



QUEST
UNIVERSITY

COVID-19 SAFETY PLAN

Updated February 25, 2022



Quest University

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Prepared by Quest University's COVID-19 Taskforce

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INTRODUCTION

Due to the COVID-19 pandemic, Quest University switched to remote learning on March 12, 2020, and asked students who were able to leave the campus for a home environment to do so. Quest also closed its campus and instructed most employees to work remotely. The Fall 2020, Spring 2021, and Summer 2021 terms were delivered remotely. Quest opened its doors in September 2021 and returned to in-person teaching, learning, and living.

Quest has developed and kept its COVID-19 Safety Plan updated in accordance with the [COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#), and the [federal guidance for post-secondary institutions](#) during the COVID-19 pandemic. Quest developed a range of measures to safeguard the health and safety of essential employees working from campus.

Quest is currently in Operational Level IV, and continues to follow recommended COVID-19 measures as directed by B.C. Public Health.

On March 8, 2021, B.C.'s Provincial Health Officer, Dr. Bonnie Henry, advised post-secondary institutions to begin planning for a full return to on-campus teaching, learning, and research in September 2021. Dr. Henry expressed deep confidence that the combination of mass immunization contributing to community immunity, the application of revised health and safety protocols, and the regular review and updating of multilayered institutional safety plans will support the safe resumption of on-campus activities.

Quest's top priorities remain ensuring a high-quality academic and student experience and safeguarding the health and wellness of our community members.

Following the [COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#) and the [COVID-19 Return to Campus Primer](#), Quest has designed prevention and response measures to support the re-opening of campus residences and the return in-person teaching, learning, and administrative and support services.

Flexibility and adaptability based on scientific evidence and epidemiology to manage the COVID-19 virus will continue to be important as Quest operates in person with all our on-campus activities. Quest will continue to demonstrate flexibility. We will be responsive to the needs of those students who may face barriers to returning to campus and we will continue to adapt our planning to align with the evolving COVID-19 public health information and direction.

OPERATIONAL STATUS DURING COVID-19

Quest has developed a tiered operational status structure to guide the necessary conditions and measures for each level of functioning during the COVID-19 pandemic. The lowest operating level is set at 'essential services only', while level IV is defined as regular operational status, with applicable COVID-19 measures.

These Operational Levels are outlined in the table below and used throughout this document.

Operational Status	Campus	Employees	Clients/Public
I – Essential Only	Closed	Essential Only	Restricted
II – Limited	Closed	Some	Restricted
III – Reduced	Closed	All	Restricted
IV – Regular	Open	All	Unrestricted

Operational Status definitions

LEVEL I – ESSENTIAL ONLY

The campus is closed. Only staff, whose presence on the campus is required in order to maintain the physical infrastructure and execute the essential business operations (e.g., teaching, financial management, communications, etc.) are permitted to be on site. All other staff are expected to work remotely. Clients and the public are not permitted to be on site without prior approval.

LEVEL II – LIMITED

The campus is closed. A limited increase in the number of staff on the site; either a reduced population daily, or staggered work hours/days. Clients and the public are not permitted to be on site without prior approval.

LEVEL III – REDUCED

The campus is closed. All staff are permitted to work their regular schedules on site. Regular business operations may be reduced as clients and the public are not permitted to be on site without prior approval.

LEVEL IV – REGULAR

The campus is open to everyone and regular operations are fully resumed. Applicable COVID-19 measures, as recommended by BC Public Health, are in place.

OPERATIONAL STATUS LEVEL IV – REGULAR

The campus is currently open for regular business operations and delivery of client services. Staff work on site as per their regular schedules.

In accordance with the COVID-19 situation at the time, and the measures recommended by BC Public Health, additional conditions and measures may be implemented during Level IV, as follows:

General Measures

COVID-19 VACCINATIONS AND MASK MANDATE

- Students, faculty, and staff must be fully vaccinated to live and work on campus. Proof of vaccination status must be shown to Campus Services upon arrival to campus.
- Masks are required for all individuals while using indoor spaces on the campus except when alone in private residence rooms and personal offices.

