



SIIT COVID-19 Operational Protocols

As we begin a new year, the health and safety of all staff, students, clients and visitors are of utmost importance. New safety precautions have been implemented to reduce the possibility of COVID-19 transmissions within our learning community.

SIIT Operational Protocols

Quick Guide

1. Masks are required in all public areas.
 2. Staff, Students, Clients and Visitors **will not be allowed** to enter a SIIT facility if they have cold/flu like symptoms, have traveled outside of Canada within the last 14 days, or have been in close contact with a positive case of COVID-19 within the last 14 days.
 3. Maintain social distance where possible.
 4. SIIT will be leading contact tracing for any positive cases.
 5. Staff and Students are asked to notify their Manager/Instructor if they have received a positive COVID-19 diagnosis.
 6. SIIT will not require sign in/out sheets.
 7. SIIT is **closed** to the public until January 31, 2022. Only staff, students, and individuals with appointments will be allowed on site. Guests and visitors are prohibited from entry unless pre-approved by a Vice President.
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COVID-19 Training provided by HRDownloads is mandatory for all staff. Students will be informed regarding SIIT protocols by their instructor. Protocols can be found on SIIT's website, D2L, SIIT's Global drive and myEagle.

Mask Requirements

Masks are required at all SIIT sites.

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

Staff members or students who state they cannot wear a mask **will not** be allowed entry into a SIIT site and must immediately contact their Supervisor/Program Coordinator via phone or email. Where a medical accommodation is requested which prohibits the wearing of a mask, the Supervisor/Program Coordinator will work with the appropriate Director/Deans. Directors and Deans 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 for staff, students, clients, visitors and contractors

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

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, notify their supervisor or instructor and follow 811's directions.

Facilities Access

All SIIT campuses, trade centres, career centres, and community learning sites will be closed to the public until January 31, 2022. Only staff, students, and individuals with appointments will be allowed on site. Guests and visitors are prohibited from entry unless pre-approved by a Vice President.

On-Site Protocols

Staff/Students/Clients/Visitors must follow all SIIT protocols:

- Maintain social distance where possible.
- Masks are mandatory.
- Regular hand washing/sanitization is required.
- Immunocompromised/Vulnerable Staff/Students must self-identify with their Supervisor/Program Coordinator to arrange accommodations where reasonably possible.

1. In-office Schedules

- Staggered work dates for staff are 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.
- 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.

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.

- Employees must clean shared electronics/equipment after each use.
- Departments should ensure disinfecting wipes and hand sanitizer bottles are available at each location as noted in section a – d, as well as in each classroom and all computer labs. Please code purchases to 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/shared surfaces BEFORE and AFTER each use.
- Hand sanitizer must be placed at entrance of meeting space.
- Masks must be worn in boardrooms and common meeting spaces unless a minimum of 6 feet of distance can be achieved between participants **in small group settings** and during meal breaks.

b. Photocopy room

- Staff members must wipe down copier and doorknob after each use.

c. Staff and student kitchen areas

- Use of common kitchen appliances in SIIT operated staff rooms are allowed. All appliances must be wiped down after each use.
- Staff must ensure wipes are located beside these appliances to allow for proper cleaning. **staff and students are encouraged to bring their own coffee, water, lunch, etc. and eat in their assigned office/desk space.*
- Clean and disinfect all surfaces that have been touched upon entry and prior to leaving.

d. Washrooms

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

3. Computer Labs

- All computers/laptops, tools and equipment being used by students must be cleaned and disinfected prior to and after each use.
- Computer labs are not to be accessed without prior approval and must be supervised by an instructor.
- Computer labs will be disinfected by cleaning staff daily.

4. Classrooms

- Hand sanitizer must be placed at the entrance of each classroom.
- Students may remove masks while eating.
- Any classroom appliances for food and/or beverage prep must be sanitized after each use

5. Sanitizing Stations

- Hand sanitizing stations will be placed at the main entrance of all campuses.
***Note:** for smaller facilities, pump hand sanitizers will be just as effective at entrances as there are fewer people entering the facility daily*
- Hand sanitizing stations will be placed outside of every elevator entrance at the Saskatoon Campus.
- Hand sanitizer will be placed at each reception desk.

- Hand sanitizer will be placed at entrance of each classroom.

6. Personal Protective Equipment (PPE)

- SIIT will supply 3-ply masks for staff and student use.
- SIIT will provide access to disposable masks for clients, visitors and guests use.

7. On-site Meetings with External Clients/Visitors

- In person events and meetings should be cancelled/ rescheduled for the month of January.

SIIT Response to a Positive COVID-19 Diagnosis in collaboration with SHA

- If a staff member or student is diagnosed with COVID-19, the Manager/Instructor must contact the COVID-19 Response Coordinator, Rilyn Jurgens at jurgensr@siit.ca
- The Manager/Coordinator will contact the cleaning company (or the Facilities department where appropriate) to book a proper sanitization/cleaning of the space.
- Students/staff/clients/visitors who may have been in contact with the infected individual will be contacted by the COVID-19 Response Coordinator.
- 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 at all entry points informing the public on SIIT's protocols. These posters will include information on Health Screening Requirements and Prevention Strategies.
- Please refer to G:/Common SIIT Global Access/ 0 Health and Safety/ COVID-19 Safety/Posters to access the following posters:
 1. Bathroom mirror sign
 2. COVID-19 prevention poster
 3. Masks are mandatory
 4. COVID enter sign
 5. Sanitize after use

Travel

Appendix A outlines SIIT's protocols for community travel

SIIT COVID Response Leads

The health and safety of SIIT staff, students, visitors and clients 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.

Staff, students, visitors and clients can contact an instructor or manager with any questions. Additionally, the SIIT COVID-19 lead can be contacted via email at jurgensr@siit.ca.

SIIT Protocols for traveling

First Nation entities across the province are at various stages of operation in terms of the COVID-19 environment. Several communities have requested that in-community field work resume and 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 ensure staff safety and community safety.

Deeming of necessary travel shall be department-specific, and at the discretion of the 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.

Pre-meeting Engagement

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

- 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 community representative answers 'YES' to any of these questions, staff can discuss alternate arrangements with his/her supervisor.

Safety Reminders

- Maintain two meters of 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.*

- 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).
- Apply appropriate sanitizing when using common equipment (photocopiers, etc.).