



**BOUCHER INSTITUTE**  
of Naturopathic Medicine

Boucher Institute of Naturopathic Medicine

Return to Campus Plan

June 5, 2020

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## RETURN TO CAMPUS PLAN OVERVIEW

The Boucher Institute takes the health and safety of our community very seriously. While the spread of COVID-19 has slowed, we must remain vigilant in preventing outbreaks. The plan for returning to campus will do so with the following guiding principles:

- Safety and health of all concerned
- Clear, transparent, honest, empathic communication and information
- Focus on our students' successful completion with a clear path forward
- Act with responsiveness, flexibility and compassion
- Have an abundance of understanding and gratitude

This plan is based on information available from the BCCDC, WorkSafe BC, the BC Government's Restart Plan, the BC Go Forward Strategy, and the College of Naturopathic Physicians of BC guidelines.

As per the Order of the Provincial Health Officer of BC, BINM will;

1. Post a copy of the COVID-19 Safety Plan on the BINM website, and on campus workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;
2. Provide a copy of the BINM COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.

The core measures set out in this plan provide for a cautious return to campus. The Return to Campus (RTC) plan outlines the explicit measures to be implemented and maintained provisionally until Dec 31st, 2020.

BINM will phase in a return of faculty, staff and students in a coordinated process to ensure appropriate physical distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19. Individuals will return to campus based on the core activities they support and their demonstrated need to be on-campus. No one should return to campus without authorization.

These efforts will be tightly coordinated to mitigate potential risks and ensure the safety of our campus community, as well as the communities we serve. No department should increase authorized levels beyond current needs to support critical on-site operations and activities without approval from the President, the Provost or the Chief Medical Officer.

Once decisions to expand on-site levels of return in certain areas are made, individuals should follow the campus-wide policies and protocols detailed in this guide for returning to work on campus.

Compliance with the policies and protocols outlined in this plan, as well as those from your supervisor are required for continued access; violation (e.g., blatant disregard for infection

prevention measures) may result in the immediate revocation of building access privileges, disciplinary action, and/or other interventions.

Amendments to this plan including changes in phases and/or measures will be determined by guidance and data from the Centers for Disease Control and from the Provincial Health Officer's guidelines.

## PHASE 1

Select employees will begin returning to campus. Priorities include positions that are needed for campus to reopen, or those jobs that cannot be effectively completed from home. Teleworking will remain the norm for personnel who are non-essential for on-campus operations except as otherwise directed by supervisors. Those who are considered high-risk to COVID19 or who live with high-risk family members will still work from home. This phase will begin on **July 1st, 2020**. Social distancing, screening, protection and hygiene will be priorities. Select clinic shifts, with faculty and students, will operate in a staggered fashion as per the BNMC Covid Procedures (Appendix I: Clinic Covid-19 Procedures).

## PHASE 2

Additional employees will be transitioned back to campus only as needed. Those who are considered high-risk to COVID19 or who live with high-risk family members will still work from home. Social distancing, screening, protection and hygiene will be priorities. Select clinic shifts, with faculty and students, will operate in a staggered fashion as per the BNMC Covid Procedures. Target date is TBD, but not before **July 15th**.

## PHASE 3

Modified Campus operations to resume under new guidelines. Select groups of students will be on campus for limited times. Remote instruction, teleworking, scheduling and all other measures will remain in place in order to maintain social distancing and flexibility. Clinic shifts will continue to be staggered. Those who are considered high-risk to COVID19 or who live with high-risk family members will still work remotely. The tentative target date for Phase 3 is **August 15th** and will continue until at least December 31st, 2020. Additional communication will be provided prior to beginning Phase 3. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this RTC Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and practices to prevent the spread of the virus. Managers and supervisors must expect this same behaviour from all employees.

# Responsibilities of Employees and Students

Boucher expects every one of our employees and students to help with our prevention efforts while on campus. In order to minimize the spread of COVID-19 in our community everyone must play their part. As set forth below, BINM has instituted various housekeeping, environmental, screening, social distancing, and other best practices at our school. All employees, volunteers and students must follow these. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact Dr. Beasleigh or Dr. Fairman–Young.

