



Gabriel Dumont Institute COVID-19 Pandemic Plan - Fall 2021

Gabriel Dumont Institute will follow the Provincial Government and Chief Medical Health Officer's recommendations and directions with regards to social distancing, social gatherings, and other relevant and mandated criteria as outlined in posted public health measures. These recommendations and directions will change as society works through various phases of the current Pandemic and the Re-Open Saskatchewan Plan. GDI/DTI's protocol/procedures will be adjusted accordingly. Gabriel Dumont Institute (GDI) continues to work closely with our partners in post-secondary education as we plan for fall delivery.

Fall Programming Update

As an increasing number of people in the province have become fully vaccinated, we are working together to return to face-to-face learning environments. The Ministry of Health and the Chief Medical Health Officer support institutions developing plans for a return to face-to-face learning for fall. However, it will be important to remain flexible as the COVID-19 situation in Saskatchewan remains fluid.

GDI's situation is unique, delivering programs and services in communities across the province. There will not be a one-size-fits-all approach to fall delivery, but rather what's best for each program and location. Due to the program brokering arrangements of GDI, brokered programs will follow the guidelines as determined by the accrediting institution (U of S; U of R; Saskatchewan Polytechnic; SIIT). GDI's response will be tailored to the accrediting institution and the best needs of each particular program and community in question. For the fall it is expected that the Institute will continue to utilize a hybrid or blended approach to education delivery. This approach has been successful over the past year and combines online instruction with some in-person classroom, laboratory, shop, and clinical instruction. As we progress through the Re-Open Saskatchewan Plan, the Institute will remain in alignment with the existing public health measures and slowly transition into spending more time face-to-face learning to ensure we are providing the safest learning environments for all students and faculty. This approach reflects comprehensive planning work done by our staff and faculty in recent weeks. It also provides the programming flexibility needed to manage the risks of the pandemic while ensuring the health and safety of our students, faculty, and staff.

As we continue the battle with the COVID-19 pandemic, our top concern remains the health and well-being of our students, faculty, and staff. We must continue to follow all mandatory public health orders and occupational health and safety guidelines. We strongly encourage all of our

staff and students to get their COVID-19 vaccination as soon as they are eligible as the vaccination targets set by the Province are critical to the Re-Open Saskatchewan Plan.

Re-Open Saskatchewan Phase 3 began June 8, 2021

- The following recommendations should remain in place through all phases of the Re-Open Saskatchewan Plan:
 - Protective measures for vulnerable populations.
 - Individuals should continue working from home if they can do so effectively.
 - Physical distancing must be maintained, wherever possible.
 - People must stay at home when they are sick.
 - Vulnerable individuals, such as seniors and those with underlying health conditions, should continue to exercise caution and minimize high-risk exposures, such as public outings.
 - Personal hygiene will continue to be a key prevention measure.
 - Enhanced cleaning and disinfection should take place in workplaces, public spaces and recreational facilities.
 - Current public and private gathering restrictions must be followed.
 - Although the public health order regarding the size of gatherings does not apply to businesses and workplaces, they are expected to follow the recommended public health measures, including:
 - physical distancing for staff and clients;
 - regular cleaning and disinfection;
 - frequent handwashing and sanitizing;
 - use of PPE where available and appropriate; and
 - keeping staff who demonstrate or report COVID-19 symptoms out of the workplace.
 - Special care and personal care homes must ensure that each staff member works in only one facility.
- Increase the size of public and private gatherings: Indoor 15 people, Outdoor 30 people.

Fall Staffing Update

As outlined above, due to the uniqueness of GDI's situation, the staffing levels and work requirements of all Faculty positions will be dependent on the guidelines as outlined by our brokering institutions.

For non-faculty and administrative staff: due to the differences between the various departments of GDI, the Institute will commence working with respective staff in July 2021 to initiate a phased-in transition back to in-office work. This return will be managed within the various departments over the summer months with the goal of having all units safely adopting new in-office work arrangements prior to the end of August 2021.

Health and Safety Awareness

- GDI/DTI have posted current health and safety information on information bulletins in facilities (each program/service delivery lead is responsible).
- Signs and posters that highlight health and safety protocols are posted in appropriate places.
- Staff, student, and visitor traffic flow through building is guided by posters, signage, and communication.

