

CMCC RETURN TO CAMPUS PLAYBOOK

Infection control and prevention in response
to COVID-19

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INTRODUCTION

This Playbook has been developed by CMCC’s Incident Command Team to protect the health and safety of our employees, learners and patients. It is a guidance document for health and safety protocols with a best practice approach based on guidance from Public Health agencies and various provincial government ministries. Regulatory authorities have also mandated specific processes. **Best practices will evolve based on updated guidance or new evidence.** This Playbook stresses CMCC’s emphasis upon mitigating risk by reducing the campus population throughout the day, implementing strict controls, and continuing to deliver a high quality academic program.

The safest way to help mitigate exposure in the workplace and learning environment is to eliminate or reduce physical contact between members of the CMCC community. This is best accomplished by allowing work and learning to occur remotely when possible. However in our effort to return to onsite learning and working in a limited and safe way, CMCC’s return to campus plan follows a layered system of guidelines and controls – a hierarchy of controls – to address the identified hazards related to COVID-19 in the work and learning environment. These include:

- Engineering controls (e.g., physical distancing and physical barriers)
- Administrative controls (e.g., adjusting policies and procedures to reduce risk)
- The use of personal protective equipment (PPE)

Return to Campus Summary

| AREA | DATE | ACTIVITY |
|----------------------------------|---|--|
| Research | July 1, 2020 ongoing | <ul style="list-style-type: none"> • Research conducted virtually and onsite |
| Clinic | July 15, 2020 ongoing | <ul style="list-style-type: none"> • Piloting patient care at CMCC Campus, Bowmanville, Bronte and South Riverdale • Progressively opening other clinics after pilot • Telehealth remains in place and is mandatory before a patient has an in-person visit |
| Graduate Studies | August 4, 2020 ongoing | <ul style="list-style-type: none"> • Hybrid learning with onsite and offsite activities |
| Academics (Undergraduate) | August 24, 2020 - January 22, 2021 September 8, 2020 start of limited in-person labs | <ul style="list-style-type: none"> • Instruction in a hybrid format • Lectures - online • Small group sessions - online • CT and CD labs - on campus |
| Administration | Ongoing | <ul style="list-style-type: none"> • Services online with essential staff onsite while everyone else works from home • Gradually and as appropriate plan for return by Directors and Managers according to operational needs |

CMCC has implemented a layered system of guidelines and controls, the Hierarchy of Controls, to reduce the risk associated with COVID-19. The system is a standard [Occupational Health and Safety Administration](#) concept whereby the top of the funnel is the most effective and protective method in relation to the methods at the bottom of the funnel which include the use of Personal Protective Equipment (PPE).

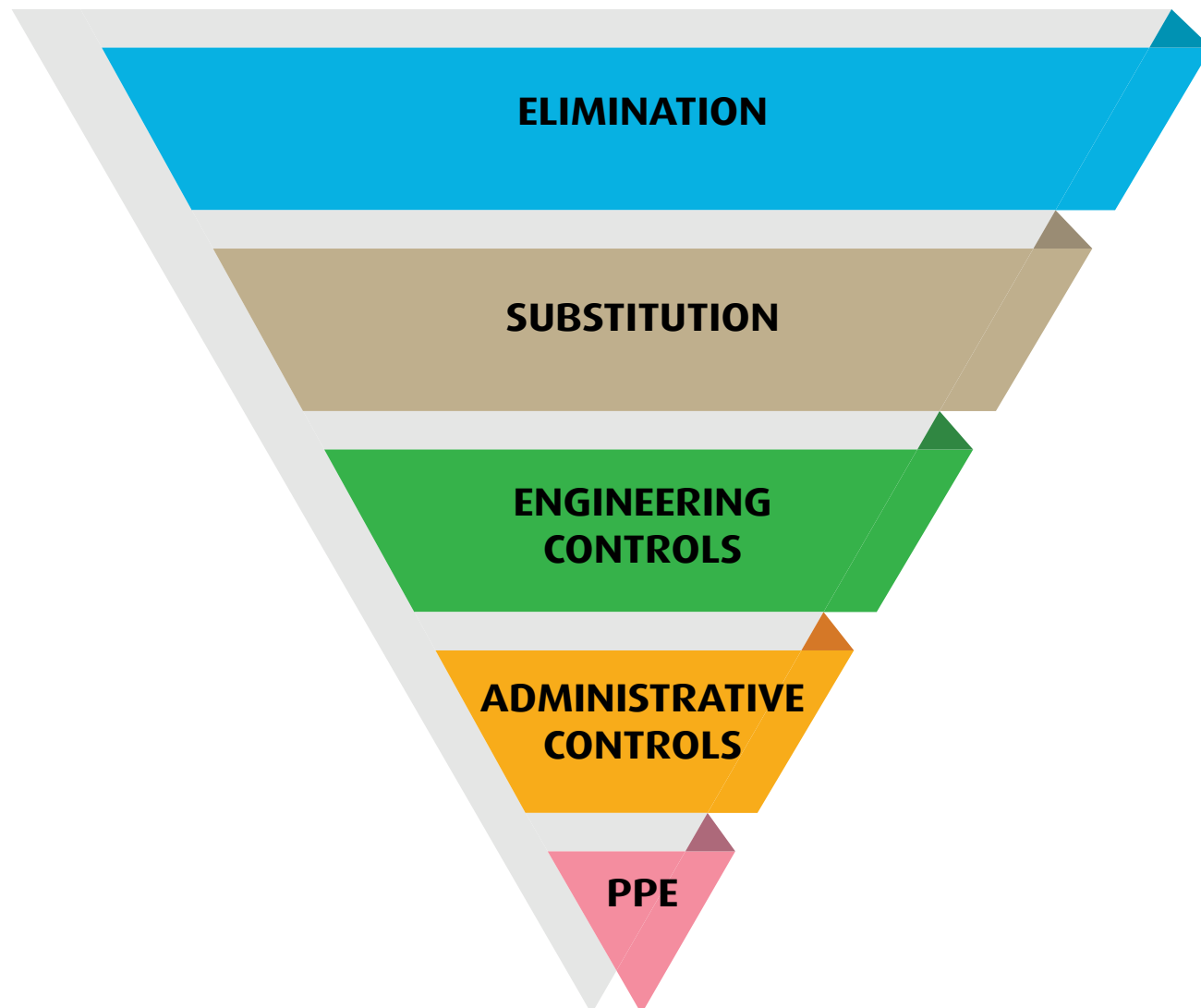
Following this hierarchy for implementation of plans and strategies can reduce the risk of illness. No institution can completely eliminate all risk of exposure to, or illness from, the SARS-CoV-2 (the virus responsible for COVID-19) or any other infectious agent. Any employee or student with questions about their health situation are to get in contact with HR (employees) or Student Services (students) to discuss their concerns.

