



ALBERTA BIBLE COLLEGE

ABC Covid-19 Prevention Policy

Date Approved: 10/15/2020	Status: Active
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ABC Department: All

Scope of this policy: this policy applies to all ABC staff, faculty, volunteers, visitors and students as long as the Covid-19 health restrictions from applicable jurisdictions remain in place (City of Calgary, Alberta Health, Alberta Advanced Education, Office of the Chief Public Health Officer of Canada). This policy describes ABC's current status and *modus operandi*. It will be revised to reflect changes in jurisdictional requirements.

Preamble/Rationale for Policy: post-secondary educational institutions who wish to reopen to in-person classes are required to develop policies and procedures "to prevent the spread of COVID-19" ("Guidance for Post-Secondary Institutions," June 22, 2020).

Definitions: (note: a person may fulfill more than one of the roles defined below. Such persons should follow the guidelines that pertain to their primary role at ABC for the purposes of any particular visit).

- "visitor/guest": a person requiring access to ABC's campus on a one-time or irregular basis.
- "staff": a person who is under contract to work for ABC on either a part-time or full-time basis.
- "faculty": a person who is under contract to teach at ABC on either a part-time or full-time basis. This includes adjunct faculty.
- "student": a person who is enrolled in a program of study at ABC. This includes unclassified students.
- "volunteer": a person who requires access to ABC's campus on a one-time, irregular, or regular basis for the purposes of conducting volunteer work. Such persons will have completed the ABC screening process.
- "close contact": "face-to-face contact within 2 meters," ([Covid-19 Alberta Health Daily Checklist](#))

Policy:

Alberta Bible College will comply with local, provincial and federal regulations and recommendations with respect to taking steps to minimize the risk of transmission of Covid-19. Such steps are detailed in the attached procedure, and in ABC's *Covid-19 Rapid Response Plan* and include (but are not necessarily limited to):

1. maintaining a locked, limited-access campus facility;
2. continue offering online or hybrid options for all classes, for as long as is recommended by Alberta Education;
3. limiting the number of individuals gathered for educational, worship, or social purposes when the campus reopens;
4. for all campus visitors/guests and volunteers: daily pre-screening and screening of campus visitors, including gathering contact information using ABC's screening form; (see Appendix 1);

5. for staff, students and faculty: daily self-screening of symptoms through use of the [Covid-19 Alberta Health Daily Checklist](#) (with no recording of screening results)
6. maintaining physical distancing and wearing masks;
7. frequent hand sanitizing and handwashing;
8. regular sanitization of high-traffic areas and high-contact surfaces;
9. published policies, procedures, and orientation materials for staff, students, faculty, and volunteers who return to campus for work or study;
10. encouraging staff, students, faculty, volunteers, and visitors/guests to download and use Alberta's contact tracing app, [ABTraceTogether](#);
11. protection of individual privacy through secure storage of screening forms (kept in case an outbreak occurs);
12. preparation and consumption of group meals (unless catered by a professional caterer who provides all plates and cutlery) will not be permitted while Covid restrictions remain in place;
13. individual meals may be consumed (not prepared) by staff, students, faculty, visitors and volunteers in common areas provided that sanitizing procedures are followed.

Related Information:

- Alberta Bible College *Covid-19 Rapid Response Plan*.

Sources and Resources:

1. **General Relaunch Guidance (Government of Alberta)**
 - <https://www.alberta.ca/assets/documents/covid-19-general-relaunch-guidance.pdf>
2. **Portal to Relaunch Guidance Documents (Government of Alberta)**
 - <https://www.alberta.ca/guidance-documents.aspx>
3. **Guidance for Post-Secondary Institutions (Government of Alberta)**
 - <https://open.alberta.ca/dataset/b321eaf7-be50-46b0-a7e2-8022c850512a/resource/ae10e2a0-49de-4ec2-b441-9d16f2efe185/download/covid-19-relaunch-guidance-post-secondary-institutions.pdf>
4. **Guidance for Libraries (Government of Alberta)**
 - <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-libraries.pdf>
 - Additional resource: ABC's current library plan (Marissa Moore)
5. **Guidance for Places of Worship (Government of Alberta)**
 - <https://open.alberta.ca/publications/covid-19-information-guidance-for-places-of-worship>
6. **Guidance for Sport, Physical Activity and Recreation – Stage 2 (Government of Alberta)**
 - <https://www.alberta.ca/assets/documents/covid-19-relaunch-sports-physical-activity-and-recreation.pdf>
7. **Guidance for Graduation Ceremonies (Government of Alberta)**
 - <https://open.alberta.ca/publications/covid-19-information-guidance-for-graduation-ceremonies>
8. **COVID-19 Info for Albertans (Government of Alberta)**

