



SIR ARTHUR LEWIS COMMUNITY COLLEGE

COVID-19 PROTOCOLS

COVID-19 is an infectious disease. It is mostly spread by respiratory droplets which are released when people talk, cough, or sneeze. These droplets may spread to another person or contaminate a surface and then to the nose or mouth through touching, causing infection. To reduce the spread of this disease, Health Authorities recommend good hygiene and personal prevention practices such as:

- wearing a face covering,
- hand washing with soap or hand sanitizer,
- social and physical distancing, and
- staying at home when ill.

Beginning 17th August 2020, and continuing until further notice, the following COVID-19 protocols will apply to ALL persons working, attending or visiting the facilities of the Campuses and the Farm (Castries & Vieux-Fort) of the College.

FACE COVERING REQUIREMENTS

- Face mask or appropriate face coverings, EXCLUDING BANDANAS, will be required in campus buildings by ALL staff, students and visitors.
- Exceptions to this requirement for faculty and staff will be made only while alone in their private office or workspace.
- Students will be required to wear a face covering when attending in-person class or practical activity.

HAND SANITIZATION REQUIREMENTS

- Hands should be washed with soap and water, for at least 20 seconds, after eating, use of the bathroom, blowing of the nose, coughing or sneezing.
- Alcohol-based hand sanitizer must be used in cases where it is not possible to wash hands with soap and water.
- On entering any building on campus, staff, faculty, students or visitors will be required to sanitize their hands.

SOCIAL AND PHYSICAL DISTANCING

- Social and physical distancing protocols and instructions are to be observed at all facilities of the College.
- In the classroom or learning space a physical distance of at least 3 feet shall be maintained between students.
- In the classroom or learning space where a physical distance of at least 8 feet between the instructor and the students can be maintained, faculty will not be required to wear a face covering.

STAYING AT HOME REQUIREMENTS

Any member of staff, or student of the College who is feeling unwell, **MUST** stay home.

The same applies to visitors. If you are feeling unwell do not come to the College. Call, send an email or send someone who is well to conduct business on your behalf.

If any of the COVID-19 symptoms (see Annex I, C) are being experienced, then call the medical hotline 311 or contact one's personal doctor.

EXPOSURE PROTOCOLS

The following guidelines speaks to what the College shall do in cases of possibly exposure to the COVID-19 virus.

Exposure to COVID-19 - OFF CAMPUS

In the event that an employee or student has been in close contact with someone that tests positive for COVID-19, the employee or student should immediately call the medical hotline 311 or report this via phone to their personal doctor or a health professional at a hospital.

- (1) **The employee** should then inform their Supervisor or Head of Department (HOD) via email or telephone.

- 1.1 The Supervisor / HOD shall, through the Department Dean/Manager, inform the Office of Human Resources.

- 1.2 The Office of Human Resources will contact the employee and provide said employee with the necessary guidance.
- 1.3 The Office of Human Resources shall inform employee that the College is mandated to inform Public Health officials and a report filed.

(2) **The student** should then inform his/her Course Tutor/ Department Head via email or telephone.

- 2.1 The Course Tutor shall, through the Department Head, inform the Office of Human Resources of said information.
- 2.2 The Department Head or authorized staff will contact the student and provide said students with the necessary guidance.
- 2.3 The Office of Human Resources shall inform the student that the College is mandated to inform Public Health officials and a report filed.

Under no circumstance should that employee or student visit the campus until s/he has produced evidence of clearance by a medical professional to do so.

Possible COVID-19 INFECTION - ON CAMPUS

An employee/student who while on campus falls ill or experiences one or more of the COVID-19 symptoms will be separated from other staff members/students and immediate arrangements will be made for their evacuation from the campus via:

1. parents/guardians or significant other.
2. emergency services.

The employee/student will be advised that if the symptoms persist that s/he should call the medical hotline 311 or contact a medical practitioner.

The College shall inform the employee/student that the College is mandated to inform Public Health officials and a report filed.

Under no circumstance should that employee or student return to the campus until s/he has produced evidence of clearance by a medical professional to do so.

Confirmed COVID-19 INFECTION

In the event that a staff member or student has tested positive for COVID-19, the employee/student should IMMEDIATELY contact their Supervisor or Department Head respectively. The Supervisor/Department Head on receipt of this information must IMMEDIATELY inform Human Resources who will then get in contact with the relevant Public Health Authorities as to the next steps to be taken.