HIERARCHY OF CONTROLS

MOST EFFECTIVE



LESS EFFECTIVE



At CMCC, examples of the controls we have implemented to deal with the COVID-19 pandemic are outlined in the table below and detailed information is provided on these measures and related protocols throughout this playbook. While PPE is lower in the hierarchy of controls it is also considered an important protective measure and currently mandated to be worn on campus even if a two-metre distance is maintained. Refer to the [PPE Protocol](#) for more information.

| | | |
|---------------------------------------|---|---|
| Control Category | Elimination The virus cannot be eliminated, but we can implement controls to limit possible exposure to the virus | |
| Examples at CMCC | <ul style="list-style-type: none"> Working and learning from home when possible Limitation of visitors Avoiding communal areas and campus gatherings Use of virtual meetings | <ul style="list-style-type: none"> Establishment of campus zones for employees, clinic, and students Telehealth for clinic patients when possible |
| Relevant CMCC Protocols and Documents | <ul style="list-style-type: none"> Work from home and Illness policies Revised class/lab schedule Zoning guide | |
| Control Category | Substitution Difficult to achieve with an infectious disease | |
| Examples at CMCC | None identified | |
| Relevant CMCC Protocols and Documents | None identified | |
| Control Category | Engineering Controls Help prevent transmission of the virus if a symptomatic or asymptomatic carrier is on campus or someone inadvertently brings the virus to campus on their hands, clothes or equipment | |
| Examples at CMCC | <ul style="list-style-type: none"> Plexiglass and other physical barriers, stanchions, hallway traffic control, floor and wall signage Relocation/reconfiguration of workstations Removal or blocking of seats Physical changes to clinic and reception areas and reduction in furniture Use of approved disinfectants | <ul style="list-style-type: none"> Use of approved hand sanitizer Hands-free dispensers and trash receptacles Portable hand washing stations Curbside pickup for the Supply Centre Additional air filtration units in the anatomy lab Increased air filtration in the building |
| Control Category | Administrative Controls These controls change the way we work or learn, to try and minimize transmission of the virus | |
| Examples at CMCC | <ul style="list-style-type: none"> Social/physical distancing requirements and signage Cough/sneeze etiquette and handwashing protocols Employee and student training specific to COVID-19 safety protocols and procedures Screening procedures Assigning students to "learning pods" for labs Requirements to stay home if ill Staggering lab times to limit number of students on campus at a given time Scheduling patients and learners/employees in clinic at offsetting times | <ul style="list-style-type: none"> Locker access restrictions Restrictions on use of shared food storage or preparation appliances Regular cleaning of high touch surfaces Specific cleaning of tables and equipment in clinics and labs during scheduled time between each use Limited number of researchers in a work area to ensure adequate distancing Travel restrictions Staggered employee work shifts to avoid overlap |
| Relevant CMCC Protocols and Documents | <ul style="list-style-type: none"> Screening Protocol Physical Distancing Protocol Disinfection Protocols Campus Isolation Protocol | <ul style="list-style-type: none"> Self-Isolation and Return to Campus Protocol Campus Closure Protocol Campus Closure Policy Departmental Reopening plans |
| Control Category | Personal Protective Equipment PPE PPE is used to provide a barrier against the virus when physical distancing is not possible | |
| Examples at CMCC | <ul style="list-style-type: none"> Mask/face coverings are required at all times inside CMCC property unless in private work area Masks, shields, gloves and scrubs/gowns for interns, clinicians and students in labs | |
| Relevant CMCC Protocols and Documents | <ul style="list-style-type: none"> Personal Protective Equipment Protocols | |

NOTE: This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available. Employee input will be considered in ongoing ICT response meetings as part of the process of continuous improvement as the situation develops and Ontario continues to open up. All members of the CMCC community play a role in ongoing risk assessment to identify potential work hazards and develop corrective action measures (e.g., touchpoint reduction, social distancing, and PPE).

Failure to abide by any one or more of the protocols and obligations set out in this document may result, without further notification, in disciplinary action, 3rd party action (i.e., enforcement agency) and/or the issuance of a notice pursuant to the [Trespass Act of Ontario](#).

This document is not intended to be legal advice. Refer to [CMCC policies](#) and ensure alignment/compliance to them.

Adherence to protocols set forth in this document is not required in order for a person to respond to any emergency on campus.

Incident Command Team

The Incident Command Team (ICT) meets regularly to assess and respond to emergency situations, and risks. Development of response measures is done in collaboration with the Executive Leadership Team (ELT) and relevant divisions/committees as per the following chart.

| INCIDENT COMMAND & EXECUTIVE LEADERSHIP TEAMS | | | | | |
|--|---|--|--|---|--|
| Communications | Health and Safety Protocols | Disinfection | Policy | PPE Management | IT Support |
| <ul style="list-style-type: none"> Incident Command Team Executive Leadership Team Marketing and Communications | <ul style="list-style-type: none"> Clinic Human Resources Institutional Planning and Administration Joint Health and Safety Committee | <ul style="list-style-type: none"> Facilities | <ul style="list-style-type: none"> Human Resources Institutional Affairs Committee | <ul style="list-style-type: none"> Supply Centre Facilities Division Leads | <ul style="list-style-type: none"> IT |

BEFORE YOU ARRIVE

Employees

- ✓ Understand if you are at [high risk](#) for COVID-19. Contact Sharlene Browne sbrowne@cmcc.ca or Angie Chen achen@cmcc.ca in Human Resources to discuss accommodations.
- ✓ You are required to complete the [Ontario self-assessment](#) tool and present the self-declaration result screen for clearance to enter CMCC by using the CMCC Mobile app ([Google](#) or [Apple Store](#)). By doing so, CMCC will collect your self-declaration result and associated time and date. This information is required for daily attendance record keeping and health screening.
- ✓ It is strongly recommended that you download the [COVID Alert app](#) as part of campus community safety. Frequently monitor to understand if exposure has been detected.
- ✓ Review work requirements with your Director to understand if it is necessary to be on campus. Remain working from home whenever possible and consult with your supervisor regularly regarding when you will work on campus if necessary. Consult Work from Home policy for more information.
- ✓ Understand and follow health and safety protocols in this playbook. Safety protocols do not provide complete protection and are layered to increase effectiveness. Protocols apply to everyone unless otherwise stated.
- ✓ Understand and follow protocols developed specific to your activities that are not in this playbook. CMCC will provide awareness and education on these measures.
- ✓ Know the campus [zones](#) that apply to you.
- ✓ Practice [hand hygiene](#) and wear a mask once you enter the building. A face shield will be provided if you meet the [criteria](#) for those who are exempt from wearing a mask.
- ✓ It is strongly recommended that you follow public health protective measures both on and off campus to reduce the risk of infecting the CMCC community that could negatively impact campus operations.

