step to prevent transmission of the virus is to ensure individuals are healthy before they visit RDC facilities. Do not allow individuals with COVID-19 symptoms or those who have had contact with COVID-19 to come to campus.</li> <li>All Divisions/Schools should designate individuals to work from home to ensure the maximum number of individuals in a room is 100 or fewer (or in alignment with current provincial guidelines) and that a physical distance of two metres is maintained at all times.</li> <li>All Divisions/Schools should postpone non-essential work to ensure the maximum number of individuals in a room is 100 or fewer (or in alignment with current provincial guidelines) and that a physical distance of two metres is maintained at all times.</li> <li>All Divisions/Schools should eliminate or modify work tasks that require individuals to interact within two metres of each other.</li> </ul>

Control Method	Description
	<ul style="list-style-type: none"> <li>• Individuals who are required to participate in aerosol-generating procedures or work with suspected or confirmed COVID-19 patients as part of their learning experience (e.g. medical residents or nursing students) should have the option to defer the practical learning experience without penalty.</li> <li>• All Divisions/Schools should eliminate shared equipment and objects.</li> <li>• Deliver on-line courses and have virtual meetings whenever possible.</li> </ul>
<p><b>Substitution:</b> replace the COVID-19 hazard with something less hazardous; a COVID-19 vaccine interferes with the viruses' ability to replicate which, in-turn, makes the COVID-19 virus less hazardous</p>	<ul style="list-style-type: none"> <li>• When available, encourage individuals to get the COVID-19 vaccine for effective long-term infection protection.</li> </ul>
<p><b>Engineered:</b> protect individuals by removing the COVID-19 virus or by isolating individuals from the virus</p>	<ul style="list-style-type: none"> <li>• Use physical barriers (e.g. rope, plastic, wood, etc.) to ensure the physical distancing of two metres is maintained.</li> <li>• Move and/or remove work stations, desks, chairs and tables in offices, common areas, etc. to ensure the physical distancing of two metres is maintained.</li> <li>• Use equipment to eliminate the need for individuals to work in close proximity (e.g. two scissor lifts instead of one).</li> <li>• In consultation with Campus Management, consider the use of natural ventilation (e.g. open vents/windows/doors) or modification of the heating ventilation air-conditioning (HVAC) system to increase airflow.</li> <li>• Use portable air filtration devices with high efficiency particulate air (HEPA) filters.</li> <li>•</li> </ul>

Control Method	Description
<p><b>Administration:</b></p> <p>Procedures, signs, scheduling and training are put in place to reduce the COVID-19 hazard by changing people's behaviour</p>	<ul style="list-style-type: none"> <li>• Before returning to the RDC community all individuals must:               <ul style="list-style-type: none"> <li>○ complete the on-line COVID-19 On-line Training</li> </ul> </li> <li>• Use designated entrances and exits, planned walk paths, redesigned work areas and common areas to reduce the number of individuals to 100 or fewer.</li> <li>• All individuals before coming to RDC must be <b><i>Healthy for Work and Learning</i></b> and must:               <ul style="list-style-type: none"> <li>○ Complete the COVID-19 Contact Tracing and Alberta Daily Checklist using the SAFE RDC application (see Appendix 3: COVID-19 Contact Tracing and Alberta Health Daily Checklist)</li> </ul> </li> <li>• Post signage reminding individuals of the new <b>RDC COVID-19 RULES</b> (see Section 7 for details).</li> <li>• Revise work, learning and food services schedules to maintain the number of people at 100 or fewer (or in alignment with current provincial guidelines).</li> <li>• Close common areas and shared spaces where the two metre physical distance cannot be maintained (e.g. study booths, study rooms, Residence recreational rooms, Residence's shared kitchens).</li> <li>• Use signage (e.g. floor stickers) to direct individuals where to stand to ensure two metre physical distancing.</li> <li>• Increase cleaning/disinfection of high-touch surfaces with detergent and Health Canada Approved Antimicrobial disinfectant products.<sup>5</sup></li> <li>• Post signage for occupancy limits (e.g. elevators, classrooms and washrooms) to ensure two metre physical distancing.</li> <li>• Designate a <b>COVID-19 Coach(s)</b>; rotate this responsibility regularly among individual team members, if possible.</li> </ul>

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<sup>5</sup> Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19 <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Control Method	Description
	<ul style="list-style-type: none"> <li>• Have meetings by phone or online instead of in person; if not possible, require individuals to meet in a large space so physical distancing can be maintained.</li> <li>• Request contactless deliveries and e-invoicing.</li> <li>• Provide hand sanitizer<sup>6</sup> at classroom entrances and exits.</li> <li>• Ensure washrooms have adequate soap, contactless waste bins and hand-washing signage posted.</li> <li>• Train (e.g. “toolbox talks”) individuals on COVID-19 Exposure Control Procedures (e.g. hand washing; not to touch their eyes, nose and mouth; no shaking hands, no hugging, no sharing of objects).</li> <li>• Have automatic alerts on computers reminding individuals not to touch their face and to thoroughly wash their hands, etc.</li> </ul>
<b>Personal Protective Equipment and Face Coverings</b>	<ul style="list-style-type: none"> <li>• Individuals who are required to participate in aerosol-generating procedures or provide patient care or first-aid on asymptomatic/pre-symptomatic or confirmed COVID-19 infected people must be provided with appropriate personal protective equipment<sup>7</sup> (PPE) along with instructions on how to properly don/doff and maintain equipment.</li> <li>• If respiratory protective equipment (RPE) is required, all individuals must be fit-tested to the assigned RPE and trained on how to complete a positive/negative fit check each time the RPE is donned.</li> <li>• If two metre physical distancing is not possible or individual is in a common area (e.g. washroom, food services, hallways, reception area, etc), then individuals must wear a face covering (e.g. non-medical</li> </ul>

