



## Ponoka Learning Centre Re-Launch Plan

<b>Stages for Re-Opening Summary .....</b>	<b>2</b>
Stage 1: August 1st, 2020 .....	2
Stage 2: September 1 <sup>st</sup> , 2020 .....	2
Stage 3: October 10 <sup>th</sup> , 2020 .....	2
Final Stage or Back to Normal: TBA.....	2
<b>Screening .....</b>	<b>3</b>
<b>Rapid Response to Possible COVID-19 Exposure .....</b>	<b>4</b>
<b>Engineering .....</b>	<b>5</b>
<b>Administrative .....</b>	<b>7</b>
<b>Personal Protective Equipment .....</b>	<b>10</b>
<b>Rimbey Location Specific .....</b>	<b>11</b>



## Ponoka Learning Centre Re-Launch Plan

### STAGES FOR RE-OPENING SUMMARY

#### Stage 1: August 1st, 2020

- Facilities are closed to the public.
- Staff work remotely.
- PRALS programs online.

#### Stage 2: September 1<sup>st</sup>, 2020

- Offices are closed to the public.
- Staff work at assigned location.
- Staff Offices are closed to the public.
- People can book online or in-person appointments with staff. Individuals must submit an answer to the **COVID-19 RESPONSE FORM** before the in-person meeting. Meetings take place only where proper protocols can be observed.
- PRALS programs online only.

#### Stage 3: October 10<sup>th</sup>, 2020

- Staff work at assigned location.
- Offices are closed to the public.
- People can book online or in-person appointments with staff. Individuals must submit an answer to the **COVID-19 RESPONSE FORM** before the in-person meeting. Meetings take place only where proper protocols can be observed.
- PRALS programming is offered in online, blended, and in-person formats where engineering controls, cleaning practices, and social distancing are in place.
- Ponoka Jubilee Library exam invigilation is available where engineering controls, cleaning practices, and social distancing are in place.

#### Final Stage or Back to Normal: TBA

- Offices are open to the public.
- Staff work in the office. People can do walk-in appointments or book online or in-person appointments with staff.
- Classrooms spaces are open for scheduling for educational purposes, with priority bookings in the order of CAC, PRALS, Ponoka Jubilee Library, other users.



## Ponoka Learning Centre Re-Launch Plan

### SCREENING

*All **staff, learners and visitors** are expected to self-screen prior to entering the Learning Centre using the [Alberta Health Covid-19 Self-Assessment](#) and to take the appropriate steps as indicated.*

*All **staff, learners and visitors** are restricted from entering campus if they have been directed by that self-assessment to any level of interaction with Alberta Health Services for further guidance that has not been resolved.*

Staff screening process	Learner or Visitor screening	Required signage/materials or technology solutions
Staff must submit a response to <b>COVID-19 RESPONSE FORM</b> before coming to work.	Learners/visitors are reminded at the entrance: <ul style="list-style-type: none"> <li>• to submit a response to the <b>COVID-19 RESPONSE FORM</b></li> <li>• to go to the link provided on the signage</li> </ul>	<p><b>SIGNAGE</b> about self- screening will be placed in classrooms, kitchen, washroom, and by sanitization stations.</p> <p>A Google Form, <b>COVID-19 RESPONSE FORM</b>, will ask for an email address and a yes/no question on whether the person has self-screened before coming to the space.</p>



## Ponoka Learning Centre Re-Launch Plan

### RAPID RESPONSE TO POSSIBLE COVID-19 EXPOSURE

*A policy will be in place to indicate what the organization's rapid response plan will be to anyone presenting with Covid-19 symptoms/ suspected case of Covid-19 entering the building. Include required procedures for facility closure and cleaning measures.*

Staff policy	Learner or visitor policy	Required signage/materials/or technology solutions
<p>Staff experiencing symptoms will immediately:</p> <ul style="list-style-type: none"> <li>• notify PRALS HR Board or HR Chair of absence</li> <li>• self-isolate at home</li> <li>• either work remotely or access the sick and COVID related leave as needed</li> <li>• provide a list of individuals with whom they may have been in contact during the previous week</li> <li>• follow all instructions from AHS</li> </ul> <p>Staff will notify Students and Visitors of possible exposure to COVID-19 using the information collected on the <b>COVID-19 RESPONSE FORM</b> on the relevant days.</p> <p>Staff may return to work either by submitting a negative test result or after 2 weeks quarantine. Staff can choose to work remotely during quarantine or to use sick leave.</p>	<p>If a learner or visitor presents symptoms the following actions will be taken:</p> <ul style="list-style-type: none"> <li>• Proper PPE to be worn by all involved</li> <li>• Immediate isolation of the sick individual from others by taking them outside of the building</li> <li>• The PRALS Board Chair, CAC Executive Director, and tenants of Ponoka Civic Centre will be informed of the situation immediately</li> <li>• A record of the sick individual's movements and interactions with others around the Learning Centre and Ponoka Civic Centre will be gathered and kept by staff.</li> <li>• Staff will encourage sick individual to go outside and will help arrange transport home for the individual to isolate and determine need for testing.</li> <li>• Once the symptomatic individual has left the campus, the affected area will be closed to all public, student and staff access.</li> <li>• A request to Janitorial Services will be made immediately for a specific clean of all surfaces and areas the individual may have come in contact with.</li> </ul>	<p>Signage in all spaces will say <b><i>"Feeling sick? Stay home and take care of yourself and others."</i></b></p>



