



PROTOCOL FOR RE- INTEGRATION For employees

May 27, 2020

Dawson College

Before coming to the college

The following instructions must be strictly adhered to:

- STAY HOME if:
 - You have been diagnosed with COVID-19 and have not completed your isolation period of 14 days.
 - You exhibit any of the symptoms associated with COVID-19: fever, cough, difficulty breathing or sudden loss of sense of smell without nasal congestion. If you have not already done so, make sure to contact a healthcare professional by calling the COVID line at 514-644-4545. If you are diagnosed with COVID-19, whether you have symptoms or not, you must isolate yourself for 14 days. Any person that came in contact with you must also isolate themselves for 14 days.
 - You have come into contact with any person who has been diagnosed with COVID-19 and have not completed an isolation period of 14 days.
 - If you are at risk of developing severe complications from an illness due to underlying medical conditions (heart disease, high blood pressure, lung disease, diabetes, cancer, weakened immune system), morbid obesity, pregnancy, and age (70 years and older).
- If you must stay home, advise the college by using the standard absence reporting mechanism.
- View the videos on hand washing and the safe use of personal protective equipment.
- Exercise proper respiratory hygiene. When coughing or sneezing, cough or sneeze into a tissue or the bend of your arm, not your hand. Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- If it is not possible to maintain the 2-meter distance while in the college, students and employees must wear a mask. Individuals should bring their own mask but one will be provided at the entry if necessary.
- Wear a mask if taking public transportation to and from the college.
- Bring food only if necessary for health reasons or if the time spent in the building will exceed two hours.

Entry

Access to the building will be controlled at all times. If contact tracing is required, it is essential to retain records of who entered the building, when they entered and where they were going.

- Access for employees will be via the 2E entrance only.
- You must remain 2 meters apart from others if there is a line-up to enter the building.
- At the designated entrance, you must respond to the COVID self-declaration. An individual who has symptoms of COVID-19, who has been in contact with a suspected, probable or confirmed case of COVID-19, or who has returned from travel outside Canada will be denied entry to the building.
- Upon entry, you must sanitize your hands with gel or wash your hands in the washroom (wash hands for a minimum of 20 seconds and dry hands thoroughly with paper towel).

Isolating persons who are infected

Any student or employee who, while at the college, develops the symptoms associated with COVID 19 – fever, cough, difficulty breathing or sudden loss of sense of smell without nasal congestion – must do the following: contact security (514-931-8731, extension 1000), security will advise them of the designated isolation room and meet them there. Security needs to keep register. Once in room, call the COVID-19 helpline set up by the government (514- 644- 4545) and follow instructions given.

Remember: If you are diagnosed with COVID-19, whether you have symptoms or not, you must isolate yourself for 14 days. Any person that came in contact with you must also isolate themselves for 14 days.

Moving around in the College

- Posters will be placed in all areas reminding students and employees of the physical distancing rules, basic rules of hygiene as well as the hand washing requirements in washrooms.
- You must go straight to your classroom/lab/office by keeping a 2-metre distance from anyone else.
- You must only use designated washrooms near your classroom/lab/office by following the predetermined routes.
- You must sanitize or wash your hands before departure from the building and, if applicable, between labs/classes (wash hands minimum 20 seconds and dry hands thoroughly with paper towel).
- Elevators are off limits except for accessibility reasons.
- To avoid the spread of infection, avoid touching any surfaces. Individuals who do touch a surface must sanitize or wash their hands immediately afterwards.
- You must leave the college via the 2E exit only.

Classroom and lab protocol

- Facilities Management has determined the maximum number of people per room to respect physical distancing guidelines and schedules have been prepared according to these guidelines.
- If it is not possible to maintain the 2-meter distance in the class or lab, students and employees must wear a mask. You should bring your own mask but one will be provided if necessary.
- If the lab requires close or direct physical contact students and employees must wear a mask as well as gloves, protective eyewear and a disposable gown which will be provided.
- Students must do their labs individually, not in pairs, unless precluded by the nature of the activity.
- To avoid the risk of infection, lab reports should be submitted in digital format. If this is not possible, reports on paper should be deposited in a box which will be stored untouched for 24 hours.
- Classroom doors should be kept open, where possible
- Breaks will take place only in designated areas.
- You must wash your hands before and after break times, and between classes.
- Food is allowed only in the designated break areas.

Cleaning protocol

- All high-contact, high-traffic areas along designated routes will be cleaned and disinfected at regular intervals during the day.
- All classrooms and labs that are not in use will be locked.
- To ensure sufficient time to clean classrooms and labs between classes, there will be a minimum 1-hour break between classes in the same room.
- After each class, classrooms and labs must remain closed until they are cleaned. Cleaning at this time will focus on chair backs and seats, work areas and high-contact surfaces. Technicians will clean all the lab equipment used, following their normal protocols. After they are cleaned, classrooms and labs must remain closed until the beginning of the next class. Appropriate signage will be posted to indicate the status of the classroom or lab. If classrooms and labs are used only in the morning, they must be closed and locked until the nighttime cleaning.
- Using cleaning products provided by the college, students must wipe down their work area before and after use.
- Classrooms and labs that are being used will each be furnished with open-topped or self-opening garbage cans and hand sanitizer pumps.
- Nighttime cleaning will be done in all classrooms and labs where classes were scheduled during the day and in all offices that were used during the day.
- Only washrooms near high-volume areas and activities will remain accessible. They will be equipped with paper towel dispensers and open-topped or self-opening garbage cans. The electric hand dryers will be turned off.
- Washroom doors that are not equipped with foot pegs will be left open
- Air in classrooms, labs and common spaces will be recycled at the times and according to the frequency recommended by the Direction de santé publique.

Consequences of non-compliance

- Any student or employee who does not adhere to this protocol will be asked to leave the premises immediately.
- Students who do not comply with these requirements may be subject to sanctions as per the student Code of Conduct policy.
- If an employee does not comply, their immediate supervisor will be notified and appropriate action taken.