Learners

- ✓ Understand if you are at [high risk](#) for COVID-19. Contact Kim Kelly kkelly@cmcc.ca or Patti Scott pscott@cmcc.ca in Student Services to discuss accommodations.
- ✓ You are required to complete the [Ontario self-assessment](#) tool and present the self-declaration result screen for clearance to enter CMCC by using the CMCC Mobile app ([Google](#) or [Apple Store](#)). By doing so, CMCC will collect your self-declaration result and associated time and date. This information is required for daily attendance record keeping and health screening.
- ✓ It is strongly recommended that you download the [COVID Alert app](#) as part of campus community safety. Frequently monitor to understand if exposure has been detected.
- ✓ Understand and follow health and safety protocols in this playbook. Safety protocols do not provide complete protection and are layered to increase effectiveness. Protocols apply to everyone unless otherwise stated.
- ✓ Understand and follow protocols that are developed specific to your activities that are not in this playbook. CMCC will provide awareness and education on these measures.
- ✓ Know what campus [zones](#) apply to you.
- ✓ Make plans to be on campus for in-person labs only. You are required to leave when your lab is over and only return if you have another in-person lab. If you cannot make it home you may reserve space in the library. See [Campus Closure and Modifications](#) for more information.
- ✓ Practice [hand hygiene](#) and wear a mask once you enter the building. A face shield will be provided if you meet the [criteria](#) for those who are exempt from wearing a mask.
- ✓ It is strongly recommended that you follow public health protective measures both on and off campus to reduce the risk of infecting the CMCC community that could negatively impact campus operations.

Students or employees experiencing COVID-19 [symptoms](#), who have tested positive for COVID-19, or who have been potentially exposed to someone with COVID-19 either through [community-related exposure](#) or [international travel](#) shall follow [public health authority guidance](#) and avoid coming to campus. Inform your Year Director, Student Services or Human Resources to discuss next steps.

SCREENING PROTOCOL

The screening protocol requires that all employees and learners self-screen prior to arrival and be actively screened upon arrival.* Screening consists of declarations of any [symptoms](#) or recent exposure to COVID-19. Disclosure of information will always be treated as private information.

Steps:

1. Download the CMCC Mobile App from your app store ([Google](#) or [Apple Store](#)) and login with your Outlook credentials.
2. Check for [symptoms](#) or recent exposure by accessing the [Ontario self-assessment](#) tool via the CMCC app. Complete the Ontario self-assessment*, and follow the advice provided. If you are not sure, call Public Health at 416 338 7600 before coming to campus.

If your result from the Ontario Self-Assessment indicates that you are to stay home or get tested, then you must not come to campus.

3. On the CMCC app, complete the Self-Declaration page. Note, the self-assessment can be completed more than once but the self-declaration can only be completed once per day.
4. If you declare that you are symptom free, a clearance check mark will appear along with your name, time and date. Onsite screeners will accept this result page to permit your entry into the building. This result page stays on the app for the remainder of the day for you to access at any time by selecting the self-declaration logo on the app.
5. Health screeners are available for assistance upon entry for this process.

**Active onsite screening is dependent on available persons to be stationed at entry points each day. If this is not always possible, you will be advised on an alternate solution (change of designated entrance, for example).*

**The Ontario school self-assessment is not included or accepted by CMCC at this time.*



Patients

CMCC Clinics will undertake [active and passive screening](#) as defined by the Ministry of Health. If an in-person visit is offered, patients will be advised to wear their own mask (cloth or other) to the office/clinic and change into a clean mask while at any CMCC Clinic.

Active Screening

- Patients will be screened over the phone or through the telehealth portal for symptoms of COVID-19 the day before the direct patient visit.
- Patients who screen positive over the phone are informed they have symptoms related to COVID-19. They will be instructed to go to a testing centre.
- All patients will be screened when they arrive at a CMCC clinic or host facility.

Passive Screening

- Signage is present at all points of entry into the building and clinic spaces, at clinic reception desks and in locations that are visible before entering the clinic.
- Signage outside the clinic states that patients are to call/text the clinic before entering to allow for appropriate screening and direction.

Screeners will remain greater than a two-metre distance and behind a plexiglass barrier to protect from droplet and contact spread. When a physical barrier for those screening is not present, the person doing the screening will use [Droplet and Contact Precautions](#). This includes PPE – gloves, isolation gown, a surgical/procedure mask, and eye protection (goggles or face shield).

Positive Screening in the Clinic Setting

- Patients who screen positive will be advised to perform hand hygiene and provided a surgical/loop mask to be worn. Ensure patients do not leave their own masks in waiting areas. As soon as the reception staff/intern/clinician is aware that a patient screens positive, the patient is to be immediately placed in a room with the door closed (do not cohort with other patients), where possible, to avoid contact with other patients in common areas of the clinic (e.g., waiting rooms). If it is not possible to move a patient from the waiting room to the identified isolation room, the patient will be instructed to return outside (e.g. vehicle or parking lot, if available and appropriate). Public Health must be called for any patient who screens positive in Clinic. Follow [Campus Isolation Protocol](#).
- Patients are to be provided with hand sanitizer, access to tissues and a hands-free waste receptacle for their used tissues and used masks. All patients are to be instructed to cover their nose and mouth with a tissue when coughing and sneezing, dispose of the tissue in the receptacle and to use the hand sanitizer right afterwards.
- Patients will be instructed to take their fabric mask home with them with [instructions](#) for removing a mask.
- It is not CMCC's intention to provide care to patients who screen positive.
- Initiate the [Deep Cleaning Decontamination Protocol](#) in areas where the suspected infected person has come in contact on campus - Isolation Room, workstation, common areas and surfaces. At external CMCC clinics, deep cleaning protocols have been arranged with host institutions.
- Interns, clinicians and staff must document the screening of patients as part of the record of personal health information.

Visitors

Essential visitors only will be provided access to the campus building and must sign in and out at reception. Visitors are to be scheduled via appointment with the authorized CMCC host. Visitors will be screened using the [active](#) patient screening protocol or by completing the [Ontario online self-assessment](#). Children of visitors (unless approved), employees or students are not permitted on campus. The CMCC host or their designate shall be responsible for ensuring visitor compliance with this protocol.

Deliveries to CMCC

Deliveries to CMCC are allowed only for CMCC business purchases and are to be directed to shipping and receiving. Deliveries of personal purchases (e.g., Amazon, food deliveries) are strictly prohibited.

ZONING GUIDE

Limit your foot traffic to the assigned zone noted below including exit and entry points. Zoned areas serve as a guide. We expect there will be exceptions as a result of an individual's responsibilities and/or need to be in other areas on campus including use of the elevator as needed.

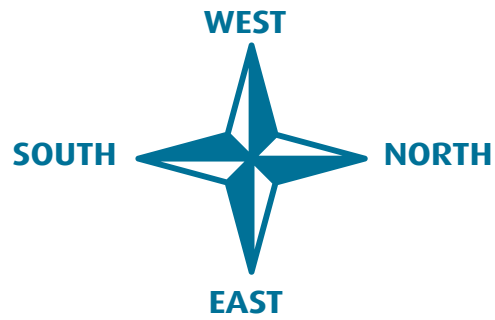
- ✓ Use the exit and entry points outlined
- ✓ Follow floor markers in areas where traffic flow is directed
- ✓ Use washrooms located near your learning or work zone
- ✓ Maintain physical distance while in the hallways
- ✓ Wear a mask when travelling throughout campus and in common areas at all times

Zoning does not apply in response to an emergency evacuation from campus. Follow campus evacuation procedure.

