



## COVID-19 Protocol

### Interacting with STUDENTS – outside of a workplace (includes CO-OP)

1. Commitment to Safety
  - a. All team members and students must be committed to the principles of safety:
    - We depend on each other to stay safe.
    - Stay home if you are not well
    - Maintain physical distancing (2m or separated by barriers)
    - If you cannot maintain physical distancing – wear a mask
    - Wash your hands frequently
    - Do not touch your face
    - It's okay to have questions or concerns - bring them to your manager before putting yourself in jeopardy.
2. Meeting Locations
  - a. Interaction with students should be conducted by phone or video conferencing whenever possible.
  - b. Meeting students at CAREERS' offices or employer workplaces is preferred.
  - c. When meeting in a CAREERS office, follow the CAREERS visitor protocol.
  - d. If necessary, book the meeting for a public location that has good cleaning protocols. Visit the location and understand the PPE protocols prior to meeting the student.
  - e. Consider meeting outside and/or standing for brief meetings to avoid contact with surfaces.
  - f. Do NOT meet with a student in a vehicle or other location where the team member and student will be alone.
  - g. Do NOT meet with a student at their home or team member's home/home office.
3. Scheduling
  - a. Ask the student where and when they would be comfortable meeting.
  - b. Schedule a meeting time when the meeting location has fewer workers, customers and visitors present.
  - c. Advise the student that CAREERS observes the following meeting protocols to protect the safety of the student, the CAREERS team member and others in the immediate area:
    - Table, chairs and any high-touch surfaces will be cleaned before and after the meeting.

- Hand sanitizer will be required upon entering and leaving the meeting location (CAREERS team member will have hand sanitizer).
  - No handshakes or hugs.
  - Maintain physical distancing (2 metres).
  - If physical distancing cannot be maintained, masks must be worn. (CAREERS will provide if necessary).
  - Wash your hands and clean high touch areas frequently
  - Do not touch your face
- d. When more than one CAREERS team member will attend the same meeting, it is preferable that team members take separate vehicles to the meeting. If travelling in the same vehicle is required, team members must use hand sanitizer when entering and leaving the vehicle, wear masks in the vehicles and wipe any surfaces that may have been touched.
4. Visiting the Meeting Location
- a. If you are not comfortable with the location, move to a more suitable location or reschedule the meeting.
  - b. Team members will review and follow any additional COVID protocols at the meeting location, including PPE requirements.
  - c. The team member will ensure protocols are followed (see 3 c. above)
5. Personal Protective Equipment (PPE)
- a. PPE is the last line of defense and is to be used only if physical distancing is not possible.
  - b. Masks, including homemade cloth masks or non-medical face masks, are another way to reduce the risk of spreading COVID-19 in areas where physical distancing (2m distance between individuals) may be challenging or not possible.
  - c. Wearing a mask has not been proven to protect the person wearing it, however it can be an additional measure you can take to protect others around you by preventing you from contaminating people, surfaces and/or objects.
  - d. Team members must wear all PPE required by the meeting location.
  - e. Team members may use masks, gloves, etc. at their own discretion.
  - f. CAREERS will make hand sanitizer, masks, and gloves available to team members.