

2021/2022



**WINDSONG COLLEGE OF HEALING
ARTS COVID 19 SAFETY PLAN**
May 5, 2021
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Prepared in accordance with:

BC COVID-19 Go-Forward Guidelines for Post-Secondary, Go-Forward Guidelines for Health Professions, Worksafe BC, and BC's Restart Plan

Step 1 ~ Risk Assessment

The following areas were examined for risk in Onsite Study Periods:

Areas of Congestion

College Area	Group Impacted
Reception Area	Staff
Clinic Waiting Room	Staff and Clients
Student Cubby Area	Students
Classroom and Library Area	Students, Staff, Instructors
Clinic Area	Instructors, Students, Patients
Kitchen and Washroom	Staff, Students, Instructors

Activities where social distancing is not possible

Activity	Group Impacted
Providing Hands on Instruction to Students in classroom Onsite	Instructors, Students
Providing lectures to Students seated	Students
Student study and group work	Instructors, Students
Greeting patients, intake, payments	Administrative Staff, Patients
Patients in waiting room and Greetings	Patients, Students
Providing Treatments to patients	Patients, Students
Providing Clinical Supervision	Patients, Students, Instructors
Washing up and washroom use	Students, Instructors, Staff
Outdoor spaces for breaks and meals	Students
Faculty and Administrative breaks	Staff and Instructors

Step 2 ~ Implementing Protocols to Reduce the Risk:

First Level Prevention (Elimination)

College Area	Elimination Measures Undertaken
Primary Elimination	<ol style="list-style-type: none"> 1) Closed all intakes to longer programs requiring close physical contact for extended study durations and moved studies to online Platforms where possible. 2) Closed Clinical Practical until further notice and students use bubble members in camera to practice and receive feedback
Reception Area	<ol style="list-style-type: none"> 1) Reduce access to staff and clients only under Covid Guidelines for self-assessment. No student access. 2) Created outside area where distancing in effect and Clients fill out Covid Questionnaire and Waiver for assessment before entering building 3) Maintained separate offices for staff members to work in 4) Moved all duties to remote online where possible
Classrooms	<ol style="list-style-type: none"> 1) All non-practical courses on online platform including demonstration sessions. Instructors using family members for instructor demonstrations in home offices 2) Reduced student numbers in indoor settings by staggering practical study. Demonstrations indoors require masks and 2m distancing between observers 3) Closed classrooms to all outside persons. Students and Instructors only 4) No food or beverages allowed in classroom areas
Kitchen Cubby Areas	<ol style="list-style-type: none"> 1) Removed access to all kitchen and cubby use.
Library	<ol style="list-style-type: none"> 1) Limit 1 student at a time in book area 2) No sign-outs, all materials must remain in the class/library area
Clinic	<ol style="list-style-type: none"> 1) Cancelled until further notice 2) Created Online treatments in Do-In led by and recorded on platform by students to eliminate classroom attendance
Washrooms	<ol style="list-style-type: none"> 1) Single occupancy and cleaned after each use

Second Level Protection (Engineering Controls and Reduction Protocols)

Actions	Controls and Protocols Created
Receiving Clients and Student Breaks	<ol style="list-style-type: none"> 1) Created Outdoor Lounge area, 2) extended lunch hour to allow students to return home for meals, 3) required students to leave non-essential personal items in vehicles or at home, 4) created more short break times to leave class for refreshment and water breaks