| Group | Entrance | Exit |
|-----------------------------------|--|--|
| Years I-III students | Level 100 South Level 200 CCPA Hall (Facing Leslie St.) | Level 100 Mid-West (Facing the forest trail.) Level 200 CCPA Hall designated North exit |
| Year IV students | Level 200 main entrance | Same entrance and exit |
| All employees including residents | Level 100 underground parking entrance Level 200 main entrance doors if walking or taking transit | Same entrance and exit |
| Visitors | Level 200 main entrance (Use shipping and receiving for deliveries) | Same entrance and exit |

| Learning Zone | Foot Traffic |
|---|---|
| Years I-III students and instructors | Level 100 North and South: Anatomy, Microbiology lab, Histology lab, Lecture Halls 1 and 2 Level 200 South: CCPA Hall Level 300 North: Technique labs, Library, Sim lab |
| Clinic Zone | Foot Traffic |
| Year IV students Clinic employees Reception, patients who are not employees or students | Level 200 North to reception |
| Departmental Zones | Foot Traffic |
| Undergraduate Studies, Graduate Studies and Research | Level 100 North |
| Marketing and Communications, Alumni, Development, Continuing Education and Student Services | Level 200 South |
| President's Office, Supply Centre, CDPR and Reception | Level 200 North |
| Human Resources, Finance, IT, Media Services, Facilities and Library | Level 300 South |

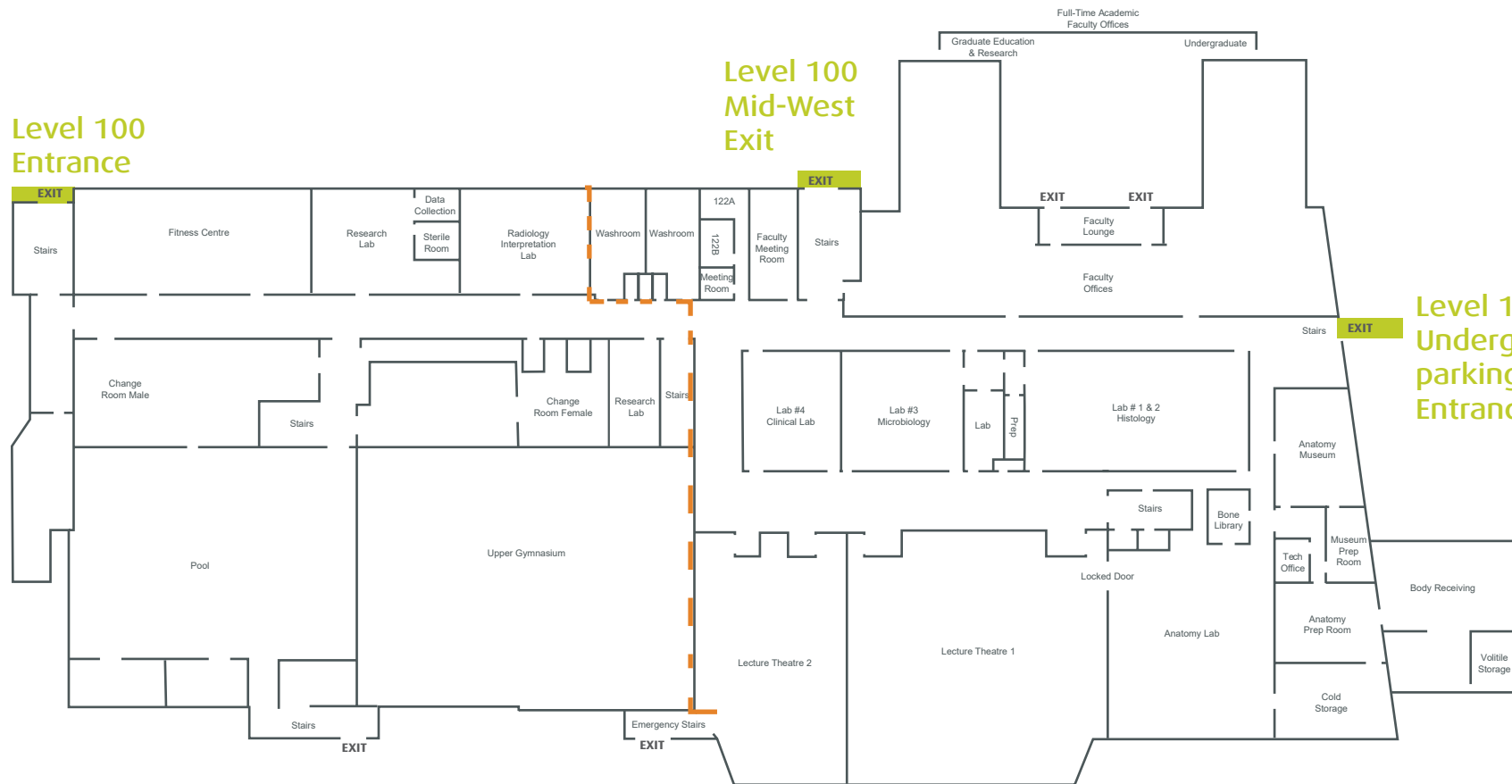
LEVEL 100



Level 100
Entrance

Level 100
Mid-West
Exit

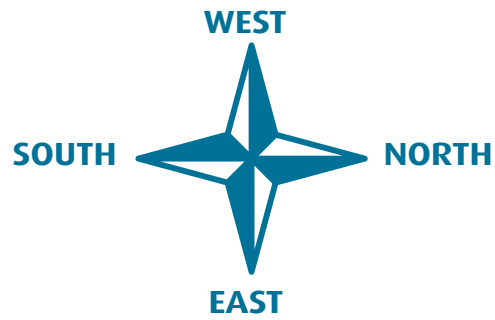
Level 100
Underground
parking
Entrance/Exit



