

# Toronto

PCC # 148495

DLI # O263151451182



Canadian School of Natural Nutrition

TEACHING THE MEDICINE OF THE FUTURE™

# Policy and Procedure Document

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**COVID Protocols for Safe operation / Re-Opening ARNN Toronto Inc. O/S Canadian School of Natural Nutrition- Toronto Campus (CSNN Toronto ) PCC 148495**

These protocols are guidelines for the Canadian School of Natural Nutrition Toronto (CSNN Toronto) classroom location's safe reopening. CSNN Toronto abides by any, notices, or guidance issued by the Ontario Provincial Health Officer and local health authorities. These protocols will be periodically updated, as necessary, to align with evolving guidance from the Provincial Health Officer. The goal of these protocols is to support the eventual opening of in-person teaching, learning, administrative and support services at Canadian School of Natural Nutrition Toronto while reducing the risk of COVID-19 transmission.

**Key interventions** to reduce COVID-19 transmission are:

- early diagnosis and isolation of people with COVID-19 and
- Identification and management of clusters of infection.

**General prevention** measures that add additional layers are:

- frequent cleaning of high touch surfaces,
- hand hygiene and
- reducing unnecessary close contact with large numbers of people

The Health & Safety of the CSNN Toronto Instructors, Administration staff and Students is of paramount importance and we are taking precautions to ensure the continued safety of everyone in the classroom.

## **Understanding the Risk**

CSNN Toronto will monitor the level of community transmission to implement interventions that are proportionate to current local risk. CSNN Toronto will follow advice from local public health authorities, which can change based on the level of transmission.

The risk of person-to-person transmission is increased the closer people come to other people infected with COVID-19, and the amount of time spent in this close proximity.

Reducing the number and duration of close contacts helps reduce the risk during times of high community transmission of COVID-19. Frequent cleaning of high touch surfaces, and following consistent hygiene practices may also help mitigate this risk.

It is important to be aware of potential heightened anxiety of COVID-19 infections of any elevated risks area, population or groups.

## **Refusal of Entry Policy**

CSNN Toronto reserves the right to **refuse entry** to anyone entering the Campus if any criteria outlined by the Ontario Ministry of Health Covid-19 guidelines apply to them, such as:

- Tested positive or presumptively positive for the Coronavirus COVID-19 or
- been identified as a potential carrier of the COVID-19 virus or similar communicable illness;
- Shown/Experienced any symptoms commonly associated with COVID-19;
- Been outside of Canada in the last fourteen (14) days;
- Been in direct contact with or the immediate vicinity of any person they knew and/or now know to be carrying COVID-19.

## **Instructor, Administration Staff and Students Protocol and Commitment to Safety (form)**

### **also in Appendix**

As an Instructor, Student or as Administrative staff of CSNN Toronto , I will adhere to the noted policies and protocol as outlined by Canadian School of Natural Nutrition Toronto to ensure the safety of each individual , colleagues, and staff of Canadian School of Natural Nutrition, Toronto.

**I agree to the following:**

- I will not come to the **CSNN Campus** if I have or have had in the last 10 days symptoms of COVID-19 and will instead self-isolate if I have any of the symptoms (symptoms include: chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)
- If I start to have symptoms of COVID-19 while at CSNN Campus I will immediately advise the CSNN Office Staff and make necessary arrangements to go home to self-isolate
- I will abide by the **CSNN** policy on protocols on social distancing amongst Staff, Instructors and students and will maintain a distance of two meters as much as possible
- I will abide by the **CSNN** policy in regards to handwashing and sanitizing my hands frequently
- I will abide by the **CSNN** protocol for the cleaning of our space in order to ensure safety of all staff, Instructors and students or myself (if applicable)
- I will advise the **CSNN Manager** of any safety concerns I may have. This will help to ensure safety and confidence amongst students, CSNN Instructors and staff , and myself.

Before Each Class I commit to the CSNN Health & Safety check which includes:

- Not having symptoms of COVID-19
- I have not been in contact with someone who has COVID-19
- I am not currently required to self-isolate
- I have not been outside of ontario in the last 14 days

I acknowledge that I have read this protocol for CSNN Toronto Campus and **in-classroom attendance** and I agree that I will inform Administration staff if any of these factors apply to me.

Name \_\_\_\_\_

School Name: Canadian School of Natural Nutrition Toronto

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **150 Eglinton Ave East Building Management**

CSNN Toronto Campus is located at unit 302– 150 Eglinton Ave East .

The building is managed by Madison Property Management; their contact information is on the building tenants’ names board inside the street level entrance.

**ON Covid-19 protocols** for entry is posted at all building entrances.

### **Cleaning of the Public Spaces and Washrooms**

The Building is cleaned twice daily as required by **ON Covid-19 protocols**. Cleaning includes the floors, glass, bathroom fixtures and elevator touch points

Their product combines peroxide with biodegradable emulsifying detergents to provide cleaning

### **Building Ventilation/ Airconditioning Maintenance**

The HVAC system is maintained, by a certified service provider.