- https://www.alberta.ca/coronavirus-info-for-albertans.aspx?utm_source=google&utm_medium=sem&utm_campaign=Covid19&utm_term=prevention&utm_content=v1&gclid=EAIaIQobChMIucKQp5776wIV4D6tBh3y0wkzEAAYASAAEgLML_D_BwE
9. **COVID-19 Alberta Health Daily Checklist (Government of Alberta)**
 - <https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>
 10. **COVID-19 Self-Assessment Tool (Alberta Health Services)**
 - <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>
 11. **Alberta Health Record of Decision: CMOH Order 05-2020 (Alberta Health)**
 - <https://open.alberta.ca/dataset/005ee2c3-9877-4145-98d0-4306162ac5aa/resource/46aa9494-7454-4dd4-9f74-a250257be1ab/download/health-cmoh-record-fof-decision-cmoh-05-2020.pdf>
 12. **Alberta Health Record of Decision: CMOH Order 25-2020 (Alberta Health)**
 - <https://open.alberta.ca/dataset/4f3b33f3-4c18-4ac2-ba59-61b0afdde2af/resource/df6b81ef-b7fa-49be-9169-b3c6b81e61c0/download/health-cmoh-record-of-decision-cmoh-25-2020.pdf>
 13. **Pandemic FAQ: Customer Lists (Office of the Information and Privacy Commissioner of Alberta)**
 - <https://www.oipc.ab.ca/resources/pandemic-faq-customer-lists.aspx>
 14. **Covid-19 Face Coverings Bylaw**
 - <https://www.calgary.ca/csps/cema/covid19/safety/covid-19-city-of-calgary-mask-bylaw.html>
 15. **Physical Distancing: How to Slow the Spread of COVID-19 (Government of Canada)**
 - <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>
 16. **Reduce the Spread of COVID-19: Wash Your Hands Infographic (Government of Canada)**
 - <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/reduce-spread-covid-19-wash-your-hands.html>

Policy History

	Name	Date
Supercedes/Replaces:	N/A	N/A
Drafted by:	David Ford	
Approved by:	Cabinet	October 15, 2020
Revised by:	David Ford (revised AH daily checklist)	October 27, 2020
	David Ford (removed AH daily checklist)	November 6, 2020
Retired on:		
Superceded by:		

Revised 11/6/2020



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Procedures:

1. Maintain a locked, limited-access campus facility
 - a. Access to the campus facility for all persons except staff will be by:
 - i. appointment made in advance, or,
 - ii. by ringing the doorbell for access
2. ABC will only reopen for in-person teaching and learning under the guidance of Alberta Higher Education. ABC will continue to offer online (or hybrid) options for all classes.
 - a. According to the June 22 **Guidance for Post-Secondary Institutions (Government of Alberta)**, while “Post-secondary institutions may resume in-person instruction or blended in-person/online instruction, ... Post-secondary leaders are encouraged to continue to hold classes remotely and limit in-person attendance on campus as much as possible,” (1).
 - b. Where in-person classes may safely be offered, ABC will consider doing so in consultation with faculty and students. A hybrid option will accommodate students who are either uncomfortable with or who are unable to attend in-person class gatherings.
3. Limiting the number of individuals gathered for educational, worship, or social purposes when the campus reopens
 - a. A maximum of 100 persons will be permitted for any gathering
 - b. The person responsible for the gathering will be responsible to ensure that their group complies with the provisions of this policy and its attendant procedures.
 - i. Daily screening of campus visitors, including gathering contact information for all campus visitors. All campus visitors are to complete a screening process prior to or upon their arrival.
 - ii. Minors may be included on their parent/guardian screening form.
 - iii. Anyone who answers “yes” to any question on the checklist must not be allowed to participate.
 - c. ABC maintains a sign-in station at the main entry doors, stocked with:
 - i. blank ABC screening forms and sanitized pens
 - ii. face masks
 - iii. sanitizing wipes
 - iv. hand sanitizer
 - v. signs indicating the need to fill out the screening form, wear a mask, and to use hand sanitizer
 - vi. digital thermometer to aid with student, staff, faculty, and visitor self-screening temperature checks
 - d. Completed screening forms are placed in a folder and are gathered daily for secure storage.
 - e. Providing personal contact information is voluntary for attendees. While providing this information is voluntary, ABC has the obligation to refuse access to campus or to ABC’s educationally related activities for any person who refuses to provide screening information.
 - f. ABC requires campus visitor consent to gather their information and is required to notify them of the purpose and legal authority to collect the information.