	<ol style="list-style-type: none"> 5) Prebooking start and arrival times to reduce traffic in area 6) Administrative Staff guide clients through inquiries, payment and entry one at a time with tap ready payments maintaining distancing in outdoor space 7) Entry and Exits are clearly marked with signs and directional arrows for flow within the building and rooms
Classroom Attendance	<ol style="list-style-type: none"> 1) Created outdoor classroom with 2m distancing between student-to-student practice sessions. Students in contact are required to wear masks 2) All attendees in Onsite Hands-On classes are required to wear a mask and follow hand sanitization procedures and must self-assess daily for symptoms based on Worksafe BC guidelines. 3) Created bubble lists of family members and students to practice in online demonstration with Instructor Supervision and feedback. 4) Distanced seating 2m apart indoors 5) Opened windows and doors for ventilation
Student Clinical Practical	<ol style="list-style-type: none"> 1) Students will use Bubble members and each other when available to do practical work on camera and recorded for review and feedback from instructors 2) Clinic work onsite will be carried out under the regulations of the NHPC safety for practitioners, the PHO regulations and recommendations, and Worksafe BC standards 3) Masks will be worn at all times and PPE will be worn at all times relevant to the type of service 4) Signs and training have been posted and implemented for handwashing procedures, cleaning procedures and the proper donning and doffing of masks and PPE 5) All non-manual services will be conducted via streaming live online

Third Level Protection (Administrative Controls)

Windsong College of Healing Arts/Windsong School of Healing Ltd. has worked within the guidelines and framework provided by BC's Provincial Health Officer, BC's Centre for Disease Control, WorkSafe BC as well as the BC COVID-19 Go Forward Guidelines for Post-Secondary and Go Forward Guidelines for Health Professions to create documents that discuss the policies and procedures regarding operations at the college during the pandemic.

All guidelines, policies and procedures are communicated to the WCH Community (Staff, Instructors, Students and Patients) as needed via email Memo, posted to our website, and linked through the Student and Instructor portal of the Microsoft Platform in the Teams Chats and Files.

Virtual meetings through online platforms are held with various groups of individuals of the WCH Community as needed to discuss and update various policies and procedures and to gather feedback to determine if changes need to be made.

Signage has been placed up in all areas of the college to clearly articulate the requirements of action in each area. WorkSafeBC signage has also been placed on the doors to the campus.

Any individual accessing the campus (faculty, staff, students, patients) are required to self-assess daily before entering the college. Anyone displaying any symptoms, or who have travelled internationally or outside of their Health Region within 14 days or has been exposed to a known confirmed COVID-19 case, must not attend the college, and is required to self-isolate for 14 days. During the 14-day self-isolation, the individual is prompted to report to the Health Authority and the staff of WCH keep a daily check-in via Teams Chats to support the Individual.

The following table of documents have been created to provide clarity around the safe operations of the WCH Campus:

Target Audience	Policies, Procedures or Guidelines or Document
Admin Staff	WCH Covid 19 Safety Plan, Pandemic Operational Plan, Safety Plan, Institution Covid 19 Safety Plan WC (Running Class and Clinic Safely)
Clients	Covid 19 signage, Covid 19 Safety Protocols website (Client and Practitioner Safety Plan)
Clinic Supervisors	Running Class and Clinic Safely, Pandemic Operational Plan, NHPC Return to Work Protocols
Classroom Instructors	Running Class and Clinic Safely, Pandemic Operational Plan, NHPC Return to Work Protocols
Students	Running Class and Clinic Safely, NHPC Return to Work Protocols, Safety Plan (Posted in Teams)

Campus Occupancy Limits:

The Indoor space is limited to 12 people in 1200 square feet as follows:

Classroom 750 sq ft , Office and reception 225 sq ft., remaining space is break room, storage, and washroom

10 students maximum 2 students per 6ft table at ends

1 Administrator in reception and office space

1 Instructor in classroom with students

Up to 10 Demo members for practical sessions staggered in two groups of 5 with 2m spacing between each station, 5 stations total. Remaining 5 students are in the outdoor classroom space working on assignments.

The small size of our school and student population determines that no group larger than 10 people can be together at any given time.

Cleaning and Hygiene Protocols

Due to the health care nature of the operations at Windsong College of Healing Arts, regular cleaning and hygiene practices have always been practiced. With the ongoing spread of COVID, more strict and regimented procedures have been put into place to ensure adequate cleaning and hygiene are always maintained.

In general, there is more regular sanitization of high traffic areas and new procedures have been put into place for clinical cleaning and the appointment of a Health and Safety Officer who is responsible for the cleanliness and hygiene of each area of the College.

- Windsong School of Healing Ltd, will ensure that all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60% alcohol-based hand sanitizer; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) are available as appropriate.