## Strategies

- Increase staffing incrementally to gradually resume campus operations
- Hygiene and sanitation
- Reduce transmission through the use of screening, distancing, and remote work/instruction
- Continue and expand innovative work/instruction practices focusing on progression of campus to full operations
- Monitor health to ensure the well-being of our campus community

## Reduce Transmission

### Screening

BINM has instituted the following protective measures

- Any employee/contractor/visitor/ student who develops fever and symptoms of respiratory illness, such as cough or shortness of breath, must not come to campus and should call their supervisor and healthcare provider right away.
- Any employee/contractor/visitor/ student who comes into close contact with someone showing these symptoms, should not come to campus and should contact their supervisor and healthcare provider right away.
- Any employee/contractor/visitor/ student showing symptoms of COVID-19 will not be permitted to enter the campus and will be asked to return home immediately.
- Mandatory routine daily screening will be performed with the BCCDC COVID-19 assessment questionnaire and temperature checks for all staff and students. Any person with a fever or symptoms will not be permitted access to campus (Appendix II: Campus Screening Procedure)
- Boucher ID card is required for entry to all areas
- Do not hold or prop open exterior doors for any other person
- Staff start times will be staggered to decrease queuing wait times
- Students should arrive at least 15 minutes before classes start to ensure they are not late as queues will be likely.

- Self-isolation for 14 days of international students is mandatory.  
(<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>)

## Disinfection and Hygiene

- Frequently wash your hands with soap and water for at least 20 seconds including upon arriving for work/school, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment, before eating, and after using the washroom.
- When soap and running water are unavailable, use the provided alcohol-based hand sanitizers and/or wipes with at least 70% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes wearing a mask while on campus and covering your coughs and sneezes.
- When possible, wipe down the table and chair you used, with a sanitizing wipe, once you are done.

## Personal Protective Equipment

- Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspace, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, reception/receiving areas) (Appendix III: Face Coverings) (
- Students and faculty are required to wear a mask whenever they are performing hands on activities that precludes social distancing.
- Employees who have an enclosed office are recommended, but not required, to wear a face covering while in their office.

## Physical Distancing

- No hand shaking or hugging as the new normal.
- Follow signage and maintain physical distancing as much as possible.
- All open environment workspaces must maintain at least 6 feet distance from each other.
- Visual cues such as floor decals, coloured tape or signs will be placed to indicate where people should stand while waiting.
- Only one person should be in the elevator at a time.
- Employees/Students must avoid physical contact with others and shall direct others (co- workers/contractors/visitors/students) to increase personal space to at least six (6) feet, where possible.
- If you work in a personal office, no more than one person should be in the office unless the required 6 feet of distancing can be consistently maintained
- If more than one person is in a room, face masks/coverings should be worn at all times.
- Only one person at a time is permitted in the staff kitchens.

- Individuals should not sit facing one another. Eating alone is encouraged. Remove your face mask/covering only in order to eat, then put it back on. Wipe down the table and chair you used, with a sanitizing wipe, once you are done.
- Common break room food and beverage items should not be utilized (e.g., shared coffee pots, shared water cooler, toaster, microwave, etc.).
- Managers will be requested to stagger lunch and break time schedules for staff/faculty.

## Remote Work

Those who can work remotely to fulfill their work responsibilities should continue to do so to limit the number of individuals on campus and the spread of the COVID-19 virus. Remote work arrangements must be approved by the immediate supervisor and can be accomplished on a full or partial day/week schedule as appropriate.

## Staggered Shifts

To limit the number of individuals and interactions among those on campus, departments will be scheduling partial staffing on alternating days or weeks with staff who are required on campus. Such scheduling will enable physical distancing, especially in areas with large common workspaces. To contain “germ circles,” it is best to schedule the same people on the same days to limit any one individual’s exposure to other individuals when possible.

## Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 15 minutes will reduce traffic in common areas to meet physical distancing requirements. Managers should coordinate departure times of their faculty and/or staff and this should be remitted to the CIRT so all departments are clear and informed.

