

4.19 - COVID-19 Additional Measures - Policy

Approved: September 21, 2021

1. Purpose:

Carlton College is committed to ensuring the health and safety of our employees, students, and communities. To this end, our priority during the COVID-19 pandemic is to mitigate the risk of the spread of the virus within its campuses and learning locations. To that end, the College will continue to implement measures such as enhanced cleaning, daily self-screening of symptoms for all those coming on campus and encouraging proper hand hygiene and coughing/sneezing etiquette.

However, In the absence of provincially directed mitigation measures to slow the spread of COVID-19, and the rapidly fluctuating nature of the pandemic, the College has determined that it may be required to implement additional measures very quickly to slow the spread of the virus. As noted by the federal government, 'community transmission of COVID-19 continues in many areas across Canada, and new variants of concern have been identified and are circulating. That is why it is important to use multiple personal preventive practices **at once**, regardless of your vaccination status.'

Accordingly, this *COVID-19 Additional Measures Policy* (the "**Policy**") allows the College to implement certain additional measures (up to and including policy) with a very short turnaround time, such that the risk of transmission of the COVID-19 virus at the College is reduced.

These measures may include, but are not limited to:

- Mandatory masking
- Mandatory vaccinations
- Any other measure not already noted that the College deems appropriate
- A combination of two or more of the above.

As indicated by the World Health Organization, masks should be used as part of a comprehensive strategy of measures to suppress transmission and save lives; the use of a well-fitting mask alone is not sufficient to provide an adequate level of protection against COVID-19. Thus, in addition to the use of masks, Carlton Trail College strongly encourages all employees and students, other than any for whom it is not medically recommended, to obtain a COVID-19 vaccination at their first opportunity.

As a result of the COVID-19 pandemic, individuals who are not vaccinated pose a greater risk to their personal health and safety. Both provincial and federal government authorities have indicated that the COVID-19 vaccines approved for use in Canada are safe and one of the most effective way to protect our families, communities and ourselves against COVID-19. Evidence indicates that vaccines are effective at preventing serious outcomes, such as severe illness, hospitalization, and death due to COVID 19.

While the College strongly encourages vaccination, the College **may determine** that the nature of the work at the College necessitates the implementation of COVID-19 control measures, such as mandatory vaccinations.

2. Scope and Application

Where certain aspects of this Policy are implemented, it will apply (unless otherwise noted in Appendix A) to all employees, students and visitors that are required to attend a College campus or program location (collectively, the "**At Risk Personnel**").

For the purpose of this policy, “mandatory masking” means”:

Wearing a mask, including a non-medical mask or face covering (i.e., made with at least two layers of tightly woven fabric, constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops). Masks with exhalation valves are not acceptable as they are not recommended by the Government of Canada. This type of mask does not limit the spread of the virus

- **Employees**

Use of masks is required in all common areas, including washrooms, hallways, classrooms, meeting rooms, shared spaces, etc. Masks are NOT required for those in single occupancy offices unless there is another individual meeting with you (e.g., at your door, sitting in a chair in the office).

- **Students**

Use of masks is required in all common areas, including washrooms, hallways, and classrooms (both instructors and students). This means students are required to wear a mask while sitting at their desks and they can only be removed to eat and/or drink.

Students are asked to supply their own masks; however, we will make them available to students on the first day of class.

- **Visitors**

Will be required to wear a mask on campus. If they do not have one available, the College will supply them with one.

For the purposes of this policy, mandatory “vaccination” or “vaccinated” means:

- 2 weeks after either:
 - the receipt of the first dose of an approved COVID-19 vaccination; or
 - where multiple doses of the particular COVID-19 vaccination are required, the receipt of the most advanced vaccination dose that the individual is eligible for; **and**
- Where a future COVID-19 booster vaccination is required, the receipt of any future COVID-19 booster vaccination that the individual is eligible for.

Where an individual becomes eligible for a further dose of a particular COVID-19 vaccination or any future COVID-19 booster, the individual has a 10-day grace period (or such longer period as may be determined reasonable by the College) to make arrangements to obtain the dose/booster.

