



POLICY:  <b>COVID-19 Policy – Restoring Safe Services (Employees)</b>		POLICY NUMBER:  <b>COVID-1</b>
		PREVIOUS/REPLACES:  <b>COVID-19 Policy – Restoring Safe Services</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>August 30, 2021</b>	PRIOR VERSIONS:  <b>April 6, 2021 June 16, 2020 June 3, 2020</b>

## 1. Policy Statement

The Manitoba Institute of Trades and Technology (MITT) is committed to providing a safe and healthy work environment for all members of its community. The onset of COVID-19 has created challenges that have never been seen before. In a matter of days, learning at MITT moved from a traditional classroom setting to an online format. Employees and students relocated from MITT campuses to their homes to continue the learning process. Access to campuses for staff was severely restricted and managed. As we start to slowly return to the workplace, there will be many challenges for both staff and students, in particular, the unpredictable effects of the delta variant of concern. This policy outlines interim changes to processes and procedures we are making to guide a safe return to campus for all members of the MITT community.

MITT has met and exceeded the advice of Manitoba Public Health in the development of this policy and complies with federal and provincial Public Health Orders. In all cases Manitoba Public Health is the primary authority. MITT also reviewed federal guidelines and advice.

All members of MITT’s community are reminded that communications and contact tracing are the responsibility of Manitoba Public Health. MITT will cooperate with Public Health appropriately and will not otherwise advise the community without the direction of Public Health.

All members of the MITT community are expected to be familiar with current Public Health directives, [which can be found here](#) and must [complete the self-screening tool](#) each day before leaving home and coming to any MITT campus

This policy supersedes all other MITT policies where there is an overlap until such time that it is rescinded. Due to the changing environment caused by COVID-19, this policy is susceptible to rapid changes.

MITT will continue to monitor Public Health Directives and implement a gradual, phased-in approach for returning staff to campus. This will be done in a safe manner and will require patience. There may be continued relaxation and tightening of directives depending on



Manitoba Public Health Orders, directions, and recommendations. Safety will continue to be the number one priority.

MITT's colour-coded risk assessment tool, developed in 2020, provides a summary of the requirements and restrictions that MITT will be operating under based on the risk level dictated by the colour. A description of each colour code can be found in Appendix "A". MITT staff should refer to the COVID-19 Operating Guide for specific detail.

It is important that we respond responsibly to these new requirements and take all necessary health precautions.

## **2. Scope**

This policy applies to the following:

- All MITT employees including full-time, part-time, casual and contract;
- All MITT Governing Board Members;
- Volunteers and visitors to MITT;
- All other persons who provide goods, services or facilities on behalf of MITT. The vaccination/testing portion of this policy only applies to staff and adult students, over the age of 18 who are not in secondary school.

A separate policy applies to students (COVID-19 Policy—Restoring Safe Services—Students).

## **3. Policy/Procedure Changes**

The following is a list of policies and procedures that have been added or impacted by the pandemic and have been revised to provide a safe work environment. From time to time, MITT may adopt a different colour code depending on the circumstances.

- **Access to MITT Buildings**

Employees are **REQUIRED** to use the [Shared Health Manitoba self-screening tool](#) before leaving home to attend work or school.

- In order to help prevent the spread of COVID-19, access to MITT buildings will change according to the risk assessment. This will help ensure a safe and healthy work environment.
- Any individual who has not pre-screened or is showing any signs of COVID-19 should not, under any circumstances, enter any MITT premises. If it is determined that anyone on MITT premises has not completed these requirements, a pre-screening will be immediately required. If anyone is showing symptoms that align with the screening tool, they will be asked to leave the building.
- The attendance of all staff on campus is to be recorded. Each staff person is expected to track their own attendance on campus and each manager is expected to organize and track their staff attendance.



- MITT has developed plans to ensure safe entry points to reduce the potential for congestion and to allow for physical distancing.
- **Personal Protective Equipment (PPE)**
  - All existing baseline workplace health and safety requirements continue to remain in effect. Depending on the colour code that MITT is operating under, there may be instances where additional PPE will be mandatory. Employees are required to comply with PPE requirements. Failure to do so could result in disciplinary action, up to and including termination.
  - The importance of compliance and adherence to safe work and learning practices cannot be over emphasized as additional protective measures due to COVID-19 are implemented.
- **Working Remotely**
  - As the situation improves and in-person classes resume, employees will gradually return to work at office premises. This will be completed in a staged approach.
  - It is anticipated that there will be closures and re-openings throughout the pandemic. Depending on the risk level, this situation will require staff to be flexible as it may result in staff being required to move from working in MITT offices to working from home.
- **Attendance at a MITT Campus, Accommodations, Sick Leave Absences and Medical Certificates**

Employees are **expected to use the [Shared Health Manitoba self-assessment tool](https://sharedhealthmb.ca/covid19/screening-tool/)** for COVID-19 prior to each attendance at a MITT campus <https://sharedhealthmb.ca/covid19/screening-tool/>. They should not attend a campus if they have symptoms that are consistent with COVID-19. If it is determined that anyone on MITT premises has not completed these requirements, a pre-screening will be immediately required. If anyone is showing symptoms that align with the screening tool, they will be asked to leave the building. MITT will remain very flexible to ensure staff are supported and do not face barriers to remain away from MITT when ill.

