

# APTC COVID-19 Policy

June 9, 2020



Rev -2



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## **Introduction**

The health and safety of our membership, students and staff is our highest priority during these challenging and uncertain times. Due to the COVID-19 pandemic we have put in place health and safety practices to insure the protection of members, students, visitors, staff, their families and the community as a whole from possible infection and illness. Doing our due diligence so that everyone stays safe and healthy during the COVID-19 pandemic.

Due to the continuously changing nature of public health recommendations, any conflict or omissions between the information offered within this document and public health recommendations the latter shall prevail.

## **Section 1. Attending Alberta Pipe Trades College**

Guidelines for attending Alberta Pipe Trades College:

- If you are feeling ill and have cold or flu-like symptoms such as fever, sore throat, runny or stuffy nose, headaches, coughing or congestion.
  - Do not enter the APTC facility.
  - Notify APTC staff at 780-488-1266.
  - Consult your public health authority online COVID-19 assessment tool and other health advice
  - Do not return to APTC until you are medically cleared to return
- Upon arrival at APTC you will need to fill out a COVID-19 entrance questionnaire and sign it prior to being allowed in. This also includes a temperature check.
- There will also be a sign in sheet so that if a potential exposure to COVID-19 occurs all parties that may have had contact with it can be contacted to get themselves checked out.
- Students and visitors that have business in the welding training center must first must first sign in at APTC and fill out the entrance questionnaire there and then wait for an instructor to get them.

- Students, visitors and Staff **will** follow all proper COVID-19 prevention measure that are in place. Failure to do so will result in you being asked to leave. Failure to follow established COVID-19 procedures could result in closure of APTC by the provincial government and as such this will be strictly enforced.
- Practice physical distancing at all times, remain a minimum of 6 ft away from others. In the situation where this is not possible further precautions must be taken. These will be outlined further in this document.
- Elevators within APTC and the Welding training center will be only 1 person allowed at a time to ensure physical distancing. We recommend that if you're able to use the stairs please do so.
- Signage will be posted at all entrances and gathering places to provide information specific to those areas (classrooms, shops, lunchrooms, washrooms)

## **Section 2. Personal Hygiene**

Good personal hygiene is the first line of defense against the COVID-19 virus:

- Avoid touching your eyes, nose and mouth
- Wash your hands often with soap and water for at least 20 seconds, especially before and after going to the bathroom, before and after eating, after blowing your nose, coughing and sneezing.
- If soap and water are not readily available, and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. (60% alcohol has been deemed sufficient for hand sanitizing by Canadian Food Inspection Agency)
- Cover your cough or sneeze with a tissue, then throw the tissue in the garbage. In the absence of a tissue, cough or sneeze into the crook of your elbow, not into your hands.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc...
- Refrain from shaking hands or other personal contact with others

### **Section 3. Safe Workplaces**

We must be diligent in keeping our facility safe. Adequate supplies of soap, water, paper towel, toilet paper, hand sanitizer and disinfectants must be readily available at all times. Washroom facilities must be adequately cleaned and disinfected throughout the workday.

What you can expect from APTC:

- Hand sanitizer will be available at the entry point to the building and at various locations throughout such as reception, lunchrooms, offices, etc.
- Running water and soap at the washrooms, lunchroom and shop locations.
- If running water is not available, hand sanitizer will be made available (use an alcohol based hand sanitizer with at least 60% alcohol).
- Handwashing stations should have instructions posted at each location.
- Paper towel dispensers and barrier free garbage cans should be available at every handwashing station.
- Frequency inspection log and sign off.

### **Section 4. Meetings/Gatherings**

All Activities (classroom training, shops, staff meetings) should be organized so that appropriate physical distancing recommendations can be maintained to the best of our ability which will include:

- At least a 6 ft separation between each person.
- Avoiding prolonged close proximity between people working or gathering in the same place.