1) Diligently practice these hand washing protocols:

- Wash your hands for at least 20 seconds using an adequate amount of soap.
- Rub hands together to create friction, rinse under running water, and dry them with single-use towels.
- Turn off the tap with single-use towel.
- When hands are not visibly soiled, you may use an appropriate alcohol-based hand sanitizer with at least 60% alcohol and approved by Health Canada.
- Hand washing stations or hand sanitizers are available inside the clinic environment, classroom, and reception area.

The above handwashing protocols should be used by all staff in the following situations:

- upon entering and exiting the practice environment
- before and after providing direct care
- after handling dirty laundry
- before and after putting on and taking off personal protective equipment
- after cleaning client contact surfaces
- upon completion of any touch-based administrative tasks (e.g. payment transactions)

Remind clients to wash their hands or use hand sanitizer when entering and exiting the practice environment.

- Windsong School of Healing Ltd. will ensure that Class Members are trained on how to clean and disinfect surfaces and use personal protection equipment if needed.
- Class Members cleaning the School spaces should read and follow manufacturer's instruction for safe use of cleaning and disinfection and the direction from These will be used according to the label directions and instruction from NHPC Handbook. Cleaning and disinfecting supplies that clean and disinfect all at once may require the use of disposable gloves, these should be disposed of appropriately after cleaning. More information on cleaning and disinfection can be found on the [Government of Canada website](#).
- Clients should not be present in the area during the cleaning of the Classroom to allow enough contact time for disinfectants to kill germs based on the product being used.
- Items such as countertops, chairs (including below the front of the seat), rental/shared tools and equipment, phones, whiteboard markers, cashier equipment, light switches, public washrooms, doorknobs, handrails, elevator buttons, cabinet handles, faucet

handles, tables, vending machines, and furniture need to be disinfected more frequently throughout the day.

Remove all items that cannot be easily cleaned, such as magazines and water coolers, from the treatment room or reception area.

- Clean and disinfect frequently touched surfaces and equipment after contact, even when they are not visibly soiled. This includes reception desks, counters, telephones, PIN pads, tablets, computers, pens, shelves, door handles, light switches, lubricant dispensers, treatment tools and equipment, exercise equipment, etc.
- Clean and disinfect shared facilities such as washrooms, staff rooms, laundry rooms, and elevators frequently
- If possible, employees or contractors should use their own products. If they share product bottles, the bottles should be cleaned and disinfected between use.
- Launder linens and other items that come into contact with clients between each use.
- Launder and thoroughly dry clothing and fabric items on the highest temperature setting possible.

There is a difference between cleaning products and disinfectants. Ensure you use each product correctly for effective sanitization:

- Cleaning products are designed to remove particles, such as dust and dirt, and oils from surfaces, but they do not kill germs.
- Disinfectants kill germs and should only be applied to clean surfaces. Disinfectant wipes are not effective on heavily soiled surfaces.
- Clean surfaces first with a cleaner, then apply a disinfectant to kill germs.
- Always follow product guidelines for both cleaners and disinfectants to ensure your own safety and effective cleaning and disinfecting.
- Use only disinfectants that have a Drug Identification Number (DIN), an 8-digit number given by Health Canada to approved hard-surface disinfectants.
- Common disinfectants include bleach solutions (one part bleach to nine parts water), quaternary ammonium (QUAT), alcohol (70%), and peroxide.
- Vinegar, tea tree oil, etc. are not effective disinfectants against COVID-19.



Fourth Level Protection (PPE)

In general, masks are required for all individuals on campus at the college, but they are mandatory when indoors, physical distancing cannot be achieved, or during any clinical activity at the college. Masks are available for purchase at the college as needed. Information regarding the use of PPE has been disseminated to the WCH Community through email memos and posted on our Teams Site Online. The NHPC document “Return to Work Protocols” has also been linked on our online portal for faculty and students, as well as the safety posters provided by Work BC and NHPC.

