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# Holland College COVID-19 Ease-Back Plan Phase 4

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APPROVED BY: President      Revision:  
S. MacDonald                      10  
DATE: Aug. 10, 2022

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## PURPOSE

The Holland College COVID-19 Ease-Back Phase 4 Plan welcomes students and staff back to our campus locations for the **2022-2023 fall** semester. This plan is centered on the health and safety of our students, staff, and other approved individuals through working closely with the Chief Public Health Office of Prince Edward Island (CPHO) and through implementing both provincial and national best practices. To be most successful, this Ease-Back Phase requires all students, employees, and approved individuals to familiarize themselves with this plan, and fully participate under the cohort model to minimize the transmission risk of COVID-19 within Holland College.

Any training, work process, meeting or event must fully comply with all guidelines and best practices as set by Holland College and the CPHO.

## 1.0 REQUIREMENTS

### 1.1 GENERAL INFORMATION

- 1.1.1 The Holland College COVID-19 Ease-Back Phase 4 Plan will commence on **Wednesday, August 10, 2022.**
- 1.1.2 The following Holland College facilities have undergone a series of modifications (signage, addition of hand sanitizing stations, personal protective equipment considerations, etc.) to align with this Ease-Back Phase 4 plan:
  - 1.1.2.1 Georgetown Centre
  - 1.1.2.2 Tourism and Culinary Centre, including Canada's Smartest Kitchen
  - 1.1.2.3 Charlottetown Centre
  - 1.1.2.4 Centre for Community Engagement
  - 1.1.2.5 Centre for Applied Science and Technology
  - 1.1.2.6 Montgomery Hall
  - 1.1.2.7 President's Office - 285 Kent Street
  - 1.1.2.8 School of Performing Arts
  - 1.1.2.9 281 Kent Street
  - 1.1.2.10 LINC - Belmont Centre, Murphy Centre, Queen Street location
  - 1.1.2.11 Summerside Waterfront Campus
  - 1.1.2.12 Marine Training Centre
  - 1.1.2.13 Atlantic Police Academy
  - 1.1.2.14 West Prince Campus
- 1.1.3 The Early Years Centre, student residences, athletics activities, or day camp activities will have their own protocols and will not fall under this plan.

- 1.1.4** Under this Phase:
- 1.1.4.1 **The use of non-medical masks or face coverings is not required, but is strongly encouraged while in a Holland College facility.**
- 1.1.4.2 When possible physical distancing of at least 6 feet should be maintained between students, faculty, and staff at all times. **Exemptions are permitted for individuals to be within 6 feet of others in the following academic and assembly areas:**
- **classrooms,**
  - **labs & academic based shops,**
  - **boardrooms & meeting spaces,**
  - **performance areas,**
  - **seated dining areas,**
  - **office environments, and**
  - **residence common rooms.**
- Please consult section 1.5 for more information.
- 1.1.4.3 All students, faculty, and staff **are strongly encouraged** to be fully vaccinated and to stay current with COVID-19 booster shot(s).
- 1.1.5** Holland College will continue to provide vaccination campaigns across key locations to support our students, faculty and staff.
- 1.1.6** Cohort size, including faculty present, will not typically exceed 50 individuals.
- 1.1.7** Enhanced cleaning and disinfecting protocols are in place, with an emphasis on high frequency touch points.
- 1.1.8** This plan is subject to change based on operational requirements, integrating additional best practices, and/or any changes in recommendations set by the Chief Public Health Office of Prince Edward Island.
- 1.1.9** Stay informed and comply with all Holland College protocol as detailed at <https://www.hollandcollege.com/coronavirus.html>

## 1.2 VACCINATION INFORMATION

- 1.2.1** All students, faculty, and staff **are strongly encouraged** to be fully vaccinated by means of a Health Canada approved COVID-19 vaccine. Holland College considers an individual to be fully vaccinated 14 days after receiving their final dose of an accepted vaccine(s).