Additional recommendations include:

- Video, teleconference or e-mail meetings should be the preferred method of communication.
- Make all reasonable efforts to avoid in person meetings and events wherever possible.
- Physical meetings and events should be kept to the smallest amount of people possible and physical distancing requirements must be maintained as per the public health authority.
- Stagger breaks and lunchtimes to reduce the amount of people gathering at the same time.
- While using lunchroom amenities such as fridges and microwaves or while waiting to use toilets and washrooms, please line up and keep 6 ft of distance from the person in front of you.
- Meeting and lunchroom spaces should be cleaned and sanitized after use. It is expected that you clean and sanitize your eating area after use so it is clean for the next person. Disinfectant solution or wipes will be available for this.

### **Section 5. Personal Protective Equipment (PPE)**

Everyone must observe all regular PPE requirements for APTC. In addition to the normally required PPE the following measures are suggested to protect against COVID-19 risks:

- People who are in close proximity of others (less than acceptable by current public health standards, less than 6 ft apart) are required to wear a face covering for the protection of other people:
  - NIOSH approved N95 face mask or greater (i.e. P100 half or full face respirators) will adequately **protect the wearer** against COVID-19 exposure.

- Non-medical face masks **are not respiratory protection for the wearer** but rather help to slow the spread of COVID-19 to people in close proximity to the wearer. They are recommended by Canada Public Health and the CDC in the US where physical distancing cannot be maintained.
- Prior to using respiratory equipment members and students must receive proper training on the use, donning and doffing, care, cleaning and disposal of this equipment.
- Use of task appropriate eye and hand protection is mandatory
- Storage of personal gear will not be permitted on site unless in a location where contact with other individuals is not possible.
- Additional wash or hand sanitizing stations will be located closer to work areas for cleaning if there is contact between students or members such as perspiration or respiratory droplets that come into contact with exposed skin.
- **No PPE should be shared.**

### **Section 6. Tools and Equipment**

- Hand and power tools **should not** be shared person to person without a thorough cleaning with a disinfectant containing more than 70% alcohol (each station has a full set of hand and power tools for students and members).
- Larger communal power tools (threading machines, chops saws, band saws, etc.) must be cleaned between users.
- Door and ladder handles, handholds and rails, steering wheels, switches, buttons, knobs and fueling caps on powered mobile equipment should be cleaned regularly, between users/operators, and at the end of shift.
- Wherever possible have one person operate a piece of equipment for the day.

## **Section 7. Classrooms/Offices/Shops Additional Cleaning Protocols**

All classrooms, offices and shops are encouraged to implement additional cleaning measures as outlined below:

- Before commencing work each day, high traffic surfaces (in terms of hand contact) within classrooms, offices, shops, lunchrooms, and washrooms should be cleaned.
- Before commencing work, individuals working in an office setting are responsible for cleaning their workstation area.
- Mobile and desktop phones, keyboards and mice should not be shared with others.
- Absolutely no food or drink in the shop areas.

The focus is on reducing the risk of transmission through an individual touching an infected surface. Therefore, priority should be given to high touch surfaces. Cleaning (disinfecting) solutions should be 70% alcohol. Items that can be damaged with a liquid solution should be cleaned with disinfectant wipes containing 70% alcohol.

## **Section 8. After Work Protocols**

The measures taken at APTC are designed to keep you safe. Additional recommended actions to help keep you and your family safe after work:

- Remove your washable PPE items and place them in a bag. These should be washed as soon as you get home.
- Non-washable PPE items such as boots, hardhats and safety glasses should be sanitized and placed in a bag or away from other items that may be contaminated.
- Any single use PPE items must be discarded safely and not re-used or left where others may handle them.
- Once you have removed and packed your PPE, sanitize your hands one last time before leaving your work area.

- Upon arriving home, leave your non-washable PPE items outside your home or in your vehicle.
- Any items packed for washing should go straight into the washing machine
- Have a shower prior to engaging with the other people in your home.
- Wear clean clothes each day and change your clothes after work.
- If you drive your personal vehicle, take a moment to wipe down and disinfect commonly touched surfaces at least once a day.

