

# **Great Plains College Re-Open Plan**

*July 12 to December 31, 2021*

## **Guiding Principles**

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 for learners and make best efforts to ensure 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. Saskatchewan institutions will make efforts to cooperate and collaborate to enhance program delivery and support students.
6. Institutions will communicate timely, consistent information to students, staff and the public.

In addition to these Guiding Principles, Great Plains College will:

1. Maximize the on-campus experience for students and return to 100 per cent in-person program delivery except for programs designed to be delivered in a blended format.
2. Assign employees to work on campus as required to effectively implement programs and services, following the parameters outlined in Appendix B.
3. Plan for the ability to pivot quickly to return to work/learn from home, if necessitated by the pandemic.
4. Promote, support and communicate the role staff, students and visitors have in ensuring compliance with public health guidelines.
5. Clearly communicate what services are available and how to access them.
6. Provide high level customer service to staff, students and our communities.
7. Provide supportive leadership.
8. Where possible, provide external facility/rental services for partners to facilitate training, support to training or services.
9. Respect each individual's privacy by not asking them to disclose their vaccination status.

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## 1. Overview

Great Plains College Re-Open Plan encompasses the time frame of July 12 – December 31, 2021. The approach taken in implementing our program and service delivery model, includes maximizing the on-campus experience while following all necessary public health and occupational health and safety guidelines.

## 2. Health & Safety Precautions

- Support a mask-friendly environment.
- Hand sanitizer will be available for use at campus entrances.
- College maintenance staff will disinfect high-touch, high-traffic areas a minimum of twice per day. This includes, but is not limited to, door handles, washrooms, handrails, countertops, light switches and student/staff common areas.
- Staff and students exhibiting flu- or cold-related symptoms will be asked to remain off-campus.
  - If an individual exhibits flu- or cold- related symptoms on campus, 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.
- Absences related to COVID illness must be reported to the Region Manager immediately. All other absences will be managed through regular processes.
  - Students report COVID illness to their instructor, who will then advise the Region Manager.
  - Staff report COVID illness to their supervisor and the Region Manager simultaneously.

## 3. Expectations on Campus

Students, staff and faculty are expected to:

- Follow proper hand hygiene and respiratory etiquette including:
  - Wash hands frequently with soap and water and/or use hand sanitizer
  - 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 and in circumstances mandated by public health.
- Self-monitor:
  - Do not come to the campus if you are sick, have flu- or cold-related symptoms. Contact the HealthLine for further direction.

- If you become sick while on campus, leave the campus, inform your instructor/supervisor of your illness and contact the HealthLine for further direction.
- Unless directed by public health, individuals may return to campus once they are symptom-free.

Great Plains College employees assigned to work at an external site are required to follow our college health and safety expectations as well as the expectations established by the site where the employee is working.

#### **4. Physical Buildings**

- “Protect yourself and Others” posters will be posted throughout the campus as visual reminders to our campus community.
- Plexi-glass barriers will remain installed at each reception desk.

#### **5. Transportation and CVAs**

- Avoid unnecessary travel.
- 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.

#### **6. 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. New maintenance employees will acknowledge in writing that they understand the expectations as 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, light switches and student/staff common areas.
- In addition, college maintenance staff will disinfect rooms populated by students and faculty each day. Classrooms will be disinfected prior to the next use.
- Staff will be provided disinfecting supplies to disinfect their individual workspaces. 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 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.

## **7. Controls**

- Instructors will encourage students to adhere to health and safety expectations on campus. The Region Manager and Program Coordinator are encouraged to monitor compliance.
- Immediate supervisors will encourage staff to adhere to the health and safety expectations on campus. The Region Manager and respective Director are encouraged to monitor compliance.
- Everyone plays a part in creating and maintaining a safe campus community. Encourage others to adhere to the campus expectations 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.

## **8. 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 in accordance with the procedures for accommodation outlined within the Fit for Learning Procedures.
- 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.

## **9. Staff Training**

- Prior to student entry to campus, all staff will be provided the following:
  - Health and Wellness supporting documents and video overview to outline the expectations of all staff and students on campus.
  - Access to the Re-Open Plan and FAQs via SharePoint.
- At the local level, Region Managers will:
  - provide training for any location specific health and safety expectations.

