

**HS16****COVID-19 Workplace Recovery**

Classification:	Health, Safety & Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2020-06-17
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Mandatory Review Date:	As Required

**PURPOSE**

It is recognized that a wide variety of measures will be required to ensure an effective recovery from the COVID-19 pandemic. While many of these initiatives relate to administrative and financial strategies, there is a specific focus required to establish necessary controls within the workplace to help ensure the safety of the College community during the recovery period. The purpose of this policy is to describe College measures that have been approved to help ensure the health and wellness of the College community during the period of recovery.

**SCOPE**

This policy applies to all College campuses and all members of the College community.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
College Community	All employees, students, contractors, volunteers and visitors
Recovery Period	The College recovery period for the COVID-19 pandemic is the period that commences on the date that the provincial recovery plan is initiated with respect to the resumption of College activities and lasts until the completion of the provincial recovery plan and the College return to normal operations that are not influenced by COVID-19 public health controls.
Return to Normal	For the purpose of this policy, return to normal occurs with the lifting of pandemic related restrictions.

## POLICY

It is the policy of the College that a flexible, progressive workplace recovery plan that reflects provincial requirements and public health guidance through the implementation of necessary controls be developed, implemented and maintained until a return to normal is reached. A comprehensive Workplace Recovery Plan is intended to implement the Occupational Health & Safety Guidelines for COVID-19 in the workplace and address the necessary engineering controls, administrative controls, personal protective equipment, training and communications requirements.

The following policy statements also apply to support the implementation of these guidelines:

1. The College will sustain strategies for remote delivery of academic instruction, work-from-home strategies and remote-supported, on-site activities to support the principles of physical distancing, to the extent necessary and appropriate in the circumstances.
2. The College will continue to direct College community members who are ill to not attend campuses. Furthermore, the College will adopt measures for illness management and virus-spread prevention on campuses that are recommended by public health agencies, such as isolation protocols for possible exposures.
3. All international travel for business purposes requires specific authorization and approval, based on College operational requirements and specific considerations for the associated risks related to COVID-19, in accordance with Global Affairs Canada travel advisories and existing policies AD 17 and AA 44 for employee and student travel, respectively.
4. The College will work directly with employees on a case-by-case basis to address individual health-related concerns in a manner that reflects the College core values of Caring, Learning, Integrity and Respect.
5. The procedures and workplace practices associated with this policy are iterative and based on ongoing awareness. When necessary, however, this policy will be enforced through the typical application of the SA 07 Student Conduct Policy and College progressive disciplinary processes for employees.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Occupational Health &amp; Safety Guidelines for COVID-19</b>	
1.1 Ensure the development and maintenance of guidelines that incorporate the necessary occupational health & safety measures, in conjunction with Joint Occupational Health & Safety Committees.	Director, Risk Management
<b>2. Workplace Recovery Plan</b>	
2.1 Ensure that processes are implemented that provide for the development and regular reviews of the plan. These measures will involve the Joint Occupational Health & Safety	Director, Risk Management

Committees, the COVID-19 Coordination Committee and other College stakeholders, as is customary, in order to ensure continual monitoring of the plan effectiveness and identification of any necessary changes.

### 3. College Community Members

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| 3.1 | Ensure the implementation of this policy and associated guidelines and work practices, with respect to ongoing planning of College operations. | College Executive Team,<br>College Leadership<br>Team, Chairs /<br>Managers, Supervisors |
| 3.2 | Ensure adherence to the workplace measures and work practices that are identified in the guidelines and the Workplace Recovery Plan.           | College Community<br>Members   |
| 3.2 | Participate in such training as may be required for the effective implementation of the Workplace Recovery Plan.                               | College Community<br>Members   |

## SUPPORTING DOCUMENTATION

Appendix 1 Occupational Health & Safety Guidelines for COVID-19

## RELATED POLICIES

HS 01 Occupational Health & Safety  
SA 07 Student Conduct  
HR 18 Employee Code of Conduct

## RELATED MATERIALS

Occupational Health & Safety Guidelines COVID-19  
<http://www.algonquincollege.com/safety-security-services/11-18-21-hs-16-covid-19-ohs-guidelines/>