



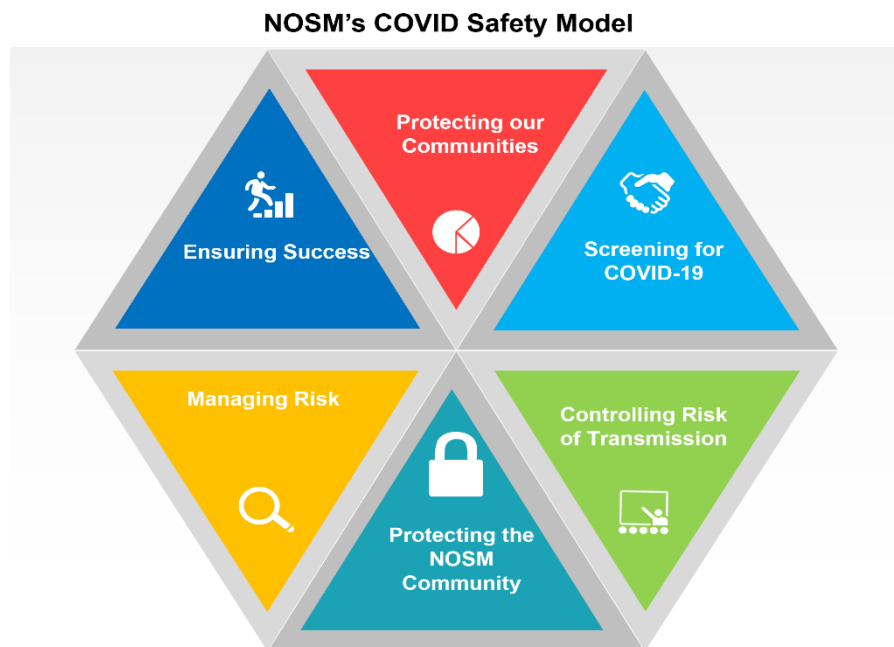
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Ecole de médecine  
du Nord de l'Ontario  
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# COVID-19 Safety Plan

## Northern Ontario School of Medicine

All organizations in Ontario are required to have and post a COVID-19 Safety Plan. In accordance with this requirement, this document describes the measures that the Northern Ontario School of Medicine (NOSM) is taking to reduce the transmission risk of COVID-19 on campus and to keep the members of the NOSM community safe.

In conjunction with our *Return to Campus Guiding Principles* the following model represents the six components that form the *NOSM COVID-19 Safety Plan*.



The NOSM **COVID Safety Model** outlines the six areas of the plan and addresses actions required under each distinct area, along with responsibilities for each area. For any questions related to this document, please contact Human Resources at [hr@nosm.ca](mailto:hr@nosm.ca).

### **Measures We Are Taking**

**How NOSM is ensuring that our faculty, staff and learners know how to keep themselves safe from exposure to COVID-19**

- Maintaining and updating the COVID-19 website and ensuring it aligns with current public health guidelines and recommendations

- Monitoring and responding to inquiries submitted through to a general COVID-19 email account ([hr@nosm.ca](mailto:hr@nosm.ca)).
- Conducting a review of activities and events to ensure compliance and risk mitigation through NOSM's Return to Campus Committee (RTC), RTC Subcommittee, and Emergency Response Team (ERT)
- Communicating important updates to the NOSM community via email, the Pulse (NOSM's Staff and Faculty newsletter), the NOSM Website and whole school communication events
- Providing a mandatory COVID-19 Return to Campus Training Course for all members of the NOSM community
- Restricting building access to only those authorized, while implementing access controls to monitor building occupancy and ensure it complies with current public health guidelines and Government orders
- Implementing policies and procedures for COVID-19 safety measures in conjunction with our RTC committees, where appropriate, to ensure compliance with Public Health guidelines and Government orders
- Frequent enhanced cleaning and disinfection of high-touch surfaces and objects
- Daily review of guidance from the Government of Ontario and Public Health Authorities