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<sup>6</sup> Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19 <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

<sup>7</sup> Gloves are only recommended by AHS for individuals participating in aerosol-generating procedures or work with suspected or confirmed COVID-19 patients because they can create a false sense of security and if not used and disposed of properly, wearing gloves may provide another surface for the virus to live on – potentially encouraging virus transmission: <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-staff-faq.pdf>



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Control Method	Description
	<p>disposable mask, re-usable mask); RDC employees must be trained on how to don/doff, store and launder a mask.</p> <ul style="list-style-type: none"><li>○ See Appendix 4 Safe Work Practice for Donning and Doffing of N95 Respirator and Disposable Gloves</li><li>○ See Appendix 5 Safe Work Practice for Donning and Doffing a Face Covering</li></ul>

## 7.0 RDC COVID-19 RULES AND COMPLIANCE

The prevention of the COVID-19 illness within the RDC community is a shared responsibility and everyone is accountable to follow this COVID-19 Plan and to adhere to the RDC COVID-19 Rules to help keep the RDC community “*Healthy for Work and Learning.*”

### RDC COVID-19 RULES

1. STAY AT HOME IF YOU ARE FEELING ILL
2. COMPLETE THE COVID-19 CONTACT TRACING AND ALBERTA DAILY CHECKLIST USING THE SAFE RDC APPLICATION
3. WEAR A FACE COVERING WHEN IN A COMMON AREA
4. WEAR A FACE COVERING IF A TWO METRE PHYSICAL DISTANCE CANNOT BE MAINTAINED
5. MAINTAIN A TWO METRE PHYSICAL DISTANCE FROM OTHERS WHENEVER POSSIBLE
6. WASH/SANITIZE YOUR HANDS OFTEN

## **Non-compliance of RDC Covid-19 Rule/Responsibilities**

### **Procedure for reporting non-compliance if RDC COVID-19 Rules/Responsibilities are not followed:**

1. Concerned individual should remind the non-compliant individual of the RDC COVID-19 Rules and responsibilities in a non-threatening respectful manner;
2. If the concerned individual observes that the behavior of the non-compliant individual continues to be non-compliant then the concerned individual should verbally report the occurrence to their supervisor/manager/instructor;
3. The supervisor/manager/instructor is responsible to determine the appropriate corrective action and monitor to ensure that the actions are effective in preventing further concerns of potential exposure to the COVID-19 virus;
4. If the non-compliance is verbally reported three times to the supervisor/manager/instructor, they should complete RDC COVID-19 Exposure Incident Form found in Appendix 6 and submit it by email to the Health, Safety and Wellness Centre ([Health.Safety@rdc.ab.ca](mailto:Health.Safety@rdc.ab.ca)). Non-compliance may result in disciplinary action in accordance with the provisions of relevant Collective Agreements or Terms and Conditions of Employment or College policies.
5. The RDC Incident Investigation Team will review the COVID-19 Exposure Incident Report and determine if additional investigation or recommendations are required.
6. The COVID-19 Exposure Incident Report will be reviewed and signed by the applicable member(s) of Senior Administration and submitted to the OHS Committee for review and employer recommendations to the President's Executive Committee (PEC) (if required).
7. If three COVID-19 Exposure Incident Reports are submitted by a specific Division/School or Common Area and the recommended corrective actions have not be implemented, the employer recommendation to PEC from the OHS Committee will be to formally submit a COVID-19 Exposure Incident Summary Report to Alberta Health Services Environmental Public Health at <https://ephisahs.albertahealthservices.ca/create-case/> .

## Alberta Occupational Health and Safety (OHS) Reporting Requirements

All serious incidents and potentially serious incidents related to COVID-19 must be reported to the Alberta OHS Contact Centre (1-866-415-8690) by the Health, Safety and Wellness Centre as soon as possible. These include the following:

- A potentially serious incident<sup>8</sup> where a worker at the work site is exposed to a confirmed or suspected case of COVID-19
- A COVID-19 “exposure” is defined as:
  - a worker is confirmed to have COVID-19 and the employer has reason to believe that the exposure occurred at work;
  - a worker is exposed to a confirmed or suspected case of COVID-19 and the work site did not follow the rules, procedures and guidance related to COVID-19 protection, or the COVID-19 controls in place have failed;
  - or any work site with a confirmed COVID-19 outbreak.

## **8.0 CONTACT TRACING, COVID-19 ILLNESS IDENTIFICATION, COVID-19 ILLNESS REPORTING, ISOLATION AND MANAGEMENT**

### **i. CONTACT TRACING**

A daily contact list must be recorded by each Division and School. The daily contact list may be recorded on paper or electronically by using the SAFE RDC App (see Appendix 3) and must be available immediately upon request by AHS. The daily contact list must be kept for at least **two weeks** and contain the following information:

- The full name and telephone number, email and physical address of the individual;

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<sup>8</sup> The AB OHS Act Section (40)(5) states that “a potentially serious incident is any event where a reasonable and informed person would determine that under slightly different circumstances, there would be a high likelihood for a serious injury to a person.”

