



## **COVID-19 Response External Partners Policy**

### **1. INTRODUCTION**

Southeast Collegiate has developed this Policy in response to the ongoing COVID-19 outbreak, which is currently affecting all of North America, including Manitoba.

This policy has been developed for the primary purpose of keeping Southeast Collegiate's workplace, its employees and students as safe as possible during the course of this outbreak. There are precautions which can be taken to help ensure that the effects of COVID-19 are minimized and that our employees, students and their families, as well as our suppliers and external partners, remain as safe and healthy as possible, and so that our Collegiate continues to operate as normally as possible during such an outbreak.

Please note that Policy E.5.I is specifically written for Employees. Policy G.2.G is for parents and families. Both policies are available online for review under Policies Section E for employees and under Section G for Students

Southeast Collegiate would like to create an environment that allows our amazing students to live, work and play, without wearing Personal Protective Equipment (PPE) at all times due to the close proximity of living arrangements. We feel that by screening all employees, families and external partners for potential COVID-19 and wearing PPE when we are near our students, we can provide a place of "new normal" which will create a more natural environment.

### **2. FACILITY SAFETY MEASURES**

Southeast Collegiate has an obligation to maintain a safe and healthy workplace for all its employees, students, families and its external partners. Southeast Collegiate takes D.4.A Section D Business Administration- COVID-19 Response External Partners Policy

this obligation very seriously, and this includes in light of the unique safety challenges brought by the COVID-19 outbreak. To address these safety risks, Southeast Collegiate has taken the following measures to ensure the facility is as safe as possible from COVID-19:

- Developing this policy;
- Employment and Visitor Health Screening for Entry Process To Southeast Collegiate (Screening Template)
- Imposing a strict PPE requirements upon entry to the building;
- Provide PPE to all employees and external partners (Masks and Gloves) for use while at work and visiting.
- Ensure that newly arrived students wear PPE for 14 days to stop the spread of any undiagnosed COVID-19 cases.
- Ensuring that everyone is fit for work who comes to work
- Ensuring that all students who leave SEC are escorted for medical appointments and wear PPE until they return to SEC
- All SEC vehicles are sanitized after each trip with a staff or student
- Identifying key positions and personnel that will provide screening for all those who enter, cross-training of employees and providing for the quarantine and isolation of employees, and students where necessary;
- Making hand sanitizer available to employees and students at all times;
- Introduced measures to allow for the practice of social distancing in the workplace when not in the presence of students for eating purposes only;
- Staggered breaks and meal periods with designated seating to limit the use of common areas;
- Restricted access to the workplace to only allow employees, students and families as well as essential workers into the physical workplace provided they pass the screening;
- Providing antiseptic wipes to employees for cleaning their workstations regularly;
- Providing posters which promote proper hygiene including effective hand washing practices.
- Providing distance markers on floor spaces were required
- Providing workspace/commune barriers which pose high risk areas for staff and students
- Additional Hiring of Cleaning Staff for the facility
- Segregation of COVID-19 Sick Rooms for isolation should it occur

As the outbreak progresses, Southeast will continuously consider adding additional measures to ensure the health and safety everyone in the facility.

### 3. **EXTERNAL PARTNERS OBLIGATIONS**

While Southeast Collegiate knows the obligation to provide a safe and healthy school starts with us, the above measures will only be as successful if everyone embrace them during the COVID-19 outbreak. Accordingly, our external partners are expected to adhere to this policy and take the following precautions to help ensure the safety of themselves and everyone in the facility.

- Review this Policy;
- Review the self-screening tool<sup>1</sup> before coming to visit. Do not come to visit if you have any symptoms of COVID-19<sup>2</sup>, contact local public authorities as you will be eligible for Covid-19 testing as per Manitoba Shared Health Links
- Wash your hands with soap and warm water for at least 20 seconds;
- Sneeze or cough into your arm or sleeve even while wearing a mask;
- External partners are required to wear PPE at all times, it will be provided to you.

### 4. **QUESTIONNAIRE AND THERMAL TESTING**

Regardless of who you are, in order to enter Southeast Collegiate, you must agree to answer non evasive medical questions about your current health status and participate in thermal testing. An elevated temperature has been widely recognized as a common symptom of the COVID-19 virus and can be tested using minimally invasive methods. This section sets out the parameters and the procedures Southeast Collegiate will follow.

#### (a) Nature of Thermal Testing/Questionnaire Process

At this time, Southeast Collegiate will be using a non-contact infrared thermometer, which can accurately detect a person's temperature by simply aiming a scanning laser at the employee's wrist. Any temperature reads above 38 constitutes a fever. Such thermal reading would then be recorded by Southeast Collegiate designated person and stored in a secure location.

