



# Horizon College & Seminary (HCS) COVID-19 Institutional Safety Plan Version 2021.03.24

## 1. General

- 1.1. We acknowledge that there are people on campus who are or who live with immune-compromised individuals. We value their security and safety.
- 1.2. As global citizens and good neighbours, we assume responsibility to model respect and compliance with Public Health regulations.
- 1.3. The president of HCS is responsible to ensure HCS adheres to the institutional safety plan. The HCS Lead Team is responsible to monitor and respond to changes to Public Health regulations and adjust this plan accordingly.
- 1.4. Questions or concerns regarding the HCS Institutional Safety Plan should be directed to the HCS Administrative Assistant, Cathy Litzgus, at [assistant@horizon.edu](mailto:assistant@horizon.edu).

## 2. Covid-19 Containment and Monitoring Capabilities

- 2.1. The HCS Institutional Safety Plan governs HCS employees, adjunct faculty, contract workers, students, and guests.
- 2.2. Employees and students are encouraged to bring their own hand sanitizer for personal use. However, Health Canada approved hand sanitizer will be available throughout the facility (in every public space and at all accessible building entrances).
- 2.3. Signage is posted throughout the facility to encourage proper hygiene and physical distancing.
- 2.4. Face masks (non-medical masks or cloth face-coverings) are mandatory.
- 2.5. Plastic gloves are not permitted except by janitorial staff as required.
- 2.6. All employees, students, and visitors are expected to self-monitor for COVID-19. By entering campus, people acknowledge that they have no symptoms and to the best of their knowledge free of COVID-19.
- 2.7. Screening procedures are posted at all entrances:
  - If you are not feeling well, please stay home.
  - If you were recently in contact with someone who has COVID, please stay home.
  - If you are experiencing symptoms such as a fever, cough, sore throat, chills, shortness of breath or difficulty breathing, please stay home, call the HealthLine at 8-1-1, and get tested for Covid-19.
  - If you test positive for Covid-19, you must self-isolate for two weeks. Return to school according to the direction of Public Health.
  - If you travelled to a Covid-19 affected area within the past two weeks, please stay home.

2.8. If an individual becomes symptomatic while at the college, they must notify HCS, leave campus, and self-isolate immediately. They will be directed to call the HealthLine at 8-1-1 and follow the directions of Public Health.

2.8.1. If unable to leave campus immediately, individuals will, if needed, be provided with appropriate PPE and directed to a designated isolation room. Employees or students assisting the individual are required to wear appropriate PPE.

2.8.2. When an individual leaves campus sick, the area that person used should be disinfected immediately.

2.9. If someone who has been on campus tests positive for COVID-19, HCS will implement mitigation procedures outlined in this plan. In the event it becomes prudent to close the facility, we are prepared to continue operating completely online. The HCS Administrative Assistant is the contact for local public health officials to support contract tracing and to communicate whether any new campus restrictions are necessary. The Administrative Assistant will alert staff and students as directed by Public Health. The VP Academics will implement mitigation procedures as directed by Public Health.

2.10. Information received about individuals who are symptomatic or test positive for COVID-19 is collected at and communicated through the main office. HCS will not disclose the individual's identity.

**2.11. Cleaning and disinfection protocols:**

2.11.1. Cleaning and disinfection of common areas occur at least twice daily. This includes entrance foyers, main office, library, chapel, Student Life Centre, classrooms, hallways and washrooms.

2.11.2. Commonly touched surfaces such as light switches, door handles/knobs, toilets and taps, are disinfected frequently throughout the day. Disinfecting products and/or disposable towels for opening doors are provided.

2.11.3. Common surfaces in the staff kitchen area are disinfected twice daily.

2.11.4. Instructors are responsible to ensure disinfection of all desks, chairs, and teaching equipment (computers, etc.) at the end of each class.

2.11.5. HCS supplies all cleaning and disinfecting products. These conform with Public Health regulations and only these products may be used.

**2.12. Daily Tracking**

2.12.1. Attendance is taken at the start of each class and gatherings. Sign-in is required for visitors entering the office and library.

2.12.2. Employees, adjunct faculty members, and contract workers must sign-in at the office daily. Signs are posted at all entrances directing visitors to the main office for sign-in.

**3. Communications**

3.1. HCS maintains up-to-date COVID-19 response information on our website ([www.horizon.edu](http://www.horizon.edu)).

- 3.2. Students, employees, and regular contract workers (including adjunct faculty) receive the HCS Institutional Safety Plan and any updates to the plan directly through email and through the closed 2020-21 HCS Facebook group. As indicated in HCS's Readiness Plan for International Students, International students, as part of the student body, are included in all communication protocols. International students would be informed via email, Facebook page, and webpage updates.
- 3.3. HCS's expectations and protocols are posted at main entrances, washrooms, and throughout the facility. These include links to the Saskatchewan online self-assessment.
- 3.4. If someone who has been on campus tests positive for COVID-19, HCS will implement mitigation procedures outlined in this plan. This may include operating completely online. The HCS Administrative Assistant is the contact for local public health officials to support contact tracing and to communicate whether any new campus restrictions are necessary. The Administrative Assistant will alert staff and students as directed by Public Health. The VP Academics will implement mitigation procedures as directed by Public Health.
- 3.5. Information received about individuals who are symptomatic or test positive for COVID-19 is collected at and communicated through the main office. HCS will not disclose the individual's identity.

#### **4. Instruction and Learning Environments**

##### **4.1. General**

- 4.1.1. All classes are available for students to access online. For details, see our college and seminary course schedules available here: <https://www.horizon.edu/students/resources/>.
- 4.1.2. In the event of an elevated transmission risk, including if any on-campus employee, student, or visitor tests positive for COVID-19, HCS will follow the direction of Public Health and implement mitigation procedures outlined in this plan. In the event it becomes prudent to close the facility, we are prepared to continue operating completely online.
- 4.1.3. Instructors track class attendance on Populi, HCS's course management system.
- 4.1.4. Instructors are required to wear a mask while teaching.

##### **4.2. Classroom Spaces**

- 4.2.1. If a student or instructor becomes ill during class and leaves campus, the instructor will ensure that the workspace is disinfected immediately.
- 4.2.2. Instructors are responsible to ensure all desks, chairs, and teaching equipment (computers, etc.) are disinfected at the end of each class. Students may be asked to assist.
- 4.2.3. Desks and chairs are arranged to allow for physical distancing. Rearranging of rooms is not permitted without authorization. The proper location for these items are marked on the floor and extra desks and chairs are removed.
- 4.2.4. Classroom capacity is posted and conforms to current Public Health regulations.

4.2.5. Physical distancing must be maintained for in-class activities, including small-group discussions.

4.2.6. Class start and end times and breaks may be staggered.

### **4.3. Student Self-Isolation or Illness and Course Access**

4.3.1. If one is required to self-isolate or not allowed on campus, students should ensure that they have:

- access to a computer (not a cell phone) to access their classes online;
- a web cam so they are visible during their online classes.

4.3.2. Students who are self-isolating should join their classes via live-stream. The link is provided under the course's Syllabus tab on Populi.

4.3.3. Students unable to attend class online due to illness will be given an opportunity to catch up on their course later. Some course lectures are accessible via video-on-demand (the link and password are provided under the course's Syllabus tab on Populi).

4.3.4. Students unable to complete assignments on time due to COVID-19 will have due dates adjusted as necessary without penalty to the student. Adjusted due dates may exceed the end date of the course. To acquire due date adjustments, students must communicate with their professor or the dean of the College or Seminary.

### **4.4. Instructor Self-Isolation or Illness and Course Delivery**

4.4.1. Instructors who become ill or are required to self-isolate may need to temporarily cancel class sessions. In some cases, instructors may replace class time with previously recorded lectures or other teaching materials. Whenever possible, instructors will teach the class via live-stream from home. Students will be expected to attend classes online, whether in their classroom or off campus.

4.4.2. Instructors who are self-isolating must follow the self-isolating procedures in this plan. They are not permitted to return to campus, including for equipment or notes. Materials may be delivered to the instructor.

4.4.3. If an instructor is unable to complete a course due to illness from COVID-19, HCS will find alternate programming solutions for students.

## **5. Workforce**

5.1. The HCS workforce comprises all employees, adjunct faculty, student workers, and contractors.

5.2. Vulnerable employees at a higher risk of severe complications from COVID-19 may be accommodated to work from home.

5.3. Employees, adjunct faculty, and contractors are expected to self-monitor for COVID-19. By entering campus, individuals acknowledge that they do not have symptoms and are to the best of their knowledge free of COVID-19.

5.4. Individuals are responsible to practice proper hygiene and maintain physical distancing. Masks are mandatory indoors except for the sole occupant of a private office. A plastic shield may be used as additional protection.

5.5. Staff meetings observe physical distancing and may be attended online.

- 5.6. The main office remains closed to the general public. To enter, students and visitors must have a scheduled appointment. Employees retain access to the main office.
- 5.7. Use of e-transfer, credit, or debit card is encouraged. The debit machine will be disinfected after each transaction and Health Canada approved hand sanitizer used after cash or cheque transactions.
- 5.8. Pens are provided for signing purposes and disinfected after each use.
- 5.9. If an individual becomes symptomatic while at the college, they must notify HCS, leave campus, and self-isolate immediately. They will be directed to call the HealthLine at 8-1-1 and follow the directions of Public Health.
  - 5.9.1. If unable to leave campus immediately, individuals will, if needed, be provided with appropriate PPE and directed to a designated isolation room. Employees or students assisting the individual must wear appropriate PPE.
  - 5.9.2. When an individual leaves campus sick, the area that person used should be disinfected immediately.
  - 5.9.3. Information will be collected at and communicated through the main office.
- 5.10. Face masks (non-medical masks or cloth face-coverings) are mandatory on campus.
- 5.11. Plastic gloves are not permitted except by janitorial staff as required.
- 5.12. HCS's Time-Off Policy (Administrative Handbook) allows for up to eight (8) days of paid sick and/or personal time. Employees are responsible to return to work in a state of health and well-being which will enable them to perform their job to the best of their abilities.
- 5.13. HCS's health care plan provides resources to support employee mental and physical well-being.

## **6. Physical Buildings**

- 6.1. Employees and students are encouraged to bring their own hand sanitizer for personal use. However, Health Canada approved hand sanitizer will be available throughout the facility.
- 6.2. Rooms have maximum capacity posted and are set to accommodate proper physical distancing. Distance and directional markings in the main hallways and throughout the facility direct traffic flow. Rearranging of rooms is not permitted without authorization.
- 6.3. Common areas are arranged to accommodate required physical distancing.
- 6.4. The main office remains closed to the general public. To enter, students and visitors must have a scheduled appointment. Employees retain access to the main office.
- 6.5. Plastic shields are installed at the reception counter and library circulation desk for additional protection.
- 6.6. HCS's cleaning and disinfection protocols include:
  - Cleaning and disinfection of common areas occur at least twice daily. This includes entrance foyers, main office, library, chapel, Student Life Centre, classrooms, hallways and washrooms.

- Commonly touched surfaces such as light switches, door handles/knobs, toilets and taps, are disinfected frequently throughout the day. Disinfecting products and/or disposable towels for opening doors are provided.
- Common surfaces in the staff kitchen area are disinfected twice daily.
- Instructors are responsible to ensure disinfection of all desks, chairs, and teaching equipment (computers, etc.) at the end of each class.
- HCS supplies all cleaning and disinfecting products. These conform with Public Health regulations and only these products may be used.

6.8 HVAC units are new and serviced by the building owner.

## **7. Student Supports**

### **7.1. General Support**

- 7.1.1. Employee offices can accommodate a maximum of two guests. While meeting, participants must observe physical distancing and wear a face mask. Classroom spaces may be used for larger meetings and booked by contacting the administrative assistant.
- 7.1.2. The Government of Saskatchewan lists numerous resources to support employee and student mental health:  
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/mental-health-and-covid-19#mental-health>.
- 7.1.3. The Student Life team proactively supports student well-being by actively and regularly checking in with each student. Student Life and other employees provide pastoral care for all students, and students may also be referred to community mental-health resources or to additional counselling services.
- 7.1.4. The Academic Support team will contact all first-year and new distance education students weekly for an academic check-in and to offer support in their academic transition to college life.
- 7.1.5. Students are responsible for their own transportation for any college-related activity, whether on campus or off campus. This includes retreats and Life Groups. In case of an emergency when a student must be driven by an employee, the student will be seated in the rear seat of the vehicle and appropriate PPE must be used.

### **7.2. International Student Program**

- 7.2.1. HCS is an International Student Program (ISP) designated institution.
- 7.2.2. Under the direction of Immigration, Refugee, Citizen Services of Canada, HCS will ensure that study permits of current international students are up to date.
- 7.2.3. International students are permitted to attend HCS once the Readiness Plan has been approved. The plan has been submitted and is pending approval by Advanced Education and Saskatchewan Health.

7.2.4. As indicated in HCS's Readiness Plan for International Students, International students, as part of the student body, are included in all communication protocols. International students would be informed via email, Facebook page, and webpage updates.

## **8. International Travel**

8.1. HCS does not sanction international travel for professional development or any HCS-related business during the 2021 winter semester. This limitation may be extended into future semesters.

## **9. Student Housing**

9.1. HCS does not provide student housing but works with third parties to provide options for student housing. See our web page for more information:  
<https://www.horizon.edu/admissions/student-housing/>.

## **10. Food Services**

- 10.1. HCS does not have on-campus dining services.
- 10.2. Lunchrooms and break rooms are arranged to follow physical distancing practices.

## **11. Religious Services**

- 11.1. Seats are marked to ensure physical distancing is maintained during religious services held on HCS's campus.
- 11.2. The total number of people participating in religious services will adhere to current Public Health guidelines.
- 11.3. Communion emblems are not shared. Emblems are pre-packaged and placed at each designated seat.
- 11.4. Physical contact, such as handshaking or passing objects between individuals, is not permitted. Objects distributed must not be collected but become the property of the recipient.
- 11.5. Face masks (non-medical masks or cloth face-coverings) are mandatory on campus.
- 11.6. Worship teams must maintain physical distancing during practices and services.
- 11.7. Microphones and musical instruments will not be shared during a service.
- 11.8. Woodwind or brass instruments are not permitted during worship.
- 11.9. On-campus worship events, including student-organized events, require an HCS employee to be present.
- 11.10. Sound and computer technicians will disinfect audio, video, and computer equipment before and after use.
- 11.11. Guest speakers will be informed of HCS's institutional safety protocols. Guests are not permitted to distribute materials without permission.

- 11.12. Attendance will be taken at all religious services. Attendance records will be kept by the Student Life Department for a period of no less than 30 days.

## **12. Library**

### **12.1. General Operations**

- 12.1.1. Occupancy is limited to eighteen (18) patrons and two (2) staff members, including study rooms.
- 12.1.2. Library focus rooms (rooms 218 and 219) maximum occupancy is two individuals at a time.
- 12.1.3. Visitor sign-in will be implemented to facilitate increased access to resources and contact tracing.
- 12.1.4. Check-out will be completed by self-service whenever possible.
- 12.1.5. Patrons are encouraged to use digital resources.
- 12.1.6. Remote hold requests can be scheduled for pickup by contacting library@horizon.edu.
- 12.1.7. All library-related payments must be made at the main office.

### **12.2. Physical Distancing**

- 12.2.1. Library doors are designated as exit and entrance.
- 12.2.2. Library furniture is arranged to allow two meters of physical distance between patrons.
- 12.2.3. Floor decals designate traffic flow and physical distancing.
- 12.2.4. One patron is permitted in an aisle of the stacks at a time.

### **12.3. Cleaning and Sanitation**

- 12.3.1. Health Canada approved hand sanitizer is available in high-use areas.
- 1.1.1. Library staff will disinfect public computers, the self-check, and other library equipment periodically.
- 12.3.2. Cleaning staff will clean and disinfect library at least twice daily, including study carrels and tables.
- 12.3.3. Where possible, common touch items will be removed.
- 12.3.4. Book returns will be disinfected where possible. Otherwise, returns will be set aside for 24 hours before being returned to circulation. Employees must clean their hands after handling these items.

### **12.4. Public Programming and High-Contact Areas**

- 12.4.1. Library orientations are online or self-guided where possible.
- 1.1.2. One-on-one library services observe physical distancing and are scheduled remotely when possible.
- 12.4.2. Library programming that cannot be hosted online is limited by Public Health regulations.

## **13. Athletics and Activities**

- 13.1. HCS does not have an athletic program or athletic teams.



- 13.2. Informal or recreational sporting activities will maintain physical distancing when off the field of play (e.g., on benches, during intermission) and no single group will exceed the gathering limits on the field, court, ice surface, etc.
- 13.3. Wherever possible, activities will be located outdoors.
- 13.4. Players on the same team may be within two metres during play. Intentional contact should be minimized.
- 13.5. Shared equipment will be disinfected frequently, including before and after use.
- 13.6. Hand hygiene should be maintained before and after play, as well as frequently during the activity (e.g., intermissions, breaks, etc.).
- 13.7. Organizers will keep a record of attendees, including participants and spectators.
- 13.8. Activities will be avoided that do not allow physical distancing, such as party games or crowding together for photographs.