- The name and telephone number, email and physical address of the individual's employer, if applicable.

The daily contact list requirement applies to RDC employees, Students' Association of RDC employees, students, volunteers, visitors, contractors, children and external clients who may be:

- working in RDC facilities
- attending meetings, functions, classes in RDC facilities
- attending camps and day care
- dropping off/picking up children from camps and day care
- living in residences
- visiting residences
- delivering goods and services to residences and other RDC facilities

### ii. COVID-19 ILLNESS IDENTIFICATION *"Healthy for Work and Learning"*

The first step to prevent transmission of the virus is to ensure individuals are healthy before they come to RDC. Individuals should complete an Alberta COVID-19 Daily Health Checklist before reporting to work or attending classes using the SAFE RDC App (see Appendix 3). If the individual answers **"YES"** to any of the questions, they are not permitted to attend work or classes, must report to their applicable supervisor, manager, instructor or Residence administration staff, and must self-isolate<sup>9</sup>.

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<sup>9</sup> Albertans are [legally required to isolate](#) for:

- 14 days if they are a close contact of someone with COVID-19 or returned from international travel;
- 10 days if they have any symptoms that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, runny nose or sore throat.

Individuals are considered unfit (unhealthy) for work or learning if they;

- Have tested positive for COVID-19<sup>1011</sup>;
- Are sick with any of the symptoms of COVID-19 excluding pre-existing illnesses (i.e. answered YES to AHS's COVID-19 Self-Assessment questionnaire);
- Have returned from travel outside of the country; or
- Have been in contact with someone who is positive or presumed to be positive for COVID-19.

### iii. COVID-19 ILLNESS REPORTING

If an individual is determined to be unfit (unhealthy) for work or learning the following must be done immediately:

#### **Internal Stakeholder Reporting Requirements**

1. Unfit individual notifies their supervisor/manager/instructor/residence administration staff (applicable for students living in Residence only).
2. The supervisor/manager/instructor/residence administration **must document in an email to Health, Safety and Wellness Centre ([Health.Safety@rdc.ab](mailto:Health.Safety@rdc.ab)) the following information about the unfit individual:**
  - personal contact information for the individual (legal name, address, telephone number);
  - The last day that the individual was at work or classes;

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<sup>10</sup> You must self-isolate for at least 10 days after the test, even if you do not have any symptoms; if you get any symptoms, you must stay in self-isolation for 10 days after your symptoms appear; anyone who has been in close contact with you must also, by law, self-isolate for at least 14 days and watch for symptoms: [Alberta Health Services](#)

<sup>11</sup> You do not have to self-isolate: if you are waiting for results and you did not have symptoms when you were tested and do not have any now; you have symptoms of illness that **are related** to a pre-existing illness or health condition, and are not new; you have tested negative for COVID-19 and have no symptoms of illness and have had no contact with someone with COVID-19; you have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is **related** to a pre-existing illness or health condition: [Alberta Health Services](#)

- If the individual is an employee: the exact location(s) they were working in and common areas they visited;
  - If the individual is an employee: a list of the meetings that the employee attended in the past 14 days and the name and telephone number of each individual who were in those meetings;
  - If the individual is an instructor: in addition to the above information a list of classes they instructed and the name and telephone number of each individual who were in those classes;
  - If the individual is a student: a list of the classes that they attended and common areas they visited;
  - Send the individual home or advise them to stay home and contact [Health Link 8-1-1](#)
3. On a case-by-case basis the Health, Safety and Wellness Centre will, in collaboration with Campus Management, determine the required level of cleaning and disinfection of the area(s) the individual occupied.

### **Alberta Occupational Health and Safety (OHS) Reporting Requirements**

The Health, Safety and Wellness Centre will report to the Alberta OHS Contact Centre (1-866-415-8690) as soon as possible in the event of a fatality or a hospitalization (admitted to hospital) related to an exposure incident where COVID-19 was acquired as a result of the worker's engagement in a work activity.

### **Alberta Health Services (AHS) Reporting Requirements**

The Health, Safety and Wellness Centre will notify AHS (811) if they learn that two or more employees or students have become symptomatic and have a known location link (e.g. work area, inhabit the same residence or attend the same class).

### **Alberta Workers' Compensation Board (WCB) Reporting Requirements**

The Health, Safety and Wellness Centre will report a case of COVID-19 to WCB if an employee is suspected of contracting the virus while at work, and they lose time from work after contracting the virus.

## iv. COVID-19 ILLNESS ISOLATION AND MANAGEMENT

### Presenting Symptoms In RDC Facilities

When individuals first exhibit COVID-19 symptoms they must be immediately isolated. If an individual develops COVID-19 symptoms while onsite at a RDC facility, the following steps should be taken immediately:

1. If a face covering is not already worn, supervisor/manager/instructor should don a face covering;
2. Supervisor/manager/instructor is to evacuate all other individuals from the area and instruct individuals to go home until further notice;
3. If a face covering is not already worn by ill individual, supervisor/manager/instructor is to provide the individual with a face covering, tissue or cloth so they can cover their nose and mouth maintaining the two metre distance (e.g. put the mask on a table, move away from the table to a distance of two metres or greater).
4. Open windows and shut doors in the area, if possible.
5. Supervisor/manager/instructor is to remain in the area with the ill individual while maintaining a two metre distance from the individual and **call Security at 343-4000**.
6. Security to call individual's emergency contact to transport home or make the decision to call for ambulance services.