-- North / South boundary

■ Entry / Exit points

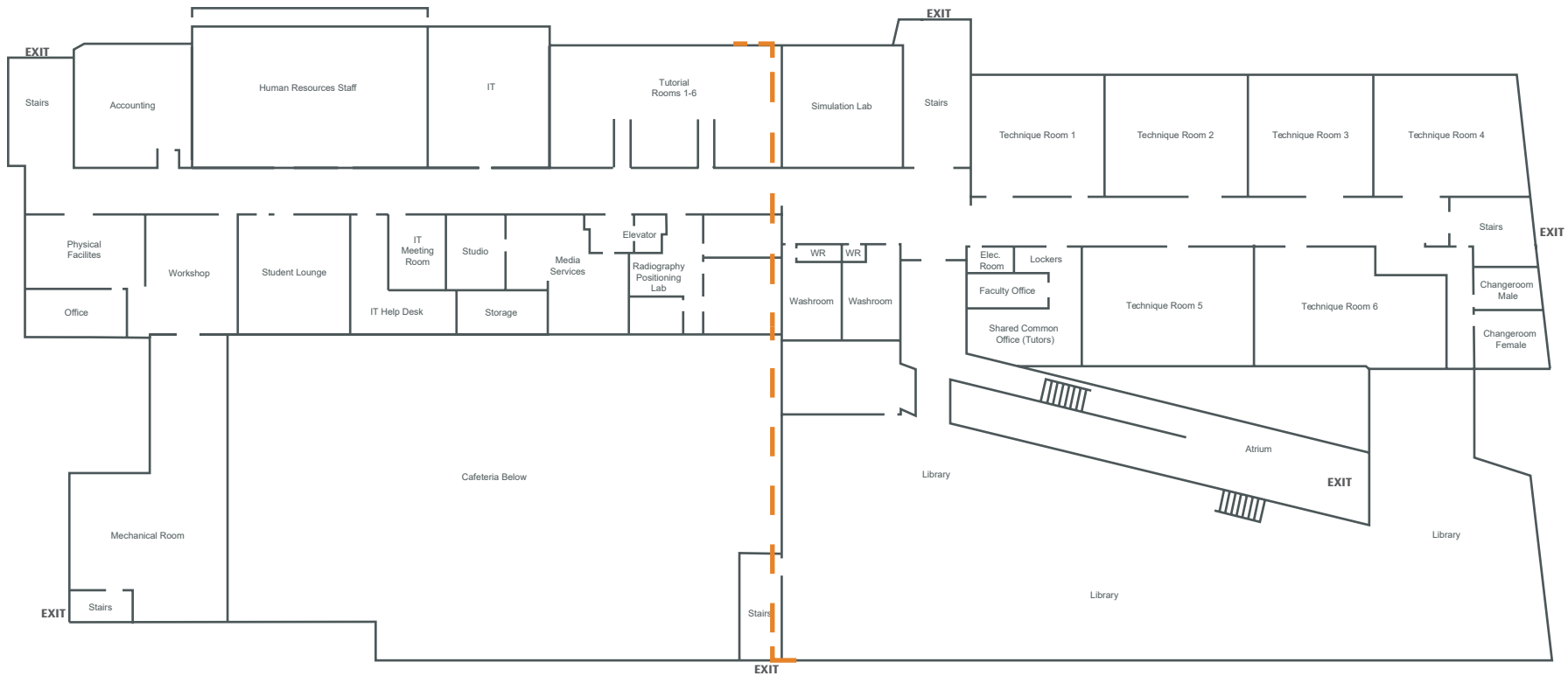
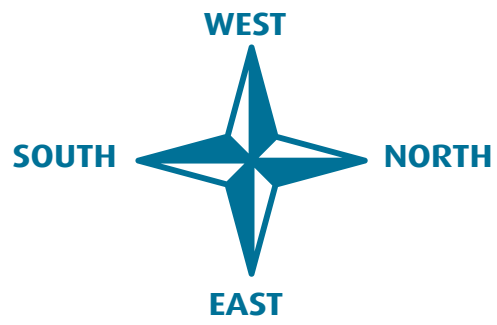
LEVEL 200



-- North / South boundary

■ Entry / Exit points

LEVEL 300



-- North / South boundary

PHYSICAL DISTANCING PROTOCOL

Physical distancing is a simple yet effective mechanism to prevent potential infection which relies on distance to avoid person to person infection.



In practice, this means:

- ✓ Keeping a 2 metre (6 feet) distance from others. The practice of physical distancing must be maintained whenever possible on campus property whether in the building or outside.
- ✓ Eliminating physical contact with others such as handshakes.
- ✓ Avoiding hand contact with surfaces touched by others as much as reasonably possible.
- ✓ Following provincial directives on gatherings of people for meetings and ensure that physical distancing is maintained.

The following measures will help maintain physical distancing on campus:

- ✓ [Closure](#) of many communal areas until further notice (see below for closures).
- ✓ Avoidance of non-essential gatherings and meetings whenever possible. Virtual meetings will continue to be used when practical.
- ✓ Many employees will continue to work from home and a limited number will be on site as necessary for operations and instruction.
- ✓ Campus [zoning](#) to emphasize the need to avoid unnecessary travel to unessential areas.
- ✓ Barriers for individuals who provide customer service.
- ✓ Barriers in some communal spaces for learning including barriers applied to library study carrels.
- ✓ Reduction to the number of chiropractic tables in a lab.
- ✓ Modifications to lab and clinical spaces to provide for physical distancing.
- ✓ Modifications to some communal spaces to limit number of people.
- ✓ Use of the CCPA Hall for some technique labs and other labs.
- ✓ Modifications to the library as a study space through the reduction of the number of seats, limitations on numbers of individuals in study rooms, and placement of physical barriers in some areas.
- ✓ Allowance of changeover time for students between labs and in clinic.
- ✓ Floor markings and signage regarding physical distancing throughout campus.
- ✓ Students and employees who [use public transportation](#) or ride sharing should use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- ✓ If you are using public transportation or ride sharing, follow CDC guidance on how to [protect yourself when using transportation](#). If possible, commute during less busy times and wash or sanitize your hands as soon as possible after your trip.
- ✓ Limiting elevator use to one person at a time.
- ✓ Limiting number of persons at any given time in washrooms (signs will be posted outside each washroom).

Closures and Modifications on Campus

CMCC hours of operation starting at the beginning of August and ongoing will be:

7:00 a.m. to 8:00 p.m. Monday – Thursday

7:00 a.m. to 6:00 p.m. – Friday

7:00 a.m. to 4:00 p.m. (Clinic Only) – Saturday

Library hours of operation:

8:00 a.m. to 6:00 p.m. Monday - Friday

Weekends - closed

| | |
|---|---|
| <p>Closed until further notice</p> | <ul style="list-style-type: none"> • Gymnasium • Weight Room • Meeting Rooms with exceptions noted below • Cafeteria Food Services • Herb’s Lounge • Faculty Lounge • Student Lounge • Meditation Room* |
| | |
| <p>Open with restrictions/modifications</p> | <ul style="list-style-type: none"> • Study space in the library is available for Year 1-4 students, with priority given to those students who attend in-person labs on campus and cannot make it home during the one-hour window in their schedule to participate in their next virtual lab. Space is limited and cannot be guaranteed. The library currently does not support collaborative work and peer tutoring. <p>REFERENCE MATERIALS: Available to students for in-person use but the loan period will be limited to one week (general collection) and one day (course reserves). Returns will all be via the external drop box located near the main entrance. Anatomical models are currently removed from circulation.</p> <p>COMPUTERS: Due to a limited number of computer workstations available in the library, students are asked to bring their own iPads or laptops or request a computer when reserving space in the library. Space at computer carrels/computer lab is limited and cannot be guaranteed.</p> <ul style="list-style-type: none"> • CCPA Hall – Learning • Board Room • HR Meeting Room • Technique, Histology, Anatomy, Simulation Labs (Supervised only) • Lecture Hall 1 • Lecture Hall 2 • Supply Centre and BookStore – Operating online with curbside pick-up available • Reception • Students’ Council Office - One person only at a time |
| | |
| <p>Divisions with one or more staff members onsite</p> | <ul style="list-style-type: none"> • Undergraduate Studies • Human Resources • Student Services • Accounting • Research • Graduate Studies • Facilities • IT Helpdesk • Reception • Shipping and Receiving • Executive • Marketing and Communications • Media Services |

*Meditation Room: To compensate for its closure and to expand the library’s support in student wellness, an online bibliotherapy-based book club in collaboration with the Student Mindfulness Club will be facilitated by the Director, Library Services.

DISINFECTION PROTOCOLS

Hand Hygiene

[Hand hygiene](#) refers to removing or killing microorganisms (germs) on the hands. When performed correctly, hand hygiene is the single most effective way to prevent the spread of communicable diseases and infections.

