## 1.0 Assessment of Risk

We identified areas where there may be risk, either through close proximity or through contaminated surfaces, including:

- Areas where people gather;
- Tasks and processes that require people to be close to one another;
- Appliances and equipment that people share; and
- Surfaces that people touch often.

## 2.0 Implementation of Protocols

When selecting and implementing protocols to minimize the risk of transmission, we referred to:

- Yukon University policies and protocols
- Orders, guidance and notices issued by the Yukon Chief Medical Officer
- Authoritative health and safety organizations
- Global, Federal and Territorial governing bodies

Relevant Yukon University policy and protocols

- Health & Safety Policy – PO 2.0
  www.yukonu.ca/sites/default/files/policies/PO%202.0%20-%20Health%20%26%20Safety.pdf

Resources used for sector specific information, input and guidance

- APPA – COVID-19 Resources and Guidelines
  www.appa.org/covid19-resources-and-guidelines

- Public Health Agency of Canada – Guidance for Post-Secondary Institutions During a Pandemic
  www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html#onc

- Yukon Government – Communal Living Recommendations During COVID-19
  https://yukon.ca/sites/yukon.ca/files/hss-guidance-for-_prevention-management-covid19-communal-settings.pdf

- Government of Alberta – Guidance for Post-Secondary Institutions
  https://open.alberta.ca/dataset/b321eaf7-be50-46b0-a7e2-8022c850512a/resource/ae10e2a0-49de-4ec2-b441-9d16f2efe185/download/covid-19-relaunch-guidance-post-secondary-institutions.pdf

- Toronto Public Health – COVID-19 Guidance for Post-Secondary Institutions
  https://www.toronto.ca/wp-content/uploads/2020/08/8d95-COVID-19-Guidance-for-Post-Secondary-Institutions.pdf

- BC Post-Secondary Institutions & Ministry of Advanced Education, Skills and Training – COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector
  https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf?utm_source=Academica+Top+Ten&utm_campaign=4de60f4abf-

EMAIL_CAMPAIGN_2020_08_04_05_41&utm_medium=email&utm_term=0_b4928536cf-4de60f4abf-51929369

- BC Centre for Disease Control – Recommendations to Post-Secondary Students, Faculty and Staff about COVID-19
  www.bccdc.ca/health-info/diseases-conditions/covid-19/colleges-universities

- WorkSafeBC – Education (Post-Secondary): Protocols for Returning to Operation
  www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced

- Centre for Disease Control – Colleges & Universities
  www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

Resources used for general COVID-19 information
International:
- Center for Disease Control and Prevention
  www.cdc.gov/coronavirus/2019-ncov/about/index.html

- World Health Organization
  www.who.int/emergencies/diseases/novel-coronavirus-2019

Federal:
- Public Health Agency of Canada
  www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html

Provincial:
- Yukon Government
  www.yukon.ca/covid

- BC Centre for Disease Control
  www.bccdc.ca/about/news-stories/stories/2020/information-on-novel-coronavirus

- WorkSafeBC
  www.worksafebc.com/en/about-us/covid-19-updates

- WorkSafe Yukon
  www.wcb.yk.ca/CPVOD-19.aspx

## 2.1 Reducing the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, we utilized the *Hierarchy of Controls for Workplace Safety* from WorkSafeBC (see image below) and implemented protocols with varying levels of protection to mitigate our identified risks. Wherever possible, we used the protocol that offers the highest level of protection. We took into consideration controls from additional levels if the first level wasn't practical or did not completely control the risk.
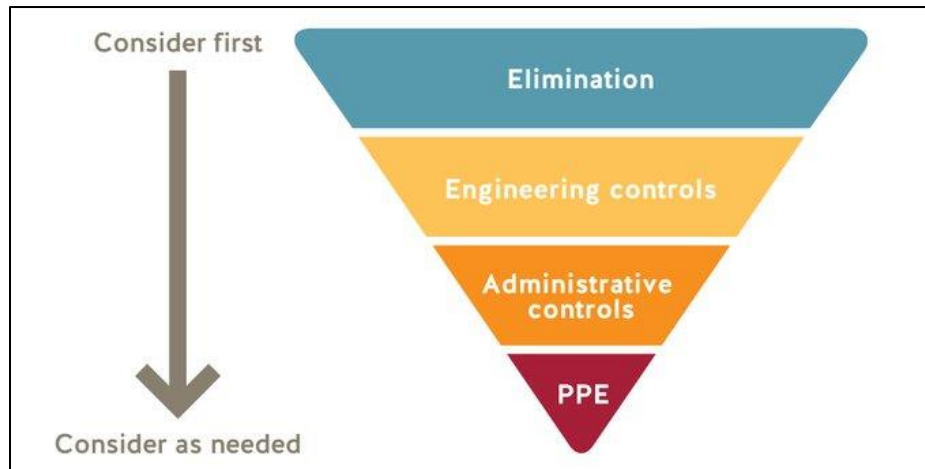


*Image from: @WorkSafeBC*

2.11 First Level Protection – Elimination
To limit the number of people present and ensure physical distance wherever possible, we have:
- Established an overall occupancy limit;
- Established an occupancy limit for individual units;
- Delayed non-essential maintenance;
- Rearranged and reduced furniture and seating in common areas and Units;
- Used floor markings (spaced 6 feet apart) to provide visual cues to support physical distancing; and
- Placed signs in common areas regarding physical distancing requirements.