The following are samples of the posted documents for safety in PPE:

PPE Checklist

Contact and Droplet Precautions

Steps for putting on PPE			Steps for taking off PPE		
1		Clean hands	1		Gloves
2		Gown	2		Clean hands
3		Mask with visor or mask and eye protection	3		Gown
4		Gloves	4		Clean hands
			5		Mask with visor or mask and eye protection
			6		Hand sanitizer or soap and water

COVID-19 SAFETY PRECAUTIONS

As the COVID-19 pandemic evolves, the health and safety of all clients is paramount.

While we want you to take care of your physical and mental well-being by practising self-care, please stay home if you answer “yes” to any of the following:

- Have you traveled to anywhere outside of Canada?
- Have you been in close contact with a confirmed or probable case of COVID-19?
- Are you experiencing any COVID-19 symptoms (cough, fever, difficulty breathing)?

HOW TO STAY SAFE



WASH your hands with soap and water often



AVOID touching your eyes, hands, nose, and mouth



DISINFECT frequently touched objects and surfaces



COVER your nose and mouth with your elbow or a tissue when coughing and sneezing



DO NOT shake hands. Try to stay at least two metres away from people when in public

STAY INFORMED

The best thing you can do is regularly check government health services for updates on the current status of the disease, best hygiene practices to reduce the spread of the virus, and how communities can stay prepared.



Natural Health Practitioners of Canada
Praticiens de la Santé Naturelle du Canada

Help Reduce the Spread of COVID-19

WASH YOUR HANDS

1
Wet your hands with warm water

2
Apply Soap

3
For at least 20 seconds, make sure to wash:

4
Rinse well

5
Dry hands with paper towel

6
Turn off the tap with the paper towel

Palm and back of each hand

Between fingers

Under nails

Thumbs



Natural Health Practitioners of Canada
Praticiens de la Santé Naturelle du Canada

Adopted from the Public Health Agency of Canada

Step 3 ~ Develop Policies

The following policies have been adopted and posted to our online site, sent by email, and distributed to staff and students by hand:



Windsong School of Healing Ltd. Safety overview and Plan Policy Updates

Control measures for maintaining physical distance in the workplace, following:

Working offsite or remotely: Where possible, study has been created in a virtual environment

Changes to work schedules:

Initial practical work was done in distance to observe and explore the addition to the practice of the CHHP and Shiatsu Therapist. Models were adapted from newenergywork.com and students are required to carry out and explore distance sessions with feedback virtually.

Return to class is limited to Practical Skills only with PPE in place and a sealed class environment with no outside visitors. Only staff, faculty, students, and patients are allowed on campus.

Most classes and clinics are available online so students and faculty can safely resume their education

Anyone who is showing any signs/symptoms of COVID-19 or any respiratory infection is prevented from accessing the campus.

Any individual arriving from outside of Canada, or who has come into contact with a known infected individual, must self-isolate and not attend the campus for 14 days.

Changes to how tasks are done.

Cleaning is done after every client group and end of day; this incorporates a 2-hour cleaning schedule.

Hours of clinic were extended to always allow for less traffic. maximums have been set through limiting the number of practitioners working at any one time to 4. Typical numbers are 2 or 3 practitioners spaced 2 to 3 meters apart.

Occupancy limits for workers. As above and peer to peer work only. Virtual sessions incorporated

Limiting or prohibiting visitors. As above and peer to peer work only. Virtual sessions incorporated

Reducing the number of customers. As above and peer to peer work only. Virtual sessions incorporated

Measures in Place:

We have included curtains to remind practitioners of their space to work in and not cross over into another practitioner's space.

Masks must be worn by practitioners and clients during times when all other methods cannot guarantee protection.

Any Student, Staff, or Instructor that develops symptoms while outside of the college, must perform the BC COVID-19 Self-Assessment or contact a Public Health Nurse at 811 to determine if they are able to attend the campus. If any of these individuals develop symptoms while attending the campus, they must immediately put on a mask, wash their hands, notify the Health and Safety Officer (preferably by email) and return home to self-isolate and perform the tasks above as needed.

