

# Great Plains College **Winter/Spring COVID Response Plan: August 15 to December 31, 2020 (extended until June 30, 2021)** updated November 17, 2020

## **Guiding principles from Ministry of Advanced Education**

1. Student, faculty, and staff health and safety is paramount.
2. All public health guidelines and protocols will be followed.
3. Institutions will continue providing quality education experiences of learners and make best efforts to ensure the ongoing participation of vulnerable learners.
4. Institutions will strive to ensure academic and student health and wellness support services are available to all students.
5. Priority should be given to programs that support critical areas of the labour market, such as the health sector.
6. In-person, applied, hands-on programs and research should be given priority when considering a return to campus.
7. Saskatchewan institutions will make efforts to cooperate and collaborate to enhance program delivery and support students.
8. Institutions will communicate timely, consistent information to students, staff and the public.

## **Institutional Principles**

In addition to the Guiding Principles outlined by the Ministry of Advanced Education, Great Plains College will:

1. Maximize the on-campus experience for students through blended-learning and blended-working environments.
2. Employees will be assigned to work on campus if required to implement the **Winter/Spring COVID Response Plan**.
3. Plan for the ability to pivot quickly to return to work/learn from home, if necessitated by the pandemic.
4. Communicate the role staff, students and visitors have in ensuring compliance with public health guidelines.
5. Clearly communicate what programs and services are available and how to access them.
6. Provide high level customer service to staff, students and our communities.
7. Provide supportive leadership for on-campus activities.
8. Promote and support **an environment that requires masks in specific circumstances**.
9. Where possible, provide external facility/rental services for partners to facilitate training or support to training.

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## **1. Overview**

Great Plains College **Winter/Spring COVID Response** Plan encompasses the time frame of August 17 – **June 30, 2021**. The approach taken in implementing a blended program and service delivery model includes maximizing the on-campus experience while following all necessary public health and occupational health and safety guidelines. The plan will be shared with the Ministry of Advanced Education and Ministry of Health and managed in relation to the Re-Open SK plan.

## **2. Health & Safety Precautions**

“Do Not Enter” and “Open for Business” posters from the Ministry’s website will be posted at each college entrance assigned for use.

“Standing in Line” poster from the Ministry’s website will be posted in a highly visible location near the reception area.

### Access to Campus

- The maximum number of people per room will be managed in relation to the Re-Open SK limit and physical distancing parameters for Phase 4 (30 people per room maximum).
- A minimum of two days prior to the planned return date on campus, each student, staff and faculty will be contacted and asked the screening questions below. An affirmative response to any of these questions will require the individual to stay home.

### Screening Questions

1. Have you returned from international travel within the last fourteen (14) calendar days?
2. Have you been identified by the Medical Health Officer as “in close contact of someone with COVID-19?”
3. Are you sick or experiencing flu-related symptoms?
4. Do you have any respiratory symptoms (fever, cough, shortness of breath or breathing difficulty)?

Students, staff and faculty who meet screening requirements will be emailed a Campus Access Checklist and a Campus Safety Protocol Agreement. They are required to read, sign and return these documents to the college electronically prior to arriving on campus. These documents can be found attached to this proposal.

Students, staff and faculty will be reminded to advise the college if they become sick or are placed on self-isolation prior to the date they are expected to be on campus.

- All students, staff, faculty and scheduled visitors will enter the college through the designated door(s). When students, staff and faculty arrive on campus for the first time prior to the fall semester, a designated college employee will direct them to use hand sanitizer, confirm receipt of the signed Campus Access Checklist and Campus Safety Protocol Agreement and direct them to their assigned classroom/location.
  - If required to assist with traffic flow, an alternate entry point may be designated for a group of students/staff. Such direction will be provided by the Region Manager. Each entrance utilized will have hand sanitizer present for use upon arrival and departure.
  
- All unscheduled visitors will enter the college through the main door and will be required to check in with reception. The Administrative Assistant will direct them to use hand sanitizer and ask the screening questions.
  - If deemed safe to proceed on campus, the Administrative Assistant will ascertain the purpose for the visit.
    - If an ad-hoc meeting is sought and can be safely facilitated, a hard copy of the Campus Safety Protocol Agreement will be provided to the visitor to review, sign and return. Upon receipt, the employee that the visitor came to meet will come escort the visitor to their meeting location. The visitor's name, phone number, arrival time and confirmation of access to campus without symptoms will be documented in Daily Attendance Tracking.
    - If unable to safely facilitate an ad-hoc meeting, the Administrative Assistant will schedule an appointment for the visitor or obtain the visitor's name and contact information to forward to the appropriate staff member to schedule a future appointment.
  - If the visitor displays flu-related symptoms or responds affirmatively to any of the screening questions, the Administrative Assistant will request the visitor leave campus and to contact the HealthLine to obtain further direction. The Administrative Assistant will arrange for sanitization of all surfaces touched by the visitor after his/her departure.
  
- Business-related visitors will also be required to enter through the main door, use hand sanitizer and respond to the screening questions successfully prior to proceeding.
  
- On campus, if an individual exhibits flu-related symptoms, fever, cough, headache, muscle and/or joint aches and pains, sore throat, chills, runny nose, nasal congestion, conjunctivitis, dizziness, fatigue, nausea/vomiting, diarrhea, loss of appetite, loss of sense of taste or smell, shortness of breath or breathing difficulty, they will be asked to leave campus, to advise their instructor/supervisor and to contact the HealthLine for further direction. The college will disinfect the sick individual's workspace and all communal surfaces as soon as possible.

- If the individual cannot leave campus immediately, they will be instructed to wear a non-medical mask and to wait in a designated area until their transportation arrives. The designated area will be disinfected once this individual leaves the premises.
- Daily attendance tracking will occur to know which faculty, staff, students and visitors are on site and which areas of the campus are utilized.
- Absences related to COVID testing or COVID illness must be reported to the Region Manager immediately. All other absences will be managed through regular processes.
  - Students report COVID absences to their instructor, who will then advise the Region Manager.
  - Staff report COVID absences to their supervisor and the Region Manager simultaneously.

