



West Coast College of Massage Therapy

COVID-19 Safety Plan 2020-2021

Prepared in accordance with:
the BC COVID-19 Go-Forward Guidelines for Post-Secondary,
Go-Forward Guidelines for Health Professions,
and BC's Restart Plan

Contents

STEP 1 – RISK ASSESSMENT	2
STEP 2 – IMPLEMENT PROTOCOLS TO REDUCE THE RISK	3
FIRST LEVEL PROTECTION (ELIMINATION)	3
SECOND LEVEL PROTECTION (BARRIERS & PARTITIONS)	3
THIRD LEVEL PROTECTION (ADMINISTRATIVE CONTROLS)	4
New Westminster Campus Occupancy Limits:	5
Victoria Campus Occupancy Limits:	5
FOURTH LEVEL PROTECTION (USING MASKS)	7
CLEANING & HYGIENE PRACTICES	8
STEP 3 – DEVELOP POLICIES	9
STEP 4 – DEVELOP COMMUNICATIONS PLAN AND TRAINING	10
STEP 5 – MONITORING THE WORKPLACE & UPDATING AS NECESSARY	11
STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS	12

STEP 1 – RISK ASSESSMENT

The Health & Safety Committee identified and assessed the risk for the following areas:

Areas Where People Gather:

Area	Group of People
Clinic Waiting Area	Members of the public/clinic patients
Classrooms	Students; Faculty
Locker Area	Students
Student Lounge	Students
Faculty Lounge	Faculty
Library	Students

Jobs and tasks where workers are close to one another or members of the public:

Jobs & Tasks	Group of People
Checking patients in; taking payments; assisting student interns	Reception
Waiting for their treatment	Patients esp. vulnerable populations
Supervising student interns	Clinic Supervisors
Performing treatments	Student Interns
Student massage exchanges; lunch & breaks	Students
Working in the Faculty Lounge; using computers, photocopiers	Faculty
Staff meetings	Staff

STEP 2 – IMPLEMENT PROTOCOLS TO REDUCE THE RISK

FIRST LEVEL PROTECTION (ELIMINATION)

Area	Elimination Measures
Clinic Waiting Area:	<ul style="list-style-type: none"> ▪ Staggered Clinic Patient start-times to reduce traffic in the Clinic area ▪ Restricted access to clinic to Patients only – no family/friends (except caregivers) ▪ Reduced seating in waiting area ▪ Spaced chairs at least 2 meters apart
Classrooms:	<ul style="list-style-type: none"> ▪ Staggered class start times at 30-minute intervals to reduce student traffic at the start of the day and at break times ▪ Arranged seating to maximize distance between students
Locker Area:	<ul style="list-style-type: none"> ▪ Restricted access to essential use only ▪ No loitering, studying, changing, or eating in the locker area is allowed
Student Lobby:	<ul style="list-style-type: none"> ▪ Reduced the number of chairs to accommodate a distance of at least 2 meters between each chair ▪ Removed fabric/cloth covered furniture and replaced with plastic/vinyl furniture to facilitate cleaning where possible
Faculty Lounge:	<ul style="list-style-type: none"> ▪ Removed small couch to prevent close sitting
Library	<ul style="list-style-type: none"> ▪ Reduced the number of computer stations to allow 2 meters distance ▪ Reduced work tables to allow 2 meters distance ▪ Limited seating at each work tables

SECOND LEVEL PROTECTION (BARRIERS & PARTITIONS)

Area	Barriers & Partitions
Reception:	<ul style="list-style-type: none"> ▪ Installed a Plexiglas barrier at the reception desk where there is the most traffic of members of the public
Faculty Lounge	<ul style="list-style-type: none"> ▪ New Westminster Campus: Installed Plexiglas partitions at each workstation for additional protection ▪ Victoria Campus: Arranged seating with 2 meters distance to enable social distancing

THIRD LEVEL PROTECTION (ADMINISTRATIVE CONTROLS)

Rules & Guidelines: See the WCCMT Health & Safety Manual (Fall 2020) COVID-19 Policies & Procedures

Rules and guidelines have been established for each group of people, relevant to the tasks, jobs, and areas of the campus they will need to access. All Guidelines will be communicated directly to the relevant parties in writing via e-mail and will also be available to online for reference. An online orientation to the new policies, procedures, and guidelines is available to all students, faculty, and staff in advance of re-opening.