### In Residence

When international students arrive from outside of Canada, pending government travel regulations, Residence rooms will be provided for these students to complete their 14-day quarantine period.

Residences must have rooms dedicated to allow for symptomatic residents and residents with COVID-19 and their close contacts to isolate. Procedures to support isolating residents - including delivery of meals, laundry, and washroom use - must also be prepared.



## 9.0 EDUCATION AND TRAINING

Deans/Associate Deans/Directors/Managers/Supervisors must complete the following:

- Ensure the COVID-19 On-line Training is completed by applicable RDC Employees and Students before returning for work and learning;
- Ensure applicable Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients are provided with the COVID-19 Training Slide-deck and provide RDC with acknowledgement that they have read and understand the information before coming to RDC;
- Provide a copy (e.g. link on LOOP, Blackboard, email, hardcopy) of the RDC COVID-19 Plan to applicable RDC employees, Students' Association, students, volunteers, visitors, contractors, and external clients; and
- Review applicable completed COVID-19 Risk Assessment forms with RDC employees.

## 10.0 RECORD KEEPING

Deans/Interim Deans/Associate Deans/Directors/Managers/Supervisors must:

- Maintain their applicable COVID-19 Risk Assessment, inspections and proof of completion of COVID-19 On-line Training (e.g. copy of electronic badge) and/or proof of Service Providers/Contractors/Tenants, Volunteers, Visitors, and External Clients n having read and understood the COVID-19 Training Slide-deck (e.g. email acknowledgement)
- Ensure COVID-19 Risk Assessment forms are revised if conditions change;
- Keep the RDC COVID-19 Plan on file.

The Health, Safety and Wellness Centre will maintain documentation for all confirmed COVID-19 cases, COVID-19 Exposure Incident Reports, and AB OHS and WCB reports submitted.

COVID-19 Coaches will maintain records of completed COVID-19 Exposure Control workplace inspection forms and store in the COVID-19 Coach Share-point.

## **11.0 APPENDICES**

Appendix 1 - RDC COVID-19 Risk Identification and Assessment Guide and Form

Appendix 2- COVID-19 Coach Exposure Control Workplace Inspection Checklist

Appendix 3- Daily COVID-19 Contact Tracing and Alberta Health Daily Checklist

Appendix 4 – Safe Work Practice for Donning and Doffing of N95 Respirator and  
Disposable Gloves

Appendix 5 – Safe Work Practices for Donning and Doffing a Mask

Appendix 6 – COVID-19 Exposure Incident Form

## RDC COVID-19 Risk Identification and Assessment Guide and Form

### Purpose

In order to make risk-informed decisions to determine what control measures are necessary at RDC addressing COVID-19 infection risks, and to ensure we are in compliance with the Alberta *Occupational Health and Safety Code Part 2 Hazard Assessment, Elimination and Control*, we require all Divisions and Schools, in consultation with their team members, to complete the **COVID-19 Risk Assessment Form** (template included at the end of this document).

Completed COVID-19 Risk Assessment Forms will establish the foundation for the **RDC COVID-19 Exposure Control Plan** (COVID19 PLAN). The purpose of the RDC COVID19 Plan is to document how RDC is complying with the requirements of the Alberta *Occupational Health and Safety* legislation, Alberta Health Services Orders and other Alberta Guidance documents to eliminate or minimize the risk of exposure to the COVID-19 virus. The RDC COVID19 Plan clearly communicates RDC's expectations for preventing exposure and the steps that must be taken to protect the RDC Community during the current COVID-19 pandemic outbreak in Alberta.

### Instructions for Completing COVID-19 Risk Assessment Form

1. Save and name your COVID-19 Risk Assessment Form using the following format:  
**RDC Covid19 Exposure Risk Assess-Department Name-date**
2. Review with your Team, the Estimated COVID-19 Exposure Risk Levels at RDC as summarized in the RDC COVID-19 Exposure Control Plan Section 5.0 RDC COVID-19 EXPOSURE RISK IDENTIFICATION AND ASSESSMENT;
3. Discuss with your Team where individuals interact closely with each other and might be exposed to COVID-19, and list on the COVID-19 Risk Assessment Form all the tasks, shared workspace(s), shared equipment, fitness areas, and other common areas considering all sources such as the general public, customers, and students;
4. Together with your Team, assign a Risk Level to each listed task, workspace, etc.
5. Review with your Team the Control Measures to Reduce Exposure to COVID-19 in the RDC COVID-19 Exposure Control Plan Section 6.0 Standard COVID-19 INFECTION CONTROL MEASURES , and assign the Control Measures you believe will work to control the risk of COVID-19 infection in your workplace, please add additional measures you are aware of if you do not see them listed;
6. Keep the completed COVID-19 Risk Assessment Form for your records, it is an important component of your Health and Safety program, and email a copy to: [Health.Safety@rdc.ab.ca](mailto:Health.Safety@rdc.ab.ca)



