



MDC COVID-19 Safety Plan

As an employer we acknowledge our responsibility under the Occupational Health and Safety Act to take every precaution reasonable in the circumstances to protect our community. This document uses the Ontario workplace safety template and will identify the controls put into place to make MDC safer for everyone. The COVID-19 pandemic is an evolving situation – this document will be reviewed regularly, and changes will be made as required.

Company details

McMaster Divinity College

Developed by: MDC COVID Response Team

Revision#2 : August 11, 2020

Others consulted: MDC JHSC

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

MDC will ensure that our policies and procedures are up to date, by a weekly review of Ministry of Health guidance.

Actions:

- MDC COVID Response team will meet weekly to discuss any recommendations released from the Ministry of Health and will enact policies for MDC that meet or exceed these recommendations.
- The President will communicate weekly via email to the broad MDC community to share updates and any new information/ guidance as it pertains to the College.
- The MDC website will maintain an up-to-date page detailing COVID-19 updates and information/ guidance for the MDC community.
- This document to be updated as required and published on the website and posted in the building.



2. How will you screen for COVID-19?

Each person entering the building is to self identify if they have any symptoms that would prevent them from entering.

Actions:

- 11x17 Posters listing common COVID-19 symptoms are posted at each entrance to the building, and clearly communicate our requirement to self identify and not enter the building if they have travelled outside of Canada in the last 14 days, have been experiencing any of the following symptoms, or believe they have been exposed to someone with COVID-19 symptoms
- The listed symptoms on the poster will be reviewed by the MDC COVID Response Team and updated as may be required.
- Current listed symptoms include:
 - Fever
 - Cough
 - Difficulty Breathing
 - Muscle Aches
 - Fatigue
 - Headache
 - Sore Throat
 - Runny Nose
- Each person entering the building will sign in and will declare that they have read and comply with the posted requirements to enter.
- Upon return of students to the building, a staff member will be posted at the main entrance each morning to verbally confirm each person entering is symptom free and enforce compliance with PPE requirements while inside the building.



3. How will you control the risk of transmission in your workplace?

MDC will establish policies to enforce social distancing and other best practices designed to reduce exposure to the virus.

Actions:

- MDC will reopen to the public on Sept 8, 2020. Weekday hours will be 8:30am – 6pm.
- The “soft opening” of the building is set for Mon Aug 17th, where Staff and Faculty may voluntarily choose to return to work in the building. Working remotely has been very successful and remains a valid option for employees.
- 11x17 posters located at all entrances, and throughout the building will clearly express MDC policy for social distancing and best practices expectations for those who may need to enter the building, which include:
 - Wash your hands often with alcohol-based hand sanitizer or soap prior to entering the building. (Provided throughout the building)
 - Maintain a physical distance of at least 2m (6 feet) at all times.
 - Sneeze and cough into your sleeve. Avoid touching your eyes, nose, or mouth.
 - Avoid contact with people who are sick. Stay home if you are sick or show symptoms.
- In keeping with municipal by-laws, face masks must be worn at all times in the public areas of the building, excluding private offices. Complimentary disposable masks are available at the main entrance for your use, if needed.
- Janitorial staff are cleaning the building extensively each day, with washrooms and common surfaces like doorknobs being done as needed, at least twice a day. For additional peace of mind, cleaning supplies are available in common areas should students wish to clean their own work area prior to use.
- When walking in the hallways, please keep to the right to maintain social distancing.
- Staircases are ONE WAY and are clearly labeled. To go UP, please use either Cullen Hall, or the hall and staircase by the archives. All other staircases are DOWN only.
- Where possible, doors will be propped open to reduce the use of common surfaces.
- All bathrooms are restricted to single occupancy. Kindly knock before entering and wait outside in the designated spot till the bathroom is available.



4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

All workers entering the building check in with our designated onsite staff. Should a worker be suspected of having the virus, others who may have been in contact with that person will be back traced and contacted to self isolate and monitor for symptoms.

If you are experiencing one or more COVID-19 symptoms you should get tested. Book an appointment through:

- Your doctor
- Hamilton Public Health Services COVID-19 Hotline at 905-974-9848

Actions:

- Any person experiencing any symptoms are asked to stay home and NOT enter the building. 11x17 signs placed at each entrance to ask for self identification, and compliance.
- Self isolation and monitoring for symptoms to be done at home. Avoid isolating in a place where there are people:
 - older than 65 years of age
 - with a chronic medical condition (e.g., diabetes, heart and/or lung disease, cancer)
 - and/or with a compromised immune system.
 - You can stop self-isolating 14 days after your symptoms began AND when you have been symptom-free (i.e., feeling well) for at least 24 hours.
- Onsite staff to maintain records of who has been in the building in order to facilitate contact tracing.
- In the event a suspected case of COVID at MDC becomes known, those who may have been exposed will be contacted and instructed not to return to the building for 14 days, and instructed to either self isolate and monitor or be tested.



5. How will you manage any new risks caused by changes to the way you operate your business?

The ongoing work of the College continues, and policies will be reviewed weekly in order for the work to continue while reducing or eliminating risk.

Actions:

- Staff & Faculty are empowered to work remotely, and any on premises work that may be required is strictly voluntary.
- Fall and Winter semester will be conducted in the Hybrid delivery format. This will be reviewed by the MDC COVID Response Team and switched to fully online delivery if the Hybrid method no longer conforms to government issued guidelines.

6. How will you make sure your plan is working?

The MDC COVID Response Team, in conjunction with the MDC Joint Health & Safety Committee, will regularly evaluate the policies and best practices guidelines.

Actions:

- The MDC COVID Response Team will meet weekly to review policies and best practices/ guidelines.
- Implementation of the comprehensive Workers Health & Safety Centre COVID-19 workplace inspection checklist. To be conducted by the MDC JHSC prior to staff return to work, and at regular intervals (at least monthly) following, with follow up recommendations to be presented to the MDC COVID Response Team for review.
- Any changes to policy or best practices/ will be communicated to the broad community as per item #1 of this document.