- Employees are required to **stay at home** if they are ill. This will apply to COVID-19 symptoms, flus, colds, etc. This is essential to reduce the likelihood of the spread of the virus.
- Employees with chronic health conditions should consult with People Services and their manager.
- [Per Shared Health Manitoba's pre-screening tool](#), symptoms of COVID-19 may include runny nose, sore throat, fever, cough, loss of taste or smell, shortness of breath or difficulty in breathing in more severe cases.



- All employees are required to follow public health guidelines, including any directive to be in isolation, and follow the advice of Public Health as it relates to testing.
- If an employee becomes sick while onsite, the individual should leave MITT premises immediately, contact [Health Links – Info Santé](#) or a healthcare provider and follow their direction. If this is not possible, the individual will be required to isolate in a designated room at MITT until such time that they can leave the premises.
- Employees are required to notify the college, as per the normal absence procedures.
- As we are in unique times, a doctor's note is not mandatory in certain situations, however at the employer's discretion a doctor's note may be required.
- Employees with underlying health concerns or personal concerns that affect their ability to attend campus should discuss these with their manager and People Services.
- Employees may request an accommodation, including work from home, in consultation with their manager and People Services in the following circumstances:
  - Related to underlying medical condition and higher risk factors;
  - To self-isolate;
  - To care for a sick family member;
  - To care for a child or other family member where care arrangements were interrupted by COVID-19 (e.g., daycare closure)
  - Other
- People Services will help staff and their managers on an exceptional basis, including forwarding concerns to Executive Council members such as recommendations on covering absences and flexibility in granting the use of banked time.
- Your manager or People Services may connect with you to discuss your compliance with Public Health or your healthcare provider's instructions.

- **Vaccinations and Testing**



- In line with the Province of Manitoba directives of August 24, 2021, all MITT employees must be fully immunized and provide proof of vaccination in order to access any MITT building. Reasonable accommodations will be considered on a case-by-case basis, which accommodations may include remote learning/work, regular testing, modified duties/learning and/or modified hours of attendance, and/or increased personal protective equipment (PPE). Accommodations will be time limited and will be re-evaluated as needed.
- In line with the Manitoba public health directives, a fully immunized individual has received both doses (any combination) of an approved two-dose COVID-19 vaccine (AstraZeneca, Pfizer, Moderna), or a single dose of an approved single-dose COVID-19 vaccine (Janssen/Johnson & Johnson) with more than 14 days having passed between the final vaccination and their return to campus.
- MITT is not mandating all staff to be vaccinated. Evidence of vaccination is only required for staff who seek/are required to access MITT property. We will work to provide reasonable accommodations for medical and or documented exemptions on a case-by-case basis.
- For those employees who will be accommodated through testing, as determined in the accommodation process, they will be required to undergo frequent COVID-19 testing, up to three times per week for full-time employees, and provide proof of a negative, current, test result before they can resume working on campus.
- The first dose needs to be completed by September 22, 2021 and the second dose completed by October 31, 2021.
- Acceptable proof of vaccination will include the digital or physical Manitoba Immunization Card, or a secure printed provincial immunization record from either public health or the Manitoba Shared Health online portal that shows immunization dates.
- **Physical Distancing**
  - All employees are to follow physical distancing guidelines at all times and maintain an appropriate physical distance from other members. This means a minimum distance of at least two metres and reduced occupancy rates.
  - MITT will place markers on floors and display posters throughout campuses to help facilitate this requirement.
  - Offices, classrooms, and workshops will be temporarily modified as needed to ensure physical distancing.
  - Failure to comply will result in a documented warning and/or a request for you to leave the campus. Progressive discipline may apply as per the Progressive Discipline policy.
- **Travel Policy**