### **3. Expectations on Campus**

Students, staff and faculty are expected to:

- Practice physical distancing
  - Always maintain two-metre (six feet) distancing, including during breaks/lunch.
  - Avoid handshakes and any other physical contact with others.
- Follow proper hand hygiene and respiratory etiquette including:
  - Wash hands frequently with soap and water. Scrub for 20 seconds.
  - Use hand sanitizer when entering the college facility and when entering and leaving the classroom/lab/shop, etc.
  - Avoid touching your face, mouth, nose and eyes.
  - Cover coughs and sneezes and then wash hands with soap and water.
- Wear personal protective equipment (PPE) as required by the program, **in situations where physical distancing is not possible or is unpredictable, and in circumstances mandated by public health.**
- Adhere to traffic control measures:
  - Only use designated rooms and facilities.
  - Follow traffic flow directions.
  - Do not enter restricted areas of the facility.
  - Only enter and exit the facility using designated door.
  - Do not facilitate entry for individuals who are not authorized to be on campus. This includes not propping exterior doors open.
  - Lunches and breaks must be arranged to follow physical distancing practices.
- Limit exchange of paper; avoid sharing pens/stationary.

- Self-monitor:
  - Do not come to the campus if you are sick, have flu-related symptoms, fever, cough, headache, muscle and/or joint aches and pains, sore throat, chills, runny nose, nasal congestion, conjunctivitis, dizziness, fatigue, nausea/vomiting, diarrhea, loss of appetite, loss of sense of taste or smell, shortness of breath or breathing difficulty. Inform your instructor/supervisor and contact the HealthLine.
  - If you become sick while on campus, leave the campus, inform your instructor/supervisor of your illness and contact the HealthLine for further direction.
  
- Minimize in-building movement, multi-person face-to-face meetings and social activities.
  
- Breaks will be taken in designated areas at designated times.
  - Physical distancing (two-metre/six feet) will be maintained;
  - Programs happening at the same campus location will schedule breaks at alternating times to limit interaction;

Great Plains College employees assigned to work at an external site are expected to follow our college protocols as well as the protocols established by the site where the employee is working.

#### **4. Guidelines for when Physical Distancing is NOT possible or is Unpredictable**

All college locations in communities deemed [mask-mandatory by Public Health](#) will adhere to the requirements of the Public Health Order.

In locations not deemed mask-mandatory, Great Plains College will implement the following guidelines:

In situations where physical distancing is not possible or is unpredictable, individuals are required to:

- wear a non-medical mask;
- follow proper hand hygiene and respiratory etiquette;
- maintain a minimum of three feet between parties, if possible; and
- self-monitor.

Specific circumstances where masks are required on campus include, but are not limited to:

- in applied learning situations where physical distancing is not possible between students, all students participating are required to wear a mask.
- individuals who are in-transit, including:
  - entering and leaving the facility,
  - walking in hallways,
  - going to the washroom,

- spending time in common/lounge areas,
- moving around the classroom and
- leaving your office/classroom.

All staff and students will receive training on the protocols for donning and doffing the face masks as well as instructions for disposing of them. At minimum this training will include watching the Public Health video (<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>). The Saskatchewan Health Authority “How to Wear a Face Mask” poster outlines the protocols we will use and will be posted in locations as visible reminders.

## **5. Physical Buildings**

- “Protect yourself and Others” and “Physical Distancing” posters will be posted throughout the campus as visual reminders to our campus community.
- A traffic flow plan will outline how people will move through the facility to prevent large gatherings in common areas and hallways.
- Common areas will be configured to adhere to physical distancing requirements or cordoned off.
- Common areas will be well signed with directional movement information including:
  - One-way traffic flows to facilitate physical distancing;
  - Markers on the floor every two metres to provide visible queues that encourage physical distancing; and
- Plexi-glass barriers will be installed at each reception desk.
- Desks and chairs will be removed from classrooms, waiting rooms and offices to ensure physical distancing.
- If possible, soft space and cloth furniture will be removed. Furniture that can be disinfected will be maintained.

## **6. Transportation and CVAs**

- Every effort shall be made to avoid unnecessary travel.
- College business that requires employees to travel to perform their duties is permitted (for example, student recruitment).
- If necessary for more than one individual to travel together and it is impossible to maintain a two-metre distance between parties, the following adaptations should be made:
  - the individuals will wear masks;
  - the individuals should occupy the same seats in the vehicle for the entire trip;
  - avoid physical contact and sharing materials; and
  - air recirculation should be turned off.
- College CVAs will be cleaned and disinfected after use, paying close attention to surfaces frequently touched, such as the steering wheel, gear shift, radio, door handles, arm rests, seatbelts and buttons for windows and locks.
- Hand sanitizer and disinfecting supplies will be stored in each CVA as additional precautionary measures.



## **7. Elevator Safety**

- The college “Elevator Capacity” sign will be posted outside of each elevator. The “Elevator Safety” poster from the Ministry’s website will be posted inside each elevator. Posters direct no more than two individuals to be in the elevator at any one time unless they are members of the same family unit or people assigned to provide physical support. Individuals using the elevator will be required to maintain physical distancing of two (2) metres while waiting for the elevator and when on the elevator. Individuals will be encouraged to avoid touching their face after pressing elevator buttons and to wash or sanitize their hands after leaving the elevator.

## **8. Cleaning and Disinfecting**

- College maintenance staff will be provided with PPE necessary to safely perform their role. The COVID-19 Environmental Cleaning and Disinfection for Public Facilities Fact Sheet will be provided to each maintenance employee. The supervisor will review the content with the employee and then the employee will acknowledge in writing that they understand the expectations outlined in the fact sheet. A copy of this acknowledgement will be forwarded to Human Resources for record retention.
- College maintenance staff will continue to disinfect high-touch, high-traffic areas a minimum of twice per day. This includes, but is not limited to, door handles, washrooms, handrails, countertops and light switches.
- In addition, college maintenance staff will disinfect rooms populated by students and faculty each day. Classrooms will be disinfected prior to the next use. The designated washrooms, break rooms and other high-traffic areas will be disinfected a minimum of twice per day.
- Offices will be disinfected by college maintenance staff prior to a staff member’s first day back in the office. Staff will be provided disinfecting supplies to disinfect their individual workspace thereafter. Staff have their own phone, desk, office and other equipment, so sharing will be discouraged.
- Shared equipment and desk spaces will be sanitized by college staff between uses. Disinfecting supplies will be made available to students, staff and faculty who may choose to disinfect an area/equipment prior to use (as an extra safety precaution).
- Administrative Assistant desks will be disinfected by college maintenance staff prior to the administrative assistant’s first day in the office. Administrative Assistants will be provided disinfecting supplies to sanitize surfaces touched by individuals that are served in their area (for example: counters, debit machine).
- Hand sanitizer and disinfecting supplies will be readily available for students, staff and faculty.



