



NTETC Site Specific Covid-19 Safety Plan

Updated 2020-08-19

Preamble

The Northwest Trades & Employment Training Centre is the School District 82 hub for all secondary career education programs as well as the districts Distributed Learning program. NTETC has developed a strategy of infusing program offerings throughout the communities in the area, and as such the majority of NTETC staff and students attend locations outside of the NTETC facility. There are currently 4 district employees who regularly access NTETC as a primary place of employment. With the recent cancellation of the Coast Mountain College cosmetology program, NTETC will not have any CMSD students attending regularly on site.

This presents unique challenges and solutions in terms of the current Covid-19 pandemic. These will be reflected in the safety Plan below. For instance, NTETC does not require a student learning group plan due to its current configuration. As well, NTETC staff deal with the majority of student inquiries either by phone or email. This severely limits the need for individuals not employees at NTETC to access the building directly.

In addition, the majority of the building has been leased out to three different organizations, who have developed their own Covid-19 Safety plans. Those plans have been attached to this document.

Specifics

1. Any members of the public wishing to gain access to the building will be required to phone from the front entrance. Numbers for NTETC, PIC and St. Johns Ambulance will be visibly displayed at the front door. A staff member will greet anyone requesting access at the front door and outline the safety protocol.
2. Hand Sanitizer will be provided at the front entrance to the NTETC office. Any members of the public or students requiring access to the office will be asked to use the hand sanitizer before entering the NTETC area of the school. This mirrors the attached policies for the Piping Industry College and St. Johns Ambulance.
3. NTETC staff will endeavor to deal with as many inquiries as possible remotely. (emails, phone conversations, etc.)
4. In as much as possible, all staff in the building will be provided with dedicated washroom facilities. There will be no public washroom access in the building.
5. All staff in the building will be encouraged to practice social distancing, including during scheduled break times such as lunch. Signs will be placed in common areas with suggestions on where staff should sit to achieve social distancing guidelines.
6. Shared Spaces will be cleaned daily by school janitorial staff
7. In regards to PPE, gloves, hand lotion, and disinfectant have been made available to all staff.
8. Prior to the commencement of the 2020-2021 school year a building wide orientation will take place in order to familiarize all employees/tenants with all Covid-19 safety plan procedures.
9. Any staff member experiencing symptoms of Covid-19 will be encouraged to remain at home. Staff will be provided with the link to the British Columbia Ministry of Health Covid-19 self-

assessment tool which provides guidance for those experiencing symptoms. <https://bc.thrive.health/covid19/en>

COVID-19 Safety Plan

Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order).¹ UAPIC’s policies and procedures are as follows:

Policy & Procedure for Practical Training

Following the guidelines put in place by the Provincial Health Officer (PHO) UAPIC will be offering practical training at our institution. We will be operating in the following limited capacity as of May 25th, 2020. The guidelines are as follows:

- Class sizes will not exceed nine people at one time for practical training.
 - Apprentices will have assigned seating, which will adhere to the 2 meters of distance required between people.
- Hand washing/sanitization stations will be visible and easily accessible throughout our building.
- Hands must be washed upon arrival and departure of the building, and after using machinery and equipment.
- Personal Protective Equipment (PPE)
 - It is the individual’s choice to wear non mandatory PPE, and it is their responsibility to dispose of it properly.
 - Masks, gloves, and other equipment will be offered to apprentices upon arrival.
 - All task specific PPE will be required as well ie. Boots, safety glasses.

¹ Henry, Bonnie. ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections, 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008) Workplace COVID-19 Safety Plans, ORDER OF THE PROVINCIAL HEALTH OFFICER (Pursuant to Sections, 30, 31, 32 and 39 (3) Public Health Act, S.B.C. 2008) Workplace COVID-19 Safety Plans 5 (n.d.).



- Physical distancing requirements of approximately 2 meters between people will be enforced as follows:
 - Students will be organized in smaller groups and will remain in those groups for the duration of their practical training.
 - Staggering arrival and departure time from the building.
 - Apprentices and staff are required to complete a daily routine screening upon entering the building.
- If someone shows any symptoms that align with COVID-19 symptoms:
 - I. You are required to inform UAPIC immediately
 - II. You must follow all PHO or family doctor recommendations
 - III. Must reschedule practical training for another time
- If you are unsure of your symptoms feel free to go to the BC COVID-19 Symptom Self-Assessment Tool <https://bc.thrive.health/covid19/en> or contact 8-1-1.

