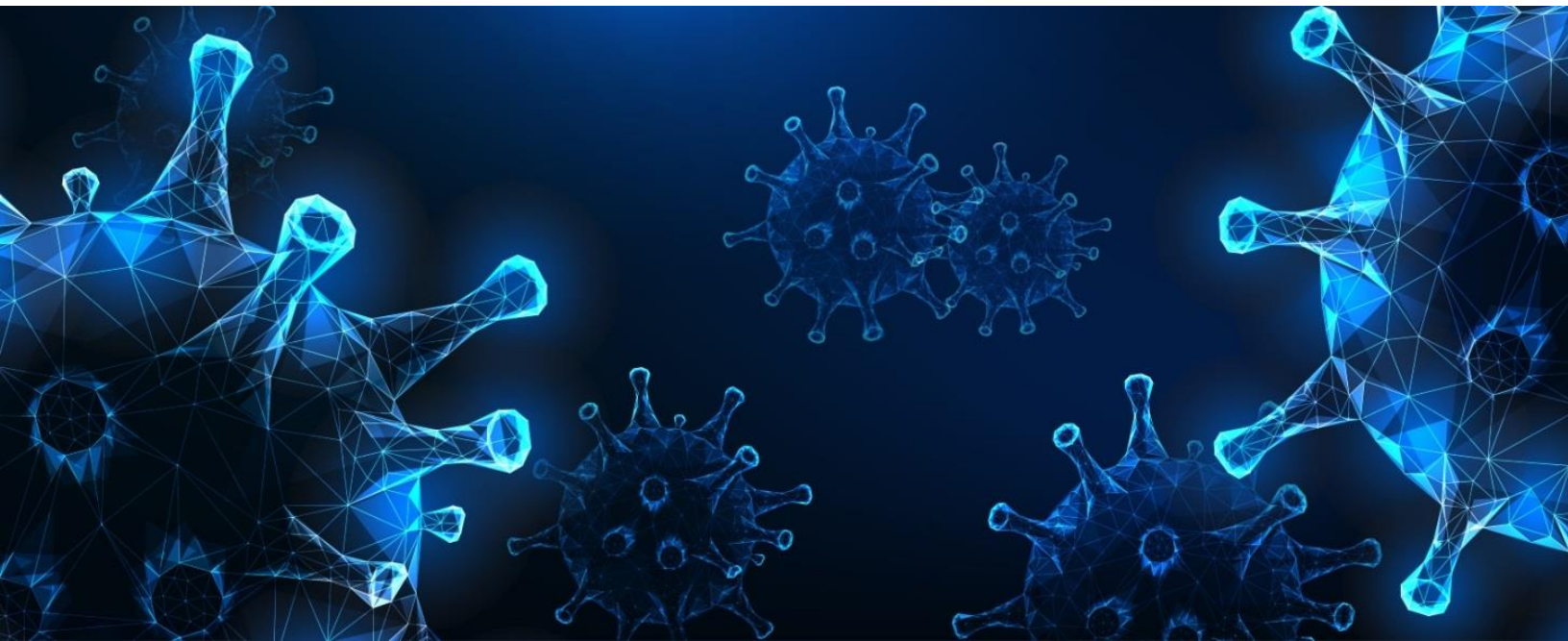


# Building Trades Advancement College

## COVID-19 Safety and Prevention Measures



Effective Date:  
May 2020

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# Consideration for Eliminating or Controlling the Hazards

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During the course of the ongoing COVID-19 pandemic, the following special measures are in place to protect Building Trades Advancement College (BTAC) students, instructors, their families and the community from possible infection and illness.

## Effective Dates

These special procedures are in effect as of May 28, 2020 and will remain in effect until further notice. This document will be posted and explained fully to students and instructors prior to classes beginning.

## Protocols Before Class Begins

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Before students are allowed to enter BTAC for the first time, they will be required to complete the *Site Access Questionnaire* (Appendix A).

Before the commencement of any hands-on portion there will be a COVID-19 awareness session held to explain how the virus spreads, how to prevent the spread, what their roles and responsibilities will be in the labs, and training on the proper Personal Protective Equipment (PPE) that will be used (i.e. hardhat face-shields, safety glasses, gloves, masks).

In addition to the PPE required for labs and training, students and instructors must wear a surgical or cloth mask when social distancing (6ft) cannot be achieved. Students will be required to sanitize their face-shields and safety glasses at the end of their labs and dispose of their masks. Students are required to use their own tools and not to share tools with any other students. All materials will be sanitized and separated per student in their booth prior to student arrival.

# Best Practices

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## Personal Hygiene

- avoid touching your eyes, nose and mouth;
- cover your cough or sneeze with a tissue, then throw the tissue in the trash;
- do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;
- refrain from shaking hands with others; and
- wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.

## Handwashing

The following handwashing best practices should be used:

- wet your hands with clean, running water (warm or cold) turn off the tap and apply soap;
- lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails;
- scrub your hands for at least 20 seconds. To keep time, you can count steamboats to 20;
- rinse hands well under clean, running water; and
- dry hands using a clean towel or air drying them.

