

COVID-19 Policy for Manitoba Students, Instructors and Staff

Purpose

At Robertson, the health and safety of our students, instructors, and staff is our top priority. We want to ensure we are all working together to take effective action to limit the potential spread of COVID-19 when returning to campus. This policy outlines Robertson's campus reopening plan and describes the guidelines and protocols involved in safely returning to campus; it is intended for all Manitoba-based Robertson students, instructors and staff.

Campus Reopening: Phased Approach

In June 2020 we began our phased approach to campus reopening for students and instructors, which entailed opening our Winnipeg campus to students in select School of Health programs so students could complete the hands-on and clinical lab portions of their programs for graduation on or close to their targeted program end date. Phase 2 began on July 17, 2020 and involved inviting all students and instructors from all programs to return to campus on a designated half-day specific to their program of study. Since this time the province has experienced a second and third wave of the COVID-19 infection. Currently, Manitoba is seeing a decrease in COVID-19 cases and an uptake in vaccination rates. As a result, restrictions are gradually loosening.

As our next phase in our reopening plan, the Massage Therapy clinic will reopen for specific client groups: family and friends of Robertson Massage Therapy students as well as Robertson team members or students can attend the clinic for a massage. All students, instructors, staff, and clients will be required to wear masks at all times when on campus. This phase will go into effect immediately.

We are continuously monitoring provincial and federal health orders and will adjust our reopening plan accordingly.

Safe Return to Campus - Protocols and Guidelines

Self-Assessment

As with every business, we have a series of reopening protocols in line with provincial and federal health orders to which all students, instructors, and staff must adhere to.

First, prior to returning to campus, all staff and students should take the COVID-19 self-assessment to determine whether they are safe to return. The self-assessment tool for Manitoba can be found here:

[Manitoba COVID-19 Screening Tool](#)

For Students

- If the results of a self-assessment indicate a student may be at risk, this student is encouraged to notify his or her instructor so that an excused absence can be recorded.
- If a student chooses to disclose the results of their self-assessment, the instructor must notify their Manager or Lead immediately.
- The student is advised to quarantine and seek medical advice and information about COVID-19 testing.
- If the test results are found to be negative and all symptoms have subsided as per provincial health legislation, the student may return to campus.
- If test results are positive, this individual must self-isolate immediately and follow protocols from provincial health authorities; this individual may return to campus if they have isolated after testing positive for COVID-19 as is legally required in the province in which they reside and are symptom free - whichever is longer (see mandatory isolation requirements for Alberta and Manitoba below).

For Instructors and Staff

- If the results of a self-assessment indicate an instructor/staff member may be at risk, this individual must cease any on campus activity and is encouraged to inform his/her manager/director.
- The instructor/staff member is advised to quarantine and seek medical advice and information about COVID-19 testing.
- If test results are found to be negative and all symptoms have subsided, this individual should notify his/her director/manager and will be permitted to return to campus if/when required.
- If test results are positive, this individual must self-isolate immediately and follow protocols from provincial health authorities; this individual may return to campus if they have isolated after testing positive for COVID as is legally required in Manitoba.

Mandatory Isolation

The province of Manitoba has a mandatory self-isolation requirement that is legally binding. This requirement describes the isolation measures one is to take if they:

1. have symptoms
2. live in the same household with someone who has symptoms
3. have been in close contact with someone who has tested positive for COVID
4. have tested positive for COVID
5. have traveled internationally

As per the Province of Manitoba website, Manitobans must follow these self-isolation guidelines:

- Effective August 28, 2021, public health orders will require Manitobans to self-isolate for 14 days if:
 - they have tested positive for COVID-19; or
 - they have been exposed to COVID-19 through close contact.
 - live in the same household with someone who has symptoms
- Individuals will be notified by a public health official if self-isolation is required (in both of the above instances).
- Once notified, the person must go to their residence or an approved self-isolation location and remain there for 14 days, or until they are directed otherwise by a public health official.
- Exceptions will be made for in-person appointments with health care providers. However, if an individual leaves their home, they must wear masks, maintain physical distancing and minimize the time away from their self-isolation location.
- Failure to self-isolate in accordance with public health advice is a violation of the order and is enforceable under the Public Health Act. Individuals could be subject to fines for non-compliance.