## **10. 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.

The Re-Open Plan communications plan includes:

- Full access to the Re-Open plan.
- Clear understanding and promotion of all health and safety expectations in place as well as expectations for staff and students for adherence to the plan.

## **11. International Student Expectations**

- 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 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.

## **12. 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.

### **13. Plan Review and Maintenance**

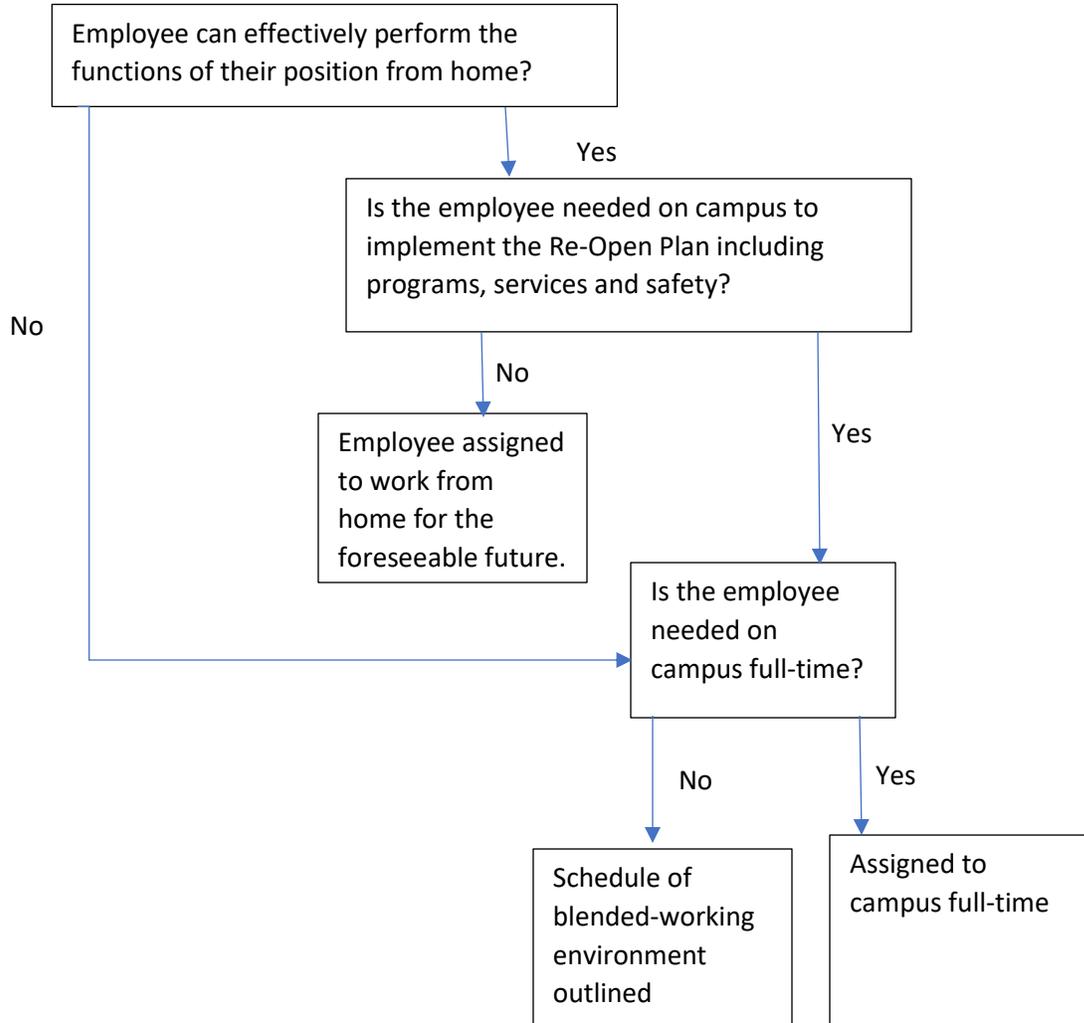
- The Re-Open Plan review committee includes Great Plains College:
  - Directors
  - Region Managers
- Questions related to the Re-Open Plan may be directed to the following individuals:
  - Questions from staff – direct questions to the Region Manager
  - Questions from external bodies, including the 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 Re-Open Plan Review Committee will review the Re-Open Plan a minimum of two times within the academic year. 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 required by Public Health, Great Plains College will be prepared to shift to alternative program and service delivery.