See *Resources* section for signage related to handwashing.

Keeping facilities safe will require significant measures to facilitate good personal hygiene and prevent transmission of contagions. Proper washroom facilities must be maintained. There must be adequate supplies of soap, water, toilet paper and paper towels at all times. Washroom facilities must be properly cleaned and disinfected throughout the workday. The following will be provided as a minimum:

- hand sanitizer should be available at or near entry points to the building, and at various high-traffic locations throughout such as doorways, tool cribs, equipment;
- prominent signage should indicate location of sanitizer stations; and
- hand soap should be available at bathroom facilities, lunchrooms and kitchen areas.

## Social Distancing Measures

To ensure Public Health Guidelines are met at BTAC, the following practices will be maintained:

- students will arrive no earlier than 15 minutes before start of class;
- students should avoid being within 2 metres (6 feet) of others;
- if needed, conduct multiple meetings with smaller groups to avoid gathering everyone at the same place at the same time;
- where possible and safe, use technology and electronic communication such as email, text and teleconferencing to minimize direct contact with others;
- stagger breaks and lunch times to reduce the number of people gathering at the same time;
- while using lunchroom amenities such as fridges and microwaves or while waiting to use washrooms, please line up and keep 2 metres (6 feet) of distance from the person in front of you; and
- alternative options may include outdoor tables, the use of nearby restaurants that offer take-out or drive-through service.

## Hand Tools, Powered Mobile Equipment and Other Equipment

- tools must not be shared person-to-person without a thorough cleaning with a disinfectant containing more than 70% alcohol;
- mobile and desktop phones must not be shared with others; and
- door and ladder handles, hand holds and rails, steering wheels, switches, buttons, knobs and fueling caps on powered mobile equipment should be cleaned regularly, and at the end of each practicum.

## In the Classroom

- tables will be set six feet apart to ensure social distancing is maintained;
- trainers must not re-use pens/pencils. It is recommended that trainers discard used pens/pencils, or have students keep them for personal use;
- no group work, all students will be required to work on their own. One student per worksheet (or replace with class discussion); and
- only trainers to pass out worksheets to individual students, students should not touch other student's worksheets (or have them on the desk prior to class).

## Additional Cleaning Protocols

Additional cleaning measures will be implemented as outlined below:

- before commencing class each day, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, coffee and kitchen areas, work stations, and common work spaces should be cleaned;
- hard surfaces and buttons your hands may meet on frequently touched items such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches and other high traffic objects should be cleaned after each use; and
- first-aid treatment rooms, reusable treatment equipment and instruments.

## Cleaning Solutions and Supplies:

- if available, household or commercial disinfectant solutions and wipes containing more than 60% alcohol should be used to clean surfaces. However, if these household or commercial disinfectant cleaning products are not readily available, hard surfaces can be disinfected using a mixture of one-part bleach and nine parts water. The solution must contact the surface for one minute to disinfect (WHMIS workplace label must be affixed to any mixed solution listing all the ingredients);
- items that cannot withstand liquid disinfectants such as tablets, smartboards and cellphones may be disinfected with 70% alcohol wipes ensuring the solution contacts the surface for one minute to disinfect; and
- use paper towels or single-use rags.

## After Training Protocols

Safety protocols continue after you finish school. The additional measures detailed below will help keep you and your family safe. After you finish school, make the following steps a daily habit:

- remove your washable PPE items and place them in a bag. These should be washed as soon as you get home;
- non-washable PPE equipment 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 such as masks must be discarded safely and not reused or left where others may handle them or have to discard them;
- a separate waste container should be made available for hazardous material such as disposable PPE, cleaning wipes, cleaning supplies, etc.;
- once you have removed and packed your PPE, sanitize your hands one last time before leaving work;

- upon arriving home, leave your safety boots outside the home or in your vehicle;
- any items you packed for washing along with your clothing worn during the day should go straight in to the washing machine;
- finish your day with a shower before settling in to spend time with other occupants of your home;
- wear clean clothes each day and repeat the same procedure after school; and
- if you drive your personal vehicle to class, take a moment to wipe down commonly touched surfaces at least once a day.

## Outside of Campus

All members of the college community are responsible for following public health protocols and doing their best to prevent the transmission of COVID-19. Each staff, faculty, and student is abiding by the following:

- staying at home if feeling unwell; notifying appropriate administrator;
- avoiding travel outside the province; if necessary, then self-isolating for 14 days upon return (if outside the Atlantic Provinces);
- social distancing, frequently handwashing, respecting respiratory etiquette, and abiding by the public health measures outlined by the province with respect to gatherings, etc.

# Employee Safety

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As with our students, the safety of all training facility staff (admin, instructors) is of utmost importance. Along with frequent cleaning and disinfecting, there are other steps that can be taken to reduce the risk at work for these individuals.

## Communicating With Employees

- ensure employees and customers maintain physical distancing of 2 metres (6 feet) whenever they can;
- consider providing non-medical masks for employees to wear;
- ensure employees don't eat while working; and
- make sure employees know to stay home if they're feeling sick.