Exemptions

If you are identified as a close contact of a COVID-19 case, but you have received both vaccine doses, you may be exempt from needing to self-isolate (quarantine), provided:

- You have no symptoms and it has been more than 14 days since your 2nd dose, AND
- You do not have a medical condition that could compromise effectiveness,

Public health officials will help determine whether you are exempt from needing to self-isolate. Individuals should still monitor for symptoms of COVID-19 for 14 days following any exposure, isolate immediately if any develop, and get tested for COVID-19.

Retrieved from the Province of Manitoba, self-Isolation requirements which can be found [here](#).

Campus Protocols

In addition to the self-assessment, we will continue to follow protocols to ensure all students and team members are safe while on campus. These include:

- Reducing class and lab sizes to align with provincial health orders in Manitoba
- Adhering to vigilant cleaning and sanitizing measures in classrooms, labs, offices, hallways, and washrooms; professional cleaners with clear protocols will service each campus. Frequently touched surfaces will be disinfected regularly and vigorously.
- Providing cleaning supplies to instructors in their classrooms and requiring them to frequently clean and disinfect workspaces and commonly touched surfaces.
- Mandating the use of hand sanitizer upon entry, exit, and as needed in each classroom, common areas and office spaces.
- Ensuring that students, instructors, and staff who are not scheduled to return to campus are not permitted to enter the building during regular class time to reduce the number of occupants.
- Scheduling textbook and laptop pick up for designated days by appointment only.
- Adjusting high-traffic areas on campus and marking these areas with appropriate signage to prevent bottlenecks.
- Providing set, tiered break times for each class/lab each day to minimize traffic flow.
- Reducing the number of tables and chairs in student lunch areas and classrooms and spacing tables at least 2 metres apart.
- Opening windows as weather permits and when possible to facilitate ventilation.
- Posting signage about physical distancing upon entrance to the campus, in classrooms, washrooms and common spaces.
- Mandating that physical distancing of two metres is practiced whenever possible.
- Mandating the use of masks on all campus locations by all students, instructors, and staff.
- Ensuring that student cohorts remain in small groupings during hands-on and clinical work; students must stay in designated cohorts and classrooms; no rotations are permitted.

Students, instructors and staff are also expected to meet the following protocols while on campus:

- Maintain physical distancing of two metres whenever possible.
- Minimize prolonged contact (more than 10 minutes) between individuals whenever possible.
- Wear a mask on campus; this includes when coming into the main entrance of the building and College, walking in hallways, in classrooms, and while going to washrooms.

- Adhere to the designated entry and exit points on campus.
- Limit coming and going from the building to once per day.
- Use the contactless QR code sign in system for contact-tracing upon entrance.
- Sanitize for 20 seconds upon entering the building.
- Wash and sanitize hands frequently while on campus.
- Avoid touching one's face.
- Avoid greetings that involve touching such as a handshake.
- Avoid sharing supplies or other items with fellow students, instructors and staff.
- Avoid the unnecessary touching common surfaces (desks, counters etc.) whenever possible.

**Students and staff in some programs will be required to wear Personal Protective Equipment (PPE).*

Non-compliance

Students, instructors and staff who do not adhere to the protocols above may:

- be asked to vacate the campus
- may be subject to applicable provincial and federal fines and penalties

What to do if you feel sick at home

If students, instructors or staff get sick with fever, have a cough or are experiencing trouble breathing they should:

1. Avoid contact with others; quarantine immediately.
2. Inform their instructor or director/manager immediately that they are experiencing symptoms if they are comfortable doing so.
3. Quarantine and seek medical advice and information about COVID-19 testing.
4. Continue to quarantine until required (as per the MB self-isolation requirements stated above).
5. Inform their instructor/director/manager if their test results are positive if they choose to disclose.
6. Provincial Health authorities will follow up and notify individuals who may have been in close contact with the individual infected. Robertson will also communicate to those students, staff and instructors who may be impacted. Only pertinent information about the exposure will be shared to protect the privacy of the individual infected.