PLEASE WASH YOUR HANDS



1. Wet your hands with warm water



2. Apply enough disinfectant soap to cover your hands



3. Create a lather by rubbing your hands together



4. Scrub your hands, front, back and inbetween your fingers (min. 20 seconds)



5. Rinse the soap off with warm water



6. Dry your hands with a clean towel

Patient care, working and learning on campus

Become educated in proper hand hygiene practices and wash your hands with soap and water or use hand sanitizer when appropriate, including:

- ✓ Upon arrival at entry point.
- ✓ After arriving and entering the clinic, office or learning space.
- ✓ Before and after each patient interaction or student learning interaction.
- ✓ Before and after use of diagnostic or therapeutic equipment.
- ✓ Before and after changing a mask or other Personal Protective Equipment.
- ✓ Before and after processing any payments when contactless payment is not possible.
- ✓ Before and after leaving the clinic, learning or office area. **Note:** Portable handwashing stations have been added to the CCPA Hall and outside the technique labs.
- ✓ When hands are visibly soiled.
- ✓ Before and after cleaning/disinfection procedures.

How to wash your hands

- ✓ Remove hand and arm jewellery and wet your hands with warm (not hot) running water.
- ✓ Add soap, and then rub your hands together, making a soapy lather. Do this for at least 20 seconds, being careful not to wash the lather away. Wash the front and back of your hands, as well as between your fingers and under your nails.
- ✓ Rinse your hands well under warm running water, using a rubbing motion.
- ✓ Wipe and dry hands gently with paper towel. Rubbing vigorously with paper towels can damage the skin.
- ✓ Turn off tap using paper towel so that you do not re-contaminate your hands.
- ✓ [If soap and water are not readily available](#), hand sanitizer that contains at least 60% alcohol can be used.

How to use alcohol-based hand sanitizer

Alcohol-based hand rubs should only be used if no visible dirt is present on the hands.

- ✓ Remove hand and arm jewellery.
- ✓ Apply enough alcohol-based hand rub (70% alcohol as a minimum for healthcare workers or students in lab or clinical settings) to make about the size of a quarter onto your hands, enough when you rub your hands together to cover all areas of your hands, including under your nails (1-2 pumps).
- ✓ Use a rubbing motion to evenly distribute the alcohol-based hand rub over all surfaces of the hands, particularly between fingers, fingertips, back of hands and base of thumbs.
- ✓ Rub hands until your hands feel dry (minimum 15-30 seconds).

Other Hygiene [Measures](#)

- ✓ Sneeze and cough into your sleeve.
- ✓ If you use a tissue, discard immediately and wash your hands afterward.
- ✓ Avoid contact with people who are sick.
- ✓ Stay home if you are sick.
- ✓ Avoid high-touch areas, including handrails and public transit poles. Ensure you clean your hands and avoid touching your face after touching a high-touch surface.
- ✓ Wash your clothes as soon as you get home. Hot water is more effective.

Campus Disinfection

CMCC will maintain regular cleaning on campus with special attention to high-touch surfaces using [disinfectant\(s\)](#) on Health Canada's list of hard-surface disinfectants. Disinfection will occur during business hours and at the end of each day.

For teaching laboratories, faculty, lab technologists and students will have an important role to play to ensure lab spaces, workstations, technique tables and tools are cleaned before and after each use.

The following measures will support decontamination:

- ✓ Wipe down shared objects using the disinfection supplies provided in clinic, offices and learning spaces. Wipes and disinfection spray will be placed in appropriate areas for wipe down of item such as, shared desks, chiropractic tables, lab equipment and other necessary common use items.
- ✓ Hand sanitizer stations throughout campus and at employee desks. Use as outlined in the hand hygiene section.
- ✓ Use Portable hand wash stations in technique areas to alleviate congestion in washrooms.
- ✓ Use disinfectant wipes at stands throughout campus.
- ✓ Be aware of digital and print signage advising on hand hygiene and instructional use of disinfectants.
- ✓ A disinfectant cleaning schedule is on every washroom door. Washrooms will be closed during disinfectant procedure by cleaning staff.

Additional detailed disinfection protocols specific to Clinic and Technique/Clinical Diagnosis Labs will be provided separate from this playbook.

Deep Cleaning Decontamination Protocol

Deep Cleaning Decontamination Protocol is triggered when someone is suspected or infected with a pathogen (e.g. COVID-19) who occupied an area on campus. In this case, the area will be isolated for cleaning using a wipe down method, ventilated where possible and will reopen only after deep cleaning has occurred. This protocol is invoked as a result of campus isolation or campus closure due to a suspected infected person (see [Campus Isolation Protocol](#) and [Campus Closure Protocol](#)).

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROTOCOLS

Personal Protective Equipment consists of gowns, gloves, masks, eye protection, and face shields that can be used to provide a barrier to help prevent potential exposure to COVID-19.

Hazards related to COVID-19 cannot be eliminated through administrative and engineering controls alone. Furthermore, individuals may carry COVID-19 and not demonstrate symptoms. Therefore, for proper contact/droplet precautions, employees/learners/visitors must:

✓ **Arrive to campus wearing a face covering or mask. Wear a face covering or mask while on campus at all times and in accordance with the PPE Protocols set forth and mandated by CMCC.**

Exception - when you are in your own personal space (e.g. office) and can ensure you are not within two metres of anyone.

***Exempt persons can request a face shield.**

- ✓ As an added precaution you must change into a clean mask when you enter the building if you are a student attending campus for class or if you are participating in person to person contact. Therefore a loop mask will be provided to you at entry. Safely put away the mask/face covering you brought with you or dispose of the non-reusable mask if soiled. Proceed to your destination on campus.
- ✓ Wear PPE according to the activities you conduct on campus.
- ✓ PPE will be provided by your supervisor or Year Director.
See chart below on When to Wear PPE. This chart has been developed using government and public health guidance.
- ✓ Access to PPE for your onsite activities is communicated via supervisors or Year Directors.
- ✓ Understand how to put on and remove PPE.
- ✓ Understand how to maintain, clean and dispose of PPE.
- ✓ Adhere to CMCC PPE Protocols at all times.

Training and Education

- Learning modules on PPE are available as a campus wide education initiative.
- Students and instructors are being provided education and awareness in the class/lab setting.
- Interns and Clinicians are being provided education and awareness for patient care and Clinic operations.