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- 1.2.2** Students, faculty, and staff are highly encouraged to receive their Health Canada approved COVID-19 booster shot(s) in a timely manner once an individual is eligible to receive them. On-campus vaccination clinics will continue to be held to support this initiative.

### 1.3 **MASKING INFORMATION**

- 1.3.1** Individuals **are strongly encouraged** to wear a 3-layer non-medical mask or face covering while in a Holland College facility.
- 1.3.2** Masks should be changed immediately if they become damp or soiled; make sure you wash your hands before putting on your mask and after taking it off, and that you avoid touching your face while wearing one. Frequent laundering is required to prevent cross contamination and microbial build up on reusable non-medical facial coverings. See [Appendix A](#) for more information on the use of non-medical masks or face coverings.

### 1.4 **SELF-ASSESSMENT**

- 1.4.1** All persons entering Holland College must pass a self-assessment for symptoms of COVID-19 prior to entering a College facility. The self-assessment is posted at all designated entry points and is modelled after information available from the PEI Chief Public Health Office. The assessment is made up of the following questions:

1. Do you have any of the following symptoms consistent with COVID-19?
  - new or worsening cough,
  - shortness of breath or difficulty breathing,
  - fever or chills,
  - sore throat,
  - runny nose, sneezing, congestion,
  - headache or muscle aches,
  - unusual fatigue,
  - acute loss of sense of smell or taste
  
2. Are you currently required to self-isolate?

If an individual does not complete this self assessment OR answers “YES” to either of these questions they are NOT permitted to enter and must immediately contact their learning manager or supervisor by phone or e-mail.

- 1.4.2** If a symptom(s) appears throughout the day, the individual should immediately perform hand hygiene, don a non-medical mask or face covering, leave the

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College facility, and contact their learning manager, or supervisor by phone or e-mail, and avoid contact with others. Please go to an approved provincial testing clinic **or contact your health provider** to be tested. While on campus, if an individual appears to exhibit one or more of the symptoms above, depending on the circumstances, they may be asked to return home.

- 1.4.3 Symptomatic students or employees will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- 1.4.4 If the test results are negative for COVID-19 but the student, employee, or approved individual remains ill and/or symptomatic, they should remain at home.
- 1.4.5 Students or employees with underlying chronic health conditions or weakened immune systems should exercise due diligence and may consult with their Learning Manager or their Supervisor.

## 1.5 PHYSICAL DISTANCING REQUIREMENTS

- 1.5.1 **Where possible** physical distancing of at least 6 feet should be maintained, except when the nature of the work or training activities prohibit it. **Exemptions are permitted for individuals to be within 6 feet of others in the following academic and assembly areas:**
  - **classrooms,**
  - **labs & academic based shops,**
  - **boardrooms & meeting spaces,**
  - **performance areas,**
  - **seated dining areas,**
  - **office environments, and**
  - **residence common rooms.**
- 1.5.2 If such an environment or condition does not exist, consider the following options:
  - can it be done remotely or use technology to assist
  - revise schedule(s) so that activities can be performed with appropriate physical distancing.
  - restructure physical settings and responsibilities (increase space between people or reduce the number of people within a space at a given time).
  - install a physical barrier(s) to create a safe environment when physical distancing would otherwise not be possible.
  - use personal protective equipment (PPE), and/or non-medical masks or face coverings. Please consult [Appendix A](#) for more information on the use of non-medical masks or face coverings.

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- 1.5.3** For any event that may host external group(s), Holland College will work closely with the organizing group to ensure they fully comply with current College and CPHO protocols.