## Meetings

- Gathering sizes are governed by the Provincial Health Officer and CIRT restrictions determined at each phase.
- During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, Google Meet, telephone or other available technology.
- Convening in groups represents a high risk of viral transmission and meetings will continue to be via Google Meet or other online platform.
- When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.
- Departments will remove or rearrange chairs and tables (e.g., consider staggering seats) or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

## Facilities and Environmental Controls

The Facilities department will ensure that environmental controls are in place to support the RTC plan (Appendix IV: Facilities Plan)

Each department will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees and other coworkers such as:

- Employees and students must use their own assigned computer, phone, headset and equipment, and not use other colleagues' equipment.
- Restroom usage should ensure physical distancing is achieved.
- Using stairs whenever possible will assist vertical circulation given that elevator capacities may be challenged.
- Only one person may occupy the elevator at a time.
- When using the elevator, wear a face mask/covering and wash your hands or use alcohol based hand sanitizer (ABHS) upon departing the elevator.
- Classes will be staggered and offered in multiple sessions to allow for social distancing of 6 feet, except when hands-on work is required.
- In lieu of using a common source of drinking water, such as a cooler, employees and students should use individual water bottles.
- There will be no access to common fridges for students or staff.
- There will be no access to common cutlery. Boucher members should bring their own - pack it in, pack it out.
- To minimize the handling of paper and support remote processes, students and staff should scan or take photos of documents where possible and forward by email
- Microwaves and common use equipment in staff rooms and kitchens will be removed.

## Classrooms and Instruction

The vast majority of our Fall 2020 courses will be delivered synchronously online. This means that for most classes this Fall, students will attend remotely with some hands on classes, labs and tutorials, delivered in-person, following appropriate guidelines set out by the Provincial Health Officer. Courses to be offered on campus will be reviewed and approved where there is a perceived necessity.

Physical distancing will be maintained for classroom work. Students and faculty will be required to wear PPE (Appendix III: Face Coverings) for hands on work.

In person training or testing will follow the current Provincial Health Officer (PHO) and BC Centre for Disease Control requirements as the minimum standard for health and safety: <http://covid-19.bccdc.ca/>

## Library Services

In keeping with the BINM RTC plan, the BINM Library will follow a phased approach and implement the institutional directives for social distancing, use of PPE, performance of



surface disinfection, health checks, and any other means required for health and safety (Appendix V: Library Plan).

## **Attendance and Sick Leave Policies**

Students, faculty, staff, volunteers, visitors, and contractors must familiarize themselves with the symptoms of COVID-19, which include the following: Fever, cough, shortness of breath, difficulty breathing and early symptoms such as; chills, body aches, sore throat and painful swallowing, headache, diarrhea, nausea/vomiting, stuffy or runny nose, loss of sense of smell, fatigue, and loss of appetite.

Anyone with symptoms of COVID-19, must self-isolate at home for a minimum of 14 days. Individuals who have the symptoms of an infectious illness including cold, flu, or Covid-19, including any coughing or sneezing should not come to the campus. Individuals should consider if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions before attending campus.

### **Public Transportation**

If you must take public transportation, wear a face mask/covering before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol based hand sanitizer as soon as possible and before removing your face mask/covering.

### **Student Attendance**

An interim attendance procedure is in place for the duration of this RTC plan and includes:

- Students who attend remotely will be marked as attending the course
- BINM will relax the mandatory attendance policy for students with respect to Academic Standing.
- Students will continue to attend classes remotely.

Students may be required to quarantine if they are travelling back to the lower mainland from outside of the province and should bear this in mind when planning for a return to campus. This will depend on the PHO's orders at the time.

### **Employee Sick Leave**

Employees must follow infection control guidelines and the directives in this plan, including screening, hand hygiene, face coverings, distancing and staying home when sick. For those with accrued paid sick time, should you find yourself in a position where you have used all your accrued paid sick time and are required to take time off of work due to COVID - 19 please reach out to your Supervisor and or HR Manager to discuss further options. There is a provision in the sick leave policy for extra leave upon approval from the President in extenuating circumstances.