The questionnaire process is the same questions you would find on the Self-Assessment Tools prior to coming for the visit. These will be posted on the wall for your review upon entry. A copy of the screening sheet also forms part of this policy as

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<sup>1</sup>COVID-19 Screening Tool located at Shared Health <https://sharedhealthmb.ca/covid19/screening-tool/>.

<sup>2</sup> COVID-19 Symptoms: cold or flu-like symptoms, such as a cough, fever, runny nose, sore throat, weakness or headache, required to self-isolate for 14 days. Anyone with these symptoms is eligible for COVID-19 testing.

attached. D.4.A EX1

The answers to your questions will be marked on the tracking sheet as well as your temperature reading, and you will be required to sign off on them prior to entry of the building.

(b) Time, Location and Testing Personnel

Thermal testing would take place when you arrive to visit Southeast Collegiate. The questions and testing would take place inside the student entrance doors. Such tests will take place one person at a time, and only the person implementing the test would be present with the visitor. All others will be required to wait outside following social distancing measures as designated on the walkway.

The test shall be performed by a designated Shift Supervisor/or designate who has been trained to perform such thermal testing, and with the knowledge of **normal** thermal levels as advised by a Manitoba Health. The person shall not have the mandate to perform any other tests or to request any other information from an employee besides their name and recording the answers to the questions asked. They too will be required to initial the testing.

(c) Testing Results

In the event that an external partner's thermal reading is in the normal range, and the external partner has not answered **YES** to any of the Questionnaire then they will be allowed to enter the facility for a visit or to conduct business.

Before leaving the confines of the doorway, they must put on their PPE (Mask) as they will be entering in the common space where our students live.

In the event that an external partner's thermal reading is elevated above the normal range (38°C or above) and/or that they have answered **YES** to any of the Questionnaire, then the external partner will be refused entry and advised to contact Manitoba Health Links, or if unwell seek medical attention.

(d) Use and Disclosure of Testing Results

All thermal test results taken from external partners/students will be treated as personal health information and will be kept in the strictest confidence. Such results shall solely be used for determining if an external partner/student is fit to enter the facility on any given day,

Testing results shall only be disclosed to Human Resources Personnel and to both of Southeast Collegiate's Directors as necessary to meet the objectives of this policy.

All thermal temperature test results taken from an external partner will be stored in a secure location. At the end of each **shift**, the designated tester will be required to put the page inside an envelope and seal it and put in with general reports. This will be under the strict of confidence and confidentiality and not to be opened by anyone except the Payroll/Human Resources

(e) Refusal of Thermal Testing

In the event that an external partner refuses to submit to a thermal test prior to entering the facility, the Tester, will prohibit the external partner from entering the facility.

5. **DELIVERY PERSONNEL (except fast food deliveries)- NORTH ENTRANCE**

We will only accept deliveries regardless of past processes to the North Entrance during the school year, September to June.

- 1) Delivery drivers will buzz for entry, they should be asked to identify themselves by announcing the company or goods they are dropping off or to whom they are dropping off a package too. **DO NOT JUST BUZZ THEM IN**
- 2) The driver will be asked to wait for the designated person to come to pick up the package or delivery.
- 3) From 7am to 5pm, Monday to Friday, this will be mainly handled by maintenance. After 5pm or on Weekends, you will advise the driver to take it to the student entrance.
- 4) If it is a delivery, that the driver will be required to enter the facility, they must follow the entrance requirements, as set out in this policy which will executed at the Student door, which means they will be asked to walk around or in future to go to this door after parking in the loading dock. **No Exceptions.**

6. **FAST FOOD DELIVERIES- STUDENT ENTRANCE**

Students are encouraged to PRE-PAY for fast food deliveries to assist with NO contact policies, but in the case were its not possible, they are permitted to put on PPE, mask and gloves and complete their transaction in-between the student doors. They will remove their gloves and mask, after the transaction has been completed before reentry into the facility. A Youth Care Leader is asked to watch over the process to ensure strict PPE protocols are being adhered too.

7. **DISCLOSURE**

In administering this Policy, Southeast Collegiate will not disclose the identity of any individual who has COVID-19 symptoms such as an elevated fever who has been refused entry.

8. **CONSENT**

If you are seeking entry into this building, and participate in the Questionnaire/Thermal testing, you are thereby consenting to the policy as it has been written.

9. **CONTACT INFORMATION**

If you have any questions regarding this Policy or any COVID-19 measures in the workplace, please contact the Director of Operations Marlene Waterston at 204-261-3551 ext 313

This Policy will be reviewed and updated as necessary to respond to how the outbreak progresses.

\*\*\*\* being mailed out to all external partners, and when an invitation to attend Southeast Collegiate is made by staff a copy of this policy must be emailed to them prior to the visit in order for our external partners to understand the policy\*\*\*

Adoption Date: May 02,2020	Revision Date: August 2021
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