#### How NOSM is screening for COVID-19

- By maintaining a centralized reporting and database for all NOSM community members and visitors
- By having all NOSM community members and visitors complete a COVID-19 screening questionnaire daily prior to attending campus and/or entering a campus building

#### How is NOSM controlling the risk of transmission in our workplace

<b>Physical Distancing and Separation</b>	<ul style="list-style-type: none"> <li>• Encouraging all non-essential activities for working or learning to be conducted virtually at home</li> <li>• Implementation and use of Plexiglas barriers (where appropriate)</li> <li>• Posting of signage throughout buildings</li> </ul>
<b>Cleaning and Hygiene</b>	<ul style="list-style-type: none"> <li>• Monitor and re-fill sanitizer station levels in common areas</li> <li>• Use of "hotel" style cleaning tags for after office use</li> <li>• Providing Personal Care Kits (2 cloth masks and personal hand sanitizer) to Staff, Faculty and Learners</li> <li>• Providing PPE to all non-hospital clinical placement sites for all learners which includes masks, face shields, goggles, gloves</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ensuring the mandatory completion of COVID-19: Return to Campus training prior to returning to on-campus operations</li> <li>• Conducting initial and final walkthroughs of spaces that request a return to on-campus operations</li> <li>• Mandating the use of non-medical masks and face coverings.</li> <li>• Mandating COVID-19 vaccinations for those attending campus</li> </ul>

### **What NOSM will do if there is a potential case, or suspected exposure to, COVID-19 in the workplace**

- Require employees to notify their supervisor if they have been on campus within the 14 days prior to the onset of COVID-19 symptoms and they have gone for a COVID-19 test; have been advised to self-isolate by a Public Health Authority; OR, if they have received a positive COVID-19 test result
- Protocols and procedures are in place for liaising with Public Health Authorities in the event of potential or suspected cases of COVID-19
- Enhanced cleaning protocols
- Additional information can be found at: [NOSM's Response to COVID-19](#). Please follow the links provided for more information.

### **How NOSM is managing any new risks caused by the changes made to the way we operate our business**

- NOSM's Emergency Response Team (ERT) meets regularly to identify and assess any new and emerging risks, provide guidance regarding mitigation measures, and to provide recommendations for changes to operations
- Continue to keep the NOSM community updated as soon as possible regarding changes in guidelines and/or restrictions
- Monitoring feedback, concerns, and lessons learned provided through Human Resources to better understand any gaps or areas of improvement
- Development of several mental health programs and sessions to assist NOSM employees with managing stress and anxiety related to the COVID-19 pandemic

### **How NOSM is making sure our plan is working**

- NOSM's ERT meets regularly to provide guidance, approve protocols/processes, discuss potential issues, allocate resources, and listen to guidance provided by the Return to Campus Committee and Subcommittee
- The RTC committees in conjunction with NOSM's Joint Health and Safety Committee meet to provide guidance, provide direction on contingency plans, implement plans (where appropriate), discuss issues, determine appropriate response/action for issues, and make recommendations to the ERT

# COVID 19 Safety Plan

## Company Details

**Business Name:** Northern Ontario School of Medicine      **Revision Date:** August 31, 2021  
**Date Completed:** November 23, 2020      **Developed by:** AOS, RTC  
**Date Distributed:** April 20, 2021



The COVID-19 pandemic is an evolving situation. This document is reviewed regularly and changes are made as required by the Government and Public Health authorities. Further information can be found at NOSM's [COVID-19 website](#) and the Ontario Government's [COVID-19 website](#).

### 1. Protecting our Community from Exposure to COVID-19

The Northern Ontario School of Medicine (NOSM) is committed to providing and maintaining a safe and healthy working environment and has an ongoing objective of protecting its employees from injury or occupational disease while working, studying, or visiting within its facilities at all campus locations and affiliated teaching sites. NOSM is committed to staying informed on current local/regional/global data, research and guidelines as they relate to COVID-19.