## **9. Controls**

- Instructors will encourage students to adhere to health and safety protocols. The Region Manager and Program Coordinator are encouraged to stop in to see how the safety protocols are working and to ensure compliance.
- Immediate supervisors will encourage staff to adhere to the protocols. The Region Manager and respective Director are encouraged to stop in to see how the safety protocols are working and to ensure compliance.
- Everyone plays a part in creating and maintaining a safe campus community. Encourage others to adhere to the campus protocols and provide guidance and support to reinforce compliance.
- Staff, students or faculty will be directed to contact the Region Manager or the Director of Human Resources with concerns or questions related to their safety on campus. Concerns will be addressed in a timely manner to ensure the safety of all students, staff and faculty.

## **10. Vulnerable Populations**

- Vulnerable students who have compromised immune systems or other underlying health conditions are encouraged to confidentially disclose their health status to his/her Student Adviser or Program Coordinator to ensure accommodation requests are addressed appropriately.
- Vulnerable staff who have compromised immune systems or other underlying health conditions are encouraged to confidentially disclose their health status with his/her direct supervisor or the Director of Human Resources to ensure accommodation requests are addressed in accordance with the Great Plains College Workplace Accommodations Procedure.

## **11. Staff Training**

- Prior to student re-entry to campus, all staff will be provided access one of three regional staff meetings that will include:
  - Health and Wellness video to overview with staff the investments Great Plains College has made to ensure staff and student safety. The video will also cover the expectations of all staff and students to maintain this health and safety.
  - Review of the “When you Return” content included in the Return to the Workplace Checklist for Employees that employees received prior to returning to campus.
  - Provision of GPC mask, [an overview of specific situations when masks are required on campus and](#) training on best practices for mask wearing.
  - Review of technology tools to best interact with staff and students in a remote environment as well as to access the training supports available.
  - Access to the GPC [Winter/Spring COVID Response Plan](#) via SharePoint.

- At the local level:
  - Region Managers will:
    - distribute local implementation plans as well as have these accessible on an ongoing basis
    - provide training for any location specific health and safety protocols that staff are expected to comply with

## **12. Staff and Student Communications**

Since the pandemic began, Great Plains College has had a comprehensive communications plan that has utilized many mediums to ensure consistent communications to staff, students, partners and the broader communities. We intend to continue this communications plan to ensure consistent delivery of key messages that allow for adherence to health and safety protocols.

There are two stages to the communications plan regarding [Winter/Spring COVID Response](#):

- Stage 1: Access to plan and training
  - Full access to the re-open plan and individual location implementation plans.
  - Clear understanding of all health and safety protocols in place as well as expectations for staff and students for adherence to the plan.
  - Training on alternative platforms positioning staff and students to pivot to remote delivery of programs and services if required.
- Stage 2: Campaign to reiterate Health and Safety Protocols
  - Led by communications and supported by the [Winter/Spring COVID Response](#) Committee, the campaign will utilize multiple mediums to reiterate health and safety protocols, advise of changes to plan and promote awareness.

## **13. International Student Protocols**

- All international arrivals from abroad will be subject to quarantine as per government regulations. Details regarding Great Plains College approach to the quarantine can be found within [Great Plains College Institutional Readiness Plan](#) found on SharePoint under Pandemic 2020.
- International orientations will outline the health and safety regulations as well as expectations of students while on campus. International students will be held to the same provincial and federal standards as domestic students.
- Great Plains College has ensured that all student supports available to domestic students are also available to international students including Mental Health services. All international students are provided access to a Student Adviser to ensure their ability to access these services in a timely manner.

## **14. Mental Health Services**

- It is important to recognize that students, faculty, staff and visitors may need extraordinary support because of the anxiety and uncertainty created by COVID-19.
- At least one ASIST trained employee will be scheduled to be on campus each day to provide initial suicide intervention.
- When staff are seeking mental health or general support services, they are encouraged to access the enhanced Employee Family Assistance Program (EFAP) that has been implemented. Staff can also be referred to external agency support options, such as:
  - **HealthLine 811** - Mental health and addictions service, providing 24/7 crisis support, advice to help manage a caller's situation, information and connection to community resources.
  - **www.onlinetherapyuser.ca** - Free online therapy for adults in Saskatchewan experiencing mental health difficulties or stress, with a focus on depression and anxiety. Accessible any day, any time, from any computer.
  - **Wellness Together Canada** - Connects people to peer support workers, social workers, psychologists and other professionals for confidential chat sessions or phone calls and also offers credible information and help to address mental health and substance use issues.
- When students require mental health services, referral should be made to the respective Student Adviser for their program. Student Advisers can connect the students with the supports required either through the provisions for support Great Plains College has directly invested in or through referral to external partners.

Mental Health Supports available within Great Plains College for students include:

- **MyWellness ([great-plains.lifeworks.com](http://great-plains.lifeworks.com))**
  - Great Plains College has invested in a platform accessible to provide resources to promote mental health maintenance through proactive interventions and tools.
- **Online Counselling**
  - Great Plains College has invested in creating free access to trained counsellors through an online platform that creates timely and ease of access for students. To book an initial appointment, students should contact their respective Student Adviser.

All services available to students are advertised throughout the academic year to ensure that students are aware of the services available to them.