A. Additional Measures – Masking and/or Vaccinations

All *At Risk Personnel* who do not receive an exemption are required to follow the rules, within the meaning of this policy as set out in Appendix A, in order to attend work or programming at College campuses and program locations.

As outlined above, vaccination/vaccinated within the meaning of this policy includes the receipt of the most advanced vaccination dose/booster that the At-Risk Personnel is eligible for.

The College will support employees and students throughout Canada’s COVID-19 Immunization Plan including attending vaccination appointments, respecting privacy, and exercising proper collection, storage, and destruction of personal information.

All *At Risk Personnel* who are employees of the College will be paid for time taken to receive COVID-19 vaccinations if done during work hours. Employees are to work with their managers or supervisors to schedule appropriate times to comply with this policy.

B. Duty of at Risk Personnel

1. The College shall, if so deemed in Appendix A of this Policy, require all *At Risk Personnel* to wear a mask at all times on campus, or program locations, as stipulated at the outset of this policy.
2. The College shall, if so deemed in Appendix A of this Policy, require all *At Risk Personnel* to provide satisfactory verification of their vaccination status upon request. This information will be kept as confidential as possible. An individual will only be considered "vaccinated" where satisfactory verification (in the opinion of the College) is provided.
3. At Risk Personnel have a duty to follow all applicable COVID-19 protocols, screening procedures, and testing requirements. While masking and vaccinations may reduce the risk to the workplace, they are not a substitute for continued safe practices and other measures to reduce the spread of COVID-19.
4. Even after being vaccinated, all *At Risk Personnel* must not attend College campuses or program locations if they have any symptom of COVID-19. Employees must contact their supervisor, and students their instructor or student advisor and follow any reasonable screening, isolation, or testing requirement imposed by the College prior to returning to work.

C. Exceptions

Masking

- Exceptions to mandatory masking will apply where an individual is unable to wear a mask for reasons connected to a protected ground within the meaning of human rights legislation.
- Individuals who have approved exceptions may not be permitted to return to the College's premises while this policy is in effect and will be accommodated to the point of undue hardship as required by law. Each case will be reviewed as appropriate.

Vaccinations

- Exemptions to a mandatory vaccination will apply where an individual is unable to receive a vaccination for reasons connected to a protected ground within the meaning of human rights legislation; or
- Receipt of the vaccine is not medically recommended.

Anyone claiming an inability to wear a mask or receive a vaccination, as noted above, should contact Amy Yeager, VP Administration via email at yeagera@carltontrailcollege.com or at 1.306.682.2623.

Individuals who have approved exceptions may or may not be permitted to return to a College campus or program location and will be accommodated to the point of undue hardship as required by law. At the time of drafting this policy, individuals with approved exceptions are very unlikely to be permitted to return to College campuses, or program locations, however each case will be reviewed as needed.

At the time of drafting this policy, employees of the College who have an approved exception are likely to continue working in their secondment arrangements or the work arrangement the employee was in immediately prior to the implementation of this policy. However, such accommodation arrangements may be re-visited from time to time based on the needs of the College.

Individuals who do not have an approved exception and simply choose not to mask or vaccinate or who refuse to disclose their vaccination status will not be permitted to return to any of the College's campuses or program locations until they have complied with this policy. Such individuals are encouraged to discuss their situation with the College.

D. Confidentiality

All information relating to an individual's receipt of a COVID-19 vaccine will be maintained by the College in a secure and confidential manner.

E. Consequences of Non-Compliance

Individuals who attend College campuses or program locations in violation of this policy will be subject to corrective measures. For employees of the College, such corrective measures include disciplinary action up to and including termination of employment. For students, such corrective measures include disciplinary action up to and including discontinuation from the program. For individuals that are not employees or students at the College, such corrective measures may include a permanent ban from College campuses or program locations.

This Policy will be reviewed and updated as necessary.

Current measures, as permitted by this policy, will be found in Appendix A.