- For the time being, all out-of-province MITT travel is restricted and requires the approval of the President.
  - Travel within the province for work purposes is discouraged unless absolutely necessary for program continuity Manager approval is required.
  - Anyone who travels for personal reasons or work purposes must comply with the current provincial and federal travel directives and self-isolate if required.
  - Any individual who undertakes personal travel should consider the impact on their attendance including the impact of any travel directives.
- **Vacation Policy**
    - Employees are permitted to purchase up to an additional 10 days of vacation for the 2021/2022 fiscal year.
    - Employees should first discuss their request with their manager and seek approval prior to contacting People Services.
- **Workplace Safety, Health and Wellness Policy**
    - Workplace safety, health and wellness is a shared responsibility between all members of the MITT community.
    - MITT will increase cleaning and disinfecting measures in all MITT premises to help prevent the spread of COVID-19.
    - All employees are expected to practice good hygiene. For example, regular handwashing or the use of alcohol-based hand sanitizers.
    - Handwashing is required upon entry of campus, before and after eating, and after using the washroom.
    - All individuals must cover their mouth and nose with a tissue when coughing or sneezing or cough/sneeze into their sleeve.
    - Avoid touching your eyes, nose or mouth.
    - If using PPE, ensure appropriate training, care (including disinfecting) and use.
    - Employees are expected to share in the cleaning and disinfection of their work space.
    - Employees are to avoid sharing office equipment or supplies to the greatest extent possible.
    - Physical barriers will be installed where required.
    - In-person meetings should be limited to only when necessary and to the fewest possible participants. Virtual meetings are still encouraged.
    - There may be situations when very few people are on MITT campuses. MITT employees should be mindful that they should not be working alone unless absolutely necessary, per our Working Alone Policy.
    - To ensure the safety and security of staff and students, the use of 204-989-6666 (or 6666 from a MITT landline) is encouraged to ensure a timely response to a medical, security or other immediate incident). **IF EMERGENT CALL 911.**
- **Respectful Workplace Policy**
    - MITT adheres to the Human Rights Code of Manitoba. All members of our community shall be treated in a respectful manner. No person will be



discriminated or targeted in any form based on a misplaced perception that they may be a carrier of COVID-19 due to their perceived race, ethnic background, ancestry, or any other protected characteristic.

- **Orientation Policy**

- The COVID-19 policy will be included in the orientation package for all new staff and Governing Board Members.

#### **4. Confidentiality**

MITT will ensure confidentiality of any disclosures regarding COVID-19 and will comply with *The Freedom of Information and Protection Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) and MITT's Privacy and Access to Information Policy.

Public Health officials will conduct a public health investigation if there are any confirmed COVID-19 cases, which will lead to contact tracing and communications.

Any health-related information provided to MITT by staff will be used to help maintain a safe workplace. It is not MITT's intent to collect this information or store it in any manner.

#### **5. Discipline**

Compliance with this policy is essential to help limit the spread of COVID-19 and maintain a safe and healthy work environment. We are all in this fight together. These policies, procedures, and attached guidelines were developed with everyone's best interest in mind.

Any individual who is in breach of this policy is subject to disciplinary action. MITT policies will be used in such an instance and disciplinary action could be up to and including termination of employment for staff.

#### **6. Communication of Policy**

This policy will be posted on MITT's website in a prominent location to ensure widespread dissemination.

#### **7. Administration**

The Vice President, Business and Organizational Development, is responsible for ensuring that this policy is adhered to.

#### **8. Review**

This policy will be reviewed on a regular basis by MITT's Executive Council up and until the time that the threat of COVID-19 has dissipated.



The policy will be rescinded by Executive Council when COVID-19 is no longer perceived as a threat.

## **9. Reference**

### **Legislation and Government Directives**

State of Emergency and Public Health Orders

*The Human Rights Code*

*Personal Health Information Act*

*The Workplace Safety and Health Act*

### **MITT Policies**

COVID-19 Policy – Restoring Safe Services (Students)

Employee Orientation

Non-Discrimination

Progressive Discipline

Privacy & Access to Information

Sick Leave Absences and Medical Certificates

Travel Expense Policy & Procedures

Vacation Policy for Support Staff, Managers, Directors & Executive Officers

Workplace Safety, Health and Wellness

Working Alone or in Isolation



## **APPENDIX “A”**

### **MITT COLOR CODES**

#### **RED/CLOSED**

Red means no in-person classes, no public access to MITT campuses, no staff access other than by appointment. All learning, all administrative functions performed remotely.

#### **ORANGE/RESTRICTED**

Orange means restricted in-class learning for priority programs, small numbers, staggered visits, restricted campus entry and access, limited on-campus administrative staff/student services, and continued online program delivery. Social distancing, mandatory and additional COVID-19 PPE measures, and proper hygiene/handwashing strictly enforced.

#### **YELLOW/LIMITED**

Yellow means greater balance between on-campus and online delivery, students brought back to campus in small-group rotations, greater numbers of on-campus administrative team returns, possible resumption of campus services (cafeteria) at minimal levels, possible resumption of small-group on-campus activities. Social distancing, mandatory and additional COVID-19 PPE measures, and proper hygiene/handwashing strictly enforced.

#### **GREEN/OPEN**

Student learning is on-campus or online, depending on the extent to which each program adopts the new learning management system: D2L Brightspace. Student-client work will resume in programs such as auto mechanics or hairstyling. Social distancing, mandatory program PPE, proper hygiene/handwashing encouraged based on established best practices.