The guidelines were established following health and safety guidance provided by BC's Provincial Health Officer, BC's Centre for Disease Control, WorkSafe BC, as well as the Return-to-Practice Guidelines published by the College of Massage Therapists of BC (CMTBC). Main references included the BC COVID-19 Go-Forward Guidelines for Post-Secondary and Go-Forward Guidelines for Health Professions.

The College has adjusted existing College policies and procedures in order to accommodate for operating during the pandemic. These are attached as an addendum to our Health & Safety Manual, Fall 2020 edition. A copy of the manual is available to all members of the WCCMT community online. For external requests, please contact the College's Health & Safety Officer.

Policies for COVID-19 pre-screening; working alone; working from home; online attendance; and waiving of fees for missed exams/quizzes have been established in order to support any member of the community to stay home when ill or experiencing symptoms, and to deter attendance while ill.

Guidelines to be Communicated directly to Students, Faculty, Staff and Patients:

Applies To	Rules & Guidelines
Student Interns	1.0 Clinic Guidelines – Student Interns 1.1 Clinic Guidelines – Health Student Officer
Clinic Patients	1.2 Clinic Guidelines – Patients
Clinic Instructors	1.3 Clinic Guidelines – Supervisors
Students	1.4 Classroom Guidelines - Students 1.5 Classroom Guidelines – Intro to Massage
Faculty (classroom)	1.6 Classroom Guidelines - Faculty
Staff & Reception	1.7 Guidelines for Staff & Reception
Laundry	1.7.2 Guidelines for Laundry Staff
General	1.8 COVID-19 Guidelines and Procedures - Common Areas 1.9 COVID-19 Policies & Procedures (Health & Safety Manual)

New Westminster Campus Occupancy Limits:

Occupancy limits have been established and posted for all areas of both campuses. In areas where social distancing can not be guaranteed, personal protective equipment (PPE) is mandatory. Limits in Use with PPE have been set as to the lowest number feasible.

Area	Square Feet	Limit (with 2-meters distance)	Limit in Use with PPE (mask required)
Classroom PA	1,300	36	38
Classroom PB	1,550	43	41
Classroom PC	650	18	14
Classroom PD	1,600	44	46
Classroom PE	1,290	35	40
Classroom LA	650	18	14
Classroom LB	900	25	40
Locker Area	448	12	12
Student Lobby	1,070	29	29
Faculty Lounge	250	6	6
Private Offices	100	2	2
Library	800	22	18
Clinic Waiting Area	470	13	4
Clinic Treatment Room	54	2	2
Clinic Instructor Office	108	3	2
Reception	220	6	4
Basecamp	140	3	2

Victoria Campus Occupancy Limits:

Area	Square Feet	Limit (with 2-meters distance)	Limit in Use with PPE (mask required)
Classroom- Vagus	1620	34	36
Classroom- Lunate	1577	32	34
Classroom- Soleus	1122	32	34
Clinic Waiting Area	150.5	5	5
Computer Lab	140	4	4
Student Library	139	3	3

Meeting Room	77.5	2	2
Faculty Room	262	5	5
Student Lounge	209	5	5
Student Kitchen	103	3	3
Reception	340	7	7
Locker Area	265	7	7
Supervisor's Office	78.4	2	2

FOURTH LEVEL PROTECTION (USING MASKS)

As a general rule, the use of masks is mandatory on campus for all students, faculty and staff. Masks will be available for purchase for individuals who report to campus without. See table below.