COVID-19 SELF-ASSESSMENT

- All faculty, staff, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing the campus.
- Each building entrance will post signage reminding all faculty, staff, and visitors not to enter the campus if ill or self-isolating.
- Faculty and staff are informed that the [BC COVID-19 Self-Assessment Tool](#) is available online.
- Anyone with symptoms associated with COVID-19 should isolate in accordance with guidance from the [BC Centre for Disease Control](#).
- Instructions for individuals to contact 811 HealthLine or a medical provider if further health advice is required, are made available via the [Quest University COVID-19 webpage](#).
- Individuals at high risk of medical complications from COVID-19 are asked to isolate as per guidance from BC Centre of Disease Control.
- Quest will seek advice from local public health authority around how to manage cases or an outbreak of COVID-19 at our institution, as needed.

ACADEMIC CONCESSION/WORKPLACE ACCOMMODATIONS

- Students who are ill may request academic concession due to missed classes or course requirements.

- Requests for academic concessions may be made directly to the Faculty Tutor, with appeal to the Chief Academic Officer (CAO), in accordance with Quest's existing policies.
- Students who are ill and unable to complete a block/course may submit a Medical or Emergency Leave form, as per Quest's existing policies.
- Formal requests for ongoing academic accommodation will still be managed by the Quest's Student Accommodation Policy.
- If staff and faculty are unable to work due to an illness, institutional sick day policies will apply.
- Staff and faculty should communicate with their supervisor and Human Resources if they are unable to work.
- The Academic Dean will adhere to the existing responsibilities of the Visiting Tutor Committee, Curriculum Committee, and Academic Operations group for addressing emergent issues with respect to tutor availability.
- The Flexible Work Arrangements Pilot Program provides a consistent and equitable pathway for assessing alternative work arrangement requests from staff.

IF MEMBERS OF THE QUEST COMMUNITY DEVELOP SYMPTOMS WHILE AT THE INSTITUTION

- The symptomatic individual(s) will be separated from others and directed to return to their place of residence or, if necessary, to hospital emergency room.
- The symptomatic individual(s) will be instructed to complete the COVID-19 self-assessment, contact 811 HealthLine, or contact their local healthcare provider for further direction.
- Custodial Services will clean and sanitize the space where the individual(s) was separated, and any areas accessed by them.

IF THERE IS AN INCIDENT OR OUTBREAK OF COVID-19 ON CAMPUS

- Notification of COVID-19 cases and exposure is managed by local Public Health officials.
- Quest will only issue notifications regarding COVID-19 cases if directed to do so by Public Health officials.
- In order for Quest to best support the members of our community impacted by COVID-19, individuals who have contracted, or been exposed to COVID-19, are invited to complete the confidential reporting form available through Quest Portal.
- The Director of Campus Operations will serve as the Incident Commander for these reports and liaise with local Public Health officials, activating involvement from Student

Life, Academics, Human Resources, Custodial Services, and other University personnel as needed.

- Quest will follow guidance provided by Public Health officials at the time of the report.
- Depending on the nature of the reported incident or outbreak, next steps will be directed by Public Health officials and may include:
 - Information on sick leave, work-from-home, or other alternative arrangements.
 - Closing areas of buildings for deep cleaning by Custodial Services.
 - Reviewing mitigation and protective strategies for essential staff still working on campus.

ADMINISTRATIVE AREAS

Additional COVID-19 measures include:

- Mask wearing in common indoor areas.
- Directional arrows where necessary to reduce congregating and congestion in hallways, entrances, and exits.
- Capacity posted for common areas (ex. Common kitchens, elevators).

Recreational Facilities (RecPlex and Soccer Field)

The RecPlex, Soccer Field, and outdoor recreational facilities will be open as per usual.

Additional COVID-19 measures include:

- A reservation/booking system for equipment use and recreational programming.
- Maximum capacity posted in facilities and recreational spaces.
- Required use of non-medical masks/face coverings.
- Required hand washing/sanitization before and after using the facility.
- Required sanitization of hands and equipment when transitioning between pieces of equipment, as per usual.
- Position exercise equipment at a distance from one another.
- Designate areas for the use of the equipment and for moving around the area to prevent crowding and congestion.
- Hold group classes outdoors, where possible.
- Indoor group fitness activities available as is safe and with limited capacity.
- Cleaning and disinfecting plan that includes all equipment that is regularly sanitized.
- Additional measures as needed and as outlined in the [Protocols for Gym and Fitness Centres](#) and the updated [Go-Forward Guidelines for the Post-Secondary Sector](#).