4.19 COVID-19 Additional Measures
APPENDIX A

COVID-19 MITIGATION MEASURES FOR FALL 2021

Our priority is the health and safety of our staff and students, and it is a responsibility we take very seriously. While it is our goal to deliver in-person programming and have our full complement of staff on campus for the upcoming year, we recognize that there is an increasing number of COVID-19 cases and the emergence of the more virulent Delta variant in the province. Therefore, to mitigate the transmission of COVID-19 on our campuses, we have made the following decision:

Effective Monday, August 30, all students, staff, and visitors will be required to wear masks while on campus.

Staff

Use of masks is required in all common areas, including washrooms, hallways, classrooms, meeting rooms, shared spaces, etc. Masks are NOT required for those in single occupancy offices unless there is another individual meeting with you (e.g., at your door, sitting in a chair in the office).

Students

Use of masks is required in all common areas, including washrooms, hallways, and classrooms (both instructors and students). This means students are required to wear a mask while sitting at their desks and they can only be removed to eat and/or drink.

Students are asked to supply their own masks; however, we will make them available to students on the first day of class.

Visitors

Will be required to wear a mask on campus. If they do not have one available, the College will supply them with one.

Exceptions to this mask Policy will apply where an individual is unable to wear a mask for reasons connected to a protected ground within the meaning of human rights legislation.

Individuals who have approved exceptions may not be permitted to return to the College's premises while this policy is in effect and will be accommodated to the point of undue hardship as required by law. Each case will be reviewed as appropriate. Anyone claiming an inability to wear a mask on protected grounds should contact Amy Yeager, VP Administration via email at yeagera@carltontrailcollege.com or at 1.306.682.2623.

We will monitor this decision on an ongoing basis to ensure that we continue to keep our learning community safe.

This decision will be reviewed at the end of September at which point, depending on the tracking of COVID-19, we may consider reducing current measures or, alternatively, implementing a plan that allows individuals (staff and students) who are fully vaccinated (meaning 14 days from your second shot) the ability to not wear a mask while on campus, by showing proof of vaccination status. Individuals who are not fully vaccinated, or who do not wish to share their vaccination status, would be required to continue to wear a mask.

Vaccination

While the COVID-19 vaccination is not mandatory, the Government of Saskatchewan, and the College strongly recommends that everyone who is eligible gets both doses of a two-dose COVID-19 vaccination series. To help support the College community get vaccinated, we are working with the Saskatchewan Health Authority to set up pop up vaccination clinics throughout the College region.

Other Measures:

Screening

Students and staff should continue the practice of self-screening for symptoms consistent with COVID 19. With fall soon upon us, it is expected that we will see an increase of respiratory illness; any respiratory illness should be considered COVID-19. Stay home, or leave campus, if you are feeling unwell. In all cases, if you develop symptoms of COVID-19, it is recommended that you get tested.

Symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold and may include one or more of the following:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/Vomiting
- Diarrhea
- Loss of appetite
- Altered sense of smell or taste
- Shortness of breath
- Difficulty breathing

Staff: Advise your supervisor if you are feeling unwell.

Students: Advise your instructor if you are feeling unwell.

Hand Hygiene and Coughing/Sneezing Etiquette

Follow proper hand hygiene and coughing/sneezing etiquette:

- Wash your hands frequently with soap and water. Scrub for 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer.

- Avoid touching your face, mouth, nose, and eyes.
- Cough/sneeze into the bend of your elbow and then wash your hands with soap and water.

Hand sanitizers will be available in each class, and throughout the College, in highly visible locations to use encourage regular use.

Enhanced Cleaning

Enhanced cleaning and sanitization are critical to help mitigate the spread of COVID-19.

- Facility staff will clean and sanitize all high touch surfaces at regular intervals throughout the day.
- Both students and staff will be responsible for disinfecting their work area and wiping down high-touch surfaces after use.

Kitchens

- Will remain open.

Use of Lockers

- Will be permitted. Avoid congregating around lockers.

College Vehicles

- Same rules apply as being on campus regarding masking.
- Staff have the choice to taking a separate College vehicle if they feel more comfortable doing so.