## Campus Cleaning and Disinfection

Custodial crews will continue to clean offices and workspaces, classrooms, and public spaces based on protocols developed with BCCDC guidance in mind, you should take additional care to wipe down commonly used surfaces after use. This includes a private workspace or any shared-space location or equipment (e.g., computers, A/V and other electrical equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.). To the best of your ability, you should clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning.

- Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons).
- Increased cleaning will be performed in restrooms in common areas.
- Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators.

If an individual on the campus tests positive for COVID-19, the campus will be closed immediately and a deep clean and disinfection will be completed before return to campus.

## Boucher Naturopathic Medical Clinic

The BNMC is implementing safety measures and guidelines for step-by-step reopening to maintain a safe environment for patients, staff, faculty and students at our campus and satellite external clinics. This plan is based on the available information at the time of writing and will be reviewed regularly as circumstances change.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures and PPE help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

The following priorities must inform all actions towards resuming non-emergent care at BNMC and the satellite external sites:

1. Minimize the risk of COVID19 and other illness transmission to patients, students, faculty, staff and other workers.
2. Provide non-emergent health care for patients of Boucher clinics.
3. Provide practical educational experience for students where/when safe to do so.

The provided guidelines are outlined for the Campus clinic. External sites will follow the same standard of safety and will be made in consultation with the external site.

## References

1. [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs\\_restart\\_plan\\_web.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
2. [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go\\_forward\\_strategy\\_checklist\\_web.pdf?bcgovtm=20200506\\_GCPE\\_A\\_M\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf?bcgovtm=20200506_GCPE_A_M_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)
3. [https://www.cnpbc.bc.ca/wp-content/uploads/2020-05-15-COVID-19-Update-Providing-In-person-Community-Care-in-British-Columbia-During-COVID-19\\_.pdf](https://www.cnpbc.bc.ca/wp-content/uploads/2020-05-15-COVID-19-Update-Providing-In-person-Community-Care-in-British-Columbia-During-COVID-19_.pdf)
4. [covid-19-returning-safe-operation](#) - Worksafe
5. [https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/health-professionals?utm\\_source=CNPBC&utm\\_campaign=818f8dc191-Notice+of+Annual+Registration+Renewal+for+2018\\_COP&utm\\_medium=email&utm\\_term=0\\_889cd2e209-818f8dc191-393573257](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/health-professionals?utm_source=CNPBC&utm_campaign=818f8dc191-Notice+of+Annual+Registration+Renewal+for+2018_COP&utm_medium=email&utm_term=0_889cd2e209-818f8dc191-393573257)
6. [faqs-returning-to-safe-operation](#) -- Worksafe FAQ
7. <https://bc.thrive.health> - BC Government Self Assessment Tool
8. [help-prevent-spread-covid-19-handwashing](#) - HandWashing poster from Worksafe
9. [help-prevent-spread-covid-19-occupancy-limit](#) Occupancy Poster from Worksafe

## **Appendix I: Clinic Covid-19 Procedures**

### **In-Person Care**

There will be a reduced number of rotations in the clinic and in-person care will be recommended by the supervisor. Telemedicine visits will be encouraged whenever possible.

- Patients will need to have had a phone or telemedicine consultation with a Supervising doctor before being recommended for in-person care.
- Visit start times will be staggered, and patients will be expected to arrive on time to be screened and will be taken directly to a treatment room upon arrival.
  - There will be limited time in the waiting area.
  - Patients who are late may have to be rescheduled.
- Students and Supervisors will need to manage their time efficiently to make sure patient flow is kept consistent.