NOSM ensures policies and procedures are up to date by conducting a daily review of the Ministry of Health and local Public Health units guidelines and regulatory requirements. NOSM works with Public Health authorities regularly to understand current regional trends and impacts, as well as any new or changing recommendations.

NOSM has set up a committee that reviews all requirements, ensures that NOSM maintains compliance and provides timely communications and training to the NOSM community. NOSM currently utilizes various communication tools in a timely manner to provide health and safety-based information regarding COVID-19 out to all community members. This includes the use of a central COVID-19 web page, with all COVID-19-related information being posted to that site, as well as emails, social media platforms and physical signage.

NOSM has also developed a mandatory Return to Campus Training module which covers critical COVID-19 health and safety information, including social distancing, self-care and workplace cleaning. The goal of the training is to provide a baseline set of practices to be followed by everyone returning to campus and to outline the extra precautions NOSM is undertaking to keep everyone safe.

**Action #1**

Keep NOSM's [COVID -19](#) website current and up-to-date by conducting weekly reviews of content and making changes, as required, to align with current Public Health guidelines and recommendations.

**Responsibility**

**All Applicable Portfolios**

**Action #2**

Monitor and respond to general inquiries submitted through the general COVID-19 email (hr@nosm.ca) account.

**Responsibility**

**Human Resources**

**Action #3**

Important updates will be communicated out to the community by email, website and social media channels as appropriate.

**Responsibility**

**Human Resources**

**Action #4**

Provide Mandatory COVID-19 Return to Campus Training Course for NOSM community members including faculty, staff, and students.

**Responsibility**

**Human Resources**

## Protecting our Community from Exposure to COVID-19

### Action #5

Restrict building access to only authorized personnel and learners who have authorization to be on Campus. Authorization is granted per a specific process through Human Resources. Ensure access controls are in place to ensure that the number of occupants in the facilities complies with Public Health guidelines and Government orders. Ensure appropriate signage is in place at all entrances of NOSM campus buildings indicating that buildings are closed for access to the public. Access cards are required for entry into the building.

**Responsibility**

**Facilities**

### Action #6

Policies and procedures are in place to require physical distancing, masking, and hand hygiene throughout the campus in compliance with Public Health guidelines and Government orders. Personal protective equipment is used where required.

**Responsibility**

**Human Resources / NOSM Community**

### Action #7

Frequent enhanced cleaning and disinfection of surfaces and objects comply with Public Health guidelines and government orders.

**Responsibility**

**Facilities**

### Action #8

Daily review of guidance from the Ontario Government and Public Health Authorities

**Responsibility**

**Emergency Response Team**

## 2. Screening for COVID-19

NOSM has developed a [COVID-19 screening questionnaire](#) based on Ministry of Health guidelines. All members of the NOSM community are required to complete this screening questionnaire daily before attending the campus. The questionnaire is updated regularly and uses the most current provincial screening guidelines for COVID-19 symptoms.

### Action #1

Maintain a centralized reporting database for all NOSM community members (faculty, staff, and students) and visitors to NOSM

**Responsibility**

**Administrative Services Coordinator / Human Resources**

### Action #2

All NOSM community members and visitors who have been authorized to enter a NOSM building are required to complete the COVID-19 screening questionnaire daily prior to attending campus and/or entering a campus building under regulation (O. Reg 364/2).

**Responsibility**

**All NOSM Community Members**

### Action #3

Individuals who are authorized to be on campus must conduct symptom monitoring every day before coming to campus. Staff and Faculty will be required to self monitor through the Ontario Government's [COVID-19 self-assessment tool](#).

**Responsibility** All NOSM Community Members

### Action #4

COVID-19 screening and contact information for any meeting or event must be in place prior to proceeding with any on campus events as required by Government orders.

