

	Quest University Health and Safety	Revision #	01
		Implementation Date	14-Aug-2020
Manual Owner	Quest Exposure Control Committee – Covid-19	Last Reviewed/Update Date	13-Aug-2020

1. Purpose

- a. The Exposure Control Plan (ECP) describes the procedures required to ensure the safety of faculty, staff, and students returning to work amidst covid-19.
- b. The ECP is based on regulations outlined by WorkSafeBC (WSBC).

2. Applicable Standards and Regulations

- a. Employers are required to put in place a COVID-19 Safety Plan that helps to prevent transmission and exposure of COVID-19.
- b. The ECP must include specific steps as outlined by WorkSafeBC:
 - i. Assess Risk.
 - ii. Implement measures to reduce risk.
 - iii. Develop policies.
 - iv. Develop communication plans and training.
 - v. Monitor your workplace and update plans as needed
 - vi. Assess and address risks from returning operations.
- c. The ECP references the following Health and Safety regulations:
 - i. Occupational Health and Safety Regulation, Part 2: Application.
 - ii. Occupational Health and Safety Regulations, Section 5.54.
 1. Specific considerations must be included in this document; statement of purpose and responsibilities, risk identification and assessment, education and training, work procedures, hygiene faculties and decontamination procedures, health monitoring and documentation¹.
 - iii. Occupational Health and Safety Regulations, Section 6.34.
 1. The employer must meet requirements of above regulation as well as meet the following; determine level of risk associated with any route of transmission, list all work activities with associated transmission routes, engineering and administrative controls to minimize exposure, standard infection control precautions (housekeeping etc.), description of personal protective equipment (PPE), outline of education and training program as well as how training will be documented, and how exposed workers will be documented and tracked².

¹ WorkSafeBC. OHS Regulation Part 5: Chemical Agents and Biological Agents, 5.54: Exposure Control Plan. <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-05-chemical-and-biological-substances#SectionNumber:5.54>. 2020.06.29.

² WorkSafeBC. OHS Regulation Part 6: Substance Specific Requirements, 6.34: Exposure Control Plan. <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-06-substance-specific-requirements>

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3. Roles and Responsibilities

- a. Employer
 - i. Complete and post a Safety Plan.
 - ii. Educate and train workers on Safety Plan.
 - iii. Implement a system to identify and control risks and assess the controls that are put in place.
- b. ECP Team
 - i. Develop policy and procedures for a return to work program with regards to covid-19.
 - ii. Assess and address risk of exposure as operations resume.
- c. Joint Health and Safety Committee
 - i. Evaluate safety concerns brought forward by workers.
 - ii. Eliminate risk or implement engineering or administrative controls to mitigate risk to employees.
- d. Workers
 - i. Follow guidelines set out by the ECP team and take reasonable care to protect themselves.
 - ii. Bring forth any Health and Safety concerns to the JHSC or the ECP team.

4. Campus Operation Status: Phase I

- a. **Phase I: Essential Operations Only**
- b. Only employees required to be on site for the essential functions of the campus both academically and operationally will be permitted on campus.
- c. Employees that require access to campus to do their job. This action must be approved by Human Resources prior to work commencement.
- d. RecPlex; closed, no admittance permitted.
- e. University Services Building; closed, no admittance permitted.
- f. Student Residences; closed, no admittance permitted.

5. Risk Identification, Assessment, and Control: Phase I

- a. **Phase I: Low Risk**
- b. Limited possibility of transmission due to restricted access to campus.
- c. Transmission risk associated with surface contact rated low due to restricted access to campus.

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6. Education and Training: Phase I

- a. Email: disseminate restricted access policy during **Phase I**.
- b. Workers still accessing campus during **Phase I** are required to notify Human Resources of the date, time, and location they are working on campus.
- c. Signage: closed signs on closed areas and social distancing signs on spaces in use.

7. Work Procedures, Hygiene Facilities, and Decontamination Procedures: Phase I

- a. DO NOT come to Campus if you are sick
 - i. If you are symptomatic, or if someone in your household is symptomatic then you are not to come to campus.
- b. Workers are restricted to personal workspaces as much as possible, minimal traffic between spaces and buildings.
- c. Staff are highly encouraged to wear masks in transit between work areas and while occupying communal areas.
- d. Workers have access to hand washing facilities in all work areas.
- e. Daily Tasks: disinfecting touch points including but not limited to; door handles, faucet handles, elevator buttons, bench tops etc.
- f. Weekly tasks: Complete check of entire Main Campus facilities including: Library, Services, and Academic buildings.
- g. Biweekly tasks: regular cleaning of used spaces including but not limited to; hallways, restrooms, lounges etc.

8. Health Monitoring and Exposure Records

- a. As more workers return to work, and the Quest Operation Phase changes so will the ECP.
- b. Workers who raise safety concerns are encouraged to do so through the JHSC so that issues may be resolved in adequate time.
- c. Workers that begin to show symptoms of covid-19 are to refrain from coming to campus.
- d. It is requested that workers who have contracted covid-19 report this to Human Resources through the confidential form available on the Portal.