**1.6 ENHANCED HYGIENE AND CLEANING / PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- 1.6.3** Upon entering a Holland College facility all individuals should use the hand sanitization stations available immediately inside each designated entry point.
- 1.6.4** Occupants should frequently wash their hands with soap and running water for at least 20 seconds or use an alcohol-based a hand sanitizer with at least 60% alcohol content before and after work activity. Wash hands or hand sanitize before and after breaks, after going to the washroom, and before and after preparing or eating food, before and after touching your face, non-medical mask or face covering, and after sanitizing/disinfecting your work area.
- 1.6.5** Enhanced cleaning and disinfecting protocols are in place, with an emphasis on high frequency touch points.
- 1.6.6** Students, employees, and approved individuals are encouraged to take advantage of self-serve disinfecting stations (Oxivir Plus or Smart Power) to disinfect their personal work areas, desk, chair, and/or equipment. Students, employees, and approved individuals are encouraged to wash their hands or hand sanitize after using a self-serve disinfecting station. Instructions and the appropriate SDS sheet information is available at each self-serve disinfecting station.
- 1.6.7** Practice respiratory etiquette:
- 1.6.7.1 Turn your head away from others and cough or sneeze into elbow or sleeve. Never cough or sneeze into your hands.
  - 1.6.7.2 Dispose of used tissues in garbage cans immediately after use.
- 1.6.8** Existing protocols within programs that required personal protective equipment (PPE) still exist. If PPE was provided as part of your role, it will continue moving forward.
- 1.6.9** Do not share PPE with others. Students and employees must establish a labelling system to organize specialized PPE.

## 1.7 REMOTE WORK ARRANGEMENTS

- 1.7.3** Unless their role is required on-campus, and without compromising the needs or service levels to our students or staff, an employee may be approved to work remotely **subject to the Remote Work Pilot Program criteria**, where applicable and in consultation with their manager. **For full details, please consult the Remote Work Pilot Program documentation on ADP.**
- 1.7.4** In situations where remote work arrangements have been approved, the Manager shall advise the employee(s) of clear expectations and accountability framework as it relates to working remotely.
- 1.7.5** Remote work arrangements should be reviewed on a regular basis and are subject to change based on operational needs.

## 2.0 SUPPORTING MENTAL HEALTH

Students, and employees may be affected by the anxiety and uncertainty created by the pandemic. We need to support each other and are pleased to offer resources to help. Please download the HC Safe app and visit the “Support Services” area OR visit <https://www.hollandcollege.com/coronavirus.html> for more information.

## 3.0 RESOURCES

Holland College COVID-19 website <https://www.hollandcollege.com/coronavirus.html>

- 3.5.3** Holland College HC Safe App – Download from Google Play or the Apple App Store
- 3.5.4** Province of Prince Edward Island COVID-19 information  
<https://www.princeedwardisland.ca/en/topic/covid-19>
- 3.5.5** Workers Compensation Board of Prince Edward Island <http://www.wcb.pe.ca/>
- 3.5.6** Government of Canada COVID-19 information  
<https://www.canada.ca/coronavirus>
- 3.5.7** World Health Organization COVID-19 information  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- 3.5.8** Centre for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## 4.0 QUESTIONS OR FEEDBACK

We welcome your questions and/or feedback. Please contact us at:

STUDENTS: [student-inquiries@hollandcollege.com](mailto:student-inquiries@hollandcollege.com)

STAFF: [staff-inquiries@hollandcollege.com](mailto:staff-inquiries@hollandcollege.com)

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# APPENDIX A

## COVID-19 Use of Non-Medical Masks and Face Coverings

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## Using Non-Medical Masks and Face Coverings

Non-medical masks and face coverings can be an additional measure you can take to protect others around you, even if you have no symptoms. It can be useful for short periods of time when physical distancing is not possible.

### Frequently Asked Questions

#### **What is a non-medical mask or face covering?**

Homemade masks may include those:

- made of cloth, such as cotton.
- with pockets to insert additional material or filters.

