



METROPOLITAN
COMMUNITY COLLEGE
EST. 1993

Workplace/Campus Protocols for Staff and Students

All employees and students to Metropolitan Community College campus are required to abide by the following safety protocols before coming to campus and/or while on campus:

- Self-assessing daily for COVID-19 symptoms. Self-assessment checklist and protocols for reporting symptoms will be posted online and at campus entrance.
- Reading and understanding college COVID-19 safety plan and other COVID-19 relevant protocols.
- Complete COVID-19 Screening: Complete temperature check at front office / reception before proceeding to destination on campus
- Following posted safety signage such as room occupancy limit, physical distancing, direction of travel and seating.
- Following posted safe hygiene and hand-washing practices.
- Wearing medical or non-medical PPE as circumstances require.
- Understanding how to report and reporting potential exposure or other COVID-19-related unsafe conditions

COVID-19 Daily Self-Assessment

All employees and students must assess themselves daily for COVID-19 symptoms prior to accessing campus property. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms.

- The BC COVID-19 self-assessment tool is available online for conducting self-assessments:
<https://bc.thrive.health/>.
- Signage posted at the entrance for completing a self-assessment to all individuals before they enter the campus.



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- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must self-isolate in accordance with guidance from the BC Centre for Disease Control.
- In some circumstances, the College may require individuals to provide self-reporting declarations. This will be dependent on the risk presented, including contact intensity.

Safety Measures on Campus – College Wide

Reducing the Number of People on Campus

Metropolitan Community College supports a number of efforts to reduce the number of students and employees on campus, including:

- Conducting the some classes at Metropolitan Community College through remote learning during COVID-19 pandemic while permitted by the regulatory body
- Encouraging employees to work from home when possible
- Encouraging meetings by phone or videoconferencing
- Encouraging students to consider the necessity of any visits to campuses
- Implementing HR policies that support employees to stay off campus if they are feeling unwell
- Continuing to follow provincial orders and guidance by prohibiting gatherings of more than 50 people if unnecessary

Occupancy Limits and Physical Distancing

The College has created an occupancy management plan to determine occupancy limits in reception, lounge, meeting rooms, classrooms, together with directional signage to promote and guide physical distancing throughout the campus. The occupancy management plan addresses other safety measures including the provision of additional hand sanitizers on campus, the strategic placement of seating, and the installation of plexiglass to prevent spread of COVID-19.

All employees and students are expected to abide by the posted room occupancy limits and follow any directional or other signage. All persons on campus should attempt to maintain a two-meter distance from others at all times as directed by the Provincial Health Officer.



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Reducing the number of service visits

To facilitate efficient campus visitation by students, campus may implement "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all rooms.

Limiting Visitors

The College is open to employees and students to facilitate essential on-campus learning and working, and to support the remote working and learning environment. The College is otherwise operating in a limited-access mode, with no public events on campus or community event bookings accepted at this time.

Non-medical Face Coverings

Metropolitan Community College requires anyone entering campus to wear a non-medical / medical face covering.

Wearing a face covering may provide an added layer of protection whenever maintaining two meters of physical distance is not possible or predictable, such as hallways, elevators, classrooms, washrooms, etc.

Hand Hygiene

The College provides and stocks adequate hand-washing facilities on site for staff, students and visitors. Occupancy limits are posted in all rooms to ensure physical distancing.

Staff and students should wash their hands, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, before and after sporting activities, after handling cash or other materials, before and after handling common tools and equipment, etc. Staff and students are to provide the ability for frequent hand-washing or sanitizing.

Numerous hand sanitizing stations are located throughout the campus, at the entrance, in rooms, and in corridors to facilitate hand hygiene.