

## BARBADOS COMMUNITY COLLEGE COVID-19 HEALTH AND SAFETY PROTOCOL STAFF

This Health and Safety Protocol (HSP) is prepared and adopted pursuant to the Barbados Emergency Management (COVID-19) Order, 2020, Recovery and containment Phase.

The protocol applies to the Barbados Community College's campuses at Eyrie, Howell's Cross Road, St. Michael and the Hospitality Institute at Marine Gardens, Christ Church.

### **Definition**

The HSP is a public health safety intervention used to reduce the likelihood of transmitting communicable disease, but with specific reference to COVID 19. The protocol is divided into several sections for ease of implementation and enforcement.

### **Social or Physical Distancing**

Social or physical distancing involves minimizing exposure to infected individuals by avoiding large public gatherings, and adhering to spacing requirements in the workplace.

“Social Distancing” means maintaining *at least six feet of physical distance between individuals* (staying about two arms' length from others).

### **Measures to Promote Social Distancing.**

BCC may limit the number of persons on campus at any one time to allow for employees, students and visitors to maintain at least six feet distance from one another at all practicable times.

While in the workplace, all employees are instructed to maintain the physical distancing requirement from visitors and each other, except in cases where employees may momentarily come into close contact. Such occasions may include payments, delivery of goods or services or as is otherwise necessary. In such cases, it is recommended that interaction times be minimal and that all necessary Personal Protective Equipment (PPE) should be donned or in place.

Employees are encouraged to stagger breaks and not congregate in the common rooms or shared spaces.

### **Guiding Principles to Keep in Mind (Adapted from CDC website)**

The more persons an individual (staff, student, and visitor) interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in the College settings as follows:

- **Lowest Risk:** Personnel engage in virtual meetings and limited face-to-face interaction, including activities such as team meetings and events.
- **More Risk:** Small group, in-person activities, meetings, classes and events. Groups of individuals stay together throughout work day/across all days.
- **Highest Risk:** Full-sized, in-person classes, activities, meetings and events. Individuals are not spaced apart, they share equipment, materials or supplies, and mix between activities.

### **Measures to Protect Stakeholder Health**

All employees, should avoid entering the campus if they have fever, cough, chills, aches, nausea, vomiting or diarrhea, and all other signs and symptoms associated with Covid-19. Employees are not to come to work if they are sick. Temperature checks will be conducted by designated personnel prior to entry into the College. Persons with elevated temperatures will have their temperatures retaken after 5 minutes and if still elevated after the recheck, they will not be permitted entry into

the compound. Such persons will be encouraged to seek medical attention which may also include contacting the COVID-19 hotline at 536-4500.

Vulnerable employees may determine that they need not come to work if they are 65yrs or older, have pre-existing medical conditions or are considered to be immunocompromised or immunosuppressed. Individuals with immunocompromised immune systems are encouraged to consult with their personal physician to assess their level of safety in their workplace. A medical practitioner may make an assessment of their vulnerability to severe COVID-19, and make a recommendation of their risk category.

The following procedures should be observed and adhered to by ALL persons on BCC campuses:

- Wash hands frequently with soap and water for at least 20 seconds or use hand sanitizers that contain at least 70% alcohol especially after using commonly touched objects or coming into contact with someone that is ill.
- Wear a mask or cloth face covering while in public, on the campus and when in contact with others.
- Avoid all social interaction when sick with fever, chills, aches, nausea, vomiting or diarrhea. (Persons should also be mindful of the loss of taste and smell for some individuals outside of the usual COVID-19 symptoms).  
***Stay at home and away from work if you are sick and have the above COVID-19 symptoms or have had recent contact with a person with COVID-19! Monitor your health!***
- Avoid touching your face, nose and mouth and rubbing your eyes unless hands have been washed.
- Practice proper coughing and sneezing etiquette.
- Properly dispose of anything that comes in contact with your mouth such as tissue or plastic eating utensils.
- Avoid coming into contact with individuals displaying symptoms of illness.
- Keep a distance of approximately six feet from the nearest person while working.
- Avoid congregating in public venues.

- Persons who are unwell while on Campus should call the clinic first. Do not report to the clinic unannounced as preparation may be required for your visit. For the time being all visits other than emergencies will be seen by APPOINTMENT only.
- Staff should avoid sharing desks, work tools and other equipment whenever possible. However, in the event where equipment must be shared, the items should be sanitized before and after use.

### **Personal Protective Equipment**

Personal protective equipment (PPE) such as gloves, masks or face shields may be issued by the College Administration and should be worn by such staff. When used correctly, PPE may limit exposure to COVID-19; however, they should not take the place of other preventive interventions, such as proper hygiene practices.

All employees who come into contact with the public or other employees during the course of their daily activities will be offered a cloth face covering (mask) to be used at work when interacting with these persons. Additionally, other PPEs may be issued as deemed necessary.

Persons are reminded to take breaks away from others in well ventilated areas to obtain fresh air, thus reducing the possibility of mask fatigue.

### **Personal Responsibility for Work Station and Equipment**

To create and maintain a safe, comfortable and healthy working environment and community, individual work stations must be sanitized by individual officers. General sanitization of work stations involves general cleaning (use of soap or detergent to remove dirt and germs) followed by disinfection (using approved agents to kill remaining germs). General cleaning will be maintained by maid cleaners and custodian cleaning services.

Where feasible, desks or individual work stations must be separated by at least six feet. Individuals are responsible for cleaning their work stations including all equipment before and after use.

### **Measures to Increase Sanitation**

Restrooms on campus will be supplied with the necessary soap or hand sanitizers. Hand sanitizing stations have been installed across all campuses especially in highly trafficked offices/departments. Look for the sanitation decal signs across the campus for these stations.

Employees are encouraged to take frequent breaks to wash their hands especially when soiled.

Lunch/Break rooms, rest rooms, staff rooms and all other common areas will be disinfected frequently based on an established cleaning schedule.

### **Signage**

Signage has been placed at each entrance of the campus to inform ALL persons entering that they should avoid entering if they have symptoms of COVID-19 and must maintain a distance of six feet from another person.

Signage (distancing decals) have been placed at the highly trafficked locations to encourage persons to maintain the six-foot physical distancing when conducting business at the College.

### **Students in the Classroom.**

All students are required to wear their masks or face coverings while attending face-to-face classes. Tutors are however encouraged to allow students to take short breaks outside of the classroom in order to remove their masks or face coverings for a very short period of time, if they are experiencing breathing difficulties.

## **Contact with Possible Covid-19 Positive Persons**

Staff and faculty who may have had active contact with a person known to be Covid-19 positive, suspected to be positive, or a person who has returned to the island from a medium or high risk location should inform the Principal and HR Manager of such. This information will be critical in cases where contact tracing becomes necessary. Confidentiality will be assured in all cases.

Queries concerning this document may be directed to the Manager, Human Resources and Labour Relations at (246) 426-2858 Ext: 5155.

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