What to do if you feel sick while on campus

If students, instructors, or staff develop symptoms on campus they should:

1. Inform their instructor/director/manager immediately.
2. Ensure their face remains covered with a mask.
3. Quarantine themselves in a vacant space or as per the directive of their instructor/director/manager.
4. Arrange to go home immediately; call emergency contact or a member of their household to arrange a ride; avoid public transportation (bus, taxi).
5. Maintain a two metre distance from other students, instructors, and staff while exiting the building.
6. All individuals are advised to quarantine and seek medical advice and information about COVID-19 testing.

Possibility of Positive Case on Campus - Communication Protocol

The following process applies to a Robertson student, instructor or staff member who tests positive for COVID:

- If a student discloses a positive result to an instructor, the instructor must inform their director/manager immediately.
- If an instructor or staff member discloses a positive result to their director/manager, the director/manager must inform senior management immediately.
- When a positive case on campus is confirmed, local public health officials will lead the response.
- The local public health authority will advise the institution if a confirmed case of COVID-19 was present on campus during the person in question's infectious period, and assess the need for the institution or part of the institution to be closed for a period of time, and provide any other further direction.
- Local public health authorities will identify close contacts of a positive case and contact those individuals who may have been exposed.
- Health authorities will advise on whether to close off areas used by the infected person and will advise as to whether cleaning and disinfecting protocols must be enacted.
- Robertson will work with provincial health authorities, following their processes and protocols for tracking and informing specific individuals who may be at risk of infection. All individuals who were at risk of exposure will be required to self-isolate as per the provincial self-isolation requirements specified above.
- Students will continue to learn virtually until they have been notified by their instructor/director/manager that it is safe to return to campus.

Possibility of Close Contact - Communication Protocol

Students, instructors, and staff are legally required to self-isolate for 14 days (as per MB guidelines) and monitor for symptoms if they come in close contact with a person who has tested positive for COVID-19. Exposure may have resulted from providing care to another individual, living with or having close physical contact without appropriate use of personal protective equipment, coming into direct contact with infectious body fluids, or other close contact

The following process applies to a Robertson student, instructor, or staff member who has a member of their household tests positive or who has been in contact with someone who has recently tested positive:

- If a student discloses a possible exposure to an instructor, the instructor should inform their director immediately.
- If an instructor or staff member discloses a positive result to their director/manager, the director/manager must inform senior management immediately.
- When a positive case on campus is confirmed, local public health officials will lead the response.
- The local public health authority will advise the institution if a possible exposure was present on campus during and assess the need for the institution or part of the institution to be closed for a period of time, and provide any other further direction.
- Local public health authorities will identify close contacts of a potential exposure and contact those individuals who may have been exposed.
- Health authorities will advise on whether to close off areas used by the infected person and will advise as to whether cleaning and disinfecting protocols must be enacted.
- Robertson will work with provincial health authorities, following their processes and protocols for tracking and informing specific individuals who may be at risk of infection. All individuals who were at risk of exposure will be required to self-isolate as per the provincial self-isolation requirements specified above.
- Students will continue to learn virtually until they have been notified by their instructor/director/manager that it is safe to return to campus.

Privacy of Health Information

Robertson is committed to protecting the private health information of its students, instructors and staff as per provincial health information legislation; individuals who choose to disclose private health information related to COVID can be assured that only pertinent information will be shared in an effort to keep our students, staff and instructors safe and healthy.

Staying Informed

Students, staff, and instructors are encouraged to review the COVID-19 related information on our website and from official, credible sources as below:

[Robertson College - Important Information about COVID](#)

[Centers for Disease Control \(CDC\)](#)

[Public Health Agency of Canada \(PHAC\)](#)

[World Health Organization \(WHO\)](#)

[Province of Manitoba: COVID-19](#)

**Robertson will continue to actively monitor the COVID-19 situation closely and revise our COVID Policy according to provincial and federal protocols.*

Approved by: Paul Holden, President and CEO, Education Canada Group

Date Approved: July 17, 2020

Last Date Revised: July 12, 2021