



POLICY: COVID-19 Policy – Restoring Safe Services (Students)		POLICY NUMBER: COVID-2
		PREVIOUS/REPLACES: New
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: September 1, 2021	PRIOR VERSIONS: June 16, 2020

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, as well as that from the World Health Organization and the Centers for Disease Control and Prevention.

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This policy supersedes all other MITT policies where there is an overlap until such time that it is rescinded.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.



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 must be familiar with [current health directives https://sharedhealthmb.ca/covid19/](https://sharedhealthmb.ca/covid19/).
- All students are **REQUIRED** to complete the [Shared Health Manitoba self-screening tool](#) EACH DAY before leaving home and arriving at any MITT campus.

• 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



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physical distancing can be maintained and work and learning spaces can remain sanitized/disinfected.

- 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 who have not completed a self-screening or who are showing any signs of illness will not be permitted entry onto 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.
 - Students are expected and required to know and use the designated entry/exit points for their program of study in order to reduce bottlenecks in foot traffic that might compromise physical distancing requirements.
- **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 **expected and required 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. This is essential to reduce the likelihood of the spread of the virus.
 - 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 much as possible depending on the individual circumstance. If an employee or student becomes sick while onsite, the individual will be required to leave campus immediately, contact [Health Links – Info Santé](#) or their healthcare provider and follow their direction. If this is not possible (e.g., a minor waiting for parents), the student will be required to



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isolate in a designated area 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.
- All students are required to follow public health guidelines including any directive to be in isolation or advice from public health authorities as it relates to testing for COVID-19 or other illnesses.
- 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.
- **Physical Distancing**
 - Students are to follow physical distancing guidelines at all times and maintain a physical distance from others of at least 2 metres. Students will observe distancing markers on floors and in other spaces throughout campuses and will adhere to any modifications made to classrooms or common areas to facilitate distancing.
 - Failure to maintain safe distancing will result in a warning, followed by a requirement to leave campus, and in extreme circumstances may warrant a response according to MITT's Student Discipline policy.
- **Vaccinations and Testing**
 - As part of the provincial effort to better protect Manitobans from COVID-19, all staff and students over the age of 18 and not in secondary school, will be required to present evidence 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 learning and/or modified hours of attendance, and/or increased



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personal protective equipment (PPE). Accommodations will be time limited and will be re-evaluated as needed.

- MITT is not mandating students to be vaccinated. Evidence of vaccination is only required for students 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.
 - 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.
 - Designated students who are not fully immunized or cannot provide proof of vaccination will need to undergo frequent COVID-19 testing, up to three times a week for full-time students, and provide proof of a negative, current, test result before they can resume in-class learning.
 - The first dose needs to be completed by September 22, 2021 and the second dose completed by October 31, 2021. International students arriving in Canada must receive their first dose within 30 days of arrival in Canada and their second dose within 60 days of arrival. International students who have applied for their vaccination evidence but have not yet received it, may complete an MITT-approved vaccination declaration form and provide that to MITT. Falsifying this document will have similar consequences to falsifying any admissions or academic document.
 - 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 Shared Health Manitoba online portal that shows immunization dates.
 - An approved testing plan will be provided to students and is subject to change.
 - Any student seeking an accommodation to this section of this policy is required to speak to Student Services as soon as possible.
- **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.



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- Handwashing is required 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 must cover their mouth and nose with a tissue when coughing or sneezing, or cough/sneeze into their sleeve. Handwashing must immediately follow a cough or sneeze.
 - Students must 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.
 - Students are to avoid sharing personal school supplies to the greatest extent possible (pens, paper, gloves, etc.).
- **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.

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 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. Discipline

Student compliance with the COVID-19 prevention measures outlined here and in other policies is essential to help limit the spread of COVID-19 on-campus and throughout our community.



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Students who deliberately or repeatedly act in contrary to any of MITT's COVID-19 policies and best practices will be subject to discipline action outlined in the Student Discipline policy.



6. Communication of Policy

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

7. Administration

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

8. 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.

9. Reference

Legislation and Government Directives

State of Emergency and Public Health Order

The Human Rights Code

Personal Health Information 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. 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.