



## ALBERTA BIBLE COLLEGE

# Communicable Disease Prevention Policy

**Date Approved:** 10/12/2021

**Status:** Approved

**ABC Department:** All

**Scope of this Policy:** This policy applies to all ABC staff, faculty, students, volunteers, and visitors to minimize the risk of transmission of communicable disease.

**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).

1. ABC community member: An ABC staff, faculty, student, volunteer, or visitor.
2. Staff: A person who is under contract to work for ABC on either a part-time or full-time basis.
3. Faculty: A person who is under contract to teach at ABC on either a part-time or full-time basis. This includes adjunct faculty.
4. Outbreak: An outbreak is declared in Alberta when, in any “non-healthcare workplace ... when there are 10 or more cases,” “[Outbreaks in Alberta](#).”
5. Student: A person who is enrolled in a program of study at ABC. This includes unclassified students.
6. 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.
7. Visitor: A person accessing ABC’s campus on a one-time or irregular basis.
8. Rental individuals/groups: An individual or group who rents space on ABC property for any activity.

### **Policy:**

Alberta Bible College will comply with municipal, provincial, and federal health measures to limit the spread of communicable diseases. These measures will evolve over time, and this policy will be updated accordingly. At all times, ABC will also be guided by the values/convictions of: concern for whole-person wellness, care for the other person demonstrated through self-sacrifice, and respect for authority. ABC’s ongoing approach to limiting the spread of communicable diseases will include (but is not necessarily limited to):

1. Hybrid learning options
2. Self-screening and rapid response
3. Physical distancing
4. Mask wearing
5. Hand hygiene
6. Cleaning and sanitization
7. Community awareness



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8. Areas/activities for special consideration
9. Rental individuals/groups

### Procedures:

1. Hybrid learning options
  - a. During an outbreak of a communicable disease, ABC will offer hybrid options for all classes. This will allow students to participate virtually when they exhibit symptoms of any communicable disease or when, due to underlying health conditions, they need to limit possible exposure to communicable disease.
2. Self-screening and rapid response
  - a. Members of the ABC community who are feeling unwell will stay home until they are well. To help discern what “unwell” means, see item 2.b. below.
  - b. Staff, faculty, students, volunteers, and visitors/guests will conduct daily self-screening of symptoms through use of the [COVID-19 Alberta Health Daily Checklist](#).
  - c. Anyone who answers “yes” to any question on the checklist is not allowed to participate in ABC’s on-campus or off-campus activities.
  - d. Digital thermometers to aid with temperature checks are available in the main office.
  - e. Any attendees who begin to experience communicable disease symptoms while participating in ABC community activities are required to follow the protocols outlined in ABC’s *Communicable Disease Rapid Response Plan*.
  - f. When college administration learns of a positive case of COVID-19 within the ABC community, it will communicate this information to the ABC community within twenty-four hours and encourage the community to monitor for symptoms. The identity of the individual who has tested positive will not be identified.
3. Physical distancing
  - a. ABC will require community members to practice physical distancing in accordance with government mandates in place at the time.
  - b. The maximum number of persons permitted for any gathering will be determined by public health restrictions at the time (if any).
4. Mask wearing
  - a. ABC will require community members to wear masks in accordance with government mandates in place at the time. During these times, masks are required when multiple people are travelling in the college van or in private vehicles used for a college activity.
  - b. Extra disposable masks are available in the main office.
5. Hand hygiene
  - a. Hand sanitizing stations are available at the campus main entrance and in hallways.
  - b. Signs throughout campus will encourage good hygiene practices, including: washing hands with soap and water regularly, and avoiding touching your face.



