

COVID POLICY AND CONTINUITY OF EDUCATION PLAN

This plan and policy detail measures to minimize the chance of an emergency due to COVID and to ensure that students' training can continue in the event of an emergency that causes any of:

- Inability to use our approved classroom;
- Inability of the designated instructor for the course to continue teaching;
- Inability of one or more students to attend class;
- Suspected presence of a person with a serious and highly contagious disease in class.

PREPAREDNESS AND PREVENTION

- No instructor, student, administrator or visitor **will be admitted** to the classroom unless they have provided proof of **double COVID vaccination at least 14 days ago**, or of a **medical exemption**.
- Students with exemptions will be required to take a COVID antigen test not less than weekly and report the result to the instructor immediately.
- Every in-class student will be provided in advance with instructions and credentials to allow joining the class by internet if necessary. Any student may do so if in their own opinion it is safer or more comfortable.
- Students are asked to complete and to present the results to the instructor upon arrival in class, or if not, to complete a screening form before entering the classroom. Anyone with a cautionary result as identified by the screening tool is asked to stay home and join the class by internet if possible, until they have:
 - Provided a negative test for COVID-19 (book an appointment at an [Assessment Centre](#)).
 - Received an alternative diagnosis from a health care provider.
 - Isolated for 10 days after the new or worsening symptom started.
- All students and instructors will be required to inform the President of the College immediately if they learn that they have tested positive for COVID.
- Students, instructors and administrators who will be in the classroom will be encouraged to download the [COVID Alert app](#).
- Students who have any severe symptoms, such as difficulty breathing or chest pain are encouraged to call 911.
- In the event that an instructor perceives that a student may have COVID (due to symptoms listed in the screening form), the student will be encouraged to leave the classroom and contact public health at 1-800-361-5653.
- Classrooms will be provided with masks and cleaning materials.

- Instructors and students are required to clean commonly touched objects before and after use.
- Masks are required when social distancing is not possible.
- For every in-class course, the instructor will be provided with COVID antigen tests, and with training in their use.

IN ANY LIFE-THREATENING EMERGENCY

- **Call 911**
- **Then call the College** at 416 282 4764, then if no answer call Betty at 416 671 6702

IF APPROVED CLASSROOM CAN NOT BE USED

- If the interruption is expected to affect less than two class meetings and an alternative location can not be immediately secured as detailed below, the meetings may be postponed.
 - At the discretion of the President, classes will revert as soon as possible to our previously approved classroom, if available, at 2 Bodrington Court, Markham
OR
 - An alternative classroom in a hotel in or near Markham will be sourced, and approval for its temporary use will be applied for at the MCU.
 - AND/OR classes will continue on the internet.
- An insurance rider for any temporary location will be obtained.
- Students will be notified of the change in a sequence of ways until we have positive confirmation that the message has been received. We will start with classroom announcements if feasible, followed by email, phone and text messages.
- Students whose transportation method is compromised will be accommodated.
- If no classroom is available and classes can only continue by internet, students may opt for a full refund or postponement of their training.

IF INSTRUCTOR IS UNAVAILABLE

- We have a pool of at least 3 qualified instructors who can teach any of our courses. An alternate instructor will be sourced if feasible, and our past experience has shown this is highly likely.
- If the interruption is expected to affect less than two class meetings and an alternative instructor can not be immediately secured, the meetings may be postponed.

IF STUDENT OR INSTRUCTOR HAS A CONTAGIOUS DISEASE WHICH COULD ENDANGER OTHERS IN THE CLASSROOM

- The person will be removed as quickly as possible. If a student, see below for alternate training options.
- All students in the class will be informed as quickly as possible.
- The public health office will be informed as quickly as possible and their guidance will be followed. If it overrides the following, it will take precedence.
- All students will be asked to take COVID antigen tests, either in class or at a public health facility. The class will be dismissed until next session.
- No student will be re-admitted unless they have a negative antigen test.
- Makeup training time will be scheduled.
- FOR STUDENTS WHO CANNOT ATTEND CLASS due to sickness.
 - Participation by internet will be permitted.
 - If the student is too sick to continue, they will be offered continuation at a later date, at no additional cost.

EMERGENCY CONTACTS

- **Call 911 in life-threatening emergencies**
- **Betty McDonald**, President, Health and Safety Management College, 416 671 6702
- **Drew Hutcherson**, Vice President Operations, 705 349 3638
- **York Region Public Health** 1-800-361-5653.
- [York Region Assessment Centres](#)