On- Site Management

- All visitors at GDI facilities must check in with front reception and follow the check in process which includes COVID-19 questions and contact information.
- Students are asked to complete COVID-19 screening prior to arrival at the building, and will do a brief check in with front reception or faculty depending on location and service area.
- Staff are asked to complete a COVID-19 screening prior to arrival at the work place. Appendix A provides you with guidance regarding the self-assessment/screening prior to arriving at work.
- If a visitor, staff, student, or client becomes ill during their time on campus or answers yes to any of the screening questions, they will be asked to head home for self-isolation, and are reminded they need to contact 811 and/or the Saskatchewan Health Authority for further directions and support. Once the individual has left the building, custodial services will be made aware and will engage cleaning protocols and ensure to disinfect and sanitize areas where the concerned person has had contact.
- Temperature gauges will be on-site and are currently voluntary.
- Hand sanitization stations are strategically located throughout the facility, individual hand sanitizer and disinfectant wipes are available.

COVID-19 GDI Management

- Leadership Team
 - GDI Senior Management – Executive Director, four Directors, one Program Head, two Senior Program Coordinators (GDI SMT)
- Leads by Service Delivery Location
 - Program Heads, Program Coordinators, Employment Service Managers
- Communication Lead – Lisa Bird-Wilson, GDI Executive Director (Brett Vandale, DTI Director, and Desirae Barker, Program Coordinator Research/Communications are alternates)

Mitigation Measures – COVID-19 Case impact on GDI

- Awareness of any COVID-19 case that could have an impact on GDI services needs to be communicated to the head of the GDI Human Resources Department at 306-242-6070, or email hr@gdins.org.
- GDI HR Head will notify the GDI SMT.
- Upon notification and awareness of a COVID-19 case, a designated staff member will liaise with the Saskatchewan Health Authority, ensure contact tracing information is gathered, and work with the SHA with regards to communication to all potentially

impacted visitors, clients, students, and staff. The Facility Manager will activate cleaning protocols in the impacted facility and location.

Procedure Regarding Masks for all GDI/DTI/GDITE Facilities

Currently, the best public health evidence available tells us that masks make a difference in the fight against COVID-19. Due to the nature of GDI program brokering arrangements, all programs will follow, at minimum, the guidelines regarding COVID-19 precautions as determined by the accrediting university (U of S/U of R), including the use of face masks (non-medical mask or cloth face-covering) at all GDI (NITEP, SUNTEP, GDC, DTI, and GDITE) facilities.

Currently all staff and students—as well as visitors, contractors and vendors—accessing a GDI (NITEP, SUNTEP, GDC, DTI, and GDITE) facility or program location will be expected to wear a face mask in all indoor common spaces and physical distancing requirements must be followed. This may include hallways, lobbies, classrooms, labs, study spaces, elevators, and other designated shared spaces. Masks will be available on-site for visitors who do not have their own masks.

What kind of masks are needed

Students and staff may wear their own personal face covering (non-medical mask or cloth face-coverings) as long as they meet appropriate guidelines.

Non-medical mask or cloth face-coverings must:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be comfortable and not require frequent adjustment
- not impair vision or interfere with tasks
- be made of multiple layers (2+) of breathable cotton fabric or linen (e.g. not plastic). The Government of Canada recommends woven cotton e.g. quilting fabric or cotton sheets.
- not be shared with others

Please Note: Do not use medical masks designed for health-care workers. Cloth masks are not a suitable alternative for tasks that require respiratory protection.

Exceptions

There are some exceptions to mandatory face masks: children under two years of age; those who can't don or doff a mask; individuals requiring a medical exception.

Masks are not required in private office spaces when an individual is alone.

For staff/students/clients who are unable to wear a face mask, a transparent full-face shield is an option. If neither a face mask or face shield can be worn, working or learning remotely may be necessary.

Proper mask use and care:**Putting on, wearing and removing**

It is important to understand the proper methods of wearing and removing your mask. A cloth mask must fit securely from near the bridge of the nose to under your chin and stretch about halfway or more to your ears. The ear loops or ties must be secure and not allow for the mask to gape open.

