

COVID-19 CAMPUS ACCESS GUIDELINES AND EXPECTATIONS



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Disclaimer: This document should be considered fluid as it will be updated as guidelines and expectations require adjustment. In effect as of June 18, 2020 until end of day July 11th, 2021. Updated June 22nd, 2021.

1. Scope

- 1.1. The health and safety of members of the College Community is the top priority as on-campus operations continue during the COVID-19 pandemic.
- 1.2. This guideline will be in effect for as long as deemed necessary by GPRC Executive upon recommendation of the COVID-19 Emergency Response Team, and applies to all individuals in or on GPRC premises, as well as users of College fleet vehicles. Starting July 5th, 2021, card, key and code access will be reinstated. Staff will no longer need to request permission to access campus or check in at screening stations upon arrival.
- 1.3. This guideline does not apply to tenants within their residential housing units, or people that are not GPRC employees in the Hawker Pavilion, Northern Lakes College building, Building Blocks Daycare, the College and Community Health Centre, and accessing the Fairview Pool.
- 1.4. All of Section 4 is applicable to GPRC employees up until end of day July 4th, 2021, and non-GPRC employees up until end of day July 11th, 2021.
- 1.5. All of Sections 5, 6, 8, and 9.4 are applicable up until end of day June 30th, 2021.

2. Definitions

- 2.1. "Members of the College Community" means all employees, students, volunteers, contractors, visitors and other individuals, who work, study, conduct research or otherwise carry on the business of the College.
- 2.2. "Premises" means College campus, grounds, and buildings that are owned, leased, or operated by the College.

3. Non-Compliance

- 3.1. Non-compliance with this guideline will be followed up for:
 - 3.1.1. Employees through the Progressive Discipline Policy
 - 3.1.2. Student through the Student Misconduct: Academic and Non-Academic Policy
 - 3.1.3. Contractors through agreements made under the Procurement Policy

4. Access and Use of Premises

- 4.1. Members of the College Community must have approval to enter premises through either: being a registered student, inclusion on the GPRC employee 'Essential List', approval by their Vice-President or VP designate, or in the case of Contractors, approval through agreement between the company and GPRC through the Procurement Policy process.
- 4.2. Members of the College Community entering any premises or fleet vehicle must complete the Screening Process via the GPRC COVID-19 mobile app or paper form and show Security for verification. If a member of the College Community does not meet the conditions of the

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Screening Process they will not be allowed to enter the premises. An update for the GPRC app is available for Apple & Android devices to access the COVID-19 screening feature.

- 4.2.1. If the paper form is being completed by an employee or student, they will need to show their GPRC ID with photo. If GPRC ID with photo is not available, then they must show another form of ID and Security will search the employee / student database to verify the name provided.
- 4.2.2. Children entering the Demonstration Daycare will be screened by the Daycare Staff using the current Alberta Health Daily Checklist for Child Care / Children Under 18 Years of Age. If a child does not meet the conditions of the screening process they will not be allowed to enter the premises and must self-isolate. GPRC maintains the right to refuse entry to any child.
- 4.3. Security will be at stations to verify Screening Process completion. Once the verification is complete, a member can then continue to their department, work location, or other location on campus to carry on their business. After the initial daily Screening Process verification, any re-entry into the same building is strongly encouraged to take place through the closest entry to the screening station location but this is not required as long as the alternate entry door used is secured behind the member of the College Community. Exiting a building can take place from any exterior door as long as the door is secured behind the member of the College Community.
 - 4.3.1. FV Campus:
 - 4.3.1.1. A station will be at the TIB weekdays from 0700-0900.
 - 4.3.1.2. If a member of the College Community is arriving outside of when the screening station is operating, the member must call Security (780-835-6664) to arrange to meet at the campus station.
 - 4.3.2. GP Campus:
 - 4.3.2.1. A station will be at the Main Entry, and Mwing Entry weekdays from 0700-1700.
 - 4.3.2.2. If a member of the College Community is arriving outside of when the screening stations are operating, the member must call Security (780-539-2700) to arrange to meet at one of the campus stations.
 - 4.3.3. National Bee Diagnostic Centre
 - 4.3.3.1. The member of the College Community must email their Screening Process results to security@gprc.ab.ca when they arrive to the premises.
 - 4.3.4. Contractors
 - 4.3.4.1. In alignment with the agreement between the company and GPRC through the Procurement Policy process, Contractors must complete the Screening Process with Security via paper form. If a contractor does not meet the conditions of the Screening Process they will not be allowed to work inside the premises and must self-isolate.