Exceptions will be made to attendance limits if they are directly related to illness or COVID-19 self-isolation/quarantine to ensure that there is no penalty for students.

Measures in Place On Campus:

No food prepared or eaten on premises No lunch or staff room inside the building

Distancing of 6 ft between client and practitioner pairs

Signs for washing donning and doffing in washing areas are to be observed at all times

Cleaning every session set and after day end with disinfectant cleaners. All students have linens provided and washed daily

Mandatory Mask facility. All practitioners and clients wear masks and limit of 8 persons in the building at any time 2 per area.

Cleaning in the Clinic:

Cleaning door handles, Workstations including table or floor mat cover all linens washed in single use,

All cleaning is done with disinfectant cleaner and air dried.

Sinks, toilets , faucets all cleaned between clients with disinfectant cleaner.

Lori to supervise main traffic areas, all students to clean stations used. Check in for cleaning regularly at 10:00 am, 11:30 am, 3:30 pm, 5:00 pm and 6:30 pm. Full office cleaning nightly at closing 7:00 pm

NO client that has symptoms may enter the treatment area. Practitioners are to self-monitor daily. Staff and Students are to review safety and adjust the plan accordingly as new information arises and new policies are recommended from government and professional associations.

Step 4 ~ Develop Communication and Training

The following training protocols have been implemented:

Group	Training Plan
Students	<ol style="list-style-type: none"> 1) Upload copy of all modified policies and procedures in Teams Files. 2) Guidelines posted in various areas of the college (classrooms, clinics, student lounge) 3) WorkSafe BC information posters placed around the campus. 4) Live Teams meeting to discuss changes and answer questions from students on a weekly basis. 5) Updated documents available on online platform.
Faculty and Staff	<ol style="list-style-type: none"> 1) Email copy of all modified policies and procedures. 2) Live Zoom meeting to discuss changes and answer questions on a weekly basis. 3) Updated documents available on online platform.
Patients	<ol style="list-style-type: none"> 1) Information regarding protocols sent via email or by phone during the booking process. 2) Signage available on site to deliver information regarding hygiene and policies. 3) Messaging during booking. Instructions given as updated. 4) Information available on our website.

Step 5 ~ Monitoring the Workplace and Updating as Necessary

The workplace will be monitored by the Head of each area: Senior Educational Administrator (Campus and Online), Admissions Administrator (Offices and Reception), Supervisor (Clinic Space), Instructor (Classrooms and Clinic Space), Maintenance Head (Campus Facilities indoor and outdoor) and with the support of students (Classroom, Clinic, and Outdoor Spaces).

Areas of concern will be communicated to the Health and Safety Officer (Lori-Ann MacLeod) as soon as possible and a convening of a health and safety meeting will occur to discuss potential changes to policy and procedures to mitigate any risk that is identified.

Faculty and Students are also asked to report any issues they are aware of to the Health and Safety Officer through email. All new updates that are created will be sent to all Staff, Faculty, Students and Patients through an email memo and added to the documents available online.

All updating is done on a weekly basis by Teams Meetings and email.

Step 6 ~ Assess and Address Risks From resuming Operations

Windsong Staff are dedicated to the continued health of our Campus Community. We have written documents and developed plans, policies, and procedures for the safe education and working environments for our community members.

From March 2019 to June 2021, we have decided to take the ultimate step in preventing the spread of Covid 19 by not introducing any new members to our community and ceased intakes for all programs other than those already being delivered.

Our first assessment led to online classes only to limit the immediate consequences of Covid.

Our Second assessment in May of 2019 allowed a limited closed campus with only students and staff necessary to complete courses in delivery.

We remain closed to new students until June of 2021, when we will begin online studies. Our Clinic is closed until February of 2022. Our first online delivery is scheduled to take place September of 2021 with expanded online capabilities for demonstration, monitoring, and feedback to all students.

We have removed all onsite shared items , have implemented policies for a mandatory mask facility and are updating our back to campus strategy based on the latest PHO and AVED Covid 19 return to Campus Primer.

All policies, procedures, protocols, and programs are updated with PHO, AVED, Worksafe, and CDC announcements.