Cleaning and Storage

If a mask becomes wet or soiled, immediately replace it with a clean one. Place the wet/soiled one in a designated “dirty bag” until it can be laundered or discarded. Masks should be laundered immediately after use, do not allow masks to sit unlaundered at home or in the workplace. A “use” is a single shift at work or a trip to a public place e.g. grocery store.

Protective Personal Equipment (PPE) Procurement

To secure PPE for programs and service delivery please contact your direct supervisor to make arrangements.

Additional Site Specific Protocols**Student/Client Access**

1. Schedules of students requiring access to GDI facilities will be created by a Program Head, Program Coordinator (PC), Employment Services Manager, Instructor/Faculty, or Employment Counsellor and shared with the front desk administrative staff, where appropriate, to ensure building staff are aware who will be coming to the building and when. Check-in procedures are noted above.
2. Facility maintenance and custodial staff will also be notified to ensure all required areas have been properly sanitized prior to the area being utilized. This will be done again when the space is vacated by students. Doorknobs, railings, light switches, equipment etc., will be regularly wiped down and sanitized throughout the day.
3. Signs will be placed throughout the building reminding everyone about social distancing, good respiratory practice, and “in the event of illness” protocols.
4. No one may enter the building if they have traveled internationally in the past 14 days, are sick or living with someone who is sick. A questionnaire will be completed upon entrance where deemed necessary.
5. Upon entering the building, all visitors are required to immediately hand sanitize at the nearest sanitization station. Temperature checking is available on a voluntary basis.
6. While in the building, everyone must follow the signs regarding the social distancing requirements of:
 - a. Six feet (two metres) apart from others;

- b. Practice good respiratory hygiene – cough and sneeze into your elbow, wash hands with soap and water after; and
 - c. Any other recommendations from the Chief Medical Health Officer
7. There will be marked indicators on the floor throughout the building, where line-ups could occur (front desk/washroom, etc.), to indicate where the next person would stand in line (six feet or two metres apart). There will also be indicators marked in all classrooms beneath the desks and work spaces, to ensure that social distancing is followed.
 8. There will be a hand sanitizing station near the entrance of each classroom, as well as numerous hand sanitizers located throughout the classroom/building space, in addition to disinfectant wipes available in each classroom.
 9. If masks or subsequent PPE (gloves etc.) are required according to the Chief Medical Health Officer, those will also be provided.
 10. Students will sanitize their hands when class/lab is complete, and/or use the hand sanitizing station on their way out of the building.
 11. Depending on how many entrances/exits the building has, it may also be decided that everyone enters through one main door, and exits through another that locks behind. This will be dependent on the facility.

Lab Use/Exam

1. Students may attend the school/lab location to complete hands on skills/exams that are required as part of their program if it is the only feasible way that the required skills can be completed.
2. The number of students who may enter at one time will be decided based on factors such as size of classroom/lab space, ensuring that required social distancing of six feet (two metres) between persons can be maintained at all times, and that all parties involved are comfortable with the arrangement.
3. Once an appointment time/date has been decided upon, an email notifying all facility staff will need to be sent outlining details of the scheduled meeting including room details, how/where to enter the building, sanitization protocols, etc.
4. Facility maintenance/custodial staff will also be made aware prior to having anyone enter to allow them to take the necessary precautions of ensuring light switches doorknobs, toilets, taps, hand rails, and countertops, etc have been wiped down prior to exam/lab, as well as after.

5. Students will be provided a time of arrival to ensure they are not in the building congregating, and told not to bring anything in other than the absolute minimal tools they may need. For example, backpacks, jackets, etc. will not be permitted unless absolutely necessary for the testing. Front desk staff will be notified of exceptions.
6. Upon entering a GDI/DTI building, students will hand sanitize at the nearest sanitizing station. Prior to entering the classroom/workspace, they will need to wash their hands with soap and warm water for a minimum of 20 seconds as recommended by the Public Health Agency (Saskatchewan Health Authority)
7. Signs will be placed throughout the building reminding everyone about social distancing, good respiratory practice, and “in the event of illness” protocols.
8. Students/staff will then enter the room, hand sanitize, and use disinfectant wipes to wipe down any equipment or work spaces being used. Students will be assigned a specific table or work station to use. This will be their workspace for the duration of their lab/exam time.
9. Exams or skills will be supervised or instructed while maintaining the six feet required distance between all participants.
10. Upon completion of exams or skills, all participants will again be required to wipe down all equipment/workspaces used with disinfectant wipes, hand wash as recommended by the Saskatchewan Health Authority, and hand sanitize when leaving the building at the designated exit. Participants will also be encouraged to use disinfectant wipes to open doors on their way out of the building.

