



## SIIT COVID-19 Operational Protocols

As we begin the 2020/21 academic year, the health and safety of all staff, students, clients and visitors are of upmost importance and SIIT is taking every precaution to keep our learning community safe. All programs have delivery plans prepared for each phase of *Saskatchewan's Re-Open Plan* and our safety plan has been reviewed and approved by the Saskatchewan Ministry of Health.

In accordance with guidelines from the Province of Saskatchewan all SIIT facilities will remain closed to the general public until further notice. Registered SIIT students and staff will continue to have access to their primary sites. Children, family, and friends are not allowed to accompany staff or students to class/work. Visitors/clients may only enter SIIT sites if they have an appointment. For job seekers and employers looking to access the Careers Centers, they must call or email to arrange an appointment.

### SIIT Operational Protocols

#### Mask Requirements

**Masks are required at all SIIT sites.**

Staff, Students, Guests, Clients and Visitors are all required to wear masks. Mask usage is required upon entering and exiting any SIIT facility and while in common areas, hallways, lobbies, classrooms, labs, study spaces, elevators and other shared spaces.

Spaces exempt from mask usage, such as some classrooms and common meeting rooms which have been set up to ensure two-meter distancing can always occur, will be identified by the manager of that space. (instructor, meeting host, supervisor/manager).

Staff members or students who state they cannot wear a mask will not be allowed entry into a SIIT site and must immediately contact to their program coordinator/supervisor via phone or email. Where a medical accommodation is requested which prohibits the wearing of a mask, the program coordinator/supervisor will work with the appropriate Dean/Director. Deans and Directors will work in collaboration with the Director of Human Resources (staff) or Manager, Academic Supports (students), to obtain appropriate documentation and prepare an accommodation plan where necessary.

## Prior to Entry

Before entering a SIIT facility, please ensure you read the below Health Screening questions.

- 1. Have you traveled out of Canada or been in close contact with anyone who has traveled out of Canada within the last 14 days?**
- 2. Have you had close contact with, or cared for, someone diagnosed with COVID-19 within the last 14 days?**
- 3. Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, headache, aches and pains, sore throat, chills, runny nose, loss of sense of taste or smell, shortness of breath or difficulty breathing)?**

If you answer 'YES' to any of these questions, do not enter SIIT facilities, call 811, and contact your immediate supervisor or instructor. For staff, your supervisor will work with Human Resources (HR) who will support a work plan if necessary.

Individuals that develop symptoms while on-site at an SIIT facility must go home immediately, call 811 and then notify their supervisor or instructor who must then notify the Health and Safety Coordinator at [hancockj@siit.ca](mailto:hancockj@siit.ca). The Health and Safety Coordinator will work in collaboration with the applicable supervisor or instructor to ensure that individuals work area is appropriately disinfected. A supervisor and/or HR will remain in contact with the employee to determine next steps. Instructors will maintain contact with their students. If a positive result of COVID-19 arises, the Health and Safety Coordinator will lead contact tracing requirements and follow SIIT's *Response to a Positive COVID-19 Diagnosis* outlined in this document.

COVID-19 Training provided by HRDownloads is mandatory for all staff to take immediately – details will be sent out by the Human Resources department. Students will be informed regarding SIIT protocols by their instructor. Protocols can be found on SIIT's website, Global drive and myEagle for all staff to review.

## Upon Entry for Staff and Students

All staff and students must track the dates and times of entry and exit into SIIT facilities should COVID-19 contact tracing need to occur at a site.

*Please use a sign in/sign out sheet and post Health Screening Questions beside the sheet; The sheets are titled *Employee and Student sign in sheet for time and attendance tracking* (found in G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety) and must be accompanied with the *Employee daily screening poster* (for staff) and the *Student daily screening poster* (for students), also found in SIIT's global drive noted above).*

## Upon Entry for Clients, Guests and Visitors – by appointment (schedule) only

All clients, guests and visitors must have an appointment to enter SIIT sites or be scheduled to be on-site to attend a meeting, deliver packages, attend an interview, and other related operational activities.

- All clients, guests and visitors must complete *SIIT's Guest Client Visitor COVID Waiver* upon entry. (found in G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety and G:/Common SIIT Global Access/1. SIIT Forms\Registrar's Office).
- Sign in/out sheets will be required to track the time and exit of all clients/visitors and guests titled *Guest Client Visitor sign in sheet for time tracking* (found on SIIT's global drive noted above).
- As entry for guests and clients must be by appointment only, *the COVID – script for booking appointments protocols* must be followed (found on SIIT's global drive noted above).