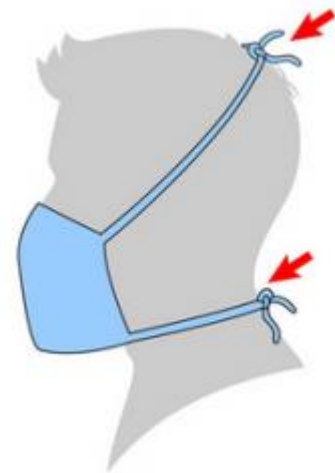
Homemade masks are not medical devices, and consequently, are not regulated like medical masks and respirators. There use poses several limitations:

- not been tested to recognized standards
- may not provide complete protection against virus-sized particles
- edges are not designed to form a seal around the nose and mouth
- fabrics are not the same as those used in medical masks or respirators
- can be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body.

If you choose to use a non-medical mask, it should be well-fitted. People should also be aware that masks can become contaminated on the outside and when touched by hands. Avoid moving the mask around or adjusting it often. Also, masks should not be shared with others. When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own infectious respiratory droplets.

Non-medical face masks or face coverings **should**:

- be made of at least **3 layers** of tightly woven material fabric, where possible the (middle) layer should be a non-woven polypropylene fabric.
- be large enough to cover the nose and mouth completely and comfortably without gaping
- fit securely to the head with ties or ear loops
- allow for easy breathing
- be comfortable and not require frequent adjustment
- be changed as soon as possible if damp or dirty
- maintain their shape after washing and drying.
- be inspected to ensure there are no tears or holes.



Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

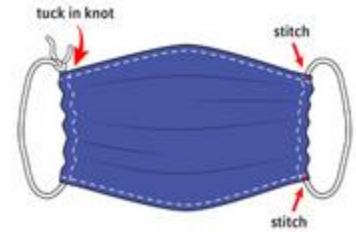
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If possible, use different fabrics for each side of the mask, so you know which side faces your mouth and which side is out.

Non-medical masks or face coverings **should not**:

- be placed on children under the age of 2 years
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- be made of plastic or other non-breathable materials
- be made exclusively of materials that easily fall apart, such as tissues
- be secured with tape or other inappropriate materials
- be shared with others
- impair vision or interfere with tasks



## How do I put on a non-medical mask or face covering?

1. Ensure the face covering is clean and dry.
2. Wash your hands with warm water and soap for at least 20 seconds before touching the mask.
  - a. If not available, use hand sanitizer with a minimum 60% alcohol base.
3. Ensure your hair is away from your face.
4. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.
  - a. Adjust if needed to ensure nose and mouth are fully covered.
  - b. The mask should fit snugly to the cheeks and there should not be any gaps.
5. Repeat step 2.

While wearing a non-medical mask or face covering, it is important to avoid touching your face. If you do touch your mask or face, you should immediately wash your hands with warm water and soap for at least 20 seconds. You can also use hand sanitizer with a minimum 60% alcohol base.

## How do I remove a non-medical mask or face covering?

1. Wash your hands with warm water and soap for at least 20 seconds.
  - a. If not available, use hand sanitizer with a minimum 60% alcohol base.
2. Remove the face covering by un-tying it or removing the loops from your ears.
  - a. Avoid touching the front of the mask when removing it.
  - b. It can be placed in a plastic bag temporarily if you are not at home (make sure you close, or zip seal the bag while storing it).
3. If you plan to reuse the mask, wash it before wearing it again.
  - a. It can be washed with hot, soapy water, or it can be washed with your other laundry.
  - b. If throwing it out, place it into a garbage bin or plastic bag.
4. After removing the face covering, repeat Step 1.

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## **How to clean my reusable face covering?**

1. Cloth face coverings should be washed after each use. You can wash your reusable face covering by:
  - a. Washing Options
    - Washing Machine
      1. You can include your face covering with your regular laundry.
      2. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
    - Wash by Hand
      1. Prepare a bleach solution by mixing:
        - a. 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
        - b. 4 teaspoons household bleach per quart of room temperature water
      2. Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
      3. Soak the face covering in the bleach solution for 5 minutes.
      4. Rinse thoroughly with cool or room temperature water.
  - b. Make sure to completely dry face covering after washing by:
    - Dryer - Use the highest heat setting and leave in the dryer until completely dry.
    - Air dry - Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.