



QUANTUM COLLEGE

INSTITUTION COVID-19 SAFETEEY PLAN FOR QUANTUM COLLEGE

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Quantum College COVID-19 Safety Plan

The COVID-19 pandemic has had a major effect on our lives. In response to the COVID-19 pandemic, Quantum College has developed a safety plan to ensure the health and safety of all staff, students, and community by following the guidelines set by Government of Canada, the Provincial Health Officer (PHO), WorkSafeBC, and the Ministry of Advanced Education, Skills and Training.

Quantum College has formed a *Health and Safety Committee*, consisting of the Directors of Quantum College, on-site office administrators and a head teacher. Regular meeting is held once a week to ensure the plan is implemented smoothly.

Quantum College COVID-19 Safety Plan will be updated regularly to reflect changes in response to latest information from the health authorities.

[Reference: WorkSafeBC](#)

COVID-19 and COVID-19 Symptoms

COVID-19 is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette.

[Reference: World Health Organization](#)

The symptoms of COVID-19 are similar to other respiratory illness including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat



- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Symptoms can range from mild to severe. Most people with COVID-19 have mild illnesses, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

Understanding the Risk

The coronavirus spreads mainly from human to human and this occurrence happens due to close proximity of one another. The coronavirus spreads through droplets that are produced by an infected person when they cough or sneeze. If these droplets come into contact of a healthy individuals mouths or noses, it can be inhaled into their lungs and they can become infected.

An individual who is infected with coronavirus (even if they are asymptomatic) can transmit the disease via droplets when they talk, breathe, cough, and sneeze. These droplets, known as aerosols, are infectious viral particles that can linger in the air for up to three hours. When another person breathes in these aerosols, they can become infected with the coronavirus. This is the reason why masks should be worn in the public, to prevent inhaling these aerosols.

Surfaces and objects can also be infected with the coronavirus, hence shared spaces should be cleaned frequently, though this is a less common mode of transmission.

Reference: Harvard Health Organization

As stated above, COVID-19 is spread by people who are infected with COVID-19. Isolating away from others when infected is very effective at mitigating risk.



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The risk of transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Frequent cleaning of high touch surfaces and following consistent hygiene practices help mitigate this risk.

Reference: Guidance for post-secondary institutions during the COVID-19 pandemic; 2020; Government of Canada

Personal Safety and Responsibility

Quantum College values safety as the first priority. To reduce the risk of transmission, all members at Quantum College have responsibilities related to each level of protection.

As an institution, Quantum College commits to:

- Ensuring Quantum College follows the regulation of provincial and federal health regulation
- Ensuring everyone returning to campus has a COVID-19 safety plan in place
- Ensuring common areas, classrooms, and meeting rooms have maximum capacities clearly indicated
- Ensuring necessary signage is posted at all entrances, front desks, and classrooms.
- Providing flexibility, tools and resources for employees to be able to work-from-home if necessary
- Installing Plexiglas to protect employees from contact with people outside of the company
- Providing guidelines, training, and signage for students and employees regarding the safe contact on campus
- Ensuring cleaning protocols are implemented and followed

Directors, Managers, and other administrators are responsible for:

- Reading and understanding Quantum College COVID-19 safety plan and related material
- Attending health and safety meetings on a regular basis
- Ensuring all employees have reviewed the safety protocols and followed the safety protocols

All employees, students and contractors to Quantum College campuses are required to follow safety protocols before entering the campus:

- Self-assessing for COVID-19 symptoms on daily basis



- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions
- Reading and understanding COVID-19 safety plan
- Wearing medical or non-medical PPE whenever in contact with students and parents
- Following posted safety signage and maintaining social distancing with one another

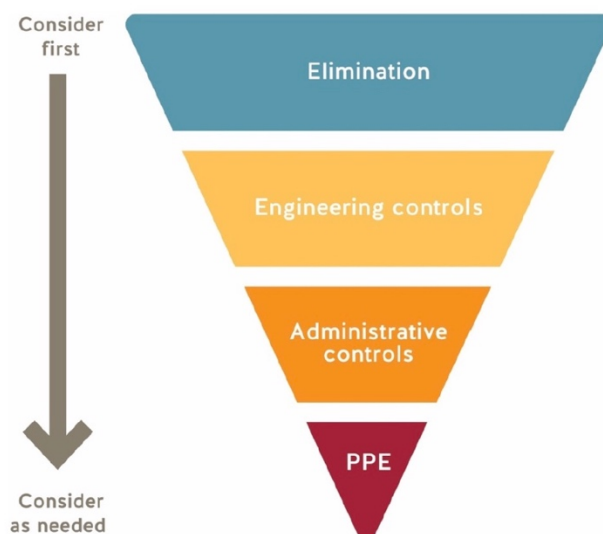
Campus visitors are required to abide by following:

- Self-assessing for COVID-19 symptoms on daily basis
- Understanding how to report and reporting potential exposure or other COVID 19-related unsafe conditions
- Following posted safety signage and maintaining social distancing with one another
- Following posted safe hygiene and hand-washing practice
- Wearing medical or non-medical PPE whenever in contact with staff at Quantum College

On Campus Measures

The institution safety plan requires all staff members, students, and visitors to understand and to follow to a range of safety measures. This plan is posted on website and on campus. Any questions related to this plan can be directed to the Quantum College via admission@quantumedu.ca

Quantum College has developed this plan following by guidelines set out by health authorities.





General Criteria

In order to reduce the number of people at the worksite, Quantum College has implemented work-from-home arrangements for all teaching staff, virtual meetings, rescheduling work tasks, and limiting the number of students and parents in the workplace. Only allowed staff members are can come into the campus.

All staff members, students, and visitors must self-assess daily for COVID-19 symptoms prior to arriving to the campus.

Anyone entering the campus will have a temperature check and their attendance will be recorded.

Anyone entering the campus is required to wear medical or non-medical mask and sanitize their hands.

Elimination

Quantum College has established and posted an occupancy limit for our premises. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

In order to reduce the number of people at the worksite, Quantum College has implemented work-from-home arrangements for all teaching staff, virtual meetings, rescheduling work tasks, and limiting the number of students and parents in the workplace.

Quantum College has established and posted occupancy limits for common areas such as break rooms, meeting rooms, washrooms, and elevators.

Quantum College has also implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks. Masks are mandatory when facing clients.



Engineering Controls

Physical Distancing

Quantum College has installed barriers where workers can't keep physically distant from co-workers, customers, or others. More specifically, Quantum College has implemented Plexiglas barriers at the reception to minimize the risks to workers.

Social distancing is required whenever on the campus. Medical or non-medical masks are required whenever on the campus. When physical distancing is not possible, one-way direction traffic pattern will be instructed by the office administrators. If impractical for one-way traffic, counter-clockwise, two-way traffic with physical distancing markers, have been established.

Office administrators are appointed to monitor the safety protocol and ensure the compliance.

Administrative Controls

Staff and Student Hygiene

Quantum College has identified rules and guidelines for how workers should conduct themselves and has clearly communicated these rules and guidelines to workers through a combination of training and signage.

All staff members, students, and visitors are required to self-assess before entering the campus. The self-assessment questionnaire can be found online ([COVID-19 BC Support App and Symptom Self-Assessment Tool](#)).

If feeling unwell, having any symptoms of COVID-19 or have been exposed to someone who has tested positive for COVID-19, the individual should report to the office and stay at home as he or she will not be allowed to enter the campus. The individual should contact Quantum College and be advised on what to do.



Example of Signages

Clean and disinfect your home to prevent COVID-19
Regular cleaning and disinfecting of your home is very important while COVID-19 is here. Follow these steps to help protect your family from the virus.

Cleaning the bathroom

Step #1: Clean
Use soapy water to wipe down all soiled areas including the counter, faucet, shower, tub and toilet.
Any kind of household cleaning product or soap will remove dirt and germs from surfaces.

Step #2: Disinfect
Spray or wipe a disinfectant or home-made bleach solution to clean all areas of the bathroom.
Wait for 1 minute
Allow the disinfectant or home-made bleach solution to stay on surfaces for one minute before wiping them with a cloth soaked in clean water.

Cleaning the kitchen

Step #1: Clean
Use soapy water to wipe down all soiled areas including tables, counters, trays and chairs.
Any kind of household cleaning product or soap will remove dirt and germs from surfaces.