## On-Site Protocols

Staff/Students/Visitors/Clients must follow the physical distancing plan below:

- Maintain social distance at all times by staying two meters from others and avoid all physical contact.
- Masks are mandatory.
- Regular hand washing is required.
- Follow all directional arrows, social distancing floor signage, and all health and prevention posters.
- SIIT does not have student health centers at any of its sites. Students who are sick, should not enter the building.
- Immunocompromised/Vulnerable Staff/Students must self-identify with their Supervisor/Program Coordinator to arrange accommodation where reasonably possible.

*SIIT has purchased floor signage to indicate two-meter separation and directional arrows—departments can contact the Health and Safety Coordinator if they need additional signage for their facility.*

**Note: If the Saskatchewan Health Authority implements changes to Safety Protocols, SIIT will update this document accordingly; these protocols are subject to change.**

### **1. In-office Schedules**

- Staggered timeframes for staff who plan to be in-office is recommended where work requirements allow for it. Requested times to be in and out of the office must be pre-approved by your manager and VP. Date and times must be recorded on sign in/sign out sheets.
- Staff will be in the office according to assigned days and staff will continue to work from home on the days they are not in the office - abiding by the work from home policy.

- Sign in/sign out sheets must be retained by administrative personnel should the Saskatchewan Health Authority (SHA) require them for contact tracing. The sheets are titled *Employee and Student sign in sheet for time and attendance tracking* (found in G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety) and must be accompanied with the *Employee daily screening poster* (also found in SIIT's global drive noted above). The Health and Safety Coordinator and the Vice-President, Human Resources and Student Services will be responsible to collaborate with SHA.

## **2. Standard Facility Cleaning Protocols for all SIIT Managed Facilities**

- Cleaning regulations outlined by the provincial Environmental Cleaning and Disinfection Guidelines must be followed, which state:
  - Clean often. Areas visited by people should be kept clean and free from clutter.
  - Commonly touched areas should be cleaned and disinfected twice daily or whenever visibly soiled. This includes light switches, door handles, toilets, taps, handrails, counter tops, toys, touch screens/mobile devices and keyboards.
- Staff responsible for cleaning contracts must ensure cleaners are coming in twice per day; once to clean the commonly touched surfaces, and again for a standard clean of all surfaces; all cleaning staff must wear gloves and masks.
- Classrooms/Shops/Sites that do not have professional cleaners assigned to come twice per day must ensure spot cleaning occurs on all commonly touched surfaces as outlined in the provincial Environmental Cleaning and Disinfection Guideline. Staff will be assigned to this task by their supervisor and as per SIIT's
- Employees must clean shared electronics/equipment after each use.

Departments should ensure there are disinfecting wipes and hand sanitizer bottles in each location as noted below in section a – e as well as in each classroom and any computer labs; please purchase from your supplies budget if you work outside of the 3 campus locations.

### **a. Boardrooms and common meeting spaces**

- The meeting host must wipe door handles, tabletops, plastic chairs and other commonly used and shared surfaces BEFORE and AFTER each use.
- Ensure all individuals in these rooms can remain two meters apart from one another by spacing chairs and tables appropriately.
- Place a hand sanitizer bottle in front of entry into the meeting space.
- Where two-meter distancing cannot be maintained, masks are required.

### **b. Photocopy room**

- One person is allowed in photocopier/ mail room at a time.
- Staff member to wipe down copier and doorknob after each use.

**c. Staff and student kitchen areas**

- Use of common refrigerators, sinks and water coolers are allowed. All appliances noted above must be wiped down after each use. *Use of all other kitchen appliances are restricted.*
- Staff must ensure wipes are located beside these appliances to ensure proper cleaning occurs *\*staff and students are encouraged to bring their own coffee, water, lunch, etc. and eat in their assigned office/desk space.*
- No food sharing and preparation is permitted.
- Clean and disinfect all surfaces that have been touched upon entry and prior to leaving.
- Vending machines will not be operational and will have 'DO NOT USE' posters attached to the front of each of them.

**d. Student and staff lounges/common seating areas**

- Closed until further notice; it is recommended signage be placed on chairs/couches indicating "DO NOT USE".

**e. Washrooms**

- Staff washroom: Wipe bathroom faucet and door handles after using.
- Student washroom: all commonly used surfaces to be cleaned by a cleaner twice per day or when visibly dirty.

**3. Classrooms and Program Details**

- Each program and SIIT site will follow SIIT's physical distancing measures in this plan.
- Classroom seating is to be set up to facilitate two-meter distancing where possible - chairs can be removed to prevent students sitting too closely together – contact Facilities for support.
- If two-meter distancing cannot be maintained, all staff, students, clients and visitors will be required to wear masks.
- Each classroom must track attendance daily and ensure students comply with the health screening entry requirements – this will be accomplished by using the *Employee and Student Sign in Sheet for Time and Attendance Tracking* (found in G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety) and which must be accompanied by the Student Daily screening Poster (found in SIIT's global drive as noted above).
- Each classroom should have a hand sanitizer bottle present upon entry and require everyone entering and exiting to sanitize their hands.
- A required 72-hour quarantine period for returned books and testing materials is the safest and most effective way to handle paper materials; staff should collect returned books and testing materials while wearing gloves and a mask, and store for 72 hours before grading and transporting.
- Most student supports, such as Elder Services, can be accessed by distance. For those services that must be accessed in person, two-meters distancing/plexiglass barriers/masks/face shields and sterilization measures will be instituted.