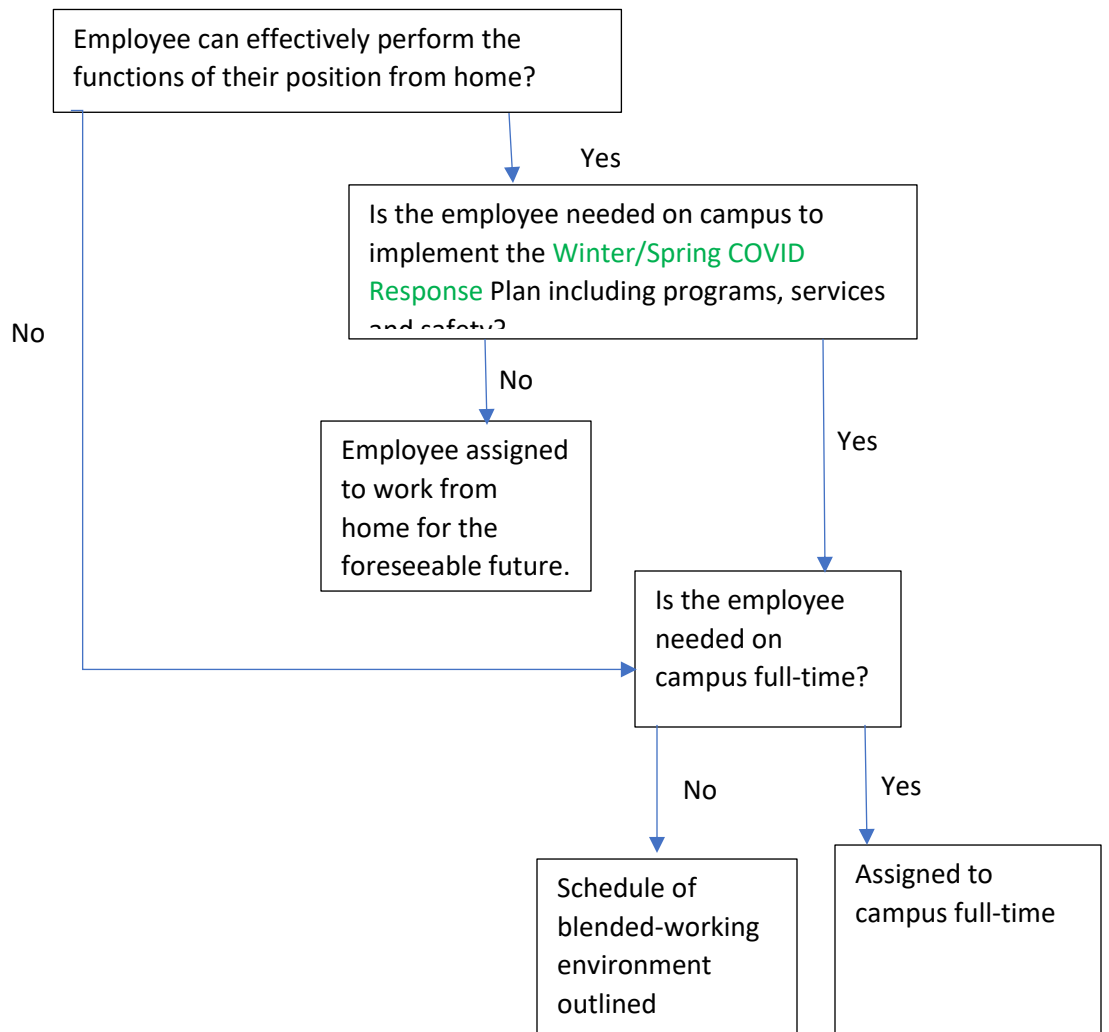
## **15. Plan Review and Maintenance**

- The **Winter/Spring COVID Response** Plan creation and review committee includes Great Plains College:
  - Directors
  - Region Managers
- Questions related to the **Winter/Spring COVID Response** Plan and its implementation may be directed to the following individuals:
  - Questions from staff – direct questions to the Region Manager
  - Questions from external bodies, including the ministry – forward questions to the Director of Human Resources by phone at (306) 741-1488 or email: [noreenv@greatplainscollege.ca](mailto:noreenv@greatplainscollege.ca).
- The **Winter/Spring COVID Response** Committee will review the **Winter/Spring COVID Response** Plan and corresponding Implementation Plans a minimum of **four** times within the implementation period. The review affords the opportunity to adjust to changes in our college environment, ministry direction or other factors that may arise during implementation.
- The Director of Human Resources will monitor the Saskatchewan Government website and Public Health Orders in order to promptly respond to changes related to the COVID-19 pandemic.
- The Region Managers will connect with Public Health to provide their contact information should mitigation procedures be required due to a COVID-19 case impact on campus.
- If a COVID-19 outbreak requires a campus closure, Great Plains College will plan to shift to alternative program delivery and work from home. Public Health will be engaged to ensure appropriate protocols are in place to facilitate essential services on campus.

## **Appendix A: Staff Assignment to Campus<sup>1</sup>**

Staff will be assigned to work on campus if their presence is required to implement programming, services or safety protocols outlined in this plan.

### **Decision tree**



<sup>1</sup> The Re-Open Saskatchewan Plan recommends that individuals should continue working from home if they can do so effectively. Therefore, if an employee is not needed on campus in order to implement the Great Plains College Re-Open plan, they will be assigned to continue to work from home on a full-time or part-time basis (blended working environment).

## **Appendix B: 2020-21 Program Health and Safety Plan**

### **Program planning approach**

#### **All Programs**

1. Each classroom, lab and shop has been measured and new maximum capacities calculated, to ensure the ability to physical distance; classes sizes will not surpass room capacity.
2. No face-to-face groups will be larger than 30. Classroom capacity for all programs will not exceed 18, including one instructor.
3. Instructors will deliver courses from campus.

#### **Post-Secondary**

4. Definition of blended delivery: synchronous lecture delivery; F2F and live video.
5. Schedule for theory: student rotating schedules 50% classroom and 50% live video.
6. Schedule for applied learning is majority F2F, depending on program. For example, Nursing will have a component of lab via live video and clinical via virtual simulation. Welding applied learning will be all F2F.