Campus Transportation Services

Quest will provide Campus Transportation Services as regular. Additional COVID-19 measures include:

- Limit use of university vehicles as necessary.
- Maximize distance between passengers.
- Require passengers and drivers to wear a non-medical mask for duration of travel.
- Provide hand sanitizer and encouraging effective hand sanitation before and during travel.
- Provide orientation sessions on COVID-19 Safety for contract drivers.

Cleaning and Custodial Services

- Custodial Services regularly clean and sanitize all spaces and high-touch surfaces in use in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#).
- Custodial Services review and revise cleaning and sanitization plans for all campus spaces as needed.
- Custodial Services, the Registrar's Office, and Academic Administration collaborate on class scheduling and classroom allocations to ensure time for cleaning and sanitation of classrooms.

Communication and Education

- Host Town Hall forums for students, staff, and faculty to provide regular updates.
- Hold community forums with appropriate stakeholder groups to brainstorm ways to foster and maintain community-mindedness and public health and safety on campus.
- Send ongoing email updates to students, staff and faculty updating any changes.

Education Delivery

COURSE TEACHING

- Faculty providing flexibility regarding class absences in order to encourage students to stay home if ill.
- Classroom practices to reduce congestion or crowding (ex. Staggered entry, seating arrangements, etc.).
- Encourage opening windows in the classroom to increase airflow.
- Provide larger spaces/rooms as alternate classrooms.

Quest will continue to exhibit flexibility to accommodate and support students, staff, and faculty who are unable to return to campus.

EXPERIENTIAL LEARNING AND IN-PERSON INSTRUCTION

- Industry-specific workplace COVID-19 Safety Protocols should be documented and followed.
- Student mobility for experiential learning will be dictated by provincial and federal travel restrictions.

ACCESSIBILITY SERVICES

- Students may register with Accessibility Services as usual. If appropriate, Accessibility Services and the student will work together to determine appropriate academic and non-academic accommodations and supports.
- Staff or faculty requiring workplace accommodations may speak with Human Resources.

CO-CURRICULAR PROGRAMMING / EVENTS

- Define “educational” versus “social” activities (social activities will follow the appropriate public health guidelines for gatherings, while educational activities will follow the Go-Forward Guidelines.)
- Develop and communicate event and program planning guidelines in collaboration with student representatives and in alignment with public health guidelines at the time.
- Develop and provide COVID-19 relevant training for program and event planners prior to planning and hosting campus events.

Campus Housing, Student Residences, and Residence Life

CAMPUS HOUSING

- Reserve residence units for self-isolation (1-2% of total capacity reserved).
- Limited residence access to the residents of designated building.
- Designate, where possible, entry ways and stairwells as entrance and exit only.
- Post signage regarding common space capacity as applicable.
- Post signage regarding Community Living Guidelines, public health information, COVID-19 self-reporting, etc.

RESIDENCE LIFE

Additional COVID-19 measures include:

- Design and deliver COVID-19 prevention education and training to RA’s and RC’s.
- Continue to provide remote programming, or outdoor programming, where possible.
- Reduce indoor residence programming (small groups only).
- Revise Community Living Guidelines to reflect new COVID-19 related behavioural requirements (e.g., prohibitions on large social gatherings, limitations to guests on campus, etc.).
- Designate specific rooms for quarantine and self-isolation.

If a student must self-isolate due to illness, exposure, or a confirmed case, Quest will follow the protocols outlined in the ***If There is an Incident or Outbreak of COVID-19 on Campus*** section.

PROCEDURES FOR MOVING IN AND OUT

- Stagger the Move In dates (e.g., earlier arrival of international students, first years, etc.).
- Limit residence access to the residents of designated building only.

Campus Food Services

Quest University's designated catering company is responsible for the development and implementation of all COVID-19 related safety procedures for all Campus Food Services. The caterer and Quest University will ensure that Campus Food Services will comply with relevant BC Public Health measures for Meal Halls at Post-Secondary Institutions.

Library

- Quest library is currently open, following all COVID-19 related public health measures.

Medical Clinics, Student Counselling, Mental Health, and First Aid

MEDICAL CLINIC

- The medical clinic is currently closed.