### **Hand Sanitizer Stations**

Hand sanitizer dispensers are located in entrance lobby, the halls near the bathrooms and Near the elevator, in fact right outside our unit of 302.

### **Public Area Signage**

Social distancing is encouraged with signage that is placed in lobby , hallways, and offices.

Elevator Occupancy signs is placed inside and outside of elevators on every floor.

### **COVID-19 protocols for building entry is posted at all building entrances.**

- On entering the building students Instructors or Administration staff should use the sanitizer station or hand washing facilities to clean their hands.
- Observe the CSNN Toronto policy on non-medical grade mask wearing
- Observe all posted signs including physical distancing recommendations and be aware of other building guests and tenants moving through the corridors, leaving washrooms and offices or using the staircase
- Access to the CSNN campus in Unit 302 is via a staircase or an elevator. Use the staircase whenever possible and wait your turn if another person is using the stairs.

## **CSNN Toronto classroom notice & communication to students**

- Hands must be washed or sanitized before entering the classroom
- Keep all personal bags and personal items off countertop and food preparation surfaces.

### ○ **Healthcare Facilities Contact Information**

In case of emergencies contact **911**

For non-emergency health inquiries contact

**Telehealth Ontario ( Ontario Ministry of Health )**

Get fast, free medical advice [Toll-free: 1-866-797-0000](tel:1-866-797-0000)

To connect you directly with a registered nurse, a pharmacist etc.

311 to get information about City of Toronto services or programs, to find the right division or individual at the City to get information or help.

211 is your community connection. It is the number to call for information about human services – health, social and community services.

## **Ontario Ministry of Health**

If you have a question or concern about policy, legislation, or decisions of the Ministry of Health they can be reached

- [Facebook](#)
- [Twitter](#)
- [Tel: 416-327-4327](tel:416-327-4327)
- [Toll-free: 1-800-268-1153](tel:1-800-268-1153)

438 University Ave, 8<sup>th</sup> floor,  
Toronto Ontario M5G 2K8

## **COVID-19 Information**

Find information about COVID-19, how to protect yourself, your family and your community and what to do if you suspect you have the virus.

<https://www.ontario.ca/search/search-results?query=COVID-19%20updates>

Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1- 888-268-4319).

## **Self Assessment Tools**

<https://covid-19.ontario.ca/>



## CSNN Classroom Protocols

- Be aware of students and Instructors leaving the classroom as you enter
- Observe the CSNN policy on non-medical grade mask wearing
- One student per desk, one chair per desk. Select a desk and chair and that becomes your desk for the classroom session. Do not change desks or chairs. Inform admin if this becomes necessary
- Instructor desk and chairs are at the front of the classroom. These are not for student use.
- Place personal items on or under the selected desk, out of the walkway
- Spare masks are available from CSNN Toronto Administration on request. All staff and students are required to carry a mask with them at all times.

## Personal Requirements and Preferences

(As applicable) students, Instructors and staff

- must comply with the **Instructor, Administration Staff and Students Protocol and Commitment to Safety** Document items. This check-in is required every class day.
- **must** carry a non-medical grade mask and know how to fit this correctly. Cleaning of non-disposable masks are the wearers responsibility. Disposable masks should be disposed of correctly
- are encouraged to bring their own preferred supplies, including supplies of masks and cleaners/sanitizers to meet their own comfort/preference requirements
- All students should bring their own paper for notes and any personal stationary items they require
- should use the washroom respectfully, observe strict handwashing, leave the room clean and tidy, lower the seat before flushing and **clean the keys** before returning them
- Sanitize public items as used and observe handwashing protocols, this includes staplers and hole punches provided for student use
- Dispose of paper towels and recycling items in the appropriate provided containers
- Instructors can bring their own whiteboard markers and laptops if preferred
- Students are required to bring their own laptop to class and to sanitize as required
- Are encouraged to take bring personal items like water bottles, food containers and utensils and cups. These should be taken home for cleaning. Please take food scraps home for disposal.

## **Communal Spaces**

Guidelines for usage of common spaces will be posted and will be covered in Student Orientation sessions.