#### **Adult Basic Education, Essential Skills & PBLA Language Training**

4. Given the barriers of students, schedules have been built to maximize the on-campus experience in a learning environment that adheres to all health and safety protocols.
5. All programs are expected to utilize the alternate platforms to allow for remote access to program materials and an ability for learners to progress while outside of the classroom. Schedules for theory differ within each program but ensure a minimum of 2 days per week on campus for each student.

#### **Risks for all programs include:**

1. Sharing of classrooms between programs; different students and faculty using the same space.
2. Maintaining physical distancing, while teaching theory and providing tutor support, when questions asked/request for one-on-one assistance.
3. Times of high traffic in hallway.



**Mitigation Measures for all programs and in addition to GPC standardized precautions, include:**

1. Limiting movement of students between classrooms; where possible students attend all classes in one classroom daily and assign desks/seating plan.
2. Schedule lunch breaks for each program to control traffic and maximize physical distancing.

All programs will operate within public health guidelines and protocols and in conjunction with the Great Plains College [Winter/Spring COVID Response Plan](#). Risks specific to a program are outlined in the chart below. All other risks and mitigation measures are addressed in the Great Plains College [Winter/Spring COVID Response Plan](#).

<b>Post-Secondary</b>					
<b>Program</b>	<b>Start date</b>	<b>Delivery Mode for theory</b>	<b>Classroom Capacity (# students and Faculty)</b>	<b>Specific Risks (in addition to those outlined above and in re-open plan)</b>	<b>Mitigation Measures (in addition to those outlined above and in re-open plan)</b>
Admin Assist: FT and PT Warman Kindersley Swift Current	September 1  4 sections	Blended	W:9-1 K:8-1 SC:12-1	Shared use of student computers  Work placement	Disinfect between uses  TBD; possibly complete an assignment in lieu of placement
Business Dip yr1 Warman Swift Current	September 1; 2 sections Jan 4, 2021; 1 section	Blended	W:14-1 (cohort 1) W:18-1 (cohort 2) SC:12-1	Shared use of student computers; shared use of classroom (alternating days) day and evening usage	Disinfect between uses

Business Dip yr2 Swift Current/Warman joint delivery	September 1  Change from full time to part time. 7 courses instead of 15.	F2F or live video depending on which location course is delivered from	W:6-1 SC:8-1	n/a	n/a
CCA – FT Kindersley	January 4, 2021 **Postponed start All theory courses Jan-June 2021.	F2F	K:8-1	Increased opportunity for inability to maintain physical distancing in applied learning environment – lab only; no clinical.	Masks provided to students and faculty. Disinfect equipment between uses.
CCA – PT Kindersley Swift Current Biggar	September 1  5 sections	Blended	K:14-1 SC:11-1 B: 12-1	Increased opportunity for inability to maintain physical distancing in applied learning environment – lab only; no clinical.	Masks provided to students and faculty. Disinfect equipment between uses.
ECE – PT Swift Current	Sept 22 Original start	Blended	SC:15-1	NA	NA
ECE – PT Warman	September 1 Original start	Blended	W:18-1	NA	NA
Electrician - fall Swift Current	Aug 24, 2020 and Feb 2021 2 sections	Blended	SC:10-1	Even though there is a high level of applied learning, each student has their own assigned workspace and each space is over 2 m apart	Masks provided to students and faculty when physical distancing not possible.  Disinfect equipment between uses when shared.

HEO Warman	Aug 10, 2020 and April 26, 2021 2 sections	F2F	W:8-1	Even though there is a high level of applied learning, each student will work independently (at time with instructor) in both simulation and applied work.	Masks provided to students and faculty when physical distancing not possible.  Disinfect equipment between uses when shared.
MBA Warman	As scheduled	On-line	W:18-1	NA	NA
PCP-PT Swift Current	Sept 11,2020 Original start	Blended	SC:12-1	Increased opportunity for inability to maintain physical distancing in applied learning environment – lab and clinical.	Masks provided to students and faculty.  Disinfect equipment between uses.  Substitute F2F applied learning with simulation and at-home labs where possible/approved by licensing body.  Work with SHA to implement their additional Health and Safety measures when students are in their facilities; confirm opportunities to minimize time in SHA facilities. For example, confidentiality conduct patient research and post-conference at home instead of in SHA facility.
PE 3rd Kindersley	January 2021 ** Postponed start date	F2F	K:9-1	n/a	n/a

PE 3rd Swift Current	Sept 1, 2020 Original Start	Blended	SC:6-1 tentative	Even though there is a high level of applied learning, each student has their own assigned workspace and each space is over 2 m apart	As outlined by SaskPoly.
PE 4 <sup>th</sup> Swift Current	Sept 1, 2020 Original Start	F2F	SC:12-1	Even though there is a high level of applied learning, each student has their own assigned workspace and each space is over 2 m apart  Work placement	As outlined by SaskPoly.  TBD; possibly complete an assignment in lieu of placement
PN Dip year 1 Swift Current	Sept 14, 2020; tentative	Blended	SC:10-1 (classroom capacity may look more like 7-1)	Increased opportunity for inability to maintain physical distancing in applied learning environment – lab and clinical.	Masks provided to students and faculty.  Disinfect equipment between uses.  Substitute F2F applied learning with simulation and at-home labs where possible/approved by licensing body.  Work with SHA to implement their additional Health and Safety measures when students are in their facilities; confirm opportunities to minimize time in SHA facilities. For example, confidentiality conduct patient research and post-conference at home instead of in SHA facility.