- If the *Re-Open Saskatchewan* Phase changes and program enrollment exceeds the limit on classroom size under the new phase, the program coordinators will deploy their mitigation plan for each program which may result in alternative delivery for students. The Program Coordinators will inform the effected students in a timely manner.

**Note: Advanced Education has provided a Guide for Post-Secondary Institutional Planning for the Fall and each program area will be required to review and adhere to the guidelines noted in that document, as well as, follow SIIT's Operational Guidelines this document outlines.**

#### **4. Computer Labs**

- All computers/laptops, tools and equipment being used by students must be cleaned and disinfected prior to use and after use.
- Computer labs are not to be accessed without prior approval and must be supervised by an instructor.
- Students must wash hands/sanitize before and after using computers.
- Computer labs will be disinfected by cleaning staff daily.
- Chairs and workstations must be spaced out or removed to meet social distancing spacing requirements – contact IT and Facilities for support

#### **5. Reception Areas**

- High-visitation areas such as reception desks or check-in points have plexiglass barriers installed.
- All guests and employees must sign in/sign out; this book will be maintained by the appropriate administrative assistant.
- Employees will be required to initial that they have answered 'No' to all Health Screening questions and complete the *Employee and Student sign in sheet for time and attendance tracking* as outlined in the section above titled, *Upon Entry for Staff and Students*
  - Guests, Clients and Visitors must complete the *Guest Client Visitor COVID-19 Waiver* as outlined in the section above titled, *Upon Entry for Clients, Guests and Visitors*.
- Hand Sanitizer must be present on all reception desks – at this time departments must order their own.

#### **6. Elevators**

- Maximum: two people at a time.
- Elevator use is to be used by individuals with reduced mobility; all other individuals are asked to use the stairs.
- Maintain a two-meter distance between yourself and the other occupant
- Elevator will be disinfected twice per day by cleaning staff.
- Sanitize hands before and after riding elevator – sanitizing stands will be in front of all elevators.

*Please consider using stairs to reserve the elevator for people that have reduced mobility; stairs will have directional arrows to direct the flow of traffic.*

## **7. Sanitizing Stations**

- At the main entrance of all campuses there will be a hand sanitizing station.  
*Note: for smaller facilities, pump hand sanitizers will be just as effective at entrances as there are fewer people entering the facility daily*
- Outside of every elevator entrance at the Saskatoon Campus there will be a hand sanitizing station.
- Each reception desk should have a bottle of hand sanitizer.
- Each classroom should have a bottle of hand sanitizer near the entrance.

## **8. Personal Protective Equipment (PPE)**

- SIIT employees who manage in-coming and out-going mail are required to wear gloves and a mask while handling mail; SIIT will provide this equipment.
- Staff and Students that cannot maintain a two-meter distance from others while performing their duties must wear a mask; masks will be provided.
- PPE will be provided by the Health and Safety Coordinator – masks and gloves, as needed, or by your department supervisor or instructor. *Note: Appropriate mask donning and doffing protocols can be found in G:/Common SIIT Global Access/0 Health and Safety/COVID-19 Safety)*

### SIIT Response to a Positive COVID-19 Diagnosis

- If a student or staff member is diagnosed with COVID-19, the facility in which they were working/studying in will be closed to allow for a deep cleaning and sanitization process to occur – Instructors and supervisors must contact the Health and Safety Coordinator at [hancockj@siit.ca](mailto:hancockj@siit.ca) to assist in ensuring proper cleaning protocols are followed.
- Students/staff/clients who may have been in contact with the infected individual (as per the sign in/sign out sheets) will be contacted by the Saskatchewan Health Authority (SHA) as per SHA standard protocols. SIIT will assist in this process as directed:
  - Any necessary sign in/sign out sheets, attendance information with Health Screening questions will be sent to the Saskatchewan Health Authority by the Health & Safety Coordinator for appropriate contact tracing.
- The appearance of a positive case in the SIIT community will trigger a review of the institutional plan which may result in mitigation procedures such as program postponement, shift to alternative delivery model, or site closure.

