



POLICY:  <b>COVID-19 Policy – Restoring Safe Services (Students)</b>		POLICY NUMBER: <b>COVID-2</b>
		PREVIOUS/REPLACES: <b>COVID-19 – Restoring Safe Services (Students)</b>
APPROVED BY:  <b>Executive Council</b>	EFFECTIVE DATE AS OF:  <b>October 6, 2022</b>	PRIOR VERSIONS:  <b>April 19, 2022 December 20, 2021 December 13, 2021 September 14, 2021 September 1, 2021 June 16, 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. 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. MITT has also reviewed federal guidelines and advice, as well as that from the World Health Organization and the Centers for Disease Control and Prevention.

All members of the MITT community should be familiar with current MITT directives, [which can be found here](#).

This policy supersedes all other MITT policies where there is an overlap until such time that it is rescinded.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 continues to monitor Public Health Directives and has implemented 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.



Students should be aware that program durations may be impacted by COVID-19. Programs may be extended to support successful completion of studies. In such situations, some incremental fees not communicated at the time of initial enrolment will become mandatory (e.g. continuation of health insurance to program completion—where applicable).

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

## **2. Scope**

This policy applies to all MITT students including full-time and part-time secondary and post-secondary programs.

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

The following policies and procedures were revised to provide a safe work and learning environment.

- **Colour Code System**
  - MITT developed a colour-coded risk assessment tool with four levels that provide a summary of the requirements and restrictions that MITT will be operating under based on the risk level as dictated by the colour. A description of each colour code can be found in Appendix “A”.
  - The level of the colour code currently in effect will be communicated on MITT’s website to ensure that all members of the community are aware of the COVID-19 risk level and what measures are currently being undertaken.
  - From time to time, MITT may adopt a different colour code depending on the circumstances.
  - Students are expected and encouraged to monitor the current colour code to stay informed of the current state of MITT operations and classes. This is particularly important when there is a new COVID-19 related announcement by Manitoba Public Health (on the Province of Manitoba’s website or in the media).
- **Self-Screening**
  - All members of the MITT community should be familiar with [current health directives https://sharedhealthmb.ca/covid19/](https://sharedhealthmb.ca/covid19/).
  - All students are recommended to complete the [Shared Health Manitoba self-screening tool each day.](#)
- **Student Access to MITT Buildings and Campuses**
  - In order to help prevent the spread of COVID-19, access to MITT buildings may change according to the current risk assessment. This is to ensure physical distancing can be maintained and work and learning spaces can remain sanitized/disinfected.



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- Depending on the colour code that MITT is operating under, student access to MITT buildings may be restricted, with pre-screening required before entry and only with permission.
- Students showing any COVID-19 related symptoms will not be permitted entry on to campus or to remain in class.
- Student attendance will be taken as per the MITT Attendance Policy for normal grading and performance purposes. Attendance will also be monitored as part of MITT's physical distancing measures and building capacity requirements as part of the COVID-19 prevention measures.
- **Personal Protective Equipment (PPE)**
  - Standard workplace health and safety requirements specific to each program area or industry continue to remain in effect.
    - Depending on the assigned colour code and working requirements of the class/shop area, additional PPE may be mandatory for students and staff. Students will be required to comply with all PPE requirements. Failure to do so could result in grade penalties or disciplinary action, up to and including suspension of studies.
    - The importance of compliance and adherence to safe work and learning practices cannot be over emphasized.
- **Student Absences Due to Illness and Medical Notes**
  - Students are **recommended to use to use the [Shared Health Manitoba self-assessment tool](#)** for COVID-19 each day prior to arriving on campus for class. Students should not attend class or be on campus if they have symptoms that are consistent with COVID-19 or any other illness.
    - **Students are required to stay at home if they are ill.** This will apply to COVID-19 symptoms, flus, colds, etc.
    - Students are required to notify their instructor of any absences as per the Attendance Policy and/or the normal communication procedures specified by their instructor.
    - Students will be denied entry and/or will be required to leave class/campus immediately if showing any signs of illness. MITT instructors, advisors and staff will work closely with students who are ill to ensure they are supported and able to progress with their class as per the Attendance Policy. If an employee or student becomes sick while onsite, the individual will be required to leave campus immediately. If this is not possible (e.g., a minor waiting for parents), the student will be required to isolate in a designated area (isolation room) until arrangements are made to safely leave campus.
    - 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.



- Students with chronic health conditions that put them at higher risk for illness or COVID-19 should consult with their personal healthcare provider prior to starting/resuming studies. Student Services will be able to assist in providing college information on campus conditions to assist students and their physicians in determining if safe studies are possible under the current COVID-19 preventative measures. Student accommodations for medical conditions must be coordinated through Student Services and MITT reserves the right to require documentation from the student's healthcare provider to verify all recommendations/requirements.
- Students who are absent due to illness will not be required to provide a doctor's note upon returning to class. This is to help avoid burdening the healthcare system while pandemic measures are in place. Instructors and Student Advisors will work to support students who fall ill during studies with the common goal of recovering lost time and completing their program as planned. However, if there are prolonged periods of absence or the total number of days missed cannot be rescheduled within the original start/end dates for the program, students may require a withdrawal and re-start of their program.
- **Workplace Safety, Health and Wellness Policy**
  - Workplace safety, health and wellness is a shared responsibility between all members of the MITT community, including students.
  - All students on-campus and in class are expected to practice good personal hygiene, particularly with regular handwashing and laundering of clothing/equipment worn on-campus and as required for their program of study.
  - Handwashing is recommended upon entry of campus, before and after eating, and after using the washroom. Soap and water handwashing is preferred but use of alcohol-based hand sanitizers is also acceptable.
  - Students should cover their mouth and nose with a tissue when coughing or sneezing, or cough/sneeze into their sleeve.
  - Students should avoid touching their eyes, nose or mouth.
  - If using PPE, ensure appropriate training, care (including disinfecting) and use.
  - Students are expected to share in the cleaning and disinfection of their workspace, equipment and tools.
- **Respectful Workplace Policy**
  - MITT adheres to the Human Rights Code of Manitoba. All members of the MITT 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.



- **Student Supports**

- MITT is here to support students. The unpredictable impacts of the pandemic may result in challenges that can impact upon studies.
  - We encourage students to reach out to student services if they are experiencing barriers to the completion of their studies (e.g. mental health, financial hardship, etc.).

#### **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.

Any health-related information provided to MITT by students 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. Communication of Policy**

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

#### **6. Administration**

The Vice President, Academic, is responsible for ensuring that this policy is adhered to.

#### **7. Review**

This policy will be reviewed regularly by Academic Council.

This policy will be rescinded by Executive Council when COVID-19 is no longer deemed a threat.

#### **8. Reference**

##### **Legislation and Government Directives**

State of Emergency and Public Health Order

*The Human Rights Code*

*Personal Health Information Act*

*The Freedom of Information and Protection Privacy Act*

*The Workplace Safety and Health Act*



**MITT Policies**

Attendance Policy

COVID-19 Policy – Restoring Safe Services (Employees)

Privacy & Access to Information

Student Discipline Policy

Student Behaviour Policy

Workplace Safety, Health and Wellness



## **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. Physical 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. Physical distancing, mandatory and additional COVID-19 PPE measures, and proper hygiene/handwashing is encouraged.

#### **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. Physical distancing, mandatory program PPE, proper hygiene/handwashing encouraged based on established best practices.