



## SIIT COVID-19 Operational Protocols

The health and safety of all staff, students, clients and visitors are of upmost importance. Safety precautions have been implemented to reduce the possibility of COVID-19 transmissions within our learning community.

Note: there are no current Public Health Orders by the Saskatchewan Government. These Protocols are set in place by SIIT with compliance with the Saskatchewan Public Health recommendations.

Please visit [www.Saskatchewan.ca](http://www.Saskatchewan.ca) for more information and updates on Covid-19.

### SIIT Operational Protocols

#### Quick Guide

1. Masks are no longer required but, highly recommended.
  2. Self-monitor.
  3. Self-test if necessary.
  4. Staff, Students, Clients, and Visitors **are asked to stay home when they are sick.**
  5. SIIT recommends maintaining social distance where possible.
  6. SIIT will no longer be conducting contact tracing.
  7. SIIT will no longer be tracking our internal positive cases as of March 1, 2022.
  8. Use best practices for sanitizing.
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#### Mask Requirements - Masks are no longer required at all SIIT sites but recommended.

Staff, Students, Clients and Visitors are no longer required to wear masks. Mask usage is recommended upon entering any SIIT facility and while in all public spaces, common areas, hallways, lobbies, classrooms, labs, study spaces, elevators and other shared spaces. SIIT encourages everyone to be socially responsible and wear a mask when possible.

If you require N95 Respirator or medical masks, please reach out to the COVID-19 Response Team at [cotek@siit.ca](mailto:cotek@siit.ca)

#### Facilities Access

As of February 14, 2022, all SIIT campuses, trade centres, career centres, and community learning sites are open.

#### On-Site Protocols

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

- SIIT recommends maintaining social distance where possible;
- We encourage staff and students to wear masks, but it is not mandatory;
- Regular hand washing/sanitization is required;

- Immunocompromised/Vulnerable Staff/Students can also reach out to Human Resources for N95 Masks; and
- Use best practice for sanitizing work areas.

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

- At this time all staff and students are no longer required to work remotely, otherwise instructed or approved to work remotely by program head/supervisor.

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

- 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.
- 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 sanitize the workspace after use.
- Hand sanitizer must be placed at entrance of meeting space.
- Do not attend in person meetings if you are sick.
- Use best practices for sanitizing.

#### **b. Photocopy room**

- Staff members must wipe down copier after each use.
- Use best practices for sanitizing.

#### **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 after use.
- Use best practices for sanitizing

### 3. **Computer Labs**

- All computers/laptops, tools and equipment being used by students must be cleaned and disinfected after each use.
- Use best practices for sanitizing.

#### 4. Classrooms

- Hand sanitizer must be placed at the entrance of each classroom.
- Any classroom appliances for food and/or beverage prep must be sanitized after each use.
- Use best practices for sanitizing.

#### 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 and N95 Respirators 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

- Can resume as of February 14, 2022
- Note: In the event staff or students test positive for COVID-19 please reach out to the program head or facilities/building coordinator for a deep clean of classroom or workspace.

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

- We are no longer tracking internal positive cases of COVID-19 at SIIT as of March 1, 2022
- Please stay home if you are sick

Please visit [www.Saskatchewan.ca](http://www.Saskatchewan.ca) for more information and updates on Covid-19.

### Travel

As of February 14, 2022, in person travel and meetings can resume, SIIT recommends using appropriate safety measures when traveling . If you are unsure about your travel/meeting safety plans, please reach out to your supervisor for coaching and support.

Note: as of October 1<sup>st</sup>, 2022, Canada has removed all travel restrictions

### 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. SIIT and the Pandemic Response Team will monitor and change the protocols with compliance to the Saskatchewan Public Health Orders Monthly.

Staff, students, visitors and clients can contact an instructor or manager with any questions. Additionally, the SIIT's Pandemic Response team lead can be contacted via email at [cotek@siit.ca](mailto:cotek@siit.ca). Please visit [www.Saskatchewan.ca](http://www.Saskatchewan.ca) for more information and updates on COVID-19.