### Health Notifications and Posters

- Public health notifications (posters) will be posted on all entry points informing the public on SIIT's protocols. These posters will include information on Health Screening Requirements and Prevention Strategies. Please reach out to the Health and Safety Coordinator if you do not have posters at your site, or refer to G:/Common SIIT Global Access/0 Health and Safety/ COVID-19 Safety to access all SIIT Health Notifications and Posters required to be posted at all SIIT managed sites.
- Notices in all student and staff lounges must be posted that these areas are closed until further notice.

- All common rooms/elevators have maximum capacities for people clearly posted, are closed if social distancing cannot be maintained, or require mask usage at all times.

### International Travel

- International travel is not recommended and must be pre-approved by the Vice President of the department, including vacations.
- All staff/students/clients that have travelled internationally must self-isolate for 14 days before returning to an SIIT building or training location.
- SIIT staff travel protocols can be found as *Appendix A*.

### Large Gatherings

Large gatherings of over 30 people such as Feasts, Convocation and graduation ceremonies will not occur until Phase 5 of the Saskatchewan COVID-19 Re-Open Plan takes place and until authorized by the SIIT President and CEO.

### Mental Health

Staff and students will continue to be supported and provided resources by Student Counsellors, SIIT Elders and SIIT's Employee and Family Assistance Plan.

### SIIT COVID Response Leads

The health and safety of SIIT staff, students, clients and visitors is of utmost importance during the COVID-19 pandemic. The SIIT President and CEO, along with the Senior Executive Team of Vice-Presidents are responsible to ensure SIIT is adhering to all Provincial and Federal guidelines. This team meets at least weekly to review the plan and will be convened more often in the case of an emergent situation.

Staff/students/visitors and clients can contact SIIT's Health and Safety Coordinator, John Hancock at [hancockj@siit.ca](mailto:hancockj@siit.ca) and the VP, Employee & Student Services, Tresa Reinhardt at [reinhardt@siit.ca](mailto:reinhardt@siit.ca) with any questions.

The Health and Safety Coordinator, along with the Vice President, Employee and Student Services, Tresa Reinhardt, and the Vice President, Academics, Tavia Laliberte are responsible to review and update this protocol to meet standards outlined by the Saskatchewan Health Authority, Advanced Education, the Province of Saskatchewan and Health Canada.



## SIIT Protocols for traveling

First Nation entities across the province are at various stages of operation in terms of the COVID-19 environment and a number have requested that in-community field work resume and/or are working jointly with SIIT for local program and/or service delivery. Responsive community visitations can occur with utmost consideration to measures and protocols that will help to ensure staff safety and community safety.

Deeming of necessary travel shall be department-specific, at the discretion of respective Vice Presidents.

The following protocol shall be used to guide staff on travel-related safety precautions.

### Community Protocols

Prior to the visit, staff shall communicate with his/her community contact to vet the community's safety procedures and ensure implementation of those, first and foremost.

- Examples of discussion items – local leadership's concurrence with community visitation, border controls, handling of appointments/scheduling, in-office or in-facility procedures, etc.
- When possible, document the community's protocol and make available to other staff as needed.

### Staff Travel Accommodation

Staff will refrain from carpooling to a common destination. Day trips are recommended to limit use of hotel accommodation; however, this will not always be possible.

### Travel Tracking

Staff will maintain tracking of community visits with the following information:

- Date, time, community, representative (s) contact information (phone, cell, email);
- General nature of the visit;
- When applicable, hotel and city/town;
- A template can be shared for tracking purposes (found in G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety); alternatively, staff can track all travel in their outlook calendars.

### Pre-meeting Engagement

Prior to meeting in-community, staff can engage in discussion with a community representative to learn answers to the following:

- Have you traveled out of Canada or been in close contact with anyone who has traveled out of Canada within the last 14 days?
- Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
- Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, headache, aches and pains, sore throat, chills, runny nose, loss of sense of taste or smell, shortness of breath or difficulty breathing)?
- If community answers 'YES' to any of these questions, staff can discuss alternate arrangements with his/her supervisor.

### Safety Reminders

- Two-meter social distancing between individuals, avoidance of large crowds, handshakes and other physical contact (staff can engage his/her supervisor if related challenges are expected);
- General personal sanitizing practices;
- Wearing of a mask is required when social distancing is not possible during any community/site visits \*within any SIIT managed sites, masks are mandatory as outlined in SIIT's COVID-19 Operational Protocols;
- Avoidance of crowded elevator use;
- Staff are discouraged from sharing phones, desks and other tools and equipment;
- Staff shall bring tissues, alcohol-based hand sanitizers, disposable wipes and other such supplies in the case they are not easily available within the community (these supplies will be provided by SIIT);
- Staff are encouraged to bring his/her own beverages and food for in-community consumption;
- Apply appropriate sanitizing when using common equipment (photocopiers, etc.).

### Government of Saskatchewan References

#### Saskatchewan Re-open Plan

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan>

#### COVID-19 Workplace Information

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/covid-19-workplace-information>