- g. Records will be kept securely for one month and then will be destroyed.
 - h. Visitor groups are given their own screening form folder, to help maintain privacy.
 - i. Attendance will be taken at all in-person classes and activities.
4. For all campus visitors/guests and volunteers: see Procedure #3 above.
 5. For staff, students and faculty who regularly work at ABC during the locked-campus period: daily screening of symptoms through use of the [Covid-19 Alberta Health Daily Checklist](#). All staff, students and faculty are to complete a screening process prior to or upon their arrival at campus. Anyone who answers “yes” to any question on the checklist must not be allowed to participate.
 6. Physical distancing and wearing masks
 - a. A spacing of 2m will be maintained for individuals gathered for study, worship, or recreational activity, by removing or redeploying seating.
 - b. Where such spacing is not possible, additional protections will be used, including but not necessarily limited to: masks, physical barriers, minimizing the time individuals are in close proximity.
 - c. Class scheduling will be adjusted in order to limit contact in public areas.
 - d. Signs in common areas and classrooms will remind people about physical distancing requirements.
 - e. Floors will be marked to indicate proper physical distancing and direction of foot traffic flow.
 - f. As a general practice, bathroom capacity will be limited to one person at a time to minimize the possibility of close personal contact.
 - g. Masks are required in all public spaces by all people on campus in accordance with City of Calgary Covid-19 Face Coverings Bylaw (effective Aug. 1, 2020). Respiratory etiquette will be promoted through the use of posted signs.
 - i. Students traveling together or with faculty to Field Experience events: everyone traveling in the same vehicle must practice
 1. hand sanitizing
 2. must wear masks at all times
 3. must be as physically distanced as the vehicle permits
 - ii. In worship gatherings, singing is strongly discouraged. When singing does occur, masks must be worn by all persons in the group.

Exceptions to mask wearing include:

 - i. persons working in their assigned office space unless they have a guest enter their workspace and the 2m required minimum distance cannot be maintained
 - ii. in classroom settings: instructors, and students enrolled in class who are maintaining the required 2m physical distance.
 - iii. Individuals exempt from wearing face coverings include children under two years of age and people with medical conditions or disabilities that inhibit their ability to wear them, and people engaged in athletic/fitness activity. See a complete list of exceptions at <https://www.calgary.ca/csps/cema/covid19/safety/covid-19-city-of-calgary-mask-bylaw.html>
 7. Hand sanitizing and handwashing
 - a. Signs are posted to remind people of the requirement to frequently wash hands, and of the proper procedures for handwashing.