## Ponoka Learning Centre Re-Launch Plan

### ENGINEERING

*Spaces will be adapted to allow physical distancing of at least two meters between individuals in the Learning Centre. Markings should be used to indicate flow of traffic or areas to stand. Barriers should be used where appropriate.*

Instructional area adaptations	Staff work area adaptations	Public area adaptations	Required markings/signage/materials/barriers or technology solutions
<p>Extra chairs will be removed from classrooms.</p> <p>Tables and chairs will be spaced out for 2 m distancing.</p>	<p>Offices will be closed to the public.</p> <p>Classroom 3 will be set up with appropriate distancing as an area for staff to meet clients.</p>	<p>Limited seating in the kitchen.</p>	<p>Classroom sink areas will have <b>floor markings</b> showing proper distancing.</p> <p>Kitchen will have <b>floor markings</b> to show proper distancing.</p> <p><b>Signage</b> placed in the Kitchen will recommend:</p> <ul style="list-style-type: none"> <li>• use of face masks in shared spaces,</li> <li>• cleaning anything touched or used with Lysol wipes, both before and after use using</li> </ul>

*Each learning centre will identify activities or areas where the two meter distance may be difficult to maintain. The shared use of materials or supplies will be discouraged if possible.*

Areas to be closed Materials to be removed	Activities that will be temporarily suspended	Requirements for facial coverings
<p>Staff offices will be closed to the public.</p>	<p>In person Board Meetings are suspended for Stage 1 and 2.</p> <p>In-person group programming suspended in Stage 1, and delayed in Stage 2 until protective protocols are approved and implemented.</p> <p>All leaflets in the display shelves will be removed for Stage 1.</p>	<p>Face coverings will be strongly recommended in shared spaces like kitchen/hallway, as well as during meetings with staff</p>



## Ponoka Learning Centre Re-Launch Plan

*Enhanced cleaning of all high touch areas and frequently used spaces will be undertaken.*

Area	Frequency of cleaning	Person Responsible	Products to be used
Washroom	Twice daily or following the schedule set by the Town for the public washrooms.	Janitors	To be determined by Janitors
Kitchen	Before and after every use	Person using the space	AHS approved cleaning solution



## Ponoka Learning Centre Re-Launch Plan

### ADMINISTRATIVE

*Each learning centre will encourage personal hygiene and etiquette.*

Hygiene Expectation	Means of communicating	Products available for use
Use of hand sanitizer before entering space  Frequent handwashing throughout the day	<b>Signage</b> in each of the classrooms, kitchen, washroom, and on sanitization station  Periodic <b>Verbal Reminders</b> from instructors and staff	Touchless hand sanitizer station

*Each learning centre will continue to offer services to clients remotely where it is requested and will consider options for reduced staff presence in the facility including work from home, schedule changes and reduced hours for public services.*

Staffing schedule changes	Change in hours of services	Means of notifying changes
<b>Stage 1:</b> All staff work remotely Hours of work remain the same	Hours of service remain the same, Services provided online/on the phone during office hours, with virtual appointments.	As the stages progress, we will announce changes: <ul style="list-style-type: none"> <li>• on our website,</li> <li>• social media and</li> <li>• signage in the building at the front doors</li> </ul>
<b>Stage 2:</b> Staff work at assigned locations, but their offices are closed to public Hours of work remain the same	Hours remain the same.  Programming remains online/virtual  In-person meetings may be arranged <i>by appointment only</i> at locations where distancing can be maintained.	
Stage 3: Staff work at assigned locations; personal offices remain closed.	Hours remain the same  Client meetings by appointment may be held in-person in Classroom 3 and where distancing may be maintained.  Programming offered online, blended, or in-person, respecting approved protocols	



## Ponoka Learning Centre Re-Launch Plan

*All staff, instructors, volunteers/committees, learners, and the community will have information available about mitigation procedures in the facility.*