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Fairview Campus	
TIB	
Grande Prairie Campus	
Main Entry	Mwing Entry

- 4.4. Members of the College Community who refuse to complete the Screening Process will be denied entry. They must then follow up with their Supervisor or Instructor about future access accommodations.
- 4.5. The personal information provided on the Screening document is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for screening of COVID-19 symptoms and will be retained for two weeks, protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act. Contact GPRC’s Information and Privacy Coordinator nlaverick@gprc.ab.ca with questions regarding the collection or use of this information.
- 4.6. All College services are moved to appointment only with the exception of Student Services.
- 4.7. All departments will be locked during the day and admission granted only to employees within that department. Department access can be granted to external users by appointment or with approval on an as-needed basis.
 - 4.7.1. Executive members are excluded from this requirement.

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5. Self Reporting, Tracking, and Response (<https://www.alberta.ca/prevent-the-spread.aspx>)

- 5.1. Members of the College Community who start to experience symptoms associated with COVID-19 while onsite must immediately return home to isolate.
 - 5.1.1. The member must update that they do not meet conditions of GPRC's screening process.
 - 5.1.2. Enhanced cleaning will take place in the area where the member of the College Community was working.
- 5.2. Symptomatic individuals should use AHS' COVID-19 Self-Assessment or contact 811 for screening and testing. (<https://www.alberta.ca/isolation.aspx> and <https://www.alberta.ca/covid-19-testing-in-alberta.aspx>).
- 5.3. Employees must notify their Supervisor, and Students must notify their Instructor if they do not meet the screening process requirements. These Employees and Students must sign into the Isolation Registry on GPRC's website (https://www.gprc.ab.ca/risk_management/covid19/login.html).
- 5.4. If GPRC learns that two or more members of the College Community have become symptomatic and have a known location link (e.g. inhabit the same residence), GPRC will follow its rapid response plan to illness and outbreaks on campus and will notify Alberta Health Services (811) in accordance with post-secondary relaunch guidelines (<https://open.alberta.ca/publications/covid-19-information-guidance-for-post-secondary-institutions>). Records may be sought up to two-weeks prior to the individual becoming ill.
 - 5.4.1. GPRC will work cooperatively with AHS to ensure those potentially exposed to symptomatic individuals receive appropriate instruction.
- 5.5. Members of the College Community are strongly encouraged to download and use Alberta's voluntary contact tracing app, ABTraceTogether (<https://www.alberta.ca/ab-trace-together.aspx>).

6. Physical Distancing and Masks (<https://www.alberta.ca/prevent-the-spread.aspx> and <https://www.alberta.ca/masks.aspx>)

- 6.1. A physical distance of two (2) metres is to be maintained between individuals at all times while on campus, even outdoors. A mask must be worn when this cannot be achieved.
- 6.2. Acrylic cough guard barriers have been installed at front line locations that typically experience higher traffic volumes to protect members of the College Community. A hazard assessment can be completed and sent to nsmith@gprc.ab.ca to request additional cough guards.
- 6.3. Mandatory mask wearing in public spaces is required, except when working alone in an office or a safely distanced cubicle or an appropriate barrier is in place. Instructors can unmask while teaching, but must wear their mask before and after. Students must wear masks at all times in indoor areas of the College, including in the classrooms, laboratory rooms, and shop spaces. Exceptions to this requirement may be considered upon completion of a hazard assessment on if wearing a mask while completing the required activity could cause physical harm to the health of the employee or student. The mask may also be removed when the individual is seated in the Grande Prairie cafeteria or Fairview atrium that has been pre-arranged to maintain physical distancing requirements.
 - 6.3.1. Facilities can supply a department with an initial box of 50 non-medical masks. Any additional mask purchases will be the responsibility of the department.
 - 6.3.2. Contractors are required to provide their own masks to their employees.

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6.3.3. Students are expected to supply their own mask when on college premises.