## **Appendix A: Staff Assignment to Campus**

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

### **Decision tree**



## Appendix B: 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.

### NOTES:

- *As the number of students and programs at each college location increases, staff may also need to increase their on-campus presence as their position requires.*
- *We are returning to 100 per cent in-person program delivery except for programs designed to be delivered in a blended format.*

Programs & Core Services				
Service	Location(s) <i>Unit(s)</i>	Service Delivery Mode	Total # employees	Schedule
Student Services	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended Working	6 Student Advisers	80% on campus 20% flexible
Front Desk Reception	Biggar Kindersley Maple Creek Swift Current Warman	Face-to- Face	7 Administrative Assistants  2 Campus Attendants (evening)	Full-time on campus
Unit Reception	Swift Current <i>Programs</i> <i>SST</i> <i>Student Services</i> <i>International/ABE</i> <i>ESL</i> <i>Communications</i>	Face-to- Face	5 Administrative Assistants	Full-time on campus
Program Delivery	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to- Face	Faculty	100% on campus

Student Learner Services (general)	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended	6 Educational Assistants	60% on campus 40% flexible
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<b>Service</b>	<b>Location(s) Unit(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>
Student Learner Services (program specific)	Biggar Kindersley Maple Creek Martensville Swift Current	Face-to-Face	7 Educational Assistants	Full-time on campus
External/Internal Exam Invigilation	Biggar Kindersley Maple Creek Swift Current Warman	Face-to-Face	8 Exam Invigilators	Full-time on campus
Coordination	Biggar Kindersley Maple Creek Martensville Rosetown Swift Current Warman	Blended	14 Program Coordinators	60% on campus 40% flexible
Information Technology – Administration	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Blended	2 IT Administrators  1 IT Assistant	100% flexible
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>
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
External Renters/partners: Sport, food and extra-curricular; large numbers of people	Swift Current	Face-to-Face	For example: Junior SunDogs, SunDogs Café, Swift Current Little Theatre, SC Line Dancers, SCCC, Elections SK	Full-time on campus at the discretion of the Region Manager
Events - students	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	For example, orientation, scholarship reception, Spend-a-day, program info sessions, student association, etc	Full-time on campus at the discretion of the Region Manager
Computer Lab / General Student Access to Computers	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	n/a	100% on campus
Public Washrooms	Biggar Kindersley Maple Creek Martensville Swift Current Warman	Face-to-Face	All staff	100% on campus

<b>Service</b>	<b>Location(s) Unit(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>
Gymnasium - activity purposes	Swift Current	Face-to-Face	Students Staff User Groups	Full-time on campus at the discretion of the Region Manager
Food Services – Breakfast Program	Maple Creek	Face-to-Face		100% on campus

<b>Administrative Services</b>				
<b>Function</b>	<b>Location(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>
Finance	Biggar Swift Current	Blended	2 Accounting Clerks  1 Payroll Officer	100% flexible
Human Resources	Swift Current	Face-to-Face	1 HR Associate	100% on campus
Admissions and Registration	Swift Current	Remote Working	1 Admissions and Registration Officer	100% remote
Development	Swift Current	Remote Working	1 Donor Services Coordinator	100% remote
Recruitment	Swift Current  Warman	Remote Working	1 Recruitment & Events Coordinator  1 Recruitment & Events Assistant	100% remote
Communications and Marketing	Swift Current	Remote Working	1 Communications & Marketing Coordinator  1 Digital Media & Design Coordinator	100% remote

<b>Function</b>	<b>Location(s)</b>	<b>Service Delivery Mode</b>	<b>Total # employees</b>	<b>Schedule</b>
Management Programs & Student Services	Kindersley Swift Current Warman	Blended Working	1 – CEO  1 – Exec Assist  1 – D of Progs 1 – D of 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

## Appendix C: Poster for Re-Open Plan

Poster	File Location
Protect Yourself and Others	<a href="#">SharePoint</a>