When to Wear PPE

| | NON-TEACHING ROLES AND VISITORS | INSTRUCTIONAL ACTIVITIES | PATIENT CARE ACTIVITIES |
|-------------------|---|---|---|
| Cloth Mask | <ul style="list-style-type: none"> • Cannot maintain a 2 metre distance • Common areas | <ul style="list-style-type: none"> • Not appropriate | <ul style="list-style-type: none"> • Not appropriate |
| Loop Mask | <ul style="list-style-type: none"> • Person to person contact • Dealing with a suspect, probable or confirmed COVID-19 case | <ul style="list-style-type: none"> • Person to person contact • Learning, teaching or upon entry in the learning space • Dealing with a suspect, probable or confirmed COVID-19 case | <ul style="list-style-type: none"> • Person to person contact • In Clinic at all times • Dealing with a suspect, probable or confirmed COVID-19 case |

| | | | |
|-------------------------------|---|---|---|
| Face Shields / Goggles | <ul style="list-style-type: none"> Consider when in close contact with others | <ul style="list-style-type: none"> Close contact with others in the class/lab setting | <ul style="list-style-type: none"> Close contact with other in the Clinic setting |
| | NON-TEACHING ROLES AND VISITORS | INSTRUCTIONAL ACTIVITIES | PATIENT CARE ACTIVITIES |
| Gloves | <ul style="list-style-type: none"> Wear gloves when using disinfectant solutions Wash/sanitize your hands pre-and post-glove use High touch surfaces | <ul style="list-style-type: none"> Wear gloves when using disinfectant solutions Wash/sanitize your hands pre-and post-glove use High touch surfaces Person to person contact | <ul style="list-style-type: none"> Wear gloves when using disinfectant solutions Wash/sanitize your hands pre-and post-glove use High touch surfaces Person to person contact |
| Gowns | <ul style="list-style-type: none"> Consider when in close contact with others Dealing with a suspect, probable or confirmed COVID-19 case | <ul style="list-style-type: none"> Person to person contact Dealing with a suspect, probable or confirmed COVID-19 case | <ul style="list-style-type: none"> Person to person contact Dealing with a suspect, probable or confirmed COVID-19 case |
| Scrubs | <ul style="list-style-type: none"> Not applicable | <ul style="list-style-type: none"> Not applicable | <ul style="list-style-type: none"> Person to person contact |

Putting on and Removing PPE Correctly

| | |
|---|---|
| Putting on (Donning) and Removing (Doffing) Mask and Eye Protection | <ul style="list-style-type: none"> https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off |
| Non-Medical Masks and Face Covering Fact Sheet | <ul style="list-style-type: none"> https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en |
| Face Shield Maintenance | <ul style="list-style-type: none"> https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html |
| Disposing of Gloves | <ul style="list-style-type: none"> https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html |
| Putting on and Removing Full PPE Sequence | <ul style="list-style-type: none"> https://www.publichealthontario.ca/en/videos/ipac-fullppe-on https://www.publichealthontario.ca/en/videos/ipac-fullppe-off https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps |

Non-Medical Masks and Loop Masks

Face coverings (e.g. non-medical masks such as a cloth mask, hijab and niqab) must be used to reduce the risk of transmission of COVID-19 when physical distancing of two metres (six feet) cannot be ensured. This includes those with broad exposure to other employees, learners and/or the public.

One loop mask can be used for multiple interactions in the clinic or lab setting (possibly an entire shift), but must be appropriately discarded and replaced when wet, damaged or soiled, exposed to fluids, when taking a food or washroom break and at the end of the day. Masks must be removed according to the training provided by CMCC and must be disposed of appropriately in the receptacles provided.

Cloth masks are not appropriate for health care settings or learning environments in which person-to-person contact occurs. The mask or face covering must be worn to simultaneously cover **both** the mouth and nose.

*[Don't offer to children under the age of two, or individuals who are unable to wear it e.g., medical condition, or unable to wear/remove properly.](#) Provision of a face shield will be substituted for a mask upon request.

Face Shields

Face shields can be worn when physical distancing is challenging, or not possible and physical barriers are not feasible. In addition, face shields are appropriate for situations where person-to-person contact is expected. This includes CMCC's clinicians/interns, tutors/learners, and the Isolation Coordinator ([See Campus Isolation Protocol](#)). Face shields should not be shared and must be cleaned and disinfected before and after each use.

As yet, there is no conclusive evidence that face shields provide any benefit as a source control to protect others from the spray of respiratory particles from the wearer. [The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings](#). Some people may choose to use a face shield when sustained close contact with other people is expected. CMCC has made a face shield mandatory for clinic, technique and diagnosis lab settings. If face shields are worn without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Plastic face shields for newborns and infants are **NOT** recommended.

Gloves

Disposable gloves will be provided at disinfection stations where approved COVID-19 disinfectants are being used for learning, teaching and in clinic.

Gloves must be worn when appropriate in high touch situations but are not a primary control to prevent exposure to COVID-19. Proper use of gloves and their limitations requires training, including reinforcement that handwashing is still required even when wearing gloves. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. All gloves must be disposed of in appropriate touchless receptacles. Gloves and masks are not considered as recyclable items.

Gowns

Gowns are to be worn in high contact situations between two people such as during instruction of person-to-person procedures. Gowns must be worn when dealing with a suspected/presumed or confirmed case of COVID-19. Gowns are worn in situations where two people may come into contact with each other and an extra layer of protection is deemed appropriate.

Scrubs

In healthcare settings, regulators advise that service providers must keep clothes worn during person-to-person contact separate from clothes worn to and from work. CMCC has chosen to use scrubs for clinicians, interns, and staff in our clinic system.

CAMPUS ISOLATION PROTOCOL

If a visitor, patient, employee or student feels ill or if someone observes that another person is exhibiting symptoms of COVID-19 on campus (suspected infected person), contact Clinic at extension 113 or 416 482 2546 so that a clinician on staff can be notified to respond. It is important to note that reporting someone with symptoms on campus supports a culture of health and safety. Disclosure of such information ALWAYS remains confidential for both the reporter and suspected infected person.

The Isolation Coordinator is responsible for directing the person in question to the designated Isolation Room. Room 213 (ext. 117) adjacent to Clinic is the primary Isolation Room. Room 327A (ext. 261) is the secondary Isolation Room. However, should the person be an employee who has an office, they will remain in their office.

Communications at a distance or through telephone are preferable to minimize the risk of exposure to others including the Isolation Coordinator.

Response Procedure

1. Isolation Coordinator notifies Clinic that the person will be arriving to the Isolation Room. Coordinator will put on full PPE – face shield, mask, gloves and gown. PPE can be obtained in the Isolation Room.

Exception: Employees who have their own office will not go to the Isolation Room and will remain in their office instead.

2. Isolation Coordinator ensures person sanitizes hands, puts on a face covering and pair of gloves before escorting them to the Isolation Room. A two metre distance or more if possible must be kept at all times.
3. The Isolation Coordinator completes Ontario's COVID19 [self-assessment tool](#) with the person at a distance (two metres apart), or via telephone. The results of the assessment will indicate whether or not the person could have symptom(s) of COVID-19. **If the person is displaying emergency [warning signs](#), call 911 immediately.**
4. The Isolation Coordinator, in coordination with Human Resources or Student Services will:
 - a. Contact local **public health unit 416 338 7600** regarding next steps.
 - b. Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If calling an ambulance or bringing someone to the hospital, alert first responders that the person may have COVID-19.
 - c. Identify individuals on campus who may have been in close contact with the person. Unless required by the local public health unit, the name of the symptomatic person is not provided.
 - d. If warranted under the local public health authority's advice, advise individuals on campus that may have been in close contact with the symptomatic person and that they must stay home and [self-monitor](#) for 14 days. Those who exhibit symptoms are to immediately [self-isolate](#) (self-quarantine) and contact the local health authorities, healthcare provider, Human Resources or Student Services. Refer to [Self-Isolation and Return to Campus](#) for more information.
 - e. The Isolation Coordinator will send their report to Student Services (if student) or Human Resources (if employee) who will follow up with the person regarding return to work/learning.