STUDENT COUNSELLING

- Provide training for the Counselling Team on COVID-19 measures and procedures.
- Continue to provide virtual sessions for students who may be ill, self-isolating, or quarantining, or opt to receive virtual sessions.
- In-person counselling clients must wait outside until they are called in by counsellor.
- Provide a screening questionnaire to be completed prior to an in-person appointment.
- Provide outdoor sessions when available, as requested by the clients.

FIRST AID

- Require all First Aid providers to follow the COVID-19 measures of their certifying body and BC Public Health.
- Develop additional COVID-19 measures for risk mitigation when providing first aid, if appropriate.
- Require the usage of mask, eye protection, and gloves when treating patients.
- When safe, a mask may be placed on patient, if patient is not already wearing one.

- Include screening for COVID-19 with the patient history.
- Ensure proper hand hygiene before and after treating a patient.
- Ensure proper cleaning and sanitization of all shared equipment, after each use.
- Prepare additional complete First Aid kits in order to be prepared to treat multiple patients simultaneously.

ANCILLARY SERVICES (I.E., SHORT-TERM RENTALS, LEASES)

Additional COVID-19 measures include:

- Scheduling ancillary rentals during times when the campus is not primarily occupied, or in use, by students (e.g., summer months, block breaks in buildings not in use or where access can be restricted).
- Ensure adherence to renters' own industry-specific COVID-19 safety plans.
- Amend Facilities Rental Agreement to include COVID-19 relevant cleaning and sanitization procedures.

APPENDICES

APPENDIX A

Sample Communications in the Case Someone becomes Ill While on Campus

FOR EVERYONE

Stay up-to-date on COVID-19 and public health guidelines on the [BC Centre for Disease Control website](#). Quest is also maintaining a [COVID-19 page](#) with information for students, staff, and faculty.

FOR STUDENTS

If you suspect you have been exposed to someone who has COVID-19, if you notice any symptoms, or test positive:

- We know that this may be scary or frightening—know that we are here to help and support you.
- Do not go to class/work and isolate yourself from others.
- Complete the [BC COVID-19 Self-Assessment Tool](#).
- Consult and follow public health guidelines on [self-isolation and quarantine](#) and follow advice from healthcare providers.
- Tutors will offer accommodations for students who must isolate or quarantine. If you cannot continue with the course due to illness, please advise us by completing the Non-Academic Leave Form available through Quest Portal.
- Your Student Life representative will check in with you to make sure you have what you need and that you are following protocol, for your own sake and the community's.
- If you live in a shared accommodation, we will arrange to relocate you or your roommate(s) and will put in place protocols for your roommate.
- We can offer meal delivery and other essential services while you are quarantining, isolating, or sick with COVID-19.

All students have access to mental health support and counselling. Learn more or [book an appointment](#).

FOR STAFF AND FACULTY

If you suspect you have been exposed to someone who has the coronavirus, if you notice any symptoms or test positive:

- We know that this may be scary or frightening—know that we are here to help and support you.

- Do not go to work and isolate yourself from others.
- Complete the [BC COVID-19 Self-Assessment Tool](#).
- Consult and follow public health guidelines on self-isolation and quarantine and follow advice from doctors or hospital staff at the testing site.
- Notify your Supervisor or Human Resources, who will work collaboratively with you to establish workplace accommodations while you are ill.
- Quest is a member of the LifeWorks program, which provides all staff and faculty with mental health support and counselling. Read the FAQs about LifeWorks [here](#).
- Quest will follow the recommendations of Public Health authorities and local health officers regarding public notification of possible exposures or other communications to the broader campus community.

APPENDIX B

EXPOSURE CONTROL PLAN: PHASE I ESSENTIAL OPERATIONS ONLY - ACADEMIC BUILDING

1. PURPOSE

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure while working in the Academic building.
- c. To outline the exposure controls implemented in the Academic building.
- d. To describe the processes for working safely in the Academic building.
- e. To protect the employees working in the Academic building.

2. RISK IDENTIFICATION AND ASSESSMENT

- a. Risk of exposure from other employees working in the building - Moderate.
- b. Risk of exposure from non-employees in the building - Low.
- c. Risk of exposure from surface transference - Low.

