



Health and Safety Policy

As we head back to campus full of enthusiasm for in person learning, Upper Highland College of Business and Technology wants to ensure the health and safety of our campus community. As we continue to navigate the impacts of the pandemic, there are many adjustments.

Masks/Face Coverings

The proper wearing of a mask is mandatory for students/instructors/staffs at all common areas within and surrounding the premises of the college, regardless of vaccination status. Masks must be worn over your nose and mouth and must be secured under your chin. Face shields are not a substitute for a mask. **More details about Your Guide to Masks can be found in Appendix H.**

A mask is to be worn at all times while at the following places:

- In all indoor common spaces such as classrooms, teaching laboratories, elevators, lobbies, hallways, restrooms, lunchroom, and any other area where there are two or more people;
- Students also need to wear a mask even if standing behind a shield.
- Even while standing two meters away from another person.

Note: Any college related trips require occupants of the vehicle to be wearing masks (e.g., buses, subway, taxi).

While masks are removed during eating or drinking, physical distancing must be maintained.

Vaccinations

Proof of vaccination is a requirement to study at the college. Students and instructors are asked to provide a Government issued proof of being fully vaccinated (Certificate, Receipt, or QR Code) prior to attending hybrid classes. Following the Provincial Health Officer, it is recommended that all eligible students get fully vaccinated. COVID-19 vaccines are available at no charge to everyone ages 12-plus who are living, working, or studying in Ontario during the pandemic. This also includes international students and their families who are living in Ontario.



Health Checks

Students should not participate in any activities (educational or otherwise) if they are sick. However, the protocol for calling in sick under the Student Policies must be followed strictly.

A health check will be done prior to entering the college building and shall be conducted in the following manner:

- The college shall send a self-screening form to each student who will be attending hybrid classes. A copy of the form shall be filled up and submitted by the student as part of the health check. It will help keep track of their health condition and make sure that the college will be able to take all the necessary precautionary measures to prevent the spread of coronavirus within the campus.
- The college will implement temperature screenings on everyone who will be entering the college premises. Students may be asked questions regarding possible Covid exposure.
- Students are required to present proof of being fully vaccinated (fully vaccinated is defined as having 2 vaccine shots accepted in Ontario) and a government-issued ID.
- The college follows a 15-minute rule before subjecting anyone to another screening when returning to the campus premises.

** Please allot time for the health screening process so that you are not late for your class.*

Physical Distancing

The physical distancing requirement of keeping two meters (six feet) away from one another is strictly followed within and surrounding the premises of the college. Students are encouraged to spread out to available spaces while being mindful of the personal space of others and other businesses sharing building space with the college.

To maintain strict physical distancing within the college premises, the following measures shall be implemented:

- There shall be a maximum of 19 students in the classroom at all times.
- The college will require each student to stay seated 2 meters apart in the classroom.
- Students on break shall continue to maintain physical distancing.

Cleaning and Sanitation



UPPER HIGHLAND COLLEGE OF BUSINESS AND TECHNOLOGY

The college takes the cleaning and sanitation of the campus very seriously. Enhanced cleaning protocols and increased frequency of cleaning at the campus have been implemented.

These include, but is not limited to:

- Frequent enhanced cleaning and disinfection of high-touch surfaces and objects throughout all areas of the college, including entrance doors, door handles, push bars, elevators, handrails, light switches, and water filling stations;
- Ensuring adequate supply of liquid soap, paper towels, hand sanitizer, tissues, and waste receptacles throughout the campus, including classrooms, labs, restrooms, and other common spaces;
- Ensuring equipment and tools that must be shared are cleaned and disinfected regularly after every use.

Note: Upper Highland College’s cleaning and sanitation measures align with the best practices and approaches of other post-secondary institutions across the GTA. Our cleaning frequency will also be monitored by the **Campus Support Department** and will be adjusted as needed to accommodate the level of activity at our campus.

Signage

When you return to the campus, you will notice things will look a little different. That’s because we have removed all signage that is not related to re-entry into the campus. The walls have been decluttered to allow greater visibility of the posters and signs that provide critical information about remaining healthy and reducing the risk of COVID-19 during our phased return to campus. Please take time to familiarize yourself with the messages.



Address: 101 - 5280 Solar Drive, Mississauga, ON L4W 5M8
Tel: 416-498-5558



Appendix H

Your Guide to Masks

Do wear a mask that



- Covers your nose and mouth and can be secured under your chin.
- Fits snugly against the sides of your face.

How NOT to wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin

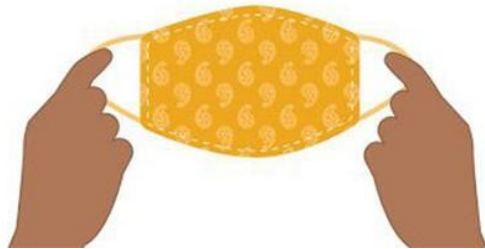


Dangling from one ear

How to take off a mask

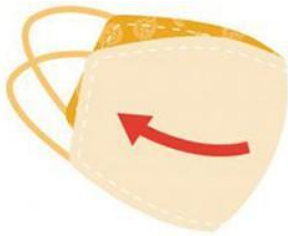


Carefully, untie the strings behind your head or stretch the ear loops.



Handle only by the ear loops or ties.

Fold the outside corners together.



Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