**Responsibility** Human Resources

## 3. Controlling the Risk of Transmission

Staff and faculty, not required to be on campus, will continue to “work-from-home” to the maximum extent possible. A Return to Campus process has been developed to manage the reopening of spaces and return of units to on-campus operations. The risk of transmission is controlled by ensuring that all units and services have implemented appropriate mitigation measures. Mitigation measures that are being implemented across campus include:

- Mandatory Vaccinations (regular testing for those unvaccinated)
- Implementing staggered scheduling of work duties to limit contact
- Physical Distancing and reconfiguring workspaces
- Mandatory use of non-medical masks and face coverings
- Setting up sanitizer stations around campus and ensuring that current stations are monitored/refilled as needed
- Ventilation is assessed across the various campus buildings with changes implemented
- Enhanced Cleaning protocols and procedures
- Supporting good hand and respiratory hygiene
- Mandatory COVID-19: Return to Campus training for all staff, faculty and learners
- Requiring an Informed Consent Form to be completed by guests and visitors

### Action #1

Reinforcing current Working from Home Policy and limit all services on campus to essential only.

**Responsibility** Emergency Response Team

### Action #2

Provide COVID-19: Return to Campus Training. This training is mandatory for all NOSM community members before their return to on-campus operations.

**Responsibility** Human Resources

### Action #3

Monitoring the supply of all sanitizer stations and refilling promptly once the station falls below ¼ of the original contents.

<b>Responsibility</b>	<b>Facilities</b>
<b>Action #4</b>	
The ventilation in buildings has been reviewed and adjusted as per recommendations to provide maximum fresh air possible.	
<b>Responsibility</b>	<b>Facilities</b>
<b>Action #5</b>	
Personal Care Kits, which include two (2) cloth masks and personal hand sanitizer, are available for each staff member.	
<b>Responsibility</b>	<b>Facilities</b>
<b>Action #6</b>	
Conducting initial and final walkthroughs of all unit spaces upon a request to return to on-campus operations. Prior to the final walkthrough, the unit must complete their own Return to Campus plan and implement unit-specific mitigative measures.	
<b>Responsibility</b>	<b>Facilities</b>

#### 4. Protecting the NOSM Community from a Potential Case, or Suspected Exposure

Staff, faculty and learners who are unable to be on campus because they are experiencing symptoms will be guided by the instructions provided by the Ontario Government's [COVID-19 Self Assessment Tool](#) (after completing the self-assessment) and will be required to notify their Supervisor, who will then liaise with their HR Consultant for monitoring and follow up.

For staff, faculty and learners who have other risk considerations (e.g. childcare obligations, pregnancy, compromised health considerations, or other special concerns, and do not feel they can return to campus) will be asked to inform their Supervisor, who will liaise with their HR consultant for monitoring and follow-up.

Procedures are in place in the event of a suspected or positive case of COVID-19, including contacting Sudbury / Thunder Bay Public Health. Contact information is available to assist in the event that contact tracing is required. Employees who have COVID-19 or symptoms have access to the sick leave reporting processes.

<b>Action #1</b>	
Members of the NOSM community are required to report potential or suspected cases of COVID-19 to their Supervisor in the event they have been on campus in the 14 days prior. Learners are asked to review the protocols specific to them on the <a href="#">NOSM website regarding COVID-19</a> .	
<b>Responsibility</b>	<b>All Members of the NOSM Community</b>
<b>Action #2</b>	
Processes have been developed and implemented in the event that a potential or suspected case of COVID-19 presents within NOSM, liaising with Public Health Authorities who will conduct contact tracing.	
<b>Responsibility</b>	<b>Human Resources / Risk Management</b>



## 5. Managing Risks

The Emergency Response Team meets regularly to identify and assess any new and emerging risks and to implement mitigation measures and/or changes to operations. In addition, Management Steering Group and Management Group have a standing agenda item on COVID-19 updates. Additional check-ins by management at the unit level are encouraged. Several mental health programs have been developed to assist employees to manage stress and anxiety throughout the pandemic.

### Action #1

The Return to Campus Working Group meets regularly to identify and assess any new and emerging risks and assess them for mitigation measures and/or changes to operations.