2.12 Second Level Protection – Engineering
We have
- Installed a barrier at the Campus Housing reception where physical distance may be challenged;
- Included barrier cleaning in our cleaning protocols;
- Installed touchless hand sanitizer stations at every building entrance; and
- Installed touchless soap dispensers next to all sinks in common areas.

2.13 Third Level Protection – Administrative
We have identified guidelines for how occupants and staff should conduct themselves and have clearly communicated those guidelines using a variety of methods. Additionally, we have:
- Staggered move in and move out days/times to reduce congestion;
- Restricted visitor access;
- Booked alternate rooms in buildings with uncontained units;
- Assigned specific bathroom facilities to individuals in buildings with uncontained units;
- Established and posted occupancy limits for common areas and elevators;

- Removed shared food and cooking items from common kitchens;
- Separated food prep and sitting/eating areas;
- Placed signs near entrances and throughout the buildings informing occupants and visitors about measures being implemented within the property;
- Placed signs in bathrooms and kitchens regarding proper hand washing;
- Looped videos on screens demonstrating proper hand washing;
- Agreed to conduct the majority of communication via email;
- Agreed to conduct the majority of meetings by phone or video;
- Conducted activities outdoors or online;
- Converted paper-based and/or in person processes to online/electronic ones;
- Removed non-essential in person services (e.g. providing change for laundry, package pick up, etc); and
- Implemented a check-in/sign in procedure for all non-occupants who access Campus Housing should contact tracing need to take place in the event of an exposure.

2.14 Fourth Level Protection – PPEs
We have reviewed the information on selecting and using masks and instructions on how to use a mask. We understand the limitations of masks to protect the wearer from respiratory droplets and that they should only be considered when other control measures cannot be implemented. We have:
- Communicated where and when masks are mandatory;
- Encouraged their use, even if not mandatory, when proper physical distance cannot be maintained;
- Disseminated information regarding masks and their proper usage; and
- Made disposable masks available from the Campus Housing Office. *Note: Reusable masks are also available for purchase from the YukonU Campus Store.*

## 2.2 Reducing the risk of surface transmission
To ensure effective cleaning and hygiene practices, we have:
- Reviewed the information on cleaning and disinfecting surfaces;
- Implemented cleaning protocols for all common areas and surfaces;
- Ensured cleaning staff have adequate training and materials;
- Provided cleaning and disinfecting materials approved by Health Canada;
- Provided spray bottles and paper towel in food prep and common areas;
- Provided recommended alcohol-based hand sanitizer;
- Removed unnecessary furniture, appliances and equipment from common areas to simplify the cleaning process;
- Removed lids from disposal receptacles;
- Propped open high traffic doors;
- Labeled light switches to be left on;
- Ensured hand washing and hand rubbing stations are visible and easily accessed; and
- Communicated safe cleaning and hygiene practices to occupants.

## 3.0 Develop Policies

We have developed the necessary procedures to manage the Campus Housing community, including who can be in the buildings, visitor registration, how to address illness that arises, self-isolation and how to deal with non-compliance. Our procedures include both preventative and response measures. Given the presence of shared facilities, we have designated a unit for quarantine should an occupant become ill and need to be separated from the community while they await test results.

Clarification of how the institution wishes to proceed regarding requirements and communication around COVID testing and vaccinations, if and when they become available, is still needed. Special consideration should also be given to the supports that individuals may need should they be prevented from arriving and/or returning home, particularly if the institution is closed or operating at a reduced capacity.

## 4.0 Develop Communication Plans and Training

We have ensured that everyone entering Campus Housing is aware of the measures in place and has been provided the information needed to keep themselves safe.

- All staff and occupants have been informed of the appropriate policies and procedures;
- All occupants have received the policy about what to do if they feel sick;
- Clear signage depicting COVID measures have been posted in all Campus Housing buildings;
- Signage has been posted at building entrances regarding visitors and persons with symptoms; and
- Staff have been trained in how to respond when policies and procedures are not being followed.

To assist with our education efforts, as well as community compliance, we are proposing to our University and External Relations and Student Engagement Departments to develop a small internal, visual campaign. In contrast to, but in parallel to, the use of discipline for non-compliance, this campaign would market the idea of a "community of care" and illustrate the ethical or moral reasons members of a community choose to follow COVID precautions.

## 5.0 Monitor and Update Plans as Necessary

Things will change as the pandemic progresses. If we identify a new area of concern or that a particular process is not working, we are committed to taking the steps to update our policies and procedures.

- We have a communication plan for changes to our policies and procedures.
- We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve the Safety & Security Manager, OH&S Officer, or COVID Committee as appropriate.