<p>PN Dip year 2 Swift Current</p>	<p>Aug 24, 2020</p>	<p>Blended</p>	<p>SC:12-1 (classroom capacity may look more like 7-1)</p>	<p>Increased opportunity for inability to maintain physical distancing in applied learning environment – lab and clinical.</p>	<p>Masks provided to students and faculty.</p> <p>Disinfect equipment between uses.</p> <p>Substitute F2F applied learning with simulation and at-home labs where possible/approved by licensing body.</p> <p>Work with SHA to implement their additional Health and Safety measures when students are in their facilities; confirm opportunities to minimize time in SHA facilities. For example, confidentiality conduct patient research and post-conference at home instead of in SHA facility.</p>
<p>PN Dip year 1 Biggar</p>	<p>February 24, 2021</p>	<p>Blended</p>	<p>B:12-1</p>	<p>Increased opportunity for inability to maintain physical distancing in applied learning environment – lab and clinical.</p>	<p>Masks provided to students and faculty.</p> <p>Disinfect equipment between uses.</p> <p>Substitute F2F applied learning with simulation and at-home labs where possible/approved by licensing body.</p> <p>Work with SHA to implement their additional Health and Safety measures when students are in</p>

					their facilities; confirm opportunities to minimize time in SHA facilities. For example, confidentiality conduct patient research and post-conference at home instead of in SHA facility.
PN Dip year 2 Biggar	August 31, 2020- Dec 20-2020 (last semester)	Blended	B:12-1	Increased opportunity for inability to maintain physical distancing in applied learning environment – lab and clinical.	Masks provided to students and faculty.  Disinfect equipment between uses.  Substitute F2F applied learning with simulation and at-home labs where possible/approved by licensing body.  Work with SHA to implement their additional Health and Safety measures when students are in their facilities; confirm opportunities to minimize time in SHA facilities. For example, confidentiality conduct patient research and post-conference at home instead of in SHA facility.
University Swift Current	September 2, 2020	On-line	SC: No F2F	n/a	n/a
Welding Swift Current	Sept 1, 2020 Original Start	Blended	SC:10-1	Even though there is a high level of applied learning, each student has their own assigned workspace and	Masks provided to students and faculty when physical distancing not possible.

				each space is over 2 m apart/separate booths	Disinfect equipment between uses when shared.
YCW Warman	September 1 Original start	Blended	W:18-1	Shared use of large classroom evening and daytime Work Placement	Disinfect btw uses  TBD; possibly complete an assignment in lieu of placement
<b>Business Development and Continuing Education</b>					
Industry credit	August 17	F2F On-line	14-1	Increased opportunity for inability to maintain physical distancing in applied learning environment.	Masks provided to students and faculty.  Disinfect equipment between uses.
Non-credit	August 17	F2F On-line	14-1	Increased opportunity for inability to maintain physical distancing in applied learning environment.	Masks provided to students and faculty.  Disinfect equipment between uses.
<b>ABE</b>					
Adult 12 Kindersley	September 1 Original Start	Blended	Max. 14 Students 1 instructor 1 EA	Instructor and EA move between rooms. Enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Divided class into two sections with attendance every second day per section to allow for appropriate physical distancing within classroom
Adult 10 Kindersley	September 1 Original Start	Face-to-face	Max. 4 students 1 instructor 1 EA	Instructor and EA move between rooms	



General Academic Studies Kindersley	September 1 Original Start	Face-to-face	Max. 4 students 1 instructor 1 EA	Instructor and EA move between rooms	
Adult 12 Martensville	September 1 Original Start	Blended	Max. 18 students 2 instructors 2 EAs	Two classrooms with movement between rooms. Enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Disinfecting between movements of students and staff.  Divided class into two sections with attendance every second day per section to allow for physical distancing parameters within classroom to be met
Adult 10 Martensville	September 1 Original Start	Blended	Max. 16 students 2 instructors 2 EAs	Two classrooms with movement between rooms. Enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Disinfecting between movements of students and staff.  Divided class into two sections with attendance every second day per section to allow for physical distancing parameters within classroom to be met
ABE Biggar (Extension of Martensville)	September 1 Original Start Date	Blended	Max. 5 students 1 EA	In person 2 days per week.	Disinfecting before and after classroom use.
Adult 12 Maple Creek	September 1 Original Start Date	Blended	Max. 18 students 2 instructors 2 EAs	Multiple room movements between staff and students. Campus enrolments greater than individual classroom capacities for maintaining health and safety protocols	Disinfecting between movements of students and staff.  Divided class into two sections with attendance every second day per section to allow for physical distancing parameters within classroom to be met.

Adult 10 Maple Creek	October 5 Original Start Date	Blended	Max. 9 students 1 instructor 1 EA	Multiple room movements between staff and students. Campus enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Disinfecting between movements of students and staff.  Divided class into two sections with attendance every second day per section to allow for physical distancing parameters within classroom to be met.
Adult 12 Swift Current	September 1 Original Start Date	Blended	Max. 30 students 2 instructors 1 EA	One room movement per day between staff and students. Programs enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Disinfecting between movements of students and staff.  Divided class into two sections with attendance every second day per section to allow for physical distancing parameters within classroom to be met.
Adult 10 Swift Current	September 1 Original Start Date	Face-to- face	Max 9 students 1 instructor 1 EA		
<b>Essential Skills</b>					
Essential Skills/Early Childhood Education/Language Training Martensville	September 2 Original Start Date	Face-to- face	Max 6 1 instructor 1 facilitator 1 EA	In person 4 days per week.	All students contained within one classroom.  Work practicums will have to be navigated with partner organizations within health and safety protocols
Essential Skills/PE05 Dual Credit Maple Creek	October 5 Original Start Date	Blended	Max 6 1 instructor 1 facilitator 1 EA	Campus enrolments greater than individual classroom capacities for maintaining health and safety protocols.	Divided classes into two sections with attendance every second day per section to allow for

					physical distancing parameters within classrooms to be met.
Essential Skills Maple Creek	October 5 Original Start Date	Blended	Max 6 1 instructor 1 facilitator 1 EA	Campus enrolments greater than individual classroom capacities for maintaining health and safety protocols	Divided classes into two sections with attendance every second day per section to allow for physical distancing parameters within classrooms to be met.
Essential Skills Swift Current	October 5 Delayed Start Date	Face-to-face	Max 12 1 facilitator 1 EA	In person 4 days per week.	All students contained within one classroom.  Work practicums will have to be navigated with partner organizations within health and safety protocols
<b>Newcomer Language Training</b> <i>Rest of Language Training offerings TBD</i>					
Essential Skills for Newcomers with Language	September 1 Original Start Date	Face-to-face	Max 8 1 facilitator 1 EA	In person 4 days per week	All students contained within one classroom
Daytime ESL Swift Current	September 1 Original Start Date	Face-to-face	Max 12 1 instructor 1 EA	In person 4 days per week	Divided classes into two sections with attendance every second day per section to allow for physical distancing parameters within classrooms to be met.
Part time Evening ESL Swift Current Basic	September	Face-to-face	Max 16 1 Instructor 1 EA	In person 2 evenings per week	Divided classes between two classrooms to allow for physical distancing parameters within classroom to be met
Part time Evening ESL Swift Current Advanced	September	Blended	Max 8 1 instructor	In person 1 evening on campus, remote 1 evening	