Group	PPE Required:	PPE Optional:
Everyone	<ul style="list-style-type: none"> ▪ Upon entry to building ▪ Anytime two meters distance can not be maintained 	<ul style="list-style-type: none"> ▪ N/A
Students	<ul style="list-style-type: none"> ▪ During all classes ▪ During student exchanges 	<ul style="list-style-type: none"> ▪ Library ▪ Lunch area
Student Interns	<ul style="list-style-type: none"> ▪ During all treatments 	<ul style="list-style-type: none"> ▪ Clinic Instructor Office with 2 meters distance ▪ Alone in a treatment room
Faculty & Staff	<ul style="list-style-type: none"> ▪ During all staff meetings ▪ While outside their private office ▪ Performing a demo of a technique ▪ During evaluations 	<ul style="list-style-type: none"> ▪ While in their own private office ▪ While giving a lecture within the designated area.
Clinic patients & Members of the Public	<ul style="list-style-type: none"> ▪ Masks are mandatory for all patients and members of the public 	<ul style="list-style-type: none"> ▪ N/A

Group	How Informed on Proper Use of Masks:
Students	<ul style="list-style-type: none"> ▪ All students will receive Health & Safety training on the first day of classes, including proper use of masks.
Student Clinic Interns	<ul style="list-style-type: none"> ▪ Clinic Orientation on first day of Clinic includes proper use of masks.
Faculty & Staff	<ul style="list-style-type: none"> ▪ Health & Safety training during on-boarding and available in the Health & Safety Manual.
Members of the public/clinic patients	<ul style="list-style-type: none"> ▪ Signage posted on-site at entrances.
Available to all WCCMT members	<ul style="list-style-type: none"> ▪ Health & Safety Manual (Page 30-31) ▪ Reminder of proper use of masks is included in the COVID-19 protocol video sent to all Students, Faculty and Staff.

CLEANING & HYGIENE PRACTICES

The College has always maintained a high level of infection prevention and control measures, due to the nature of massage therapy education: close contact and clinical settings.

In light of the COVID-19 pandemic, the College has further expanded regular janitorial service to include increase frequency of cleaning in high traffic areas and touch spots; special handling for laundry; and special protocols for safe waste disposal. In addition, a cleaning shift has been added to the Clinic schedule, in order to have a dedicated cleaning person responsible for ensuring treatment rooms are properly sanitized between patients.

Summary:

Task	Party Responsible	Frequency
Professional Deep Clean of entire facility prior to re-opening campus	New Westminster Campus: Cleaning Services Vancouver BC (3 rd party) Victoria Campus: VForce (3 rd party)	Completed in immediate advance of re-opening the College
Professional Clean of entire facility	New Westminster Campus: Overtime Janitorial Service (3 rd party)	Morning, Afternoon, Night shifts 7 days/week including all touch spots
	Victoria Campus: VForce (3 rd party) Laundry staff	Evening Day – all touch spots and high traffic areas
Clinic treatment rooms between patients	Health Student Officer	Between each patient and at the end of each shift
Classroom during use	Students & Faculty	In between each exchange and at the end of each class

STEP 3 – DEVELOP POLICIES

See Appendix 1.9 – COVID-19 Policies and Procedures

The College has made significant amendments to our standard policies and procedures to accommodate for COVID-19. Amended policies and procedures are located in the Health & Safety Manual, which is available online to all students, faculty and staff. A printed copy is available in the library.

Summary:

Policy Overview	
Who is allowed on campus	<ul style="list-style-type: none">▪ Access has been restricted to students, faculty, staff, and patients.▪ Anyone displaying symptoms of COVID-19 is prohibited▪ Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case in the past 14 days is prohibited
Maintaining Safety	<ul style="list-style-type: none">▪ Students who meet a screening criterion will be able to attend class online▪ Faculty who meet a screening criterion will be able to teach from home or reschedule their class▪ Regular penalties for absences have been adjusted to disincentivize attending while ill
What to do if ill	<ul style="list-style-type: none">▪ Anyone who develops symptoms while on campus are to immediately wash hands, put on a mask, inform the Health & Safety Officer, and go home.