3. IMPLEMENTED EXPOSURE CONTROLS

- a. Restricted presence on campus to essential employees only.
- b. Restricted access to the Academic building to Monday to Friday, 08:00AM to 6:00PM.
- c. The Academic building is closed to non-employees, except for emergencies.
- d. Access to the Academic building is limited to the garage entrance only.
- e. All stairwells are closed for regular use, i.e., emergency use only.
- f. Levels 2 and 3 are closed, except for travel from the garage to the elevator, the Maintenance Team's office, and the Learning Commons.
- g. Water fountains are closed.
- h. Limited occupancy in specified areas (e.g., offices, lab, elevators, copier, lounge, etc.).
- i. Removed specific items (e.g., staplers, markers, kettle, cutlery, etc.) from common areas.
- j. Sanitization stations established at the copier area, lounge, and entrance.
- k. Implemented physical distancing (2m) in the common areas.
- l. Required wearing masks when physical distancing is not possible.
- m. Restricted use of washrooms to level 4 and level 1.
- n. All high-touch surfaces (e.g., door handles, switches, counters, etc.) are sanitized at the end of each day.

4. IMPLEMENTED EDUCATION AND TRAINING

- a. Distributed relevant Exposure Control Plan documents to applicable staff.
- b. Educated applicable staff on relevant Exposure Control Plan documents and procedures.
- c. Posted relevant signage at designated areas.
- d. Posted Exposure Control Plan documents to the JHSC bulletin boards.

5. RELATED OPERATIONAL, WORK, AND SANITIZATION PROCEDURES

- a. All non-essential employees are working remotely.
- b. All meetings are online when possible.
- c. All employees working on campus must notify Human Resources of their work schedule each week.
- d. All employees working on campus must assess their health each day before coming to work (see related guidelines).
- e. All employees working on campus should swipe their Campus Card whenever entering a building for contact tracing.
- f. Employees are encouraged to wash their hands frequently.
- g. Employees are advised not to share items (e.g., staplers, pens, markers, etc.).
- h. Employees must maintain physical distancing (2m) while working on campus.
- i. The campus is closed to non-essential visitors.
- j. Implemented reduced hours for deliveries at Reception.
- k. Working with delivery services (e.g., Canada Post, Purolator, etc.) to reduce inbound deliveries.
- l. Set maximum occupancy for enclosed spaces and posted applicable signage.
- m. Sanitizing wipes are available from Facilities for employees to clean their offices/workspaces.
- n. Custodial Services ensures daily sanitization of common areas and high-touch surfaces.
- o. Employees should forward any concerns to Human Resources.

Guidelines for Exposure Control Procedures

DAILY HEALTH SELF-ASSESSMENT: ESSENTIAL EMPLOYEES

All employees working on the campus (i.e., essential) are expected to assess their health status each day, prior to arriving on the campus.

Employees with symptoms related to COVID-19 (i.e., coughing, sore throat, fatigue), even with mild presentation, should not come to the campus and contact their supervisor.

- Employees with symptoms of or possible exposure to COVID-19 should refer to the BC COVID-19 Self-Assessment Tool and follow the appropriate recommendations.
- Employees who have returned from travel outside of Canada and are not full vaccinated must self-isolate for 10 days upon their return and should not enter campus.

OCCUPANCY LIMITS: WORK AREAS

To reduce exposure while working in enclosed spaces, occupancy limits have been established, and signage posted, for specific work areas.

Elevators: Maximum 2 individuals at a time. Masks are recommended and required where physical distancing is not possible.

- Small (<200s.f.) Offices: Maximum of 2 individuals.
- Large (>200s.f.) Offices: Maximum of 4 individuals.

APPENDIX C

EXPOSURE CONTROL PLAN: PHASE I ESSENTIAL OPERATIONS ONLY - LIBRARY/ADMINISTRATION BUILDING

1. PURPOSE

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure from working in the Library/Administration building.
- c. To outline the exposure controls implemented in the Library/Administration building.
- d. To describe the processes for working safely in the Library/Administration building.
- e. To protect the employees working in the Library/Administration building.

2. RISK IDENTIFICATION AND ASSESSMENT

- a. Risk of exposure from other employees working in the building - Moderate.
- b. Risk of exposure from non-employees in the building - Low.
- c. Risk of exposure from surface transference - Low.

