



NTETC Site Specific Covid-19 Safety Plan

Updated 2021-13-04

Preamble

The Northwest Trades & Employment Training Centre is the School District 82 hub for all secondary career education programs as well as the districts Distributed Learning program. NTETC has developed a strategy of infusing program offerings throughout the communities in the area, and as such the majority of NTETC staff and students attend locations outside of the NTETC facility. There are currently 4 district employees who regularly access NTETC as a primary place of employment. With the recent cancellation of the Coast Mountain College cosmetology program, NTETC will not have any CMSD students attending regularly on site.

This presents unique challenges and solutions in terms of the current Covid-19 pandemic. These will be reflected in the safety Plan below. For instance, NTETC does not require a student learning group plan due to its current configuration. As well, NTETC staff deal with the majority of student inquiries either by phone or email. This severely limits the need for individuals not employees at NTETC to access the building directly.

In addition, the majority of the building has been leased out to three different organizations, who have developed their own Covid-19 Safety plans. Those plans have been attached to this document.

Specifics

1. Any members of the public wishing to gain access to the building will ring a door bell at the front entrance. St. Johns Ambulance also has a door bell for their clients and PIC has a phone number visibly displayed at the front door to be used by their clients to summon access. A staff member will greet anyone requesting access at the front door and outline the safety protocol.
2. Hand Sanitizer is provided at the front entrance to the NTETC office. Any members of the public or students requiring access to the office will be asked to use the hand sanitizer before entering the NTETC area of the school. This mirrors the attached policies for the Piping Industry College and St. Johns Ambulance.
3. NTETC staff will endeavor to deal with as many inquiries as possible remotely. (emails, phone conversations, etc.)
4. All staff and visitors will wear a mask when moving in hallways and common areas. All staff in the building will be encouraged to practice social distancing, including during scheduled break times such as lunch. Signs will be placed in common areas with suggestions on where staff should sit to achieve social distancing guidelines.
5. Shared Spaces will be cleaned daily by school janitorial staff
6. In regards to PPE, gloves, hand lotion, and disinfectant have been made available to all staff.
7. Any new staff will be provided a building wide orientation in order to familiarize all employees/tenants with all Covid-19 safety plan procedures.
8. Any staff member experiencing symptoms of Covid-19 will be encouraged to remain at home. Staff will be provided with the link to the British Columbia Ministry of Health Covid-19 self

9. Staff and visitors wear masks when moving in office spaces or hallways. Barriers are used to separate open office spaces .

assessment tool which provides guidance for those experiencing symptoms.
<https://bc.thrive.health/covid19/en>