## Support Employees if They Need to Stay Home

- anyone who has travelled outside the Atlantic Provinces is required to self-isolate for 14 days from the day they get back to the province, even if they don't have symptoms;
- employers cannot require a doctor's note if an employee must be off work; and
- consider how you can support your employees while they're in self-isolation. Talk with your employees about flexible hours or alternative work arrangements if they are required to stay home.

# Reaction Plan to Positive COVID-19 Test

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## **Procedure for Response to a Suspected or Confirmed Case of Covid-19**

Action must be taken if a worker, student, guest or other individual, who has visited BTAC is suspected or confirmed to be infected with COVID-19.

- Keep records of who is on site, each day. Information obtained should include employee names', student names' and their contact information, time(s) and date(s) present in the facility, and areas of the workplace accessed (elevators, washrooms, floor numbers, unit numbers, etc.);
- Upon being made aware of a suspected or confirmed case of COVID-19 immediately notify Public Health officials to assist with contact tracing protocol. Provide Public Health officials with any information requested; and
- Upon an individual testing positive for COVID-19, decontamination should be completed as soon as reasonably possible by either workers trained in COVID-19 decontamination procedures or trained cleaning contractors brought in to complete the work.



# Communications

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## **Directives**

All directives received from the Private Career College Division/Public Health will be communicated to all students and employees of the Building Trades Advancement College in a timely manner.

## **Announcements**

Announcements pertaining to college operations will also be shared on our website and social media channels.

# Skills/Lab/Practicum Activities

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The Electrical Construction and Industrial Pre-Employment Program includes skills training and on-the-job training at the end of the term. Types of skills training/equipment involved:

## **Tools:**

- Measuring tape (26'/8m)
- Wire strippers
- Pliers - Diagonal
- Pliers - Needle nose
- Pliers - Side cutting
- Hacksaw
- Electrician's Knife
- Approved multimeter or clamp-on tester (Category III at 600 volt minimum)
- Claw Hammer
- Adjustable Crescent wrench
- Tripe tap (6/32, 8/32, 10/24)
- Tap handle or tap screwdriver
- Torpedo level
- Tool pouch and belt or tool bag (14" or less)
- Channel lock
- Screw drivers: (multi-drivers are acceptable)
  - Robertson #1, #2 and #3
  - 3/16" Flat blade
  - 1/4" Flat blade
  - Phillips #1 and #2
  - 1/8" Terminal block screw driver

## **Equipment:**

- Rigging, hoisting, lifting equipment
- Conduit, tubing, fittings, conductors, cables, raceways, luminaires, lighting controls
- Power distribution equipment
- Metering equipment

All students will be provided with hardhat face-shields, safety glasses, gloves and N95 or KN95 masks to be worn when social distancing (6ft) cannot be maintained. The students will be required to sanitize their face-shields and safety glasses at the end of their labs and dispose of their masks.

Students are required to use their own tools and not to share tools with any other students. All materials will be sanitized and separated per student in their booth prior to student arrival.

BTAC's hands-on skills portion is held in a 60,000 square foot warehouse with a 30-foot ceiling. The classrooms have an HVAC system that continually pumps fresh air into the space. Each student has their own 4-foot square booth for their hands-on projects. These booths will be arranged to maintain six-foot, 2-meter social distancing at all times.

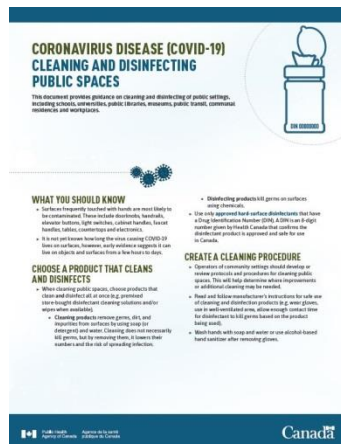
# Resources

## Handwashing Guidance



<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

## Cleaning



<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>



<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers.html>

## Preventive Measures SITE ACCESS QUESTIONNAIRE

*In an effort to reduce the transmission of COVID-19, the following questionnaire is to be completed at College reception by all employees as well as students engaged in activity on this site.*

Please complete this short questionnaire to ensure your presence does not pose a risk to the site and return the completed form to College Administration, or Course Instructor

**All employees and students must complete this form on their first day of work on the site.**

College: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Student: \_\_\_\_\_

1. Have you travelled outside the country, or province since March 12<sup>th</sup> (included)?  
☐ Yes      Date you Returned: \_\_\_\_\_  
☐ No
2. Do you currently have any of the following symptoms: fever (over 38°C), cough or worsening of a previous cough, sore throat, headache, difficulty breathing, or muscle aches?  
☐ Yes  
☐ No
3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?  
☐ Yes  
☐ No
4. Do you intend to travel outside the province in the coming weeks?  
☐ Yes      Scheduled Departure Date: \_\_\_\_\_      Destination: \_\_\_\_\_  
☐ No

Name (Please Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_