3. IMPLEMENTED EXPOSURE CONTROLS

- a. Restricted presence on campus to essential employees only.
- b. Restricted access by non-employees (e.g., delivery staff and residents) to Monday to Thursday, 10:00AM to 02:00PM.
- c. Installed cordon barriers at the Reception workspace/Security Office.
- d. Implemented physical distancing (2m) at Reception/Security Office/common areas.
- e. Posted physical distancing (2m) signage at Reception/Security Office/common areas.
- f. Required wearing masks when physical distancing is not possible.
- g. Closed the third floor.
- h. Water fountains are closed.
- i. Limited occupancy in specified areas (e.g., offices, elevators, etc.).
- j. Removed the furniture from the Atrium.
- k. Restricted use of washrooms to Level 1 and Executive suite.
- l. All high-touch surfaces (e.g., door handles, switches, counters, etc.) are sanitized at the end of each day/shift.

4. IMPLEMENTED EDUCATION AND TRAINING

- a. Distributed relevant Exposure Control Plan documents to applicable staff.

- b. Educated applicable staff on relevant Exposure Control Plan documents and procedures.
- c. Posted relevant signage at designated areas.
- d. Posted Exposure Control Plan documents to the JHSC bulletin boards.

5. RELATED OPERATIONAL, WORK, AND SANITIZATION PROCEDURE

- a. All non-essential employees may work remotely in consultation with their supervisor.
- b. All meetings continue to be online when possible.
- c. Employees are encouraged to wash their hands frequently.
- d. Employees are advised not to share items (e.g., staples, pens, markers, etc.).
- e. Employees must maintain physical distancing (2m) while working on campus.
- f. Set maximum occupancy for enclosed spaces and posted applicable signage.
- g. Sanitizing wipes are available from Facilities for employees to clean their offices/workspaces.
- h. Custodial Services ensures daily sanitization of common areas and high-touch surfaces.
- i. Employees should forward any concerns to Human Resources.

Guidelines for Exposure Control Procedures

DAILY HEALTH SELF-ASSESSMENT: ESSENTIAL EMPLOYEES

All employees working on the campus (i.e., essential) are expected to assess their health status each day, prior to arriving on the campus.

Employees with symptoms related to COVID-19 (i.e., coughing, sore throat, fatigue), even with mild presentation, should not come to the campus and contact their supervisor.

- Employees with symptoms of or possible exposure to COVID-19 should refer to the [BC COVID-19 Self-Assessment Tool](#) and follow the appropriate recommendations.
- Employees who have returned from travel outside of Canada and are not fully vaccinated must self-isolate for 10 days upon their return and should not enter campus.

OCCUPANCY LIMITS: WORK AREAS

To reduce exposure while working in enclosed spaces, occupancy limits have been established, and signage posted, for specific work areas.

Elevators: Maximum 2 individuals at a time. Masks are recommended.

- Small (<200s.f.) Offices: Maximum of 2 individuals.
- Large (>200s.f.) Offices: Maximum of 4 individuals

APPENDIX D

EXPOSURE CONTROL PLAN: PHASE I ESSENTIAL OPERATIONS ONLY – OPERATIONS TEAM

1. PURPOSE

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure to, and by, the Operations Team employees.
- c. To outline the exposure controls implemented by the Operations Team.
- d. To describe the processes for working safely implemented by the Operations Team.
- e. To protect the Operations Team and other employees with whom they might come in contact.

2. RISK IDENTIFICATION AND ASSESSMENT

- a. Risk of exposure from other Operations Team members - Moderate.
- b. Risk of exposure from other employees working on campus – Low.
- c. Risk of exposure from non-employees on the campus - Low.
- d. Risk of exposure from surface transference – Moderate.

3. IMPLEMENTED EXPOSURE CONTROLS

- a. Restricted presence on campus to essential employees only.
- b. Implemented one-person work as much as possible.
- c. Limited work that requires more than 2 people in the same space.
- d. Limited work in confined and enclosed spaces as much as possible.
- e. Limited access by non-employees (e.g., External contractors, etc.).
- f. Postponed and rescheduled work by external contractors.
- g. Implemented physical distancing (2m) at all times when possible.
- h. Scheduling work in unoccupied, or low populated, areas when possible.
- i. Require the use of masks when physical distancing is not possible.
- j. Require the use of gloves whenever possible and relevant.
- k. Recommended wearing masks while in common areas.
- l. Restricted use of washrooms to specific areas (i.e., AC1 – Level 2, Lib – Level 1).
- m. All high-touch surfaces, and contacted surfaces, are sanitized at the end of any work.