Policy & Procedure for Breaks

UAPIC has identified areas with a higher risk of intense contact within our building. To prevent the spread of the virus we have identified places where people gather, such as the break room and have made changes accordingly, such as:

- The break room will remain closed until further notice.
- We will not have microwaves or refrigerators for apprentices' use.
- Apprentices will have to take their breaks outside of the institution.
- Break times for classes and other groups will be staggered to limit congestion.



Policy & Procedure for Welding Shop

UAPIC will be re-opening our welding shop in a limited capacity as of May 25th, 2020. In order to ensure the safety of our members and staff the following procedures will be put in place.

- Members will be allowed to practice within the shop at any given time, following these guidelines:
 - Shop time must be booked through our office and will be on a first come first serve basis.
 - The number of members allowed to practice in the shop at any given time will be determined by the total amount of people in the shop, making sure we stay within the required 2 meters of physical distance required.
 - People may only book two consecutive days in the shop and only a max. of 10 days in advance.
 - UAPIC reserves the right to cancel member's practice time to maintain safe numbers in the shop, with a priority given to members doing job tests.
 - We will not be allowing drop in's.
 - All welders will always be required to wear a respirator and or mask while in the shop.
 - Everyone will fill out a symptom tracker upon arrival.
 - If someone shows symptoms that align with COVID-19 symptoms:
 - I. You are required to inform UAPIC immediately
 - II. Once you have informed the school, you must go through a 14-day self-isolation
 - III. Must reschedule practical training for another time
- Four Rig welders will be allowed to practice outside in the back-parking lot at a time.
 - People will be able to book a week of practice at a time.
 - Same booking rules apply for outside as they do for in the shop.



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COVID-19 Update

First and Foremost, UAPIC would like to thank everyone for their patience and understanding during these uncertain times. We would also like to thank our frontline workers and essential service employees for all their work as well.

UAPIC continues to ensure that the health and safety of the community is in the forefront. While at the same time maintaining a level of technical training that adheres to the training requirements set out by the Industry Training Authority (ITA). UAPIC has also put in place a COVID-19 Safety Plan that adheres to the Occupational Health and Safety Regulations in accordance to the Workers Compensation Act. Following the guidelines put in place by the Provincial Health Officer (PHO) UAPIC will operate in the following limited capacity as of May 25th, 2020:

- We will be running small practical training sessions
- Apprentices and members registered in these classes are not permitted to attend if they show or feel any symptoms of illness or are residing with any person that shows symptoms.
- PHO requirements for isolation will be enforced
- Apprentices and members will fill out a daily symptoms tracker upon entering the building
- If you become ill during the session you will be required to inform UAPIC immediately

UAPIC is committed to the efforts to stop the spread of the COVID-19 virus while maintaining a safe learning environment for our apprentices and staff. We all play an important role in the effort to stop the spread of the virus, and it is up to each individual to do their part.

Please direct any questions via email to registrar@uapicbc.ca or call our office at 604-540-1945

Thank you for your understanding during these times,

Executive Director of Apprenticeship & Training
BDL/rca

St. Johns Ambulance Covid-19 Safety Plan

We are currently finalizing the protocols that will be implemented for you, the students and the staff's safety as we move through what will be the "go forward" protocols as we continue to move through the COVID-19 pandemic.

To note we will be implementing the recommendations from the BC Medical Officer, WorkSafe BC as well as St. John Ambulance.

"In part" you can expect the following:

- Physical Distancing & frequent hand washing or hand sanitizing. Cleaning procedures to be enhanced in conjunction with recommendations
- No attendance if you are ill (staff, student, instructor).
- Pre-screening for all students, instructors and staff at arrival (self -declaration form completed and reviewed).
- Students & Instructors will be required to bring their own pocket mask and non-surgical mask (will be available for purchase prior to class either online or at the Branch). Pocket masks will no longer be supplied. Everyone will be required to wear a non-surgical mask throughout the class.
- Students and instructors will be required to wear gloves during the course.
- Breaks will be taken in the classroom (lunchrooms will not be open).
- Class start times will be staggered in order to minimize number of students entering facility at the same time.

In Classroom

- Individual student "stations" will be marked and separated by minimum 6 feet distance including instructor station.
- Each station will have a 1:1 full body manikin, first aid kit, AED trainer, gloves and chair (no sharing manikins or equipment, no student casualty).
- Class size dependent on physical size and layout of each room (Vancouver 10 students per class; Surrey 8 students per class).
- Administrative protocols will follow.

Branch

- No attendance if employee is ill.
- Staff start times will be staggered in order to accommodate students.
- Staff will be separated by no less than 6 feet.
- Protective barriers will be in place.

A detailed document will be finalized over the next week. If you have any questions, please feel free to contact 