COVID-19 Coach Exposure Control Workplace Inspection Checklist						
<b>Date</b>						
<b>Name of COVID-19 Coach and Signature</b>						
<b>Name of Division/School</b>						
ANSWER DEFINITIONS: ACCEPTABLE		Yes (Y)	NOT ACCEPTABLE	No (N)	NOT APPLICABLE	NA
#	ITEM DESCRIPTION	ANSWER (Y/N/NA)	CORRECTIVE ACTION (if answer is Not Acceptable)	NAME OF PERSON ASSIGNED TO	DATE CORRECTIVE ACTION TO BE COMPLETED BY	
<b>1</b>	<b>EMPLOYEE ASSESSMENT</b>					
1.1	Have employees completed the RDC Daily Check-In and COVID-19 Alberta Health Daily Checklist?					
1.2	Do employees know where to find the COVID-19 Risk Assessment for their applicable area?					
1.3	Have employees reviewed the COVID-19 Risk Assessment for their applicable area?					
1.4	Do employees know where to find the RDC COVID-19 Exposure Control Plan?					
1.5	Have employees completed the RDC on-line COVID-19 Training?					
1.6	Are employees aware of their responsibilities detailed in the RDC COVID-19 Exposure Control Plan?					
1.7	Do employees know the RDC COVID-19 Rules?					
1.8	Do employees know how to report non-compliance with the RDC COVID-19 Rules?					
1.9	Do employees know how to report COVID-19 symptoms?					
1.10	Are employees trained to disinfect equipment/objects shared between employees?					
1.11	Do employees appear Healthy for Work (e.g. not flushed, coughing, sneezing or having breathing difficulties)?					
<b>2</b>	<b>WORKSITE CONDITIONS</b>					
2.1	Are there hand washing stations and/or hand sanitizer readily available?					
2.2	Are there visible measures in place to maintain 2 metre distancing?					
2.3	Are breaks staggered to maintain 2 metre distancing?					

COVID-19 Coach Exposure Control Workplace Inspection Checklist							
Date							
Name of COVID-19 Coach and Signature							
Name of Division/School							
ANSWER DEFINITIONS: ACCEPTABLE		Yes (Y)	NOT ACCEPTABLE		No (N)	NOT APPLICABLE	NA
#	ITEM DESCRIPTION	ANSWER (Y/N/NA)	CORRECTIVE ACTION (if answer is Not Acceptable)	NAME OF PERSON ASSIGNED TO	DATE CORRECTIVE ACTION TO BE COMPLETED BY		
2.4	Are meetings conducted to maintain 2 metre distancing or by video conference?						
2.5	Is the "COVID-19 controls" signage prominently posted?						
2.6	Are employees wearing face coverings in common areas (e.g. disposable non-medical mask, cloth mask, etc)?						
2.7	Are there adequate supplies of disinfecting products available to employees?						
2.8	Are employees wearing face coverings if the 2 metre distancing cannot be maintained?						
<b>COMMENTS</b>							

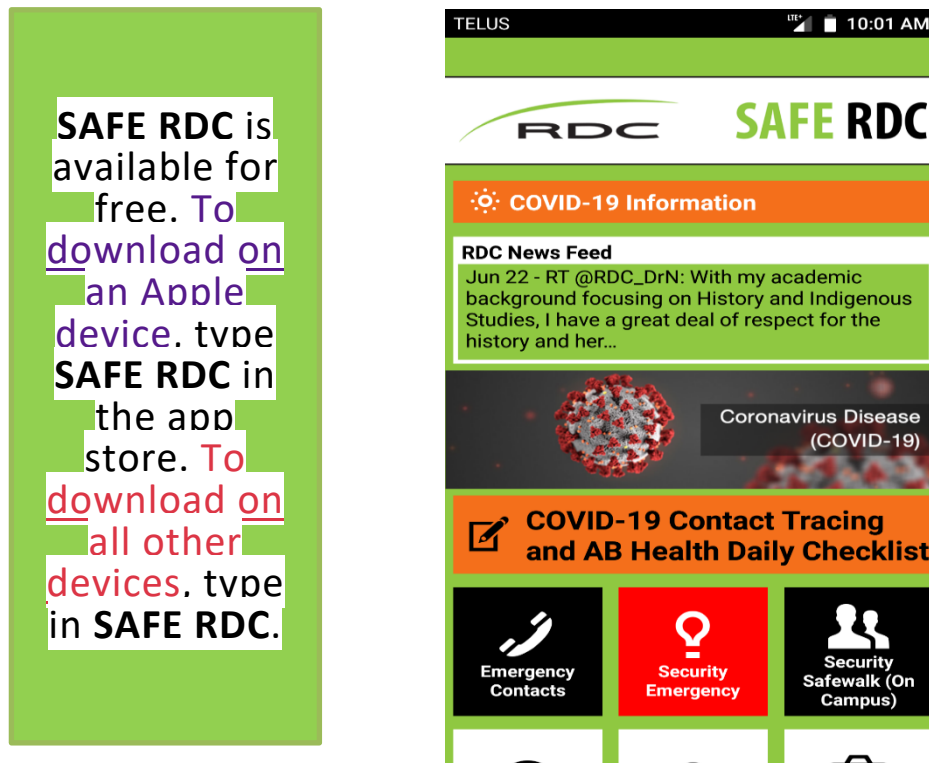
COVID-19 Coach Exposure Control Workplace Inspection Checklist							
Date							
Name of COVID-19 Coach and Signature							
Name of Division/School							
ANSWER DEFINITIONS: ACCEPTABLE		Yes (Y)	NOT ACCEPTABLE		No (N)	NOT APPLICABLE	NA
#	ITEM DESCRIPTION	ANSWER (Y/N/NA)	CORRECTIVE ACTION (if answer is Not Acceptable)	NAME OF PERSON ASSIGNED TO	DATE CORRECTIVE ACTION TO BE COMPLETED BY		

**RDC Daily Contact Tracing and Alberta COVID-19 Daily Health Checklist**

The best way to prevent infection is to avoid being exposed to COVID-19. The first step to prevent transmission of the virus is to ensure individuals are healthy before they come to RDC.