Locations for posting	Training Provided	Review and Update Process
PRALS website home page  PRALS social media platforms	Given verbally at orientations, instructor briefings	Updates will be in response to changes in government or college direction, building owner direction, or other modifications needed for safe operations. <ul style="list-style-type: none"> <li>• Staff in conjunction with PRALS HR will recommend changes to PRALS Board for approval</li> <li>• CAC Executive Director approval requested</li> <li>• Once approved, notice will be posted on all sites</li> </ul>

*All staff, including those working in the space for other organizations should participate in hazard identification for their role/location and identify areas of concern.*

Staff participation means	How will concerns be addressed and by whom	Schedule for ongoing feedback
<b>COVID-19 Form</b> submission daily, including return email and name of employing organization.  A Hazard Assessment is completed that identifies COVID-19 as a workplace hazard and details the controls being implemented to reduce risk.	Concerns about the Learning Centre will be addressed by the <b>CAC Coordinator</b> taking them to: <ul style="list-style-type: none"> <li>• PRALS board,</li> <li>• tenant meeting, or</li> <li>• CAC Executive Director to be addressed by the colleges</li> </ul>	Will send the form to the library manager to be distributed on a biweekly basis to all library staff

*Each learning centre will have a procedure in place for notification of Alberta Health and of tracing contacts in your facility if there is contact with a confirmed case of Covid-19.*

Organization/person to be informed	Person Responsible	Contact records/Technology Applications to be used
AHS – Ponoka General Hospital (403.783.8135)	CAC Coordinator	<ul style="list-style-type: none"> <li>• <b>COVID-19 RESPONSE FORM</b> showing who was in the space during the relevant times/days</li> <li>• AB Trace App</li> <li>• Other Apps or mechanisms as recommended by AHS</li> </ul>



## Ponoka Learning Centre Re-Launch Plan

*Each learning centre will coordinate policy with other organizations that share their space*

Organization	Process to Review & Coordinate	Person/s Responsible
Ponoka Jubilee Library	Policies will be brought up at tenant meeting, reviewed, and adopted	Dan Gallagher, Library Manager
Town of Ponoka	Policies will be brought up at tenant meeting, reviewed, and adopted	Sandra Lund, Interim CAO of Town of Ponoka



## Ponoka Learning Centre Re-Launch Plan

### PERSONAL PROTECTIVE EQUIPMENT

*Each location may choose to provide personal protective equipment (PPE) for certain activities or groups. These could include respiratory protection, eye protection and gloves. PPE for college classes requiring close contact will be determined by the college in collaboration with the faculty.*

<b>Circumstance where PPE is appropriate</b>	<b>Type of PPE</b>	<b>Means of distribution and person responsible</b>
When dealing with a person who is exhibits possible symptoms	Face mask, eye protection	CAC coordinator, who has facemask storage in office in sealed box
When dealing with potentially contaminated areas and materials	Face mask, gloves as appropriate for handling sanitizing solutions.	CAC coordinator, who has facemask storage in office in sealed box



## Ponoka Learning Centre Re-Launch Plan

### RIMBEY LOCATION SPECIFIC

All protocols of the Phase 3 Relaunch Plan for the Rimbey office of Ponoka Rimbey Adult Learning Society remain the same as the Ponoka Learning Centre with these exceptions:

Doors to the Rimbey Provincial Building are to remain closed to the public until at least November 1<sup>st</sup>, but more likely until the new year. Once Phase 3 of our relaunch has been approved, these extra steps will be taken in the Rimbey office.

- Engineering controls consist of a Plexiglas desk shield on the coordinators desk.
- Clients will be required to make an appointment, providing their name and contact information, for any in-office services in Rimbey which will be used for contact tracing.
- Clients will be notified that their party is not to exceed 2 people for in-office meetings.
- All clients will be permitted entrance at the front door by a PRALS staff member and be asked to reply to the C-19 Response questions as provided by AHS.
- Clients presenting as ill will not be granted access and instead be asked to reschedule once symptoms are no longer present.
- All clients will be asked to use the provided hand sanitizer upon entering the building.
- All clients will be asked to wear a mask, which we will provide, in any common areas of the building such as hallways or bathrooms.
- Any client assistance where close contact might be a necessity will require the use of masks by both PRALS staff and the client.
- Resources such as pens, pencils and paper products used by the client will be theirs to take when they leave.
- All furniture that cannot be wiped/sanitized has been removed.
- Cleaning protocols prior to and after each in-person meeting including wiping down all contact surfaces such as door handles, furniture, desktops, computers/devices with disinfectant wipes.
- COVID-19 signage within the building reminding people to stay safe, self-assess, maintain physical distance, cover sneezes and coughs, wash hands, etc., is sufficient.
- Clients will be escorted to the front doors when leaving.