STEP 4 – DEVELOP COMMUNICATIONS PLAN AND TRAINING

Group	Training Plan
Students	<ul style="list-style-type: none"> ▪ Orientation video prior to re-opening ▪ E-mailed copies of all policies & protocols ▪ Live webinar info session prior to re-opening ▪ Health & Safety training on the first day ▪ Guidelines posted in classrooms, clinic and common areas ▪ Signage for hygiene protocols posted on-site
Student Clinic Interns	<ul style="list-style-type: none"> ▪ All training listed above for Students
Faculty & Staff	<ul style="list-style-type: none"> ▪ Orientation video prior to re-opening ▪ E-mailed copies of all policies & protocols ▪ Live webinar info session prior to re-opening ▪ Guidelines posted in classrooms, clinic and common areas ▪ On-site walk-through for all Clinic Supervisors, including training on how to ensure policies and procedures are being followed
Members of the public/clinic patients	<ul style="list-style-type: none"> ▪ Information sent via e-mail upon booking ▪ Messaging on Jane Booking system ▪ Messaging on Website Clinic pages ▪ Signage posted at entrances
Available to all WCCMT members	<ul style="list-style-type: none"> ▪ WCCMT COVID-19 Safety Plan posted on our Website ▪ Signage on-site including occupancy limits and effective hygiene practices ▪ Signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

STEP 5 – MONITORING THE WORKPLACE & UPDATING AS NECESSARY

- Department Heads will monitor the effectiveness of policies and procedures of their respective departments.
- Recommendations for updates will be forwarded to the Health & Safety Officer for consideration.
- Revisions will be discussed with the Manager of Operations or with the Health & Safety Committee, as necessary.
- Students can provide feedback via the Student Liaison Committee meetings

Department	Position Responsible	Area to Monitor
Education (Classroom)	New Westminster Campus: Curriculum Coordinator Victoria Campus: Campus Director	<ul style="list-style-type: none"> ▪ Classroom ▪ Pre-screening ▪ BioPrep ▪ Intro to Massage
Education (Clinic)	Clinic Administrators	<ul style="list-style-type: none"> ▪ All Clinic Guidelines; ▪ Reception
Student Services	New Westminster Campus: Director of Compliance & Student Services/Health Officer Victoria Campus: Executive Director	<ul style="list-style-type: none"> ▪ Policies & Procedures in Health & Safety Manual
Admissions	Admissions Coordinator	When re-instated: <ul style="list-style-type: none"> ▪ Info Sessions ▪ Student for a Day ▪ Campus Tours
Janitorial	Operations	<ul style="list-style-type: none"> ▪ Common Areas ▪ Janitorial ▪ Laundry ▪ Signage ▪ Furniture ▪ Barriers/Plexiglas

STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

Area of Risk	Mitigation Plan
Laundry	
Handling soiled linens	<ul style="list-style-type: none"> ▪ All laundry staff must wear gloves and smocks when handling soiled linens ▪ The plastic bins will be used for clean linens only, and there will be one bin in each clinic room for the student to use ▪ The laundry staff will be using the fabric laundry hampers for the soiled linens
Ensuring adequate cleaning	<ul style="list-style-type: none"> ▪ Regular inspection and maintenance of washing machine settings; soap pump settings; and dryer temperature will be conducted to ensure optimal laundering
Increased risk for some items (blankets, curtains, table pads, hydrocollator, thermophores, ice packs)	<ul style="list-style-type: none"> ▪ Increased frequency of laundering for blankets and curtains ▪ Removal of wool table pads ▪ Hydrocollators, thermophores and ice packs will not be used while COVID-19 restrictions are in place
Products out of use	
Products	<ul style="list-style-type: none"> ▪ A review of products on site found no risk from resuming operations after 6 months out of use
New Equipment	
Safety Glasses for Students' Use Smocks for laundry staff and Health & Safety Student officer	<ul style="list-style-type: none"> ▪ Students will be trained on proper use of safety glasses and how to sanitize them. ▪ Clinic Supervisors will instruct students on proper use of smocks. ▪ The Health & Safety Officer will instruct Laundry staff on proper use and laundering of smocks.
New Staff	
Manager of Operations Student Services Coordinator Admissions Coordinator Marketing Coordinator Laundry Staff Reception Staff	<ul style="list-style-type: none"> ▪ All new staff will receive Health & Safety training as part of their on-boarding process. ▪ All staff must pass a Health & Safety training quiz at the start of their employment. ▪ Reception staff will be specifically trained in procedures related to screening patients.