- 6.4. If two or more individuals are required to come within two metres of one another for the purpose of instruction, practice, job-related task, or undertaking examinations, additional protections must be instituted based on hazard assessment. Controls may include engineering (barriers or partitions), administrative (adapting the activity to eliminate close contact), and use of masks by all individuals in close contact. The task can only be performed once the employee's Supervisor approves the controls. The time that individuals are in close contact should be kept to a minimum.
- 6.5. Group studying is not allowed except in situations where two or more students must be physically present for the purpose of practice or a practical activity.
- 6.6. No indoor social gatherings are permitted.
- 6.7. Outdoor gatherings are limited to 20 people if gathering with people outside your household. Mandatory physical distancing must be maintained at all times between members of different households.
- 6.8. Early Learning and Childcare Program employees must follow protocols provided by the Alberta Government for childcare facilities while in their offices/children spaces. If these employees enter into another section of the premises when not accompanying children, they must physical distance and wear a mask as outlined in these guidelines.
- 6.9. Individuals who can work or study from home are strongly encouraged to continue to do so.
- 6.10. In-person meetings are discouraged and the use of virtual meetings is strongly encouraged even when all participants are on campus. Any meeting deemed necessary to be in person inside the premises must adhere to capacity restrictions where furniture has been pre-arranged to maintain physical distancing.
- 6.11. Facilities – Maintenance and Operations, and Information Technology employees completing work orders in an occupied space must coordinate access with the department Manager, Director, or Dean.
- 6.12. Classroom occupancies have been adjusted to adhere to physical distancing requirements.
- 6.13. If a member of the College Community cannot wear a mask due to a pre-existing medical condition, they must follow-up with their Supervisor about future access accommodations. For employees, this can be completed through the Workplace Accommodation Policy. Accommodations for students are to go through Student Services.

7. Hand Washing and Respiratory Etiquette

- 7.1. Members of the College Community should make every effort to ensure respiratory etiquette is followed, e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin, washing hands after a cough or sneeze (<https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-cover-your-cough-general.pdf>).

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- 7.2. Members of the College Community should wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content) if hand washing is not available.
<https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-ipc-flu-handwash-how-to.pdf>
<https://www.albertahealthservices.ca/assets/healthinfo/ipc/if-hp-flu-hand-rub-how-to.pdf>
- 7.3. Members of the College Community should adhere to additional best practices to prevent the spread of COVID-19 (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>).
- 7.4. To encourage good hygiene hand sanitizers have been installed at all exterior doors and throughout the interior of the premises.

8. Disinfecting / Cleaning

- 8.1. GPRC's contracted custodial company has implemented a schedule for enhanced cleaning and disinfection of high-traffic areas and high-touch surfaces.
- 8.2. In addition to the custodial schedule, departments are responsible for sanitizing and disinfecting workspaces and related high-touch surfaces. Use of shared items or equipment must be avoided where possible. Equipment or items that must be shared (e.g. workbenches, desktops, cabinets, fume hoods, laboratory, research, tools, athletic equipment, coffee maker, etc.) must be cleaned and disinfected before and after each use by the user and the user should perform hand hygiene before and after each use. Cleaning tips:
 - 8.2.1. Clean touch points and surfaces before disinfecting.
 - 8.2.2. Clean from least soiled to most soiled surfaces, highest to lowest.
 - 8.2.3. Apply cleaner or disinfectant to a damp cloth or disposable wipe before use, changing cloth as needed.
 - 8.2.4. Disinfection: After cleaning, apply disinfectant to cloth as required to keep cloth wet. Wipe until the entire surface has been covered. Surfaces will need to remain wet for the manufacturer's recommended contact/dwell/dry time.
 - 8.2.5. Follow cleaning product manufacturer's directions.
- 8.3. Departments will remove all communal items that cannot be easily cleaned, such as newspapers, magazines, candy dishes, business cards, non-laminated posters or signs, etc.
- 8.4. Facilities – Maintenance and Operations will provide disinfectant/cleaning supplies to each department to support requirements outlined in section 8.2 above. Determination of the appropriate disinfectant/cleaning items will be at the discretion of Facilities – Maintenance and Operations. If a product is transferred from its original container, a label identifying the contents must be applied.

9. Additional Information

- 9.1. GPRC supports the psychological health and safety of members of the College Community. Information about GPRC's mental health resources can be found at https://www.gprc.ab.ca/services/mental_health/index.html. See also www.alberta.ca/mentalhealth.
- 9.2. Employees should take part in the COVID-19 Contact Tracing course available through the Human Resources SharePoint site (<https://gprc.sharepoint.com/SitePages/Home.aspx>).