### **Attending the Clinic**

Everyone who will enter the campus or satellite clinic will be screened for COVID-19 symptoms prior to entry this will include:

- Forehead Temperature assessment( N: 36.6-37.8C)
- BCCDC Covid Assessment tool <https://bc.thrive.health/covid19/en>
- If the student or faculty was assessed previously that day at a screening station, they may enter clinic without a second assessment

Patients will enter through the main floor elevator and will be screened at the main door of the clinic

- Any patient with symptoms will not be allowed into clinic and will be rescheduled or scheduled for telemedicine
  - This includes any coughing or sneezing including seasonal allergies.
- Only the patient scheduled (no friends or family - unless absolutely necessary) will be allowed on site to wait and will not be allowed in the treatment room.
  - Spacing does not allow for more than 2 people in a room for an extended period of time
  - Supervisors will enter to oversee treatment for as limited a time as possible

Patients will be screened when appointment reminders are made(call, text, or email):

- No one with COVID19 symptoms will be allowed in the clinic and will be rescheduled or scheduled for telemedicine
- Patients who do not require in person visits and/or high risk patients will be requested to have telemedicine visits with their care team unless otherwise indicated by their Supervising Doctor.

Physical distancing will be maintained whenever possible, and all staff, faculty, students and patients will be required to wear masks or face coverings while on campus and in clinic.

Check out will be cashless/contactless payment with tap only.

- Dispensary items will be bagged and set on the side counter for patients to take
- For refills, patients will need to follow current protocols:
  - Call the clinic to order the products for pick up
  - Pay over the phone
  - Arrange a time to pick up their purchase

### **Infection Control and Disinfecting Practice**

- Students and employees must familiarize themselves with the symptoms of COVID-19, which include the following: Fever, cough, shortness of breath, difficulty breathing.
  - Early symptoms such as; chills, body aches, sore throat and painful swallowing, headache, diarrhea, nausea/vomiting, stuffy or runny nose, loss of sense of smell, fatigue, loss of appetite.
- PPE for patients, staff, and healthcare providers
  - All patients, staff, faculty and students must wear face masks at all times in the clinic.
  - Clinicians must wear gloves and masks for all procedures this includes any physical contact with the patient (ie vitals)
- Hand Hygiene
  - Hands should be washed frequently by all persons especially before and after each visit, before donning gloves and after removing gloves
    - Wash hands with soap and water for at least 20 seconds.
    - If sinks are not available, use alcohol-based hand rub containing at least 70% alcohol.
    - If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses
    - Soap and water are preferred when hands are visibly dirty.
  - Please refer to the BCCDC's hand hygiene poster for direction on proper hand washing protocols
- Exam rooms will be emptied of all but the bare minimum equipment and set up for maximum physical distancing.
  - Personal items (jackets etc) should be stored in the students locker not in the clinic
  - Only 1 treatment table and 2 chairs (max), 1 lamp, sharps container, caviwipes( or other appropriate disinfecting wipes)
  - Minimized sterile and clean supplies located in exam rooms.
  - All supplies will be kept in the closed cabinets/containers to minimize the risk of contamination including gloves, tongue depressors, cotton swabs, cotton balls, thermometer covers.

- No acupuncture needles (even in sealed packaging), IV needles or supplies should be left in the room
- Shared equipment must be cleaned with alcohol or Caviwipes between patients. This includes stethoscopes, blood pressure cuffs, thermometers, otoscopes and other diagnostic equipment, baby scales, tables, examination tables and all hard surfaces.
- Frequently-touched surfaces throughout the clinic will be cleaned and disinfected at least twice a day. These include door knobs, light switches, phones, keyboards, mice, pens, all hard surfaces in bathrooms such as sinks, faucets, handles.
- The waiting room will be spaced for maximum distance. Patients will be encouraged to arrive on time and not early and should be taken directly to a treatment room whenever possible.

## Appendix II: Campus Screening Procedure

All members should monitor themselves for symptoms and self-screen before heading to campus. Once arrived at campus, all students, staff, faculty, volunteers, visitors and contractors must enter through the main floor and be cleared at the screening stations, either at the main entrance or at the clinic entrance, whichever is available as first contact point (this will depend on timing of rotation). The screening will consist of:

- Forehead Temperature assessment( N: 36.6-37.8C)
  - Temperature over 37.8\* will not be allowed entry
    - Infant 0-2m: over 38.1 C
    - Child 3m-47m: over 37.9 C
    - Patients 4yr or old: over 37.8 C
- BCCDC Covid Assessment tool <https://bc.thrive.health/covid19/en>
  - Answer of YES to ANY Questions will be denied entry and sent home

## Appendix III: Face Coverings

### Type and Intended Use of Face Coverings/Masks

Type	Cloth Face Covering	Disposable Mask	Medical-Grade Surgical Mask	N95 Respirator
<b>Description</b>	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
<b>Intended use</b>	Required for campus community use in all settings (common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, in restrooms, etc.) Not required when working alone and physical distancing is possible.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by the CMO.	