Step #2: Disinfect
Spray or wipe the disinfectant or home-made bleach solution over all kitchen surfaces as well as door and cupboard handles.
Wait for 5 minutes
Allow disinfectant to stay on surfaces for five minutes and then let it dry.

Disinfectant products to use: Use store-bought disinfectant products, if possible, to disinfect your home. The following brands can be used to work against COVID-19: **Milton, Zip, Fantabk, Clorox, Lysol**

Make your own home-made bleach solution:

- High touch and varied surface solution:** Clean high touch surfaces, bathroom, kitchen, entrance, entry vestibles and door knobs, twice a day. **Put 25 mL (1 teaspoon) of bleach in 1 litre (1 quart) of water.**
- Regular surface solution:** Clean all other surfaces with this disinfectant once a day. **Put 40 mL (1/4 cup) of bleach in 1 litre (1 quart) of water.**

HOW TO WASH YOUR HANDS LIKE YOUR MOM IS WATCHING YOU

Follow these handwashing rules:

- 1 Remove jewellery or other items on your hands and wrists.
- 2 Wet your hand with warm water, apply soap – plain soap without antibacterial properties works best.
- 3 Rub your hands together outside the water stream for 20 seconds.
- 4 Wash the fronts and backs of your hands, between fingers, under fingernails.
- 5 Rub hands under warm running water for at least 10 seconds to rinse.
- 6 Leave the tap running while you dry your hands with a fresh paper towel.
- 7 Use the paper towel to turn off the taps so you don't re-contaminate your hands.
- 8 Use a paper towel to open the door if you are in a public washroom, otherwise deposit in trash.

Repeat often: before and after treating someone who is ill, toileting, eating, and cleaning.

Learn more: fraserhealth.ca/COVID19

COVID-19
HOW TO PRACTICE PHYSICAL DISTANCING

STAY HOME AS MUCH AS POSSIBLE.
Stay home when you are sick.

KEEP TWO METRES BETWEEN YOURSELF AND OTHERS.

LIMIT CONTACT WITH OTHERS WHEN OUTSIDE YOUR HOME.

USE VIRTUAL OPTIONS TO CONNECT WITH OTHERS.

AVOID GREETINGS LIKE HANDSHAKES AND HUGS.

Learn more about COVID-19 at fraserhealth.ca/COVID19

Resource: [Translated and downloadable material to help answer questions about COVID-19](#)

Use of Personal Protective Equipment

Quantum College has reviewed the information on selecting and using masks and instructions on how to use a mask. Quantum College has posted and trained workers on the proper way of mask-wearing.

Use of medical or non-medical mask is required:

- Wash or sanitize hands before putting on the masks
- The mask has to cover both the mouth and nose
- Avoid touching the mask while using it
- Masks are required by staff, students, and parents anytime on the campus



On Campus Protocols

Only administrative staff or teachers and students who have scheduled on-site classes are allowed to enter the campus. Anyone else who would like to enter the campus should schedule the time with an office administrator to minimize the traffic on campus.

- Limiting and reducing the number of visitors on campus
- COVID-19 symptoms screening for anyone who enters the campus
- Reading and understanding COVID-19 Safety Plan
- Wearing medical or non-medical PPE on campus, especially facing students and parents
- Temperature check on arrival for all staff and visitors
- Sanitize hands upon entry
- All person will maintain at least 2 meters (6 feet) distance from others when possible on campus

Cleaning protocols

Sanitization

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health will be reinforced and monitored.

The office administrators on-site are required to clean with 75% alcoholic spray and wipes. Quantum College also hires a cleaning company that cleans the common area every evening.

Public areas should be cleaned and sanitized multiple times throughout the day, with the emphasis on high frequency touch surfaces, such as:

- Door handles and doorknobs
- Computers
- Copy machines/printers
- Phones
- Chairs
- Tables



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- Resource equipment
- Cabinets and drawers
- Microwaves
- Fridges
- Sinks
- Kitchen appliance
- Remote control
- Textbooks

Teaching delivering/settings

Instructors and all staff members will follow policies set up at Quantum College

- Zoom is now the primary tool for Quantum College to deliver the classes to its students, all teachers are required to use Zoom to teach online
- On-site classes are only allowed through the Director's approval
- If teaching on-site, students and teachers need to follow the cleaning protocols set up Quantum College
- Increase ventilation in classrooms by making sure the AC system is working properly and keeping windows opened