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- 9.3. Employees should review the COVID-19 Hazard Assessment for working at 2 metres or greater through the Health and Safety SharePoint site (<https://gprc.sharepoint.com/SitePages/Home.aspx>).
- 9.4. GPRC related nonessential domestic travel is not recommended (<https://www.alberta.ca/covid-19-travel-advice.aspx>). If GPRC related essential domestic travel is approved:
 - 9.4.1. Limit the number of individuals in the vehicle.
 - 9.4.2. Wear masks when there is more than one person in the vehicle.
 - 9.4.3. Wash or sanitize hands before entering the vehicle and after exiting the vehicle.
 - 9.4.4. If the journey includes stops where the vehicle is vacated, have occupants sit in the same seats when returning to the vehicle.
 - 9.4.5. Airflow in the vehicle should not be set to the recirculating setting.
 - 9.4.6. Increase frequency of cleaning and disinfecting of high-touch surfaces, such as door handles (internal and external), seatbelt clasps, window controls, seats, armrests, and steering wheel.
- 9.5. Employees and contractors are responsible for being aware of the egress routes and muster points on campus. During a building evacuation, it is the responsibility of all employees and Security to guide non-employees out of the buildings to Muster Points. At the Muster Points, employees are to encourage evacuees to maintain physical distancing (https://www.gprc.ab.ca/risk_management/response/index.html).
- 9.6. Go to gprc.me/covid19 for latest / additional information from GPRC.
- 9.7. Members of the College Community are encouraged to remain up-to-date on developments related to COVID-19 (www.alberta.ca/covid19).
- 9.8. Signage has been posted throughout the facility stating requirements and providing guidelines to ensure safety of the College Community. Please pay attention and adhere to requirements outlined on signage as required.
- 9.9. GPRC will keep contact information for all staff and students, and keep daily attendance lists for in-person classes.

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10. COVID-19 Education and Awareness Links

Province of Alberta: COVID-19 info for Albertans

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Alberta Health Services: Novel Coronavirus (COVID-19) Information

<https://www.albertahealthservices.ca/topics/Page16944.aspx>

Government of Canada: Preventing COVID-19 in the Workplace: Employers, Employees and Essential Service Workers

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

Government of Canada: Physical Distancing: How to Slow the Spread of COVID-19

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>

Government of Canada: Know the Facts about COVID-19

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/know-facts-about-coronavirus-disease-covid-19.html>

Government of Canada: Coronavirus Disease (COVID-19): Awareness Resources

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html#covid-awareness-table>

Government of Canada: Help Reduce the Spread of COVID-19

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

Government of Canada: COVID-19: How to Safely Use a Non-Medical Mask or Face Covering

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-safely-use-non-medical-mask-face-covering.html>

Government of Canada: COVID-19: About Non-Medical Masks and Face Covering

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

Government of Canada: Going Out Safely

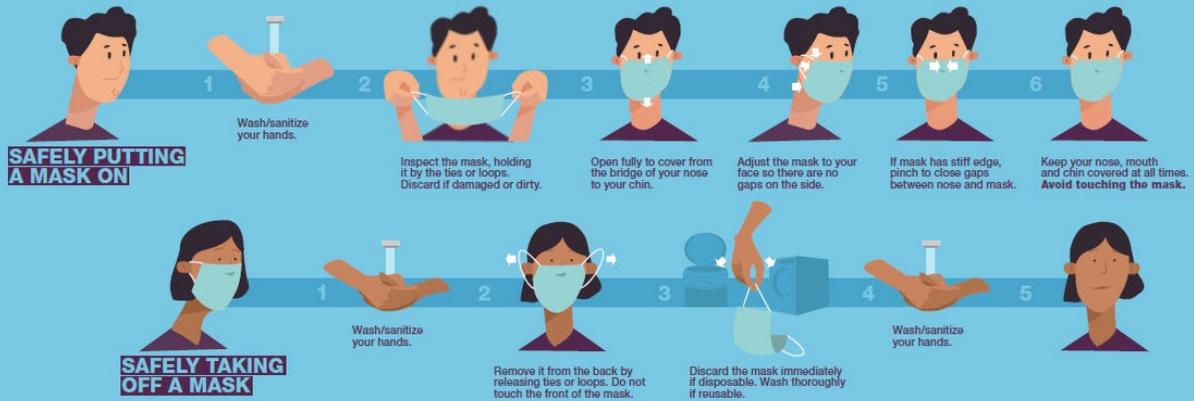
<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/covid-19-going-out-safely/cov19-gt-eng.pdf>