## Use and Care of Face Coverings

### Putting on the face mask/covering

- Wash hands or use hand sanitizer prior to handling the face mask/covering.
- Ensure the face mask/covering fits over the nose and under the chin.
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face mask/covering.

### Taking off the face mask/covering

- Do not touch your eyes, nose or mouth when removing the face mask/covering.
- When taking off the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.



- Wash hands immediately after removing.

#### Disposal of face masks

- Keep face mask stored in a paper bag when not in use.
- Disposable face masks must not be used for more than one day and should be placed in a trash receptacle.
- Dispose of a face mask if it is visibly damaged (e.g., stretched ear loops, torn or punctured materials), dirty or visibly contaminated.

#### Care, storage and laundering of cloth face coverings

- Keep face covering stored in a paper bag when not in use.
- Cloth face coverings may not be used longer than one day at a time and must be washed after use.
- Disinfecting method: Launder cloth face coverings with regular laundry detergent before first use and after each shift. (Disposable masks are not washable.)

## Appendix IV: Facilities Plan

The Facilities Department will ensure that the following measures are in place to support the RTC plan;

- Signage will be placed for maximum occupancy for washroom and elevators
- Cleaners continue to sanitize all commonly touched surfaces with increased frequency
- Signage will be placed to indicate the washroom is occupied.
- The campus cleaners will clean and disinfect desks after a classroom has been occupied, and at least twice daily.
- The campus cleaners will clean and disinfect counters at least twice daily.
- Remove water coolers, microwaves, toasters, coffee pots etc. from staff and student lunchrooms.
- Ensure that there will be no access to common fridges for students or staff.
- Ensure that there will be no access to common cutlery.
- Facilities will set up classrooms to ensure social distancing of six (6) feet and accommodate the following;
  - Classroom one - 13 students
  - Classroom two - 15
  - Classroom three - 20
  - Classroom four - 16
  - Classroom five - 12
  - Classroom six - 10
  - Classroom seven - 8
  - Boardroom - 10
- Remove extra chairs from classrooms, library and lounge areas.
- Place one-way directional signage for large open work spaces and campus spaces with multiple through-ways to increase distance between employees moving through the space.
- Shared resources (e.g. community pen holder/pens, magazines in main office areas, etc.) will be removed.

## **Appendix V: Library Plan**

### **Phase 1**

#### Staffing

#### **10am - 2pm Monday to Friday**

Librarian to be on campus for 4 hours weekdays (10AM-2PM) to:

- oversee the quarantine and disinfection of used library materials in the clinic collection
- fill any requests for print materials for students and faculty,
- attend online meetings
- Attend to tasks more easily performed on campus [book orders, cataloguing, etc.]

#### Services Provided

#### **Electronic Reference**

Use of electronic resources (e-books) over print is strongly encouraged

- Students & faculty are invited to request a Google Meet session with the librarian for help identifying, accessing and using the appropriate electronic resources as needed
- [dbohme@binm.org](mailto:dbohme@binm.org) OR [library@binm.org](mailto:library@binm.org)

#### **Print Material**

Loan of print materials will be offered on a limited basis and patrons will be directed to alternate electronic resources whenever possible.

