

POLICY:  <b>COVID-19 Policy</b>		POLICY NUMBER: <b>AM-016-A1</b>
		PREVIOUS/REPLACES: <b>Herzing College Readiness Plan</b>
APPROVED BY: <b>Executive Committee</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>September 2020</b>

## 1. Policy Statement

Herzing College is committed to providing a safe and healthy work environment for all members of the College community. The onset of COVID-19 has created a number of unprecedented challenges. In a matter of days learning at Herzing College moved from a traditional classroom setting to an on-line format. Employees and students relocated from Herzing College campus to their homes to continue the learning process. Access to campuses for staff was severely restricted and managed. As we start to slowly return to the workplace, there will be many challenges for both staff and students. This policy will outline interim changes to policies, processes and procedures that will guide a safe return to all members of the Herzing College community.

Herzing College has followed the advice of local Public Health departments in the development of this policy and has complied with federal and provincial Public Health Orders. In all cases the Public Health is the primary authority. Herzing College also reviewed federal guidelines and advice as well as that from the World Health Organization (WHO) and Centers for Disease Control (CDC).

All members of the Herzing College community are reminded that communications and contact tracing are the responsibility of Public Health. Herzing College will cooperate with Public Health appropriately and will not otherwise advise the College community regarding COVID-19 without their direction.

This policy supersedes all other Herzing College policies where there is an overlap until the time that it is rescinded. Due to the rapidly changing environment as a result of COVID-19, this policy is susceptible to rapid changes.

Herzing College will continue to monitor Public Health Directives and will adjust our approach based on these directives. This includes implementing a gradual, phased-in approach as we move towards returning to the Herzing College campuses. This will be done in a safe manner and will require patience. There may be continued relaxation and tightening of directives will always be the number one priority.

It is important that we all respond responsibly to these new requirements and take all necessary health precautions.

## 2. Scope

This policy applies to the following:

- All Herzing College employees including full-time, part-time, casual and contract.

- All Herzing College Governing Board Members.
- Volunteers and visitors to Herzing College.
- All other persons who provide goods, services, or facilities on behalf of Herzing College.

## 3. Procedure

1. The following is a list of policies and procedures that have been impacted by the pandemic and have been revised to provide a safe work environment. From time to time, Herzing College may adopt a different colour code than the province depending on the circumstances.

### 2. Access to Herzing College Buildings

- a. Employees are required to use the Public Health self-screening tool before leaving home to attend work or school.
- b. In order to help prevent the spread of COVID-19, access to Herzing College buildings will change according to the risk assessment. This is to help ensure a safe and healthy work environment.
- c. Depending on the provincial colour code that Herzing College is operating under, access to all Herzing College buildings may be severely restricted and pre-screening required to permit entry.
- d. Any individual who has not pre-screened or is showing any signs of COVID-19 should not under any circumstances enter any Herzing College premises. If it is determined that anyone on Herzing College premises has not completed these requirements, a pre-screening will be immediately required. If anyone is showing symptoms that align with the screening tool, they will be asked to leave the building.
- e. Each manager is expected to organize and track their staff attendance.
- f. Herzing College has developed plans to ensure safe entry points to reduce the potential for congestion and to allow for physical distancing.

### 3. Personal Protective Equipment (PPE)

- a. All existing baseline workplace health and safety requirements continue to remain in effect. Depending on the provincial colour code that Herzing College is operating under, there may be instances where additional PPE will be mandatory. Employees are required to comply with PPE requirements, failure to do so could result in disciplinary action, up to and including termination,
- b. The importance of compliance and adherence to safe work and learning practices cannot be over emphasized as additional protective measures due to COVID-19 are implemented.

#### 4. Working Remotely

- a. As the situation improves and in-person classes resume, employees will gradually return to work at office premises. This will be completed in a staged approach.
- b. It is anticipated that there will be closures and re-openings throughout 2021-22.
- c. Depending on the risk level, this situation will require staff to be flexible.
- d. Staff may again be required to move from working in Herzing College offices to working from home.