COVID-19 INFORMATION

HOW TO WEAR A NON-MEDICAL MASK

Non-medical masks, including homemade cloth masks, can help prevent the spread COVID-19. They are another tool to use in places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, hair salons, airplanes and some retail shops.

Masks do not replace proper hygiene, physical distancing or isolation to prevent the spread.



SAFELY PUTTING A MASK ON

- 1 Wash/sanitize your hands.
- 2 Inspect the mask, holding it by the ties or loops. Discard if damaged or dirty.
- 3 Open fully to cover from the bridge of your nose to your chin.
- 4 Adjust the mask to your face so there are no gaps on the side.
- 5 If mask has stiff edge, pinch to close gaps between nose and mask.
- 6 Keep your nose, mouth, and chin covered at all times. Avoid touching the mask.

SAFELY TAKING OFF A MASK

- 1 Wash/sanitize your hands.
- 2 Remove it from the back by releasing ties or loops. Do not touch the front of the mask.
- 3 Discard the mask immediately if disposable. Wash thoroughly if reusable.
- 4 Wash/sanitize your hands.
- 5 Wash/sanitize your hands.

FOR MORE INFORMATION ON WEARING AND CARING FOR YOUR MASK

alberta.ca/masks



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Screening Document

To protect the health and well-being of the GPRC Community, daily screenings are required prior to entering GPRC operated buildings except tenants in their GPRC Residence. For more information about GPRC's response to Covid-19, please visit gprc.me/COVID19.

1.	Do you have any new onset (or worsening) of any of the following symptoms?	CHECK	
	• Fever or Chills	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Cough / Sore Throat / Painful Swallowing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Shortness of Breath / Difficulty Breathing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Runny Nose / Nasal Congestion	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Feeling Unwell / Fatigued	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Nausea / Vomiting / Diarrhea	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Muscle / Joint Aches	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Unexplained Loss of Appetite	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Loss of Sense of Taste or Smell	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	• Headache	YES <input type="checkbox"/>	NO <input type="checkbox"/>
• Conjunctivitis (Pink Eye)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2.	Have you travelled outside of Canada in the last 14 days?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.	Have you been in close contact* in the last 14 days with a positive case of Covid-19? Individuals who are fully immunized** or who previously tested positive for Covid-19 in the last 90 days before exposure can answer No to this question. Partially immunized*** people that have met Alberta quarantine requirements can answer No to this question.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
*Close Contact means within 2 meters for more than 15 cumulative minutes or direct physical contact. **Fully immunized is 14 days after receiving either a two-dose vaccine series or a one-dose vaccine series. ***Partially immunized is 14 days after receiving the first dose of a two-dose vaccine series.			

If you answered “Yes” to any of the above questions do not enter at this time. Symptomatic individuals should use AHS’ COVID-19 Self-Assessment or call Health Link 811 for additional information. Students/Employees must notify their Instructor/Supervisor if they do not meet the screening requirements and sign into GPRC’s Isolation Registry.

I agree (check yes or no) that I have been adhering to GPRC’s Campus Access Guidelines and Expectations, and Public Health Orders by the Chief Medical Officer of Alberta (https://www.alberta.ca/covid-19-orders-and-legislation.aspx).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you answered “No” to questions 1 to 3 and you have been adhering to GPRC’s Campus Access Guidelines and Public Health Orders, you can proceed to enter the premises. While on campus please:

- Practice physical distancing. When possible, avoid being in close contact with people.
- Wear a mask as per GPRC’s Access Guidelines.
- Practice good hygiene: wash hands often, cover coughs and sneezes, avoid touching your face.

Date: _____ Signature: _____

Name (please print): _____

The personal information provided on this Screening document is collected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for screening of COVID-19 symptoms and will be retained for two weeks, protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act. Contact GPRC’s Information and Privacy Coordinator nlaverick@gprc.ab.ca with questions regarding the collection or use of this information.