TRIGGERS FOR CLOSURE AND RE-OPENING OF CAMPUS

1. Confirmation of a COVID-19 infection of anyone (staff, student or visitor) who had recently visited the campus shall be a trigger for closing the campus.
2. The College shall, if necessary, immediately contact the Public Health Authorities.
3. If necessary, evacuation of staff and students from the College shall be in accordance with directives from the Public Health Authorities.
4. The College community shall be immediately informed and advised to self-quarantine until medical clearance is obtained.
5. The College shall be make the necessary arrangements to have the entire campus sanitized
6. The College shall re-open when it is deemed safe to do so by the relevant Public Health Authority.

BREACHES

1. Staff or students in breach of these protocols can be subject to disciplinary action.
2. Visitors to the campus who refuse to abide by these protocols, will be refused service.

Queries pertaining to the SALCC COVID-19 Protocols can be directed to:

Switchboard : 457-7300
Student Services : 457-7300 (Ext. 5226); studentservices@apps.salcc.edu.lc
Human Resources : 457-7312; hr@apps.salcc.edu.lc
Student Experience : 457-7346; seu@apps.salcc.edu.lc
Communications Department : 457-7300; communications@apps.salcc.edu.lc

9th June 2021

Annex I: Key Facts about COVID-19

The following information was drawn from a variety of credible sources, such as the World Health Organization (WHO), the Pan American Health Organisation (PAHO) and the Ministry of Health and Wellness in Saint Lucia. The information may change, as more is learnt about the virus and what can be done to control and prevent it. It is therefore vital that you keep abreast with the information put out by the abovementioned organisations.

A. What is COVID-19?

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Others, particularly older persons and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

B. How is COVID-19 Spread?

The COVID-19 virus is spread primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. It is therefore important that persons practice respiratory etiquette by coughing or sneezing into a tissue or in flexed elbows. Infected persons may at times show few or no symptoms at all (asymptomatic). Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die.

C. What are COVID-19 Symptoms?

COVID-19 affects different people in different ways. Infected people have had a wide range of reported symptoms – from mild to severe illness.

Symptoms associated with COVID-19 are:

- cough
- shortness of breath or difficulty breathing
- chill
- repeated shaking with chills
- muscle pain
- headache
- sore throat
- loss of taste or smell
- diarrhea
- feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

Any person experiencing any of the above symptoms should, out of an abundance of caution, STAY HOME, until clearance is given by a medical practitioner.

D. What are some Emergency Warning signs for COVID-19?

If someone is showing any of these signs, seek emergency medical care immediately:

- trouble breathing
- persistent pain or pressure in the chest
- new confusion
- inability to wake or stay awake
- bluish lips or face

Call your medical provider for any other symptoms that are severe or concerning to you.

E. What can be done to prevent the Spread of COVID-19?

- Wash hands frequently with soapy water for at least 20 seconds. If soap and water is not available, use an alcohol-based sanitizer.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Wear a face covering when leaving home, boarding public transport or entering a building.
- Cover mouth with tissue whenever sneezing and discard used tissue in a garbage bin. If tissue is not available, sneeze or cough into flexed elbow or upper sleeve not into hands.
- Clean and disinfect frequently touched objects and surfaces.
- Use telephone and video conferencing instead of face-to-face meetings.
- Refrain from shaking hands or hugging.
- Avoid gathering in groups of more than 20 persons. When gathering physical distancing protocols should obtain.
- Any employee who believes their workspace does not allow for adequate physical distancing should consult their supervisor.

WHO and PAHO References Related to COVID-19 and Schools

Considerations for School-Related Public Health Measures in the Context of COVID-19:
<https://www.who.int/publications-detail/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

Key Messages and Actions for COVID-19 Prevention and Control in Schools:
<https://www.paho.org/en/documentos/mensajes-acciones-importantes-para-prevencion-control-covid-19-escuelas>

Cleaning and Disinfection of Environmental Surfaces in the Context of COVID-19:
<https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19>

Considerations for Public Health and Social Measures in the Workplace in the Context of COVID-19:
<https://www.who.int/publications/i/item/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19>

Key Messages and Actions for COVID-19 Prevention and Control in Schools – March 2020:
https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4&download=true