<b>Responsibility</b>	<b>Emergency Response Team</b>
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### Action #2

Keep the NOSM community updated as quickly as possible with changing guidelines and restrictions. Minor changes will be updated immediately on the [COVID-19 website](#). Significant changes will be followed up with direct communications via e-mail through Human Resources.

<b>Responsibility</b>	<b>Human Resources</b>
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### Action #3

NOSM has a reporting system through the COVID-19 email address ([hr@nosm.ca](mailto:hr@nosm.ca)) that allows the community members to submit feedback, concerns, and lessons learned to better understand where there may be gaps or areas for improvement.

<b>Responsibility</b>	<b>Human Resources</b>
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### Action #4

Several mental health programs have been developed to assist employees to manage stress and anxiety throughout the pandemic and information has been distributed through several Human Resources communications in addition to webinars and virtual meetings.

<b>Responsibility</b>	<b>Human Resources / Wellness Group</b>
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## 6. Ensuring Success

The Administration and Operational Support (AOS) COVID-19 team meets regularly to provide guidance and to approve protocols and processes that impact the overall COVID-19 response. The Crisis Management Team discusses potential issues and allocates resources to address them. Input and/or recommendations are sought from and forwarded to the Return to Campus Committee (RTC), Return to Campus Sub-Committee, the Joint Health and Safety Committee (JHSC), and the

Emergency Response Committee (ERT).

**Action #1**

The AOS COVID-19 team meets regularly to provide guidance and to approve protocols and processes that impact the overall COVID-19 response. The AOS team discusses potential issues and allocates resources to address them. Input and/or recommendations are sought from and forwarded to the Return to Campus Committee (RTC), Return to Campus Sub-Committee, the Joint Health and Safety Committee (JHSC), and the Emergency Response Committee (ERT).

**Responsibility**                      **AOS Leadership Team**

**Action #2**

The ERT meets monthly to provide guidance and to ensure that the NOSM community is protected and operates, as appropriate, during the pandemic. The ERT provides general direction on contingency plans and ensures that appropriate plans are in place to deal with a pandemic situation as effectively as possible. ERT meetings provide a forum for the discussion of issues that arise during the pandemic and for the determination of appropriate response and/or action. Recommendations are made to the AOS COVID-19 Team for any policy adjustments or resource requirements and they will be advised of any evolving issues.

**Responsibility**                      **Emergency Response Team**

**Action #3**

The Return to Campus committee meets as needed to provide guidance and is responsible for ensuring the continuity and good management of academic operations and academic studies in the event of possible disruption to academic operations. The Return to Campus Committee will recommend to the ERT and the AOS COVID-19 Team any policy adjustments or resource requirements and advise them of any evolving issues.

**Responsibility**                      **Return to Campus Committee**

**Action #4**

The Return to Campus Sub-Committee meets as needed and immediately after the RTC Committee meeting to provide guidance, review risks, change orders and to ensure the overall NOSM response to COVID-19 is aligned with the most up-to-date guidelines and orders. The Return to Campus Working Group discusses issues that arise during the pandemic to determine appropriate response or action. They review and assist with RTC plans, processes and procedures. The Sub-Committee group recommends to the ERT any policy adjustments or resource requirements and advises them of any evolving issues

**Responsibility**                      **Return to Campus Sub-Committee**

## **Other Documents and Resources**

[Non-Medical Masks and Face Coverings Policy](#)

[Occupational Health and Safety Policy](#)

[NOSM's COVID-19 Website](#) for specific updates and information relating to:

- [Staff and Faculty](#)
- [MD Students](#)
- [Residents](#)
- [Dietetic Interns](#)
- [Rehabilitation Sciences Learners](#)
- [Physician Assistant Trainees](#)
- [Clinical Faculty](#)
- [Researchers](#)

[Public Health Canada - COVID-19](#)

[Government of Ontario – COVID-19](#)

[Public Health Sudbury & Districts](#)

[Thunder Bay District Health Unit](#)

## **Questions/Concerns**

For questions, concerns or suggestions in relation to this plan, please contact [hr@nosm.ca](mailto:hr@nosm.ca)