- Lunch and snack breaks are encouraged outside of the CSNN Campus space
- Breaks in the CSNN Campus space should be taken at the individual desks
- The use of the CSNN kitchen sink area is permitted when all users are wearing masks, otherwise use is only permitted when physical distancing can be maintained.
- Respect for all users personal space and comfort zone
- Follow direction arrows and physical distancing
- Sanitize/wash hands before touching anything
- Use of CSNN dishes, cutlery and cups is not encouraged. Food scraps should be taken home
- Clean up before leaving the space, cleanse handles, bench surface and any other surface before leaving with cleaning products provided
- Kettle handle should be sanitized before and after use
- Providing and consuming communal foods is not encouraged. Individually pre-packaged items can be shared
- Sanitize/wash hands often

## **Communal Spaces– Administration Office**

Only one administration staff and manager in the CSNN Office at all time observing physical distancing whenever possible

- When physical distancing is not achievable then a mask should be worn
- Use assigned desks clean/sanitize after using as needed
- If unable to use an assigned desk clean/sanitize the desk before and after using
  - Clean shared equipment often, including filing cabinets, staplers, hole punches, phone, printer
  - Meetings should be scheduled outside of the office space whenever possible, and instead held in the classroom outside of scheduled class times, or should be done by virtual conferencing or another appropriate method.
- Administration check in at the beginning and end of classes can be done virtually if working from home
- If invigilating late tests must be done in-classroom, a mask should be worn

### **CSNN Communal Spaces Visitor Policy**

- No visitors will be admitted to the CSNN Campus without an appointment.
- Wherever possible appointments will be made for virtual meetings.
- Masks will be required if physical distancing criteria requires this.
- All visitors details including contact information must be recorded in the Visitor Log.

### **COVID-19 Safety Plan for In-Classroom Delivery**

CSNN Toronto will only offer in-classroom Instruction in accordance with all Ministry of Advanced Education and Ministry of Health Guidelines.

#### **Otherwise will continue to be delivered Zoom on-line interactive**

Or a blended method of delivery in accordance with regulations.

**Administration Staff** will work in the Campus office for scheduled coverage, however if they are unwell they must stay home. Working from home and checking in with students virtually may be an option

#### **CSNN Schedules**

Classes will run as per the published Program schedules. CSNN Toronto reserves the right to amend the scheduled classes, class times and delivery method when needed.

Classes will start at scheduled times.

#### **CSNN Attendance Policy**

The attendance policy, as laid out in the CSNN Toronto Student Handbook and as discussed during student orientation, will be followed at all times.

A student who does not to attend virtual ( or in person ) classroom is considered absent.

The student must notify their Instructor by email, and Administration by email or phone prior to class start time. If any **Covid-19** accommodations are needed students should contact the Branch Manager as soon as possible and attempt to notify the course Instructor of their absence.

#### **CSNN Notifications & Method of Delivery Change Notices**

All students **must** be contactable by email and must provide CSNN administration with an updated email address if their email address changes. Emails must be checked regularly and must always be checked.

## **Cleaning CSNN Campus**

### **Cleaning of Classroom after a class if conducted in classroom**

- A mask and gloves must be worn and any protective clothing deemed necessary
- Start at the far side of the room and work back towards the classroom door
- Clean one desk and chair set at a time
- Wipe the Desks– top and edge.
- Wipe the Chairs- back, seat and edge
- Clean equipment used by the Instructor with the appropriate solution. This may include laptop keys, pointer, whiteboard markers, headset, tv controls
- Pick up any large rubbish wearing gloves and place in the garbage
- Re-space any moved desks and chairs
- Clean communal equipment stapler, hole punch, light switch and door handles

### **Cleaning Office- if classroom is used**

- Clean equipment used with the appropriate solution. This includes laptop keys, printer, filing cabinet
- Clean communal equipment stapler, hole punch, light switch, fan, door handles, temperature controls etc
- Clean desk and chair
- Take rubbish and recyclables to basement containers as necessary

## **Protocol in Event of a Student, Instructor, Administrator Becoming Unwell while in CSNN Campus**

The in-classroom students and Instructor will be asked to verbally update their Self Assessment status

Note: Students who are immunocompromised or in regular contact with someone who is, should not be visiting campus

Arrangements for transportation should be coordinated if required.

If symptoms persist, the individual should contact 311 or their local healthcare provider for further direction. The result of this check in must be advised to the Branch Manager Administration staff must clean and disinfect the space where the individual was separated and any areas used by them (e.g., bathroom, common areas).

All students and the Instructor in this class must put on a mask and monitor for any Covid symptoms. They may include: \*Fever \*Chills \*Cough \*Shortness of breath \*Sore throat \*Stuffy or runny nose \*Loss of sense of smell \*Headache \*Muscle aches \*Fatigue \*Loss of appetite.

## **Mental Health and Support Services**

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

Resources are available to support the mental health and wellbeing of students i

### **Mental health and addictions support**

The Province offers a range of virtual mental health programs and services to support mental health and wellness.

- Mental health, drug and alcohol addiction and problem gambling: [1-866-531-2600](tel:1-866-531-2600)

Or in the City You can also find support for a particular group or community  
<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-mental-health-resources/>

ADDITIONAL RESOURCES j Mental Health Commission of Canada - National Standard for Psychological Health and Safety in the Workplace