### **Section 9. Unsafe Workplaces**

APTC facilities that do not follow applicable public health recommendations or OH&S regulatory requirements may be deemed unsafe. Staff have the right to refuse unsafe work in accordance with the applicable OH&S Act and regulations. Any student or member who has a health and safety concern or question should bring them to the attention of APTC staff for action without delay.

## **Section 10. Rapid Response Plan**

Should a positive case of COVID-19 be screened at APTC the following protocol would take effect:

- Student, visitor or staff receives test results from Alberta Health Services (AHS).
- Student, visitor or staff notifies Director of test results.
- Director initiates contact tracing protocol
- Determine if other individuals may have been affected and direct them to leave (or not attend) site to reduce the risk of additional infections.
- Director would initiate cleaning approved decontamination/cleaning contractor to execute a deep cleaning and disinfecting in affected areas.
- Engage additional controls if necessary.
- Issue a communication regarding the positive case.
- AHS can direct/dictate any additional contact tracing that needs to occur.
- Affected employees will follow AHS direction for isolation/quarantine and coordinate their eventual return to site through their Supervisor.

## Resources

### **Governmental Coronavirus Updates**

For the latest news releases, announcement and resources:

Government of Canada

<https://canada.ca/coronavirus>

Government of Alberta

<https://www.alberta.ca/covid-19-orders-and-legislations.aspx>

<https://ohs-pubstore.labour.alberta.ca/covid-19>

<https://www.alberta.ca/biz-connect.aspx>

Government of Alberta Self-Assessment Tool

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Alberta Health Services

<https://www.albertahealthservices.ca/>

Information Lines:

Government of Canada 1-833-784-4397

Government of Alberta 310-0000 (in Alberta)

1-780-427-2711 (outside Alberta)

## Appendix

### **APTC Classroom Guidelines**

Guidelines are as follows:

- A minimum of 6 ft distance must be maintained between people as much as practicable. Should closer distance be required (such as team work or practical instruction) masks must be worn.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc...
- Refrain from shaking hands or other personal contact with others
- Cover your cough or sneeze with a tissue, then throw the tissue in the garbage. In the absence of a tissue, cough or sneeze into the crook of your elbow, not into your hands.

Not adhering to these policies can lead to closure of this facility by the Government of Alberta and as such they will be strictly enforced for the benefit of students and staff.

## APTC Elevator Guidelines

Guidelines are as follows:

- If you are capable of taking the stairs please do so, elevator use should be reserved for people with mobility issues or freight
- **1 person at a time in elevator**
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneeze with a tissue, then throw the tissue in the garbage. In the absence of a tissue, cough or sneeze into the crook of your elbow, not into your hands.
- Refrain from touching more than you need to, wash or sanitize your hands after elevator use.

Not adhering to these policies can lead to closure of this facility by the Government of Alberta and as such they will be strictly enforced for the benefit of students and staff.

## APTC Shop Guidelines

These policies are in addition to the existing shop rules and are as follows:

- A minimum of 6 ft distance must be maintained between people as much as practicable. Should closer distance be required (such as team work or practical instruction) masks must be worn.
- Absolutely no food or drink in the shop areas
- Students must bring their own appropriate PPE for the shop in which they are participating.
- **No PPE should be shared.**
- Hand and power tools **should not** be shared person to person without a thorough cleaning with a disinfectant containing more than 70% alcohol (each shop work station has a full set of hand and power tools for students and members).
- Larger communal power tools (threading machines, chops saws, band saws, etc.) must be cleaned between users.

Not adhering to these policies can lead to closure of this facility by the Government of Alberta and as such they will be strictly enforced for the benefit of students and staff.