Prior to coming to an RDC facility follow the instructions below:

1. Complete **COVID-19 Contact Tracing and Alberta Health Daily Checklist** by either downloading the **SAFE RDC Application**, or visiting **Security at the Welcome Centre**



2. Open the SAFE RDC App and select the **COVID-19 Contact Tracing and AB Health Daily Checklist**
3. Follow the prompts to enter your contact information and answer the Daily Health Check questions.
4. If you answer “YES” to any of the questions, you are not permitted to attend work or classes. You must self-isolate, and it is recommended that you complete COVID-19 Testing: <https://www.albertahealthservices.ca/topics/Page17058.aspx>.



### **SAFE WORK PRACTICE**

<b>TITLE</b>	Control of Potential Infectious Disease (COVID-19) Hazard-Donning and Doffing of N95 Respirator and Disposable Gloves
<b>APPLICATION</b>	Individuals required to participate in aerosol-generating procedures or those who provide patient care or first-aid on asymptomatic/pre-symptomatic or confirmed COVID-19 infected individuals.
<b>OBJECTIVE</b>	<p>This safe work practice is an infectious disease exposure control procedure intended to instruct individuals in the proper donning and doffing of</p> <ul style="list-style-type: none"> <li>• a N-95 respirator in accordance with the Alberta <i>Occupational Health and Safety (OHS) Code Section 245<sup>12</sup> and 247<sup>13</sup></i>;</li> <li>• disposable nitrile gloves</li> </ul>
<b>PROTECTIVE MECHANISMS</b>	<p>All individuals have a responsibility to reduce the risk of exposure to an infectious disease and to help prevent the spread of an infectious disease. During a pandemic, all individuals must adhere to the following measures:</p> <ol style="list-style-type: none"> <li>1. Complete the COVID-19 Contact Tracing and Alberta Daily Checklist using the SAFE RDC application;</li> <li>2. Stay at home and away from others if you are feeling ill; call Health Link at 811, and follow the instructions/recommendations on Alberta Health Services website: <a href="https://www.albertahealthservices.ca/info/Page12630.aspx">https://www.albertahealthservices.ca/info/Page12630.aspx</a></li> <li>3. Wear a face covering when in a common area;</li> <li>4. Wear a face covering if a two metre physical distance cannot be maintained;</li> <li>5. Maintain a two metre physical distance from others whenever possible;</li> </ol>

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<sup>12</sup> AB OHS Code Section 245(1) (2) *If respiratory protective equipment is used at a work site, an employer must prepare a code of practice governing the selection, maintenance and use of respiratory protective equipment. In case of a health care worker who may be exposed to airborne biohazardous material, an employer must ensure that the code of practice required under subsection (1) includes training on at least an annual basis*

<sup>13</sup> AB OHS Code Section 247 *An employer must ensure that respiratory protective equipment used at a work site is selected in accordance with Canadian Safety Association Standard Z94.4-02, Selection, Use and Care of Respirators.*

## Red Deer College COVID-19 Exposure Control Plan

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	<ol style="list-style-type: none"> <li>6. Wash your hands often and well, with soap and water for 20-30 seconds; use hand sanitizer containing at least 70% isopropanol alcohol for at least 15 seconds if soap and water is unavailable;</li> <li>7. Cover your cough or sneeze either with a tissue or in the bend of your elbow. Throw the tissue in a contactless waste container and wash your hands;</li> <li>8. Avoid touching your face, nose, or mouth;</li> <li>9. Individuals must be clean-shaven and fit-tested<sup>14</sup> to the model of N-95 equipment worn;</li> <li>10. Cleaning and disinfection of high-touch surfaces in small spaces before the entry of workers and after the exit of workers.</li> </ol>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) RECOMMENDATION</b>	<ul style="list-style-type: none"> <li>• N-95 respirator must be approved for use by Alberta Ministry of Labour and Immigration, in accordance with the Alberta <i>OHS Code (OHS) Section 246</i><sup>15</sup></li> <li>• Disposable nitrile gloves</li> </ul>
<b>OTHER EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Waste disposal bags</li> </ul>
<b>SUPERVISOR RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Review this safe work practice with employees prior to the start of work to ensure they understand the COVID-19 hazard and how to protect themselves from potential exposure to COVID-19.</li> <li>2. Ensure there is a Respiratory Code of Practice for the N-95 respirator in accordance with the Alberta OHS Code Sections 245, 246 and 247</li> <li>3. Ensure that the workers follow the Respiratory Code of Practice and the procedures in this safe work practice.</li> </ol>
<b>EMPLOYEE RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Perform a site specific hazard assessment of the work site prior to starting the work and notify supervisor of any conditions or acts that may endanger people.</li> <li>2. Read and follow the Respiratory Code of Practice and procedures in this safe work practice.</li> <li>3. Be prepared to take charge of a job and shut it down due to unsafe conditions and report the situation to your supervisor.</li> </ol>

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<sup>15</sup> AB OHS Section 246 An employer must ensure that respiratory protective equipment required at a work site is approved by National Institute for Occupational Safety and Health, FFP2 respirators meeting the European Committee for Standardization Standard, KN95 respirators meeting the National Standard of the People's Republic of China, P2 respirators meeting the standards of the Council of Standards Australia/Council of Standards New Zealand, Korea 1<sup>st</sup> class respirators meeting the standards of Korean Food and Drug Administration, and DS respirators meeting the standards of the Japanese Ministry of Health, Labour and Welfare.