4. IMPLEMENTED EDUCATION AND TRAINING

- a. Distributed relevant Exposure Control Plan documents to Operations Team.

- b. Educated Operations Team on relevant Exposure Control Plan documents.
- c. Posted relevant signage at designated areas.
- d. Post Exposure Control Plan documents to the JHSC bulletin boards.

5. RELATED OPERATIONAL, WORK, AND SANITIZATION CONDITIONS

- a. All non-essential employees are working remotely.
- b. All meetings are online when possible.
- c. All employees, who are working on the campus, must notify Human Resources of their work schedule each week.
- d. All employees, who are working on the campus, must assess their health each day before coming to work (see related guidelines).
- e. All employees, who are working on the campus, should swipe their Campus Card whenever entering a building, for contact tracing.
- f. Employees are encouraged to wash their hands frequently.
- g. Employees are advised not to share items (e.g., staplers, pens, markers, etc.).
- h. Employees must maintain physical distancing (2m) while working on campus.
- i. The campus is closed to visitors.
- j. Set maximum occupancy for enclosed spaces and posted applicable signage.
- k. Require use of gloves, when possible, while performing work on high-touch surfaces.
- l. Employees' concerns should be forwarded to Human Resources.

APPENDIX E

EXPOSURE CONTROL PLAN - RECEPTION STAFF: INBOUND AND OUTBOUND DELIVERIES

1. PURPOSE

- a. To protect the staff who manage deliveries to (inbound), and from (outbound), the campus.
- b. Outline processes for the managing deliveries at Reception.
- c. Describe the implemented exposure controls.

2. RISK IDENTIFICATION, ASSESSMENT, AND CONTROL: DELIVERIES

- a. Potential exposure from delivery employees.
- b. Limit exposure from surface transference.
- c. Reduce interaction between delivery employees and Quest staff.
- d. Enforce a minimum of 6-foot physical distancing.
- e. Instruct delivery employees to use the designated location for all deliveries.

3. EDUCATION AND TRAINING

- a. Distribute Exposure Control document to relevant staff.
- b. Conduct training session(s) for relevant staff.
- c. Post signage that provides instructions for delivery employees. Signage will include:
 - i. To place all deliveries in the designated inbound/outbound location.
 - ii. Maintain a minimum 6-foot social distance.
 - iii. Wear a mask if it is necessary to interact with Quest staff.
 - iv. Signage at front desk: inbound and outbound signs as well as a sign that explains masks are available to interact with reception staff.

4. DELIVERIES LOCATION

- a. Reception Area
 - i. The security grille will be open no further than 11 feet to provide access to the designated delivery location.
 - ii. The counter has been divided in to two delivery locations (inbound and outbound) that are marked with signage.
 - iii. A cordon barrier has been placed in the Reception area, to enforce a 6 feet minimum distance between staff.
 - iv. Sanitizer, cleaning cloths, gloves, and a waste bin are located at the Reception Area.

5. WORK PROCEDURES, HYGIENE FACILITIES, AND SANITIZATION PROCEDURES

- a. All Quest employees have been asked to redirect personal mail/deliveries to their residence to reduce the volume of mail/ goods delivered to the campus.
- b. Inbound Deliveries:
 - i. Delivery employees will place mail/packages at the designated location.
 - ii. Delivery employees should only interact with Quest staff when necessary.
 - iii. Delivery employees may wear masks if it is necessary to interact with Quest staff.
- c. Managing Deliveries:
 - i. Staff will sanitize any packages dropped off using provided materials.
 - ii. Staff will wipe down the surface of the designated location after each delivery.
 - iii. Staff will wash hands thoroughly in accordance with the suggested hand washing procedures.
 - iv. Staff will sort sanitized mail/deliveries.
 - v. Mail for the staff with mailboxes in the Academic Building will be delivered to their mailbox, as necessary.
 - vi. After closing each day, all counters, the telephone, keyboard, debit machines, student and faculty cabinets and locks on these cabinets, postage machine, and photocopier, will be appropriately sanitized.



QUEST
UNIVERSITY

COVID-19 SAFETY PLAN | Updated February 25, 2022

Prepared by Quest University's COVID-19 Taskforce