Part time Evening ESL Warman Basic	September	Face-to- face	Max 8 1 instructor 1 EA	In person 2 evenings per week	Divided classes between two classrooms to allow for physical distancing parameters within classroom to be met
Part time Evening ESL Warman Advanced	September	Blended	Max 8 1 instructor 1 EA	In person 1 evening on campus, remote 1 evening	
Tutor Maple Creek	November	Face-to- face	2 students 1 facilitator	Daytime on campus	In one room; adhering to health and safety protocols
<b>External Rental Facility ESL</b>					
Part-time Evening Gravelbourg	October	Face-to- face	Max 22 1 instructor 1 volunteer	In person 2 evenings per week	All students contained within one classroom
Part-time Evening Shaunavon	October	Face-to- face	Max 10 1 instructor	In person 2 evenings per week	All students contained within one classroom
Part-time Evening Outlook	October	Face-to- face	Max 10 1 instructor Several volunteers	In person 2 evenings per week	All students contained within one classroom
Part-time Evening Kindersley	October	Face-to- face	Max 12 1 facilitator	In person 1 evening per week	All students contained within one room
Tutors (Regional – currently in Frontier) - utilizing library	November	Face-to- face	2 students 1 facilitator	Once per week	All abide by health and safety protocols of GPC and Library

## Appendix C: 2020-21 Services – Specific Health and Safety Plan

### Definitions

- A **Blended Working** Service Delivery Model is a combination of on campus and flexible remote work as assignment allows.
- A **Face-to-Face** Service Delivery Model is full-time on campus work.
- A **Remote Working** Service Delivery Model is full-time working from home.

All services listed will operate within public health guidelines and protocols and in conjunction with the Great Plains College [Winter/Spring COVID Response Plan](#). Risks specific to a particular function in the college are outlined in the chart below. All other risks and mitigation measures are addressed in the Great Plains College [Winter/Spring COVID Response Plan](#).

Programs & Core Services						
Service	Location(s) <i>Unit(s)</i>	Service Delivery Mode	Total # employees	Schedule	Risks Specific to the Function	Specific Mitigation Measures
Student Services	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended Working	6 Student Advisers	80% on campus 20% flexible	Inability to maintain physical distancing while academic advising.  Individuals who drop in unexpectedly.  Back-to-back appointments in	Wear a mask. Offer a mask to the student/other party.  Screen individual – schedule appointment.  Where possible, have short break scheduled

					the same location.	between appointments.  Student Adviser will sanitize desk, office door handle and other surfaces touched by the previous appointment.
Front Desk Reception	Biggar Kindersley Maple Creek Swift Current Warman	Face-to-Face	7 Administrative Assistants  2 Campus Attendants (evening)	Full-time on campus	Frequent contact with high-touch surfaces (reception counter)  Credit Card/Debit Machine interactions	Admin Assistant will sanitize the reception counter in between contacts.  Admin Assistant will sanitize device after each use.  Admin Assistant will provide additional sanitization of high traffic areas such as entrance door handles throughout their shift.
Unit Reception	Swift Current <i>Programs</i> SST	Face-to-Face	5 Administrative Assistants	Full-time on campus	Frequent contact with high-touch	Sanitize the reception counter

	<i>Student Services International/ABE ESL Communications</i>				surfaces (reception counter)	in between contacts.
Program Delivery	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to- Face	Faculty	100% on campus	Inability to maintain physical distancing while assisting students.	Wear a mask. Offer a mask to student/other party.
Student Learner Services (general)	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended	6 Educational Assistants	60% on campus 40% flexible	Inability to maintain physical distancing while assisting students.	Wear a mask. Offer a mask to student/other party.
Student Learner Services (program specific)	Biggar Kindersley Maple Creek Martensville Swift Current	Face-to- Face	7 Educational Assistants	Full-time on campus	Inability to maintain physical distancing while assisting students.	Wear a mask. Offer a mask to student/other party.
External/Internal Exam Invigilation	Biggar Kindersley Maple Creek Swift Current Warman	Face-to- Face	8 Exam Invigilators	Full-time on campus	Inability to maintain physical distancing while setting up the students in a 1:1 setting.	Wear a mask. Offer a mask to student/other party.



Coordination	Biggar Kindersley Maple Creek Martensville Rosetown Swift Current Warman	Blended	14 Program Coordinators	60% on campus 40% flexible	Work at multiple locations.	Transportation cleaning protocols.
Information Technology – Administration	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended	2 IT Administrators  1 IT Assistant	100% flexible	Frequent contact with high-touch surfaces.	Ensure the keyboard, mouse and desk surface are sanitized prior to use.
Information Technology – Training	Regional	Blended	1 Faculty Trainer  1 Educational Technologist	100% flexible		
Maintenance	Kindersley Swift Current Martensville Warman	Face-to- Face	1 Facility Coordinator  6 Custodians	100% on campus		

