

---

## **COVID 19 Recovery Policy**

The primary goal of the **Carpenter Millwright College (CMC)** is the health and safety of its employees and members. During this time of Global pandemic, it is of extreme importance that we as an organization put forth strict policies and procedures to protect our employees from contracting the COVID 19 virus also known as the Coronavirus.

### **Duration**

Temporary – as per Provincial and Federal Government restrictions, regulations and guidelines.

### **Revision History**

Developed May 8, 2020,

Revised August 20, 2020

### **Policy Brief & Purpose**

Employers have a duty under the Occupational Health and Safety Act to make sure they provide a safe workplace.

Due to the changing nature and spread of COVID-19, and in an effort to minimize the potential risk to members, staff and colleagues, the CMC has adopted a new COVID 19 Recovery policy relating to all CMC facilities, members, students and colleagues who work or are permitted to be at the Training Centre.

This COVID-19 Recovery Policy is susceptible to changes with the introduction of additional government restrictions, regulations and guidelines. If so, we will update you as soon as possible by email.

### **Scope**

The policy oversees and outlines the process of our facilities, in addition to the procedures and responsibilities required of members, students, contractors, vendors or colleagues who are permitted on site for purposes listed below.

- Training (Members or Students)
- Building Repair & Maintenance (Contractors)
- Delivery of products or services (Vendors)
- Meetings (Visitors & Colleagues)

---

All the above will be referenced as “Guests” throughout the remainder of the policy unless otherwise specified.

### **Policy Elements**

In this policy we outline the required actions; Guests (determined under the scope of the policy) should take to protect themselves and others from a potential COVID 19 infection.

### **Permissions**

- To gain permission to enter our facility for meetings, courses or repairs you must answer the CMC Guests Screening Questionnaire located at the front desk or provided to you by your instructor.

### **Sick or Symptoms**

- If you or a person in your household have cold symptoms, such as cough/sneezing/fever, or feel poorly, do not come for training or enter the training centre until you or person in your household are fully recovered, minimum of 14 days. If you are currently in training, please contact your instructor or the training centre.
- Guests who have tested positive during training and/ or have been to the training centre, are required to report this to the Director of Training or Coordinator.
- If you have come into contact with a person who has tested positive with COVID-19 do not come to the training centre, if you are currently in training, please contact your instructor or the training centre.
- If you have been exposed to someone who has or is suspected of having or is being tested for Covid-19, do not come into the CMC until you know the status of that person's results.

### **On-Site**

- All Guests are expected to review, acknowledge and follow the Covid 19 Procedures outlined in this policy.
- All Guests are required to follow the Physical Distancing Guidelines governed by the provincial Government and the CMC as outlined in the procedures of this policy.
- All Guests are required to follow instructions from CMC staff.
- All Guests are required to follow the information posted by the CMC.
- All Members or Students are not permitted to share personal belongings (e.g. tools, pencils, etc.)
- Water coolers are provided, Guests are required to follow the necessary Water Cooler Procedures outlined in this policy and posted by each water cooler. NO Personal containers, recyclable cups will be provided.
- No Coffee will be provided to union members at this time. Coffee may be purchased at the cafeteria located on the second level of CMC.

## **General Hygiene**

- All Guests are required to follow the CMC Hygiene Procedures outlined in this policy.
- All Guests are required to wash their hands in designated areas, NOT in the common area sinks such as the lunchroom.

## **Procedures**

**All Guests are required to follow the proper Hygiene Procedure upon access to the building, classrooms or shops as per the Hygiene procedure below.**

### **Entrance to Premises Procedure**

- Access to premises is limited and controlled.
- While registering for safety courses, all guests must physically distance, remain two (2) meters apart from each other.
- All Guests are required to follow the Hygiene Procedures below.
- After the proper Hygiene Procedure, Members and Students will be directed to their classrooms. All Contractors, Vendors and Visitors will be directed to where to proceed.