Shop Use

1. Students may attend the shop location to complete hands on skills that are required as part of their program if it is the only feasible way that the required skills can be completed. If other evaluation methods can be used they should be given consideration as long as they maintain the integrity of the program and satisfy the brokering agency’s criteria.
2. To allow for social distancing in the current shop space, only four students can be in the shop at any given time (plus instructor). If classroom is not being utilized further, an additional two students can work in that space for shop instruction (six maximum).

3. Once a training schedule has been set, an email notifying the students as well as the Ministry of Highways Shop Manager will be sent outlining details of the scheduled training including room details, how/where to enter the building, sanitization protocol, etc.
4. Facility maintenance/custodial staff will also be made aware prior to having anyone enter to allow them to take the necessary precautions of ensuring light switches doorknobs, toilets, taps, hand rails, countertops, etc have been wiped down prior to shop use, as well as after.
5. No one may enter the building if they have traveled internationally in the past 14 days and must not be sick or living with someone who has been sick. A questionnaire will be completed upon entrance where deemed necessary.
6. Students will arrive at the shop through DTI student entrance and have no access to shop space occupied by another agency. Students will arrive at specific times leading up to instruction with no more than one student entering the shop at a time. Students will be required to wear all required PPE including:
 - a. Steel toed (CSA) boots
 - b. Coveralls
 - c. Safety Glasses
 - d. N95 Non-disposable mask or N95 disposable mask with face shield
 - e. Gorilla Gloves
 - f. Any other PPE that is deemed essential by the Chief Medical Health Officer

These will be available at the entrance for students and where necessary prior to entering the building. All PPE must remain at the shop. Students are not to bring anything with them to shop training apart from minimal requirements (jacket etc.).

7. Students will be assigned a specific work space to use. This will be their workspace for the duration of their shop time.
8. Before commencing shop work, staff and students will use disinfectant wipes to wipe down any equipment or work spaces being used. Shop work will be supervised or instructed while maintaining the six feet (two metres) required distance between all participants.
9. If students are required to use a washroom, they will clean and sanitize surfaces as per Public Health Standards including disinfecting any surface touched before or after washroom usage.

10. Students are to maintain distance and only utilize their own tools. Tools must be cleaned and disinfected after use. If an instructor tool is required, tool will be cleaned after each use.
11. Upon completion of skills, all participants will again be required to disinfect hands, wipe down all equipment/workspaces used with disinfectant wipes, disinfect PPE, and utilize disinfectant wipes on any surfaced touched while exiting building.

Appendix A



COVID-19 Self-Assessment Tool

GDI is currently taking measure to ensure your safety
& the safety of our staff to limit the risk of infection.



To help prevent the spread of COVID-19, please ask yourself the following questions prior to entering the workplace.

- 1 **Are you feeling sick?**
(Examples include a new cough, headache, weakness, fever, chills, difficulty breathing, loss of smell or taste, loss of appetite, etc.)
Yes ☐ No ☐
- 2 **In the last 14 days, have you had close physical contact with a person who:**
- was sick with a respiratory illness (had a new or worsening cough, fever or difficulty breathing)?
- has returned from travel outside of Canada in the last 14 days?
- was a confirmed or probable case of COVID-19?
Yes ☐ No ☐
- 3 **In the last 14 days, have you travelled outside of Canada?**
Yes ☐ No ☐

If you have answered YES to any of these questions, please return home and self-isolate.

Contact 811 or your doctor for advice.



Reduce your risk of infection by:

- frequently washing your hands with soap and water or hand sanitizer for at least 20 seconds
- coughing and sneezing into your arm or tissue
- avoiding touching your eyes, nose or mouth with unwashed hands
- avoiding close contact with people who are sick to avoid spreading the illness to others

For more information on COVID-19, please visit:
Canada.ca/coronavirus

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