<b>Additional Services</b>						
<b>Service</b>	<b>Location(s) Unit(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>	<b>Risks Specific to the Function</b>	<b>Specific Mitigation Measures</b>
External Renters/partners: Training; small numbers of people	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	For example: ToastMasters, Service Canada, Fresh Start, etc.  1 Admin Assistant  1 Region Manager	Full-time on campus	NA	Any cleaning expectations for external renters / partners to complete will be outlined by the Region Manager as part of the agreement.
External Renters/partners: Sport, food and extra-curricular; large numbers of people	Swift Current	Postponed	For example: Junior SunDogs, SunDogs Café, Swift Current Little Theatre, SC Line Dancers, SCCC, Elections SK	Review in fall for Jan 2021	NA	NA
Events - students	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Remote	For example, orientation, scholarship reception, Spend-a-day, program info sessions,	100% remote; Review in fall for Jan 2021	NA	NA

			student association, etc			
Computer Lab / General Student Access to Computers	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	n/a	100% on campus	Shared computers with high touch surfaces.	Signage “use at your own risk” and “please disinfect computer and desktop after use”.  Disinfecting wipes available.
Public Washrooms	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	All staff	100% on campus		
Gymnasium - activity purposes	Swift Current	Postponed activity  Face-to-Face academic	No gym access or equipment provided to students.  Available for academic purposes such as exam writing.	Review fall for Jan 2021	NA	NA
Food Services – Breakfast Program	Maple Creek	Face-to-Face		100% on campus	Common eating area	Set up eating area to ensure physical distancing. Offer multiple spaces to

					<p>Inability to maintain social distance between the server and student</p> <p>Touching multiple items</p>	<p>consume breakfast.</p> <p>Staff member serving shall wear a non-medical mask.</p> <p>Staff and students are required to wash their hands for 20 seconds before and after serving/eating breakfast.</p> <p>Utensils will be used to serve items.</p> <p>Breakfast items will be individually wrapped items.</p>
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<b>Administrative Services</b>						
<b>Function</b>	<b>Location(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>	<b>Risks Specific to the Function</b>	<b>Specific Mitigation Measures</b>
Finance	Biggar Swift Current	Blended	2 Accounting Clerks  1 Payroll Officer	100% flexible	Interactions with Admin and reception for paperwork and deposits.  Visitor/Student traffic in GPC North.	Close office door to limit interactions.  Additional signage on GPC North building.  Cordon off levels.
Human Resources	Swift Current	Face-to-Face	1 HR Associate	100% on campus	Visitor/Student traffic in GPC North	Close office door to limit interactions.  Additional signage on GPC North building.  Cordon off levels.
Admissions and Registration	Swift Current	Remote Working	1 Admissions and Registration Officer	100% remote	Visitor/Student traffic in GPC North	Close office door to limit interactions.  Additional signage on GPC North building.  Cordon off levels.
Development	Swift Current	Remote Working	1 Donor Services Coordinator	100% remote	Visitor/Student traffic in GPC North	Close office door to limit interactions.

						Additional signage on GPC North building.  Cordon off levels.
Recruitment	Swift Current  Warman	Remote Working	1 Recruitment & Events Coordinator  1 Recruitment & Events Assistant	100% remote	Presentations at multiple external organizations / schools.  Inability to maintain physical distancing while academic advising.	Adherence to GPC health and safety staff protocols when at external agency.  Transportation cleaning protocols.  Wear mask.
Communications and Marketing	Swift Current	Remote Working	1 Communications & Marketing Coordinator  1 Digital Media & Design Coordinator	100% remote		

Management Programs & Student Services	Kindersley Swift Current Warman	Blended Working	1 – CEO  1 – Exec Assist  1 – DofProgs 1 – Dof Learner Services & ABE  3 – Region Mgr  1 – Mgr of Admissions & Intl	60% on campus 40% flexible  100% flexible  20% on campus 80% flexible  60% on campus 40% flexible  40% on campus 60% flexible		
Management Administrative	Biggar Swift Current	Face-to-Face  Remote Working	1 – Acct Mgr  1 – CFO 1 – D HR 1 – D Comm & Dev	100% on campus  100% remote	Visitor/Student traffic in GPC North	Close office door to limit interactions.  Additional signage on GPC North building.  Cordon off levels.



## Appendix D: Posters, Forms and Supporting Documents for Winter/Spring COVID Response Plan

Posters*	Original File Location
<ul style="list-style-type: none"> <li>Do Not Enter</li> </ul>	<a href="https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers/health-and-safety-guidelines-posters">https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers/health-and-safety-guidelines-posters</a>
<ul style="list-style-type: none"> <li>Open for Business</li> </ul>	
<ul style="list-style-type: none"> <li>Standing in Line</li> </ul>	
<ul style="list-style-type: none"> <li>Elevator Safety</li> </ul>	
<ul style="list-style-type: none"> <li>Elevator Capacity</li> </ul>	GPC Communications Unit
<ul style="list-style-type: none"> <li>Protect Yourself and Others</li> </ul>	<a href="https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus">https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus</a>
<ul style="list-style-type: none"> <li>Physical Distancing</li> </ul>	<a href="https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/information-for-physicians/physical-distancing-poster.pdf">https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/information-for-physicians/physical-distancing-poster.pdf</a>
<ul style="list-style-type: none"> <li>How to Wear a Face Mask</li> </ul>	<a href="https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/ppe/covid-19-sha-masking-for-public.pdf">https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/ppe/covid-19-sha-masking-for-public.pdf</a>

\* all Posters can be found on GPC SharePoint site

(<https://sp.greatplainscollege.ca/groupsites/Pandemic2020/Fall%20Re-Open/Posters>)

Forms Requiring Signature	Original File Location
<ul style="list-style-type: none"> <li>Campus Access Checklist</li> </ul>	GPC – HR/OHS
<ul style="list-style-type: none"> <li>Campus Safety Protocol Agreement</li> </ul>	GPC – HR/OHS
<ul style="list-style-type: none"> <li>COVID-19 Environmental Cleaning and Disinfection for Public Facilities Fact Sheet</li> </ul>	<a href="https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/guidance-for-health-care-facilities/cleaning-and-disinfecting-public-facilities">https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/guidance-for-health-care-facilities/cleaning-and-disinfecting-public-facilities</a>

\* all Forms can be found on GPC SharePoint site

(<https://sp.greatplainscollege.ca/groupsites/Pandemic2020/Fall%20Re-Open/Forms>)

Supporting Documents	Original File Location
<ul style="list-style-type: none"> <li>Return to the Workplace Checklist for Employees</li> </ul>	GPC – HR/OHS

\* all Supporting Documents can be found on GPC SharePoint site

(<https://sp.greatplainscollege.ca/groupsites/Pandemic2020/Fall%20Re-Open/Supporting%20Documents>)