## PROCEDURES

### Preparation

1. Wash hands before putting PPE on.
2. Inspect PPE for any visible damage, including rips or tears, before use. Do not use damaged PPE. Discard as appropriate.

### N95 Respirator Donning (putting on)

3. Donning an N95 respirator:
  - Cup the respirator in your hand, allowing the straps to hang below your hand. The nose clip should be facing away from you.



- Place the N95 respirator over your nose and mouth with the metal nose clip on top.



- Pull the top strap over your head until it rests on the crown of your head above your ears.



- Pull the bottom strap over your head until it rests at the back on your neck.



- Using both hands, starting at the top of the respirator, mold the nose clip around your nose to achieve a good face-to-respirator seal, do not pinch the nose clip with one hand.
- Perform both a **Positive Pressure Fit Check** and a **Negative Pressure Fit Check** every time the respirator is used.

### **Positive Pressure Fit Check**



- Cup your hands over the mask.
- Exhale normally – the respirator should expand slightly.

### **Negative Pressure Fit Check**



- Cup your hands over the mask.
- Inhale normally – the respirator should collapse slightly.

### **Respirator Fit Checks: Leaks**

If air leaks between the face and the face-seal of the respirator when performing either fit check:

- Readjust the nose clip for a more secure seal;
- Reposition the respirator;
- Perform positive and negative pressure fit checks again.

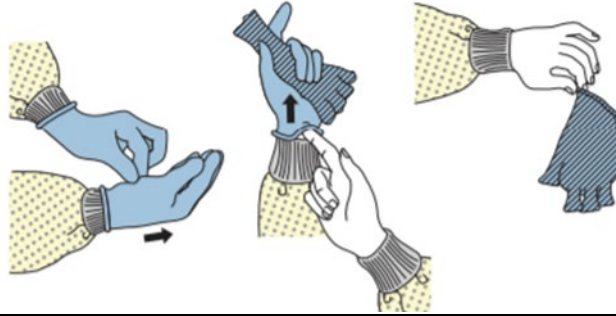
### **Disposable Glove Donning**

- Wash hands
- Pull pair of disposable gloves over bare hands, ensuring cuff of long sleeves is under elastic cuff of disposable gloves.

### **Disposable Glove Doffing**

Remove gloves by following these steps:

- Using one gloved hand, grasp the palm area of the other gloved hand and peel off the first glove.
- Hold the removed glove in the gloved hand.
- Slide the fingers of the ungloved hand under the remaining glove at the wrist, then peel off the second glove over the first glove.
- Place the gloves in the waste disposal bag.



- Ensure disposable gloves are changed between each task, do not wear one pair of gloves continuously throughout work shift or in public places.
- Wash hands.

**SAFE WORK PRACTICE**

<b>TITLE</b>	Control of Potential Infectious Disease (COVID-19) Hazard- Donning and Doffing a Face Covering
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>• Any situation where a two metre physical distance cannot be maintained;</li> <li>• When an individual is in a common area (e.g. washrooms, food services, hallways, etc) in a RDC facility.</li> </ul>
<b>OBJECTIVE</b>	This safe work practice is intended to provide guidance on how to put on, wear and take off a face covering (e.g. non-medical disposable mask, re-usable mask)
<b>PROTECTIVE MECHANISMS</b>	<p>All individuals have a responsibility to reduce the risk of exposure to an infectious disease and to help prevent the spread of an infectious disease. During a pandemic, all individuals must adhere to the following measures:</p> <ol style="list-style-type: none"> <li>1. Complete the COVID-19 Contact Tracing and Alberta Daily Checklist using the SAFE RDC application;</li> <li>2. Stay at home and away from others if you are feeling ill, call Health Link at 811; and follow the instructions/recommendations on Alberta Health Services website: <a href="https://www.albertahealthservices.ca/info/Page12630.aspx">https://www.albertahealthservices.ca/info/Page12630.aspx</a> Wear a face covering when in a common area;</li> <li>3. Wear a face covering if a two metre physical distance cannot be maintained;</li> <li>4. Maintain a two metre physical distance from others whenever possible;</li> <li>5. Wash your hands often and well, with soap and water for 20-30 seconds; use hand sanitizer containing at least 70% isopropanol alcohol for at least 15 seconds if soap and water is unavailable;</li> <li>6. Cover your cough or sneeze either with a tissue or in the bend of your elbow, throw the tissue in a “no-touch” waste container and wash your hands;</li> </ol>