5. Instruct Facilities to cordon off areas where the person has been. Facilities will initiate the [Deep Cleaning Decontamination Protocol](#) in areas where the suspected infected person has come in contact in the workplace - the Isolation Room, workstation, common areas and surfaces.
6. A record must be kept of all close contacts of the symptomatic patient and other visitors and staff in the environment at time of the incident. This information will be necessary for contact tracing if the patient later tests positive for COVID-19.

The above protocol also applies to [Probable and Confirmed Cases](#).

Patients

See [Screening Protocol](#) - Positive Screening in the Clinic Setting

PPE

If you must work in close contact with a suspected infected person, you must use PPE (e.g. a face mask, face shield, gown and gloves). It is critical to avoid touching your face and to wash your hands or use alcohol-based hand rub before putting on PPE and after removal of PPE. For any employee or learner instructed to use PPE, training will be provided. Refer to [PPE Protocol](#) for more information.

SELF-ISOLATION AND RETURN TO CAMPUS PROTOCOL

The intent of this protocol is to provide guidance on [self-monitoring](#) and [self-isolation](#) and requirements related to the [Quarantine Act](#) and Public Health Agency of Canada (PHA C) directives related to COVID-19.

Guidance for Self-Isolation and Self-Monitoring

An employee/learner must remain off campus if they have symptoms or have been exposed to COVID-19. Refer to guidance provided by [Toronto Public Health](#).

This includes but is not limited to:

- Return from travel outside of Canada (mandatory quarantine as per the Quarantine Act).
- Exhibiting [symptom\(s\)](#), even if they are mild.
- Had [close contact](#) with a confirmed or probable case. A close contact is defined as an individual with a high-risk exposure to a [confirmed or probable case](#). This can include exposure to a co-worker, lab partner or instructor.
- Has been instructed by local public health authority that they may have been exposed and need to self-monitor or self-isolate.
- Has tested positive for COVID-19.

The following is applicable to international students coming to Ontario from outside of Canada: Student Services will make and monitor quarantine arrangements for international students and their families as per the Federal Public Health Institutional Readiness Requirements for International Students and the Ministry of Colleges and Universities. The Ontario government is requiring that institutions ensure that both international and domestic students who are in quarantine as a result of having entered Canada within two weeks prior to the start of their studies are tested for the COVID-19 virus at least once during their quarantine period.

CMCC recommends that anyone who has to self-monitor or self-isolate [gets tested](#) for COVID-19 as a negative result may expedite your return to campus. CMCC will strive to minimize the academic impact on a learner and will work with the employee to determine appropriate interim solution as a result of the above circumstances.

Steps to take if employee/learner must self-monitor or self-isolate:

- Employee is to complete the [HR COVID-19 Form](#) as notification to Human Resources.
Note: Absent faculty must contact the appropriate Year Director asap in order for the Director to find coverage.
- Student is to complete the COVID-19 form located on [KIRO](#) as notification to Student Services.
- Student Services or Human Resources will follow up with the individual and may contact public health for direction if required.
- Employee/learner personal data and confidentiality is protected, unless disclosure is required by law.

Returning to Work After Self-Isolation

Student Services or Human Resources will maintain regular communication with the employer/learner under self-monitor or self-isolation and a plan for return to work or learning will be developed with Human Resources or Student Services. Affected employee/learner, when medically cleared by local public health units, will contact CMCC prior to returning to campus/clinic.

CAMPUS CLOSURE PROTOCOL

Confirmed or probable infection spread on campus may result in the full or partial closure of CMCC campus and/or satellite clinics at the discretion of public health authorities and the Incident Command Team.

Immediate closure of areas may occur where an employee, student, visitor or patient has been identified as a probable or confirmed COVID-19 case. Areas will be cordoned off for decontamination that could result in a temporary cease to learning, treatment and/or work activities, in which case one or more of the following may occur:

- Communication will be sent via email to the CMCC Community advising of affected areas that now have restricted access.
- Students, employees and/or patients will be asked to vacate the restricted access areas by their supervisors and/or Facilities.
- Employees must be prepared to work from home until it is safe to return to work.
- Students will be provided make-up time if learning activities are missed.
- Patient appointments will be rescheduled only when it is safe for CMCC to resume treatment activities.

CONTACT INFORMATION

| | |
|--|---|
| Inquiries or comments on the Return to Campus Playbook | Incident Command Team <ul style="list-style-type: none">• covid@cmcc.ca |
| Report a concern in confidence regarding adherence to protocols in the Return to Campus Playbook | Joint Health and Safety Committee <ul style="list-style-type: none">• jhsc@cmcc.ca |
| Confidential inquiries related to your learning activities affected by COVID-19 | Student Services <ul style="list-style-type: none">• Kimberley A. Kelly, Director, Student Affairs kkelly@cmcc.ca• Grand Choi, Tutor, Research gchoi@cmcc.ca |
| Confidential inquiries related to your personal/work activities affected by COVID-19 | Human Resources <ul style="list-style-type: none">• Sharlene Browne - Director, Human Resources and Employee Engagement sbrowne@cmcc.ca• Angie Chen - Manager, Human Resources achen@cmcc.ca |

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TABLE OF AMENDMENTS

| | |
|---|---|
| Original document issued | August 14, 2020 |
| Amendments August 28, 2020 | |
| Introduction | Statement added regarding emergency response (pg. 6) |
| Before you Arrive | Statement added regarding COVID Alert app (pg. 7) Modification to instruction on self-screening (pg. 7) Statement added on conduct (pg. 7) Update to library instruction (pg. 7) |
| Zoning | Statement added regarding response to emergency (pg. 10) |
| Closures and Modifications | Update to library usage (pg. 16) |
| Campus Isolation Protocol | Update to contact information and rooms (pg. 23) |
| Self-Isolation and Return to Campus Protocol | Statement added on international students (pg. 25) |
| References | Reference added Trespass to Property Act, R.S.O. 1990, c. T.21 (pg. 27) |
| Amendments September 22, 2020 | |
| Closures and Modifications | Library hours of operation (pg. 16) |
| Amendments October 16, 2020 | |
| Before you Arrive | Revision to screening protocol instructions (pg. 7) |
| Screening Protocol | Revision to protocol for Employees, Learners and Visitors (pg. 8-9) |
| Physical Distancing | Update to practice of physical distancing. (pg. 14) |
| Personal Protective Equipment | Update to mask change (pg. 20) |
| Self-Isolation and Return Protocol | Revised section on Guidance for Self-Isolation and Self Monitoring (pg. 25) |
| Campus Closure Protocol | Update to parameters for closure (pg. 26) |
| Amendments November 6, 2020 | |
| Library | Update to library use and hours (pg. 16) |
| Amendments January 14, 2021 | |
| Steps to take if employee/learner must self-monitor or self-isolate | Revised for individual to complete form when having to self-isolate (pg. 25) |
| Contact Information | Edit to contact under Student Services (pg. 26) |