- Students & faculty may email the librarian for help selecting & requesting print material [dbohme@binm.org](mailto:dbohme@binm.org) OR [library@binm.org](mailto:library@binm.org)
- Students & faculty may arrange a specific time between 10am and 2pm weekdays to pick up the requested material.
- Students and faculty must return the material through the return slot by the library door as close to the due date as possible. If a book is too large to fit through the slot, they must arrange a time and date to return the book to the librarian in person.
- Students and faculty must pass the health screening before entering campus and must wear a face mask when picking up & returning print material in person
- Returned print material will be quarantined for 24 hours in a cardboard box and the book covers disinfected with a 70% alcohol sanitizer before being reshelfed or loaned out
- No journals or anatomic models may be used or borrowed

### **Phase 2**

Same staffing hours and services as Phase 1 with the addition of the following:

#### **Use of Computers/Printers**

- The use of a computer station and Canon printer is permitted only for students attending classes on campus during Phase 2

- Students who need to use either of these pieces of equipment must email the librarian to arrange a time and day
- Only one student will be allowed into the library at a time and for a maximum period of 15 minutes to use the designated computer station and printer, must use hand sanitizer before and after using the equipment. They must also wear a face mask while in the library.
- The computer station, printer & door handle will be disinfected by the librarian after use

### **Phase 3**

#### Staffing

Librarian on campus

Monday to Friday

Hours 8:30 - 4:30

\*Unless Leadership determines that library hours must be expanded, Student Library Assistants will not be required until January 2021.

#### Services Provided

##### **Library facility**

- A maximum of 15 students will be permitted in the library at one time.
- Individual students may be in the library for a maximum of one hour per visit
- Social distancing will be encouraged by:
  - Taping off every second study carrel & removing extra chairs to maintain a 2 meter separation
  - Taping off computer stations 2 & 4 removing extra chairs to maintain a 2 meter separation
  - Only allowing two people to use the large table at one time - one at each end. Extra chairs will be removed & a barrier of boxes will be used to divide the space
  - No group work allowed anywhere in the library unless social distancing can be maintained
  - Only one printer will be available for use each day - the other will be taped off

##### **Hygiene:**

- No common use staplers, tape or scissors will be provided for patron use
- Surfaces of the printer in use & computer stations will be sanitized at 10am, 12:30pm, 2:30 pm and at closing.
- Door handles will be sanitized each hour
- When a student is finished using a study carrel they will place a post it note on the tabletop before they leave the library. Used study carrels will be sanitized between uses.
- All used book materials must be returned to a bin for 24 hour quarantine. This includes books used in the library as well as returns.

#### **SOURCES:**

## Webinars:

1. Institute of Museum and Library Services (US)  
Recommended by IFLA - International Federation of Library Associations  
Speakers: Dr. Catherine Raspberry (PHd) Health Scientist with the CDC  
Dr. David Berendes (PHd) Epidemiologist with the CDC  
<https://register.gotowebinar.com/recording/viewRecording/4681970506055494411/5461324139097070606/stephen.wyber@ifla.org?registrantKey=2685681801538803979&type=ATTENDEEEMAILRECORDINGLINK>
2. Demco Library supplies & furniture  
Speaker: Dr. Dipesh Navsaria Associate Professor of Pediatrics at University of Wisconsin School of Medicine and Public Health  
<https://ideas.demco.com/webinar/covid-19-safety-tips-for-reopening-your-library/>

## Associations & Institutions involved in planning processes

1. **IFLA - International Federation of Library Associations**
2. Collaboration of:
  - **Institute of Museum and Library Services (US)**  
[https://www.ims.gov/coronavirus-covid-19-updates?\\_ga=2.172026723.1103966720.1589499026-1555718199.1589499026](https://www.ims.gov/coronavirus-covid-19-updates?_ga=2.172026723.1103966720.1589499026-1555718199.1589499026)
  - **OCLC (Online Computer Library Center)**
  - **Battelle (Memorial) Institute** - private nonprofit applied science and technology development  
company headquartered in Columbus, Ohio  
<https://ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>
  - **REALM (REopening Archives, Libraries and Museums) Project on WebJunction**  
<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>
3. **Association of College and Research Libraries**  
<https://acrl.libguides.com/pandemic/reopening>
4. **American College Health Association**  
[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)
5. **American Industrial Hygiene Association.**  
[https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings\\_GuidanceDocument.pdf](https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf)
6. **Canadian Urban Libraries Council**  
<http://www.culc.ca/>