## Red Deer College COVID-19 Exposure Control Plan

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	<ol style="list-style-type: none"> <li>7. Avoid touching your eyes, nose, or mouth;</li> <li>8. Cleaning and disinfection of high touch surfaces.</li> </ol>
<b>PERSONAL PROTECTIVE EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Not applicable</li> <li>• Alberta Health Services recommends the use of disposable gloves and N-95 respirators for healthcare workers involved in care of individuals presumed to have, or those who have the COVID-19 illness only.</li> </ul>
<b>WEARING A MASK RECOMMENDATION</b>	<ul style="list-style-type: none"> <li>• Disposable non-medical mask; or</li> <li>• Two re-usable masks per individual; store clean masks in a zip-lock plastic bag</li> </ul>
<b>OTHER EQUIPMENT</b>	<ul style="list-style-type: none"> <li>• Zip-lock plastic bags; designate one for the clean cloth mask and the other one for the dirty cloth mask.</li> </ul>
<b>SUPERVISOR RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Review this safe work practice with employees prior to the start of work to ensure they understand the COVID-19 hazard and how to protect themselves from potential exposure to COVID-19 while working in a small space.</li> <li>2. Ensure that employees follow all procedures in this safe work practice.</li> </ol>
<b>EMPLOYEE RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Perform a site specific hazard assessment of the work site prior to starting the work and notify supervisor of any conditions or acts that may endanger people.</li> <li>2. Read and follow the procedures in this safe work practice.</li> <li>3. Be prepared to take charge of a job and shut it down due to unsafe conditions and report the situation to your supervisor.</li> </ol>

**PROCEDURES**

**Donning a Disposable or Cloth Mask**

1. Wash/sanitize hands.
2. Put it over your nose and mouth and secure it under your chin.
3. Try to fit it snugly against the sides of your face.
4. Keep your nose, mouth, and chin covered at all times.
5. Do not put the mask around your neck or up on your forehead.
6. Do not touch the mask, and if you do, wash your hands.

**Doffing a Disposable or Cloth Mask**

1. Wash/sanitize hands.
2. Do not touch your eyes, nose, and mouth when removing.
3. Do not touch the front of the mask.
4. Remove it from the back by releasing strings or ear loops.
5. Handle only by the strings or ear loops.
6. Fold outside corners together.
7. Place disposable mask in waste container; or re-usable mask in the washing machine and wash with regular laundry detergent and hot water; or designated “dirty” container/zip-lock plastic bag for washing later.
8. Wash/sanitize your hands immediately after removing disposable or cloth mask.



**COVID-19 Exposure Incident Form**

**COVID-19 “exposure” includes the following:**

- 1. Incidents where the work site is not following the rules, procedures and guidance related to COVID-19 protection which results in worker exposure to a confirmed or suspected case of COVID-19; or**
- 2. Incidents where the COVID-19 controls in place have failed which results in worker exposure to a confirmed or suspected case of COVID-19.**

**COVID-19 “near miss” an event not causing harm but has the potential to cause ill health; means where the individual does not develop any symptoms linked to COVID-19 but may have come into contact with someone diagnosed with COVID-19 as a result of a work/learning/community activity, for example:**

- Failure to wear face-covering/N-95 respirator properly**
- Face-covering/N-95 respirator fails to provide protection due to damage**
- Daily health check not completed honestly**
- COVID-19 infection controls not adhered to (e.g. no 2 metre physical distance, no hand wash/sanitize)**
- Contact with a COVID-19 infected individual at a community event**

*The personal information on this form is being collected under the authority of the Occupational Health and Safety Act and the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta. It will be used by the Health Safety and Wellness Centre to facilitate an incident investigation and follow up. The information may be shared with incident and insurance investigators. It will be protected in compliance with FOIP and retained according to approved Information Management guidelines, then confidentially destroyed. If you have any questions about the collection or use of this information, contact the Manager, Health Safety and Wellness Centre at 403-342-3268.*

<b>YOUR INFORMATION (AFFECTED PERSON )</b>	
LAST AND FIRST NAME	TELEPHONE NUMBER
NAME OF SCHOOL/DIVISION	OCCUPATION
NAME OF MANAGER	TELEPHONE NUMBER
DATE OF COVID-19 NEAR MISS	

DETAILS OF INCIDENT
LOCATION
DESCRIBE THE COVID-19 EXPOSURE INCIDENT (please include photographs and how long you were in the area or in contact with suspected/confirmed case, if applicable)
WHAT COVID-19 INFECTION CONTROL MEASURES WERE IN PLACE AT THE TIME?

**B) TO BE COMPLETED BY HEALTH, SAFETY AND WELLNESS (HSW) OCCUPATIONAL HEALTH AND SAFETY OFFICER AND OCCUPATIONAL HEALTH NURSE**

1.0	<b>WAS A WORKERS' COMPENSATION BOARD FORM COMPLETED?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (PROVIDE EXPLANATION)
2.0	<b>WAS THE ALBERTA OHS CONTACT CENTRE AT 1-866-415-8690 CONTACTED?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (PROVIDE EXPLANATION)
<b>RDC OHS OFFICER CORRECTIVE ACTION RECOMMENDATIONS</b>	

**C) TO BE COMPLETED BY SENIOR ADMINISTRATION TEAM MEMBER AND ASSOCIATE DEAN**  
(if applicable). The HSW requires the Senior Administration Team Member/Associate Dean to: Read the Incident Report emailed to them by HSW

1. In a reply email to [Health.Safety@rdc.ab.ca](mailto:Health.Safety@rdc.ab.ca) state that  
“ I, **INSERT NAME & TITLE**, have read the attached Incident Report and agree to the corrective action recommendations”
2. Attached the Incident Report and send reply email to [Health.Safety@rdc.ab.ca](mailto:Health.Safety@rdc.ab.ca)

SENIOR ADMINISTRATION TEAM MEMBER/ASSOCIATE DEAN ACKNOWLEDGEMENT	
NAME OF SENIOR ADMINISTRATION TEAM MEMBER	PHONE NUMBER OF SENIOR ADMINISTRATION TEAM MEMBER