- b. Hand sanitizer stations are located at the main entrance and in public hallways, along with signage indicating their location and proper use.
8. Sanitization of high-traffic areas and high-contact surfaces
 - a. ABC has purchased a misting sanitizer machine for sanitizing large/public areas.
 - b. Gathering and public areas are sanitized after each group use.
 - c. High-traffic and high-touch areas are sanitized daily.
 - d. Sanitization schedules are posted on all restroom doors, indicating what surfaces are sanitized, who did the sanitizing, and when sanitization occurred.
 - e. Routine checks of high-traffic areas to ensure that they are clean and stocked with necessary hygiene items (e.g., soap, paper towels)
 - f. A phone number should be posted for attendees to contact if there are sanitization or distancing concerns
 9. Published policies, procedures, and orientation materials for staff, students, faculty, and volunteers who return to campus for work or study
 - a. ABC's Covid policy and procedure will be posted on ABC's website, and on Populi.
 - b. When in-person classes recommence, all staff, students, faculty, and volunteers will be given a copy of the policy and procedure, and will be required to sign a form (either paper or digital) acknowledging that they have read the policy and procedure, and that they agree to abide by their provisions.
 - c. These forms will be kept in storage in the Administrative office for the duration of the pandemic.
 10. Encourage staff, students, faculty, volunteers, and visitors/guests to download and use Alberta's contact tracing app, [ABTraceTogether](#)
 - a. Access to this link will be posted on ABC's website and in Populi.
 11. Protection of individual privacy through secure storage of screening forms (kept in case an outbreak occurs) The collection of attendees' names and contact information is critical to support public health contact tracing efforts in the event that an attendee tests positive for COVID-19 or an outbreak is identified at Alberta Bible College. Names and contact information for all students, faculty, and staff is filed in Populi, ABC's learning management system. Attendance for activities (e.g., classes, chapel, field experience activities, retreats) is recorded. Volunteer's contact information is kept in their file in the main office.
 - a. Screening forms include information on when campus visitors signed in and signed out.
 - b. Completed screening forms are kept in the (locked) Enrollment office.
 - c. Completed forms are kept in a hanging file folder for one month. Each day of the month has its own hanging folder. Each day the forms for that day for the previous month are removed and shredded, and the current day's forms are placed in that day's folder.
 12. No further procedure required
 13. Use of the Student Center and/or Seminar Room or other common spaces for meals by staff, students, volunteers, visitors, or faculty:
 - a. hand wash or hand sanitize before touching any common surface
 - b. hand wash or hand sanitize before and after eating
 - c. sanitize any surfaces touched during the meal, including tables and chairs using disinfecting wipes
 14. Additional procedures apply to ABC's library
 - a. See Guidance for Libraries (Government of Alberta) <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-libraries.pdf>

- b. See also ABC’s library policy, “Covid-19 Policy”
 - c. See also ABC’s library policy, “How to Get a Hold during Covid”
<https://www.abccampus.ca/wp-content/uploads/2020/08/How-to-Get-a-Hold-during-Covid.pdf>
15. Additional procedures apply to graduation ceremonies. See Guidance for Graduation Ceremonies (Government of Alberta), <https://open.alberta.ca/publications/covid-19-information-guidance-for-graduation-ceremonies>
 16. Additional procedures apply to renters who rent ABC facilities for the purpose of worship and for the ABC community when in-person Chapel gatherings resume on campus. . See Guidance for Places of Worship (Government of Alberta), <https://open.alberta.ca/publications/covid-19-information-guidance-for-places-of-worship>
 17. Additional procedures apply to renters to rent ABC facilities for the purposes of sports, physical activities, or recreation, or for when the ABC fitness center opens for staff, student, and faculty use. See Guidance for Sport, Physical Activity and Recreation – Stage 2 (Government of Alberta), <https://www.alberta.ca/assets/documents/covid-19-relaunch-sports-physical-activity-and-recreation.pdf>



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Appendix 1: ABC Screening Form

Alberta Bible College requires visitors to screen for symptoms of Covid-19. Under Alberta Higher Education “Guidance for Post-Secondary Institutions,” and PIPA, ABC has the legal authority to gather this information. While providing this information is voluntary, ABC has the obligation to refuse access to campus or to ABC’s educationally related activities for any person who refuses to provide screening information.

Anyone who answers “yes” to any of the questions below will not be granted access to ABC’s campus and will not be able to participate in ABC educational activities.

COVID-19 Risk Assessment: Screening Questions

1. Do you have any of the following symptoms which are new or worsened if associated with allergies, chronic or pre-existing conditions: fever, cough, shortness of breath, difficulty breathing, loss of sense of taste or smell, sore throat, and/or runny nose? Yes No
2. Have you returned to Canada from outside the country (including USA) in the past 14 days? Yes No

In the past 14 days, at work or elsewhere

3. Have you had close contact with a person who has a confirmed case of COVID-19? Yes No
4. Have you had close contact with a symptomatic person who had close contact with a confirmed case of COVID-19? Yes No

I voluntarily consent to providing this information, and I verify this information is accurate and true. _____

Signature

Printed Name: _____

Minors present have also answered the screening questions: No Yes

Names _____

Contact Information: _____

Date of Site Visit: _____

Time (signed in): _____ Time (signed out): _____

Staff Involved: _____