### **Classroom Procedure**

- Members and Students will enter the classroom as per the Physical Distancing Guidelines of two (2) meters apart.
- Tables are separated and limited to one (1) Member or Student per table based on the area of the respective classroom.
- Members and Students are required to bring their own classroom supplies, pens, pencils, highlighters, calculators, rulers, etc. NO sharing of any personal items. CMC is not responsible for supplying any stationary supplies.
- If CMC technology or materials are assigned to you during your training the following sanitation procedures will have to be followed.
  - All CMC technology or materials are sanitized prior to handing them out.
  - At the end of the class day all Members and Students are required to wipe all CMC technology or materials thoroughly with the sanitation wipes provided, ensure you wipe down the full surface of each item and return to your instructor.

### **Shop Procedure**

- Pre-job Hazard Assessment (tool box talk) will be required daily, instructors will discuss with students and sign off on the talk.

- All Members and Students will be required to wear gloves when directed by the instructor while utilizing equipment or tools. Members and Students are required to provide their own gloves. Tools and equipment will be sanitized on a regular basis.
- Instructors, Members and Students are responsible to ensure they follow the Physical Distancing Guidelines of two (2) meters apart.

### **Breaks or Lunch Breaks Procedure**

- All breaks to be staggered, with respect to each class in progress and the amount of people in the facility.
- Doors are always locked, if any Guest chooses to leave the building please advise your instructor or any CMC Representative to ensure you can get back in. Only the permitted Guests are allowed in the facilities, no unauthorized entry or access is permitted.
- Smokers are required to smoke in designated areas at their assigned break times. All cigarette butts are to be disposed of in the provided receptacles.
- Anyone leaving for any reason must notify their instructor or CMC Representative.
- All Guests are to follow the necessary Water Cooler Procedures outlined in this policy and posted by each water cooler. NO personal containers to be used, recyclable cups will be provided.
- No kitchen supplies or utensils will be provided.
- Members and Students are able to purchase lunch at the cafeteria but must remain six (6) feet apart in line up while waiting to be served.
- If Members and Students utilize the fridge or microwave, please be respectful and properly sanitize all handles or any surfaces that would be touched, with the cleaning products provided. NO dishcloths or towels, please use paper towel and discard in the nearest garbage receptacle.

### **Hygiene Procedure**

- To gain entrance into the facility, all Guests will be directed to sanitize their hands.
- Wash your hands after entering premises, after using the restroom, before and after eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the Training Centres.
- All Guests are required to cough or sneeze into their sleeve, preferably into your elbow. If you use a tissue, discard the garbage receptacle properly and clean or sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Masks as per Cheif Medical Officer guidelines  
<https://www.gov.nl.ca/covid-19/non-medical-masks-use-in-public/>

### **Water Cooler Procedures**

- Only use the recyclable cups provided. No personal bottles or containers.
- Before getting water please use the provided cleaning product to clean the handle or button that dispenses the water, DO NOT spray or use cleaner in the area where the water is dispensed.
- Recyclable cups are to be used one time only, discard your recyclable cups after every use.
- If the water bottle is empty, please notify your instructor, **DO NOT** change the bottle yourself.

### **Disciplinary Consequences**

- CMC staff have the right to refuse admission to the facilities due to any individual showing any of the COVID 19 symptoms.
- If any Guest refuses, or fails to adhere to any of the Covid 19 Recovery Policies or Procedures, they may be asked to remove themselves from the CMC premises. Members and Students may be subject to possible suspension, program dismissal and or applicable fees, which would be determined by the Director of Training.
- All Guests are also expected to keep up to date with government rules and regulations, both provincial and federal.

Further reading: <https://www.gov.nl.ca/covid-19/>

Thank you for ensuring you are following not only the Government Rules, Regulations and Guidelines but the CMC Policies and Procedures.

With us all working together, we can ensure we protect ourselves and our families from the Covid-19 virus.