## **APTC Washroom Guidelines**

Guidelines are as follows:

- At least a 6 ft separation between each person.
- Avoid touching your eyes, nose and mouth
- Wash your hands often with soap and water for at least 20 seconds before and after going to the bathroom
- While waiting to use toilets and washrooms, please line up and keep 6 ft of distance from the person in front of you.

Not adhering to these policies can lead to closure of this facility by the Government of Alberta and as such they will be strictly enforced for the benefit of students and staff.

## **APTC Lunchroom Guidelines**

Guidelines are as follows:

- At least a 6 ft separation between each person.
- Meeting and lunchroom spaces should be cleaned and sanitized after use. It is expected that you clean and sanitize your eating area after use so it is clean for the next person. Disinfectant solution or wipes will be available for this.
- While using lunchroom amenities such as fridges and microwaves, please line up and keep 6 ft of distance from the person in front of you.
- Do not share personal items or supplies such as phones, pens, notebooks, PPE, etc...
- Refrain from shaking hands or other personal contact with others
- Cover your cough or sneeze with a tissue, then throw the tissue in the garbage. In the absence of a tissue, cough or sneeze into the crook of your elbow, not into your hands.

Not adhering to these policies can lead to closure of this facility by the Government of Alberta and as such they will be strictly enforced for the benefit of students and staff.

**Covid-19 Policy**

**UA LOCAL 488 SCREENING QUESTIONNAIRE**



Due to recent concerns related to the COVID-19 virus, Local 488 respectfully Requires all staff, members, and visitors to complete the following questionnaire Prior to being granted access to and of UA Local 488 facilities.

Today's Date

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

		Yes	NO
<b>1</b>	In the past 14 days, did you return from travel outside of Canada or have you been in close contact with someone who has?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	In the past 10 days have you experienced any of the following?		
	• Fever (100.4°F / 38.0°C or above)	<input type="checkbox"/>	<input type="checkbox"/>
	• New onset of cough or worsening of chronic cough	<input type="checkbox"/>	<input type="checkbox"/>
	• Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
	• Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>
	• Running Nose	<input type="checkbox"/>	<input type="checkbox"/>
	• Lost the sense of smell or taste	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Have you been in close contact with anyone who is under quarantine or tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Have you tested positive for COVID-19 within the last 10 days?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **YES** to any of these questions, you **WILL NOT** be allowed on the premises. Call your site contact to get permission before returning to site. You should complete the Alberta Health Services COVID-19 Self Assessment tool: <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>

If you responded **NO** to all the questions above, please remember to:

- Practice social distancing. Avoid being in close contact with people.
- Practice good hygiene: wash hands often, cover coughs and sneezes, and avoid touching your face.
- Monitor for COVID-19 symptoms: fever, cough, shortness of breath, difficulty breathing or sore throat.
- If you do develop and COVID-19 symptoms, stay home and take the self-assessment.

Thank you for you assistance and understanding.

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

### AHS Posters:

#### How To Wear A Non-Medical Mask

<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/818e2afa-3d15-4932-8654-d2dcb3c85539/download/covid-19-how-to-wear-a-non-medical-mask-poster-11x17-colour.pdf>

#### Prevention Starts With Awareness

<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/9a5ea22c-2490-47f3-8b02-7df3d2fc4669/download/covid-19-prevention-starts-with-awareness-poster-11x-17-colour.pdf>

#### Do Not Enter

<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/3361a555-ac22-47fc-9c42-90fc73ce5fee/download/covid-19-do-not-enter-poster-8.5x11-colour.pdf>

#### Elevator Etiquette

<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/c39eab88-e54e-4853-9862-89a4132891dc/download/covid-19-elevator-etiquette-poster-11x17-colour.pdf>

### **Practice Physical Distancing**

<https://open.alberta.ca/dataset/80c3fda3-7bd8-41c2-8724-c476c1b54a5b/resource/bac2f2db-b9b7-424b-87c5-7d3834221c3f/download/covid-19-practice-physical-distancing-poster-11x-17-colour.pdf>