#### 5. Attendance at a Herzing College Campus, Accommodations, Sick Leave Absences & Medical Certificates

- a. Employees are expected to use the Public Health self-assessment tool for COVID-19 prior to each attendance at a Herzing College campus. They should not attend a campus if they have symptoms that are consistent with COVID-19. If it is determined that anyone on Herzing College premises has not completed these requirements, a pre-screening will be immediately required. If anyone is showing symptoms that align with the screening tool, they will be asked to leave the building. Herzing College will remain very flexible to ensure staff are supported and do not face barriers to remain away from Herzing College when ill.
- b. Employees are required to stay at home if they are ill. This will apply to COVID-19 symptoms, flu, colds, etc. This is essential to reduce the likelihood of the spread of the virus.
- c. Employees with chronic health conditions should consult with their department head and Campus President,
- d. Symptoms of COVID-19 may include runny nose, sore throat, fever, cough, loss of taste or smell, shortness of breath, or difficulty in breathing in more severe cases.
- e. All employees are required to follow public health guidelines including any directive to be in isolation and follow the advice of Public Health as it relates to testing.
- f. If an employee becomes sick while onsite, the individual should leave Herzing College premises immediately, contact health links, or their healthcare provider and follow their direction. If this is not possible, the individual will be required to isolate in a designated room at Herzing College until the time that he/she can leave the premises.
- g. Employees are required to notify the college as per the normal absence procedures.
- h. A doctor's note is not mandatory for absence in all situations; however, at the employer's discretion a doctor's note may be required.
- i. Employees with underlying health concerns or personal concerns that affect their ability to attend campus should discuss their concerns with their manager and the Campus President.

- j. Employees may request an accommodation including to work at home, in consultation with their manager in the following circumstances:
- To self-isolate.
  - To care for a sick family member.
  - To care for a child or other family member where care arrangements were interrupted by COVID-19 (e.g., day care closure).

## 6. Physical Distancing

- All employees are to follow physical distancing guidelines at all times and maintain an appropriate physical distance from other members and this may be adjusted by health advisories.
- Herzing College will be placing markers on the floors and displaying posters throughout the campuses to help facilitate this requirement.
- Offices, classrooms, and workshops will be temporarily modified as needed to ensure physical distancing.
- Failure to comply will result in a documented warning and/or a request for students to leave the campus. Progressive discipline may apply as per the Progressive Discipline policy in the Employee Manual.

## 7. Travel Policy

- For the time being, all out-of-province Herzing College travel is restricted and requires the approval of the Campus President.
- Travel within the province for work purposes is discouraged unless absolutely necessary for program continuity. Manager approval is required.
- Anyone who travels for personal reasons or work purposes must comply with the current provincial and federal travel directives and self-isolate if required.
- Any individual who undertakes personal travel should consider the impact on his or her attendance including the impact of any travel directives.

## 8. Respectful Workplace Policy

- Herzing College adheres to the Human Rights Code. All members of the Herzing College community shall be treated in a respectful manner. No person will be discriminated or targeted in any form based on a misplaced perception that they may be a carrier of COVID-19 due to their perceived race, ethnic background, ancestry, or any other protected characteristic.

## 9. Orientation Policy

- a. The COVID-19 policy will be included in the orientation for all new employees.

## 10. Confidentiality

- a. This policy will be posted on Herzing College's website in a prominent location to ensure widespread dissemination.
- b. Herzing College will ensure confidentiality of any disclosures regarding COVID-19 and will comply with The Freedom of Information and Protection Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and Herzing College's AC-019-A Student Privacy and Access to Information Policy.
- c. Public Health officials will investigate if there are any confirmed COVID-19 cases, which will lead to contact tracing and communications.
- d. Any health-related information provided to Herzing College by staff will be used to help maintain a safe workplace. It is not Herzing College's intent to collect this information or store it in any manner.

## 4. Administration

The Campus President will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed on a regular basis by Herzing College senior administration up until the time that the threat of COVID-19 has dissipated.

The policy will be rescinded by the Executive Committee when COVID-19 no longer remains a threat.

## 6. Reference

- Legislation and Government Directives
- State of Emergency and Public Health Orders
- The Human Rights Code
- Personal Health Information Act
- The Workplace Safety and Health Act
- AM-012-A1 Student Privacy and Access to Information Policy
- Herzing College Employee Manual