

PEACE ASSOCIATION FOR LIFELONG LEARNING

COVID-19 Response Plan

During Phase Two of Alberta's COVID-19 Reopening Plan, the following procedures will be in effect for the Peace Association for Lifelong Learning (PALL):

- A) Classes and meetings will be held remotely as much as possible to minimize the risk of COVID-19 transmission.
- B) Where in-person classes and meetings are needed, they will be arranged remotely as much as possible. Staff and board members will not attend in-person classes or meetings if they are experiencing any of the symptoms or risk factors on the attached COVID-19 Screening Questionnaire.
- C) If anyone who is not a staff or board member is invited to an in-person class or meeting, that person will be given the attached COVID-19 Screening Questionnaire. For one-time events, this will be administered remotely by phone or online if possible. For regular classes, this will be administered at the entrance to the learning facility.
- D) Anyone reporting any of the symptoms or risk factors on the COVID-19 questionnaire will be asked to self-isolate for 10 days and to call 811 to arrange for screening and testing. Under no circumstances will such a person be allowed to attend an in-person class or meeting.
- E) Physical distancing will be practiced at all in-person events and classes sponsored by PALL. This means that individuals who are not part of the same household will remain at least two meters apart at all times. Chairs in the waiting room, offices and any classrooms will be placed to ensure this is followed. Individuals from different households will be asked to take turns using the hallway of the Horizon Learning Centre.
- F) The maximum number of persons in the Horizon Learning Centre at one time will be six. Staff or board members planning to be in the Centre will

contact the Program Coordinator in advance to ensure this capacity is not exceeded.

- G) Classes will be limited to a maximum of 12 students, one instructor and two volunteers. The Horizon Learning Centre will not be used for classes of more than three students.
- H) Events that involve food-sharing, such as pot-luck dinners and cooking classes, will be avoided.
- I) Hand sanitizer will be placed on the reception desk at the Horizon Learning Centre and near the entrance of any other facility used by PALL. Any person entering the Centre or other facility will be asked to use it.
- J) Copies of all completed COVID-19 Screening Questionnaires will be kept for four weeks to facilitate any contact tracing that may be needed. They will be kept in a folder that is used only by staff to ensure confidentiality. Although providing contact information on the form is voluntary, staff will encourage people to do so for public health reasons. The completed forms will be shredded after four weeks.
- K) If two or more staff or students are found to test positive and are known to have been together in the same place, staff will immediately notify Alberta Health Services at 811.
- L) Any communication with the media regarding any COVID-19 cases that may arise among staff, students or volunteers of PALL will be done by the board chair.
- M) All staff and volunteers providing instruction through PALL will keep a register of attendance.
- N) All staff at the Horizon Learning Centre will take responsibility for ensuring that hard surfaces, including doorknobs, desk and table tops, counter tops, taps and toilet surfaces, are cleaned and sterilized after use. This means

that dirt will be cleaned off first, then the surface will be sprayed or wiped with disinfectant and the disinfectant left in place for at least one minute. A supply of bleach, clean cloths and disinfecting wipes will be kept at the Horizon Learning Centre.

- O) The Learning Centre will also be cleaned thoroughly once a week by special caretaking staff.
- P) A supply of clean masks will be maintained at the Horizon Learning Centre in case two-meter distancing is temporarily impossible. Persons using the Centre may also bring their own masks. Masks must be worn when persons from different households are less than two meters apart. Children aged nine or under do not have to wear masks but do need to stay at least two meters away from persons from other households.
- Q) Any items returned to the Horizon Learning Centre after being borrowed will be placed in a designated bin for at least 72 hours before being placed on the shelves or recirculated. Before being placed in the bin, they will be labelled with the return date and placed in a plastic bag.
- R) Activities that involve objects being touched by multiple people will be avoided. Students attending in-person classes will be asked to bring their own writing implements. Any writing implements or other items borrowed from PALL will be cleaned and sterilized after each use. Any keyboards or other electronic equipment owned by PALL and used by more than one person will be sterilized with disinfecting wipes after each use.
- S) Shared food and drink will be avoided during this period. Students will be encouraged to bring their own beverages and snacks if they wish to have them.
- T) Anyone wishing to bring a child into the Horizon Learning Centre will be asked to provide their own toys and other items to be used by the children. Parents will be responsible for ensuring that their children follow COVID-19 precautions.

- U) A sign will be placed on the door of the Horizon Learning Centre asking people to avoid entering if they display any symptoms or risk factors for COVID-19. Inside, signs will be posted regarding the need to use hand sanitizer and maintain physical distancing.
- V) Illustrated hand washing instructions will be posted in the washroom, and the washroom will be kept supplied with hand soap and paper towels. The hand soap will be in a dispenser. No shared cloth towels will be used.
- W) The Horizon Learning Centre website will provide students with advance information about PALL's COVID-19 Response Plan.
- X) Instructors will explain the COVID-19 plan to in-person students using the level of instruction appropriate to them.
- Y) This plan will be updated as needed to ensure compliance with any changes in provincial government regulations.

Approved Sept. 3, 2020