

COVID-19 RECOVERY WORK PLAN

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BACKGROUND

The Covid-19 Recovery Readiness Steering Committee (CRRSC) will plan, develop and lead the implementation of all initiatives at Humber College (HC) and University of Guelph Humber (UGH) as required in the stages of the Covid-19 Recovery Plan. The CRRSC will develop policies and guidelines to assist all staff, students, and visitors to access the college and meet all requirements as mandated by governmental/public health agencies. Further, the CRRSC will provide the required direction/guidance to all required sub-committees in order to meet the purpose of the committee.

WORK PLAN

1. Committee established
2. Terms of Reference identified

Responsible | Evidence-informed | Resourced | Monitored | Responsive | Effective | Clear

3. Identify stages of recovery
4. Identify physical areas/space in scope
5. Identify elements of recovery to be addressed in planning
6. Steering committee to monitor for consistency; provide guidelines to sub-committees, departments etc.; all recovery plans to follow same guidelines and principles Sub-committees required – sub-committees will be assigned to each of the elements of recovery

DEFINITIONS AND SCOPE

Stages of Humber COVID-19 Recovery Plan

Stage One:	Quarantine – Planning for Recovery
Stage Two:	Campus Opening
Stage Three:	Fall 2020 Semester Start
Stage Four:	Winter 2021 Semester Start

Physical areas/spaces to be addressed at Humber:

- North Campus (all buildings, parking lots, access roads)
 - BCTI
 - Corporate Education & Training Centre
 - Centre for Trades & Technology
 - Arboretum
 - Day Care Centre
 - Residence
 - Computer hub
- Lakeshore Campus (all buildings, parking lots, access roads)
 - Art Commons, Fitness Centre, Medical Centre
 - Birmingham
 - Residence
- Orangeville Campus
- Employment Centres

ELEMENTS OF RECOVERY

ELEMENT ONE: PHYSICAL DISTANCING

PHYSICAL DISTANCING PLAN

1. The constraints/impact/procedures on spaces:
 - a. Classrooms
 - b. Teaching Labs
 - c. Open Labs
 - d. Corridors
 - e. Retail spaces (including food prep areas)
 - f. Eating Areas
 - g. Gathering Areas
 - h. Open Learning areas
 - i. Administrative/Office spaces
 - j. Training Rooms (staff)
 - k. Outdoor spaces – parking lots, parking garage, arboretum
 - l. Day care centre
 - m. Residence
 - n. Athletics
 - o. High Touch labs: Massage Therapy, Spa, TCM, Culinary, Play Therapy
 - p. Other common spaces such as washrooms and elevators

2. Identify types of events/activity which are in jeopardy/will no longer be possible in stages 2 and 3 due to physical distancing and identify ways to adjust:
 - a. Large events (30 plus)
 - i. President's Breakfast and BBQ
 - ii. Orientation events
 - iii. Awards/Student events
 - iv. Convocation
 - v. Fall Open House
 - vi. College Council meetings
 - vii. Large departmental meetings (AOC, AALF, etc.)
 - viii. Board of Governors meetings
 - ix. Employee training/learnings
 - x. Conference activity – both in-house and external (i.e. Partnership events)

- xi. Community usage/rental
- b. Athletics
- c. Pool on property

ELEMENT TWO: CONTROL ACCESS

Control access to the Property/Buildings:

1. Consider reducing the number of entrances on large buildings.
2. Create a reception protocol.
3. Identify screening process to be used for students/staff/contracts/visitors
4. Create signage
5. Restrict public access (not students/not staff/not contractors) to Humber facilities/spaces
 - a. Will external bookings be permitted?
6. Instructions on returning Humber equipment (sanitized) back to the property.
7. Consider shipping and receiving processes required.

ELEMENT THREE: PREPARATION OF BUILDINGS/PROPERTY

1. Cleaning plans – routine and specialized
 - a. Shared workstations
 - b. Student labs
 - c. High touch spaces
 - d. Eating areas
 - e. Washrooms
 - f. Cleaning of equipment/supplies
2. HVAC and Mechanical checks
3. Other as determined by the committee

ELEMENT FOUR: ACADEMIC RETURN

1. Identify the Semester program delivery options
2. Completion of Winter outcomes (lab/applied)
3. Completion of Fall semester plan – hybrid options
4. Schedule based on physical distancing guidelines provided by sub-committee

ELEMENT FIVE: COMMUNICATION PLAN

1. To staff
2. To students

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3. To Industry/community partners
4. To contractors
5. To all Humber departments
6. Parents
7. Government
8. Media

ELEMENT SIX: STAFF AND STUDENT RETURN TO CAMPUS PLAN

1. Consider at-risk groups
2. Consider exceptions for parents/caregivers while schools closed
3. Health screening and reporting
4. Remote work plan in stages 2 and 3 – policy/staggering staff on campus
5. Tracking employees
6. IGNITE activities
7. Determine if PPE is required to be worn by staff/students
8. Determine if PPE is required to be supplied to staff/students

ELEMENT SEVEN: COVID-19 WATCH

COVID- Watch (to be aware of second wave) – and to be put in place at the time of campus opening

1. Monitor government and public health authorities information
2. Reporting and tracking members of Humber community who are diagnosed
3. Liaise with Public Health for advice and reporting
4. Planning and preparing for any changes or alterations to the Recovery Work Plan that may be necessary due to outbreak or second wave scenarios

ELEMENT EIGHT: POLICY ALIGNMENT

1. Do current policies meet our needs – Remote work/Guest and Visitor/
2. Is there a need to create new policies or create amendments?

SUB-COMMITTEES/WORKING GROUPS

1. Academic
 - a. North Campus
 - b. Lakeshore
 - c. Skill Trades

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- d. ETS
- e. Orangeville
- 2. HR
- 3. Health and Safety (Including Joint Health and Safety for Union Representation)
- 4. Facilities
- 5. Public Safety
- 6. Guelph-Humber
- 7. Information Technology Services
- 8. Student Services/IGNITE

NOTES:

1. All Humber departments are responsible for creating their own recovery plans. They will be informed by the work of the sub-committees as they prepare the plans related to the eight elements of the return to campus.
2. A member of the Communications team will sit on each of the sub-committees and will be responsible for sharing the decisions that are made in the sub-committees to the rest of the college community.

SUB-COMMITTEE ALIGNMENT

The sub-committees will be required at various points to connect to all of the elements of the recovery; however, the leadership for the work within each of the elements will rest with the following sub-committees:

Physical Distancing:	Facilities
Control Access:	Public Safety and Health and Safety
Academic:	Academic/ITS
Preparation of Buildings:	Facilities
Communication Plan:	Communications (will have a representative on each of the work groups)
Staff/Student Return:	HR, Health and Safety, Student Services, ITS
COVID-19 Watch:	Health and Safety, Student Services
Policy Alignment:	Steering Committee
Guelph-Humber:	Tasked with creating their own plan, informed by all of the elements above.