

SOUTHWEST FIRE ACADEMY		POLICY 300-001.1 Rev.001	
POLICY	SECTION: 300 - Environment		
	TITLE: COVID-19 Protocol		
	Date Approved: June 19, 2020		Revision Dates:
Subject: Policy Intent and Application			
Scope: This Policy applies to all employee's and students of the Southwest Fire Academy			
Purpose: To ensure that all students, visitors, and employees are made aware of the protocols put in place to prevent and control any potential exposure to COVID-19.			
Procedure: <p>Managers and Directors</p> <ul style="list-style-type: none"> • Ensure safety procedures and standards are established and maintained • Ensure the communication, distribution, and availability of this policy to all students and employees • Conduct hazard assessments using the COVID-19 Return to Work Facility Checklist and Risk Assessment. • Ensure resources are available to provide the necessary training and safety equipment • Ensure students and employees understand their tasks and potential hazards • Ensure that the proper equipment, materials, and personal protective devices, which are prescribed or may be required to perform jobs safely, are provided, maintained, and used according to legislation, procedures and/or manufacturer's guidelines 			

Student / Worker

- Responsible for reporting any unsafe conditions or acts
- Responsible for understanding the tasks assigned to them and potential hazards
- Responsible for completing the COVID-19 Assessment Tool upon entry to Campus
- Responsible for advising instructor/supervisor/manager of symptom development.

Recognizing and Assessing Risk

- Management is responsible for recognizing and assessing the workplace, as well as each specific situation/task, for potential risk regarding COVID-19.
- Upon completion of the risk assessment, management will put in place controls to eliminate or reduce the risk, where appropriate.

Controls

Screening

- All employees and visitors will be required to complete a series of screening questions prior to entering the SFA Campus. The screening questions will follow those provided by the provincial government found at <https://covid-19.ontario.ca/self-assessment/>.
- Students or Employees answering yes to any of the questions in the assessment must notify their instructor / supervisor immediately so that proper procedures can be taken to ensure the safety of all students and employees. Dependent on the situation, and where possible, accommodations may be put in place so that employee / student may continue working / learning, such as, but not limited to:
 - Working from home
 - Working alone in a single room
 - Working behind a barrier
 - Minimizing or avoiding unprotected interactions with the public
 - Providing additional PPE

Self-Monitoring/Reporting

- Employees shall self-monitor for symptoms of COVID-19 as found in the provincial assessment. If an employee begins to present with a symptom, they will notify their supervisor/manager immediately.
- Employees exhibiting symptoms should go home immediately and contact [Health and Social Services - Haldimand and Norfolk](#) for further information.
- The employee is required to communicate any information or instruction they receive to their supervisor/manager.

Physical Distancing

- All students / employees shall maintain 2 meters (6 feet) between themselves and others, where feasible.
- Alternate forms of communication (phone, e-mail, tele/videoconference) should be used wherever practicable.
- At no time will more than one person be allowed in an office or cubicle unless physical distancing can be maintained, or unless all parties are equipped with proper PPE (masks, gloves, etc.).
- Where narrow hallways exist, employees will be required to follow directional arrows. In the absence of arrows, employee will be required stop and ensure there is no traffic coming in the other direction prior to proceeding down the hallway.
- In-person meetings are discouraged, but when required must be kept to a maximum of ten people.
- No more than two employees will be permitted in a vehicle at one time.
- In cases where two or more students / employees are in a vehicle together, both employees will be required to wear masks.
- Alternate work arrangements will be implemented where possible, including, but not limited to:
 - Work from home
 - Staggered shift start/end times
 - Staggered break and lunch times
 - Alternate break/lunch locations

Personal Protective Equipment (PPE)

- Students / Employees who are required to work within 2 meters of another individual will be required to use the appropriate PPE required in the circumstance.
- As a minimum, PPE required shall include:
 - Respiratory protection (surgical mask)
 - Eye Protection (safety glasses, face shield)
 - Gloves (hand hygiene shall continue to be practiced)
- Students / Employees not requiring PPE may choose to bring and wear their own PPE.

Cleaning and Disinfecting

- Students / Employees will be provided with sanitization wipes to clean and disinfect high touch points within their own work setting
 - Phone, keyboard, mouse, desk, doorknob, counter space, debit terminal, printer/copier, etc.
- Employees are discouraged from sharing workstations, equipment, tools, pens, etc. where possible, and if required to share, proper disinfection shall take place between users.
- Hand hygiene such as hand sanitizer, soap, paper towels/hand dryers will be available at all locations.
- Signage indicating proper handwashing practices will be posted at each location.
- Additional housekeeping measures will be taken above and beyond our regular schedule

References:

- [Province of Ontario COVID-19 Online Self-Assessment Tool](#)
- [Public Health Hand Hygiene Video](#)
- [Proper Cough Etiquette](#)
- [Public Health Physical Distancing Guidelines](#)

Notes: