



## COVID-19 Safety Plan: NASA Office Plan

Plan Author: Lana Bjorkquist, Administrative Assistant, [lanab@nait.ca](mailto:lanab@nait.ca), 780-471-8702

Plan Owner: Garry Wilson, President, [gwilson@nait.ca](mailto:gwilson@nait.ca), 780-471-8916

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## 1. Scope of the Plan

*Provide an overview of the scope of the plan.*

*Please include at least the following high-level details:*

- *To serve the membership through contract negotiations and advocacy, manage its affairs and resources, and to communicate with stakeholders of the Association.*
- *Four (4) office staff (hereinafter 'staff'), NASA membership, and stakeholders/guests/visitors*
- *September 2020 – July 2021*
- *All staff in E230, and/or working remotely from home*

## Parameters

*Describe at a high level the parameters that will be included in the plan (WHAT). The remaining sections below will allow you to provide details on implementation & execution (HOW). Consider the following parameters and add further parameters specific to your CSP.*

- Appropriate PPE (gloves, masks and hand sanitizer will) be available in the office for staff and visitors. There are four staff that work in E230 Masks will need to be worn as soon as visitors/staff arrive to campus, on their way to the office.
- All staff will regularly check the COVID microsite to ensure that they are informed and compliant with current protocols in anticipation of any visits to campus.
- All NASA staff will complete the COVID 19 Safety Training course and the Responsibility Declaration, prior to coming to campus. Any external visitors will be educated and compliant with NAIT's COVID safety protocols including the completion of the AHS COVID-19 Self-Assessment before coming to campus, the Daily Check-In Form, and the mask requirement.
- Staff will Integrate safe work behaviors and practices. All staff will follow NAIT COVID protocols when entering, working in, and exiting the office. A maximum of four persons in the office at any one time. signage will be posted and physical distancing markers will be placed on the floor.
- Staff will continually communicate with stakeholders to help ensure understanding and compliance with COVID policies and procedures

## 2. General Safety

*Describe in detail how you will implement the general safety practices outlined in the General Safety Direction (GSD) document. These general safety practices universally apply to all staff, students, and work/learning activities. Adapt the language from the GSD and include all those applicable to your plan.*

- Staff and visitors will adhere to physical distancing and PPE protocols and other safety practices outlined by NAIT throughout the campus, in offices and common spaces to help reduce the risk.
- <https://emergency.nait.ca/COVID-19/Health-Safety/Coming-to-campus>
- All staff will utilize cleaning and sanitation supplies throughout E230 during campus visits. General use equipment and high touchpoints will be disinfected frequently by staff.
- Staff will complete the COVID-19 Awareness Training and the Responsibility Declaration prior to returning to campus. External visitors will be educated and compliant with NAIT

- COVID Safety Protocols.
  - Staff, membership and visitors will use appropriate PPE, follow physical distancing guidelines and all other applicable NAIT COVID protocols.
  - Staff are responsible for sanitizing E230 areas in use.
  - Guests/visitors will sign the Responsibility Declaration prior to campus visits.
- The Responsibility Declaration must be completed as this is where guests agree to:  
...immediately **notify NAIT** through the NASA office if at any time I:
  - i. **test positive** for COVID-19 (whether as a presumptive case or a confirmed case); or
  - ii. discover that I have recently been in **close contact** with a person who has tested positive for COVID-19 (i.e., if I provide care, live with or have close physical contact without appropriate use of personal protective equipment, or come into direct contact with infectious body fluids of someone who has tested positive for COVID-19);
    - Staff and guests will stay home should they exhibit any symptoms of COVID-19.
    - Scheduling : The space can accommodate four persons in E230 at any one time. Should circumstances call for additional persons, PPE will be required and provided by NASA.
    - Travel: External visitors will be escorted at all times while on campus and be required to sign in and out with the date and time at NASA Reception.

### 3. Specific Safety

*Similar to the General Safety section, describe in detail how you will implement all other safety practices specific to your CSP. Those safety practices which apply to your specific activity, specific location, specific group of people, etc. Considering the parameters listed above and using your existing hazard assessments (updated for COVID-19), detail how you will adapt your safe work processes in order to safely work in a COVID-19 environment.*

- PPE will be required for an office setting when working in close proximity (within 2m)
- Sanitization procedures for shared supplies and equipment
- Reception/offices will be sanitized after each guest and daily staff use (includes chairs, tables, counter, door handles, desks, equipment, shared tools) prior to leaving the office. General use equipment and high touchpoints will be disinfected frequently by staff.

### 4. Support to Employees & Students

*Describe any relevant general supports for staff or students that are applicable.*

- Staff will inform the NASA President prior to coming to campus to coordinate visits. They will complete the Daily check in procedure when attending campus. This will be completed each time someone comes to campus. This can also be completed through the NAIT app.
- *Staff are aware of the EAP*
- Staff will work remotely and attend campus as required.
- This plan will be updated as identified via the COVID Safety microsite.
- The plan will be printed and posted in E230, sent electronically to affected staff, its membership and visitor/guests, and posted on the NASA homepage.

## 5. References

**COVID UPDATES:** <https://emergency.nait.ca/COVID-19>

**Training:** <https://emergency.nait.ca/COVID-19/Health-Safety/COVID-19-Awareness-Training>

**Declarations: (staff, visitors)**

<https://onlineforms.nait.ca/check-in/?id=declarations>

<https://emergency.nait.ca/COVID-19/Info-for/Information-for-Visitors>

[https://onlineforms.nait.ca/check-in/?id=atd\\_client](https://onlineforms.nait.ca/check-in/?id=atd_client)

### Checklists

<https://emergency.nait.ca/COVID-19/Health-Safety/Coming-to-campus>

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

<https://naitca.sharepoint.com/sites/pd/Published%20Documents/Facilities%20Management%20and%20Development/Coming%20to%20campus%20checklist.pdf>

### Resources

<https://emergency.nait.ca/COVID-19/Info-for/Staff/Relaunch-resources-for-staff#safety>

<https://emergency.nait.ca/COVID-19/Health-Safety/Wearing-masks-at-NAIT>

### [Planning Guidance – Space Planning](#)

- [Self-serve signage package](#)
- [Signage reference package](#)
- [relaunch@nait.ca](mailto:relaunch@nait.ca).