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6. Cleaning and sanitization
  - a. Campus facility staff will conduct regular sanitization of high-traffic areas and high-contact surfaces.
  - b. Sanitization schedules are posted on all restroom doors, indicating what surfaces are sanitized, who did the sanitizing, and when sanitization occurred.
  - c. Routine checks of high-traffic areas will ensure that they are clean and stocked with necessary hygiene items (e.g., soap, paper towels).
  - d. A phone number is posted on bathroom doors for attendees to contact if there are sanitization concerns.
7. Community awareness
  - a. ABC will provide community members access and orientation to ABC's *Communicable Disease Prevention Policy* and *Communicable Disease Rapid Response Plan*. These policies will be posted on ABC's website and on Populi.
  - b. Signs on campus will remind community members about key pieces of these policies/plans.
8. Areas/activities for special consideration
  - a. Procedures guiding the use of/participation in special areas/activities include:
    - i. Chapel
      - When communion is celebrated, elements will be served in pre-packaged, individual portions.
    - ii. Library
      - Hand sanitizer will be available at the library entrance and by the book-sale table.
      - Users will sanitize their workstation when they are finished. Wipes are provided in the library to sanitize workstations.
      - Restrictions to physical resources may occur if the situation warrants.
    - iii. Classrooms
      - Classroom furniture will be arranged to allow for physical distancing.
      - Classrooms will be sanitized on a regular basis.
    - iv. Gymnasium/Fitness centre
      - Fitness equipment will be generously spaced apart.
      - Hand sanitizer will be placed at the entrances/exits of the gymnasium and the fitness centre.
      - To reduce the dispersion of droplets, fans should not be used.
      - No more than two users will use the fitness centre at one time.
      - For activities that require shared equipment (e.g., basketball, volleyball), participants should perform hand hygiene before and after participating.
      - Users must sanitize any shared equipment after use.
    - v. Field Experience



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- Field experience students will follow Procedures 1—7 above.
  - In addition, if Field Experience students travel in public transportation (including the ABC van) while the Province of Alberta or the City of Calgary masking requirement remains in place, they will wear a face mask.
  - Where host organization policies are more stringent than ABC's policies, the more stringent policies will prevail.
- vi. Food serving events (e.g., community lunch/PACE snack, graduation banquet)
- Personnel involved in serving will practice hand hygiene frequently. No self-service will be permitted.
  - Hand sanitizer will be available at the entrances/exits of the dining area, as well as at the start of any food or beverage line.
  - Diners will sanitize their hands before and after collecting their food or beverage.
  - Condiments and utensils will be individual, pre-packaged, and of the single-use/disposable variety.
  - There will be no shared containers or dispensers for food, beverages, napkins, condiments, or utensils that are accessible to diners for self-service. Extra supplies will be dispensed by serving personnel.
  - Disposable cups must be used for coffee, tea, and hot water dispensed on campus. New disposable cups will be used for refills. Cream and sugar will be pre-packaged. Stir sticks will not be provided.
- vii. Graduation
- In the case of an outbreak of a communicable disease, ABC's graduation ceremony (and related activities) will be governed by federal, provincial, and municipal guidelines regarding public gathering.
9. Rental individuals/groups
- a. The individual supervising the activity will be responsible to ensure that their participants comply with the provisions of this policy and its attendant procedures.

### **Related Information:**

1. Alberta Bible College *Communicable Disease Rapid Response Plan*.

### **Sources and Resources:**

1. **COVID-19 Alberta Health Daily Checklist (Government of Alberta)**



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- <https://open.alberta.ca/publications/covid-19-information-alberta-health-daily-checklist>
2. **General Guidance for COVID-19 and Other Respiratory Infections (Government of Alberta)**
    - <https://open.alberta.ca/dataset/d7948ab4-3d38-47d8-b793-c7f3f556b124/resource/161e3494-64e0-4e22-b779-6e343d8b06a5/download/general-guidance-covid-19-respiratory-illnesses-2021-07.pdf>
  3. **“Outbreaks in Alberta”**
    - <https://www.alberta.ca/covid-19-alberta-data.aspx#p25721s5>
  4. **“Covid-19 Workplace Outbreak Frequently Asked Questions (FAQ)”**
    - <https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-workplace-outbreak-faq.pdf>

## Policy History:

Date	Author’s Name	Key Changes	Approved By
Sept. 1, 2021	David Ford (Academic Dean), Cory Pytlarz (Student Development Dean)	New policy	President’s Cabinet
Sept. 16, 2021	Cory Pytlarz (Student Development Dean)	<ul style="list-style-type: none"> <li>• Updates to masking and physical distancing requirements</li> <li>• Addition of procedure for informing ABC community when positive Covid cases occur</li> </ul>	President’s Cabinet
Oct. 12, 2021	David Ford	Added “outbreak” definition and resources	President’s Cabinet

Revised 10/13/2021

Policy due for review on: One year from last revised date