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# HEALTH EMERGENCY

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## Business Continuity Plan

AUGUST 25, 2021  
GEORGE BROWN COLLEGE  
Public Safety & Security  
Version 1

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## Acronyms

BCP-Business Continuity Plan

EMT-Emergency Management Team

EMP-Emergency Management Plan

ESM-Emergency Site Manager

EOC-Emergency Operations Centre

GBC-George Brown College

IAP- Incident Action Plan

HR- Human Resources

HSW- Health, Safety & Wellness

PIO-Public Information Officer

PPE-Personal Protective Equipment

SME-Subject Matter Expert

TPH-Toronto Public Health

# 1. Introduction

## 1.1 Health Emergency Business Continuity Planning

The Health Emergency Business Continuity Plan supports George Brown College's commitment to students and employees and to ensure effective response during a public health emergency. The Emergency Management Team (EMT) will make decisions based on Municipal, Provincial, Federal Government, orders, and recommendations. The plan would be adjusted depending on Toronto Public Health's (TPH) directives and advice. In the event, these plans are not forthcoming from the local authorities, GBC will use the Emergency Operations Centre (EOC) to make appropriate decisions for the college community by prioritizing health and safety.

## 1.2 Purpose

The Health Emergency Business Continuity Plan is a governance document designed to provide support to the continuity of education in the event of a health emergency. This plan also considers a list of potential scenarios and plans for strategies to mitigate the effects at the college.

## 1.3 Aim

The objective of the George Brown College's Health Emergency Business Continuity Plan is to; establish a plan of action to provide the efficient and effective deployment of services and resources, in the event of a health emergency. To protect and preserve the health, safety, and welfare of the students, employees, and visitors of George Brown College.

The Health Emergency Business Continuity Plan is designed to:

- ensure the safety of students, employees, vendors, contractors, and visitors
- facilitate action through a system-wide awareness of procedures and policies
- Identify responsibilities and roles of employees
- facilitate communications with all partners and thereby managing the recovery of the situation
- provide information on the continued academic delivery during health emergency, and
- restoration of academic and service activities as quickly as possible.

## 2. Assumptions

### Common Assumptions

A common set of assumptions are made in the producing of this document, these include:

Scope/Scenario	Assumptions/Exclusions
Reduction of employees	Plan for a 33 % absentee rate
<b>Loss of Facilities (Outbreak)</b> <b>(Isolated areas of a building ex classrooms/labs, etc.)</b>	Plan for 5 to 7 Days due to cleaning and sanitization to ensure a safe return to the area within the building
<b>Campus/Building Closure</b>	Plan for the Campus/building to be closed for 5-7 days. Plan for support services and campus activities suspended
<b>Suspension of Curriculum Activity, facilities open in the event of Health Emergency</b>	Plan for 5 to 7 Days where the Curriculum is suspended. The assumption is that the Curriculum end period will not change
<b>Reduction of Third-Party Vendor employees</b>	33 % Absenteeism rate of third-party employees
<b>Restrictions from Public Health Authorities</b>	Regression or restrictions from Municipal, Provincial, Federal Government, in the form of orders or recommendations
<b>No restrictions/information have been provided by local health authorities</b>	GBC will use the EMT to make appropriate decisions for the college community by prioritizing health and safety.

In the event of a health emergency, the EOC would be activated. The EMT, within the EOC, would utilize these plans to facilitate the continuity of education and move to restore academic activities and services in a timely fashion. All plans indicated below will be supported by the Crisis Communication Team from the EOC.

<p style="text-align: center;"><b>Planning Assumptions from Section 2</b></p>	<p style="text-align: center;"><b>Plan</b></p> <p style="text-align: center;">A general description of what the College intends to do in-order-to recover and continue its functions</p>
<p><b>Reduction of employees</b></p>	<ul style="list-style-type: none"> <li>• Determine which employees have been affected</li> <li>• Redeploy work to other team members, if possible</li> <li>• Identify interim supports and collaborate with the unions supports where needed</li> <li>• Consider training requirements in case team members are performing tasks outside their normal responsibilities</li> </ul>

<p align="center"><b>Planning Assumptions from Section 2</b></p>	<p align="center"><b>Plan</b></p> <p align="center">A general description of what the College intends to do in-order-to recover and continue its functions</p>
<p><b>Loss of Facilities (Outbreak)</b> <b>(Isolated areas of a building examples; classrooms/labs/workshops etc.)</b></p>	<ul style="list-style-type: none"> <li>• Work with local Public Health authorities to determine recommendations for next steps (See Appendix C: Outbreak Response for COVID-19 Example)</li> <li>• Investigate if outbreak is contained to one building or has spread more broadly</li> <li>• Work with Facilities and IT departments to find an appropriate work location for key employees needing access to critical technology</li> <li>• Advise employees to work from home, where possible. (Work with IT for any remote work being done)</li> <li>• Work with Facilities to coordinate cleaning and sanitization</li> <li>• Assess situation, if more than 5-7 days, and prepare for remote course delivery. Expect that faculty members may require a few days to move content online. Coordinate with faculty regarding feasibility/timeline of switching to remote learning</li> </ul>

<p align="center"><b>Planning Assumptions from Section 2</b></p>	<p align="center"><b>Plan</b></p> <p align="center">A general description of what the College intends to do in-order-to recover and continue its functions</p>
<p><b>Campus/Building Closure</b></p>	<ul style="list-style-type: none"> <li>• Work with PS&amp;S to ensure restricted access to building and securing of campus</li> <li>• Plan would be the same as “Loss of Facilities”, due to the reliance on equipment for course delivery</li> <li>• If the entire college must close, determine through a planning team, the opening sequence. (See an example in Appendix A: Closed to Opening Guidelines and Appendix B: Service On/Off Campus Re: COVID-19)</li> </ul>
<p><b>Suspension of Curriculum Activity. Facilities open in the event of Health Emergency</b></p>	<ul style="list-style-type: none"> <li>• Plan for 5 to 7 days where the Curriculum is suspended. The assumption is that the Curriculum end period will not change</li> </ul>
<p><b>Third-Party Vendor reduction of employees</b></p>	<ul style="list-style-type: none"> <li>• Assume that third-party vendors have a BCP plan for employee absenteeism</li> <li>• Use a back-up Vendor if necessary</li> </ul>
<p><b>Restrictions from Public Health Authorities</b></p>	<ul style="list-style-type: none"> <li>• Implement the decisions based on Municipal, Provincial, Federal Government, orders, and recommendations</li> <li>• Use a planning framework to institute the plan with collaboration from key stakeholders at the college</li> </ul>
<p><b>No restrictions/information have been provided by local health authorities</b></p>	<ul style="list-style-type: none"> <li>• GBC’s EMT will use subject matter experts, and the health emergency business continuity plan, to make appropriate decisions for the community by prioritizing health and safety.</li> </ul>



### 3. Strategies

This strategy is plan of action designed to achieve the overall continuity of education.

	<b>Strategies</b>	<b>Responsible Department</b>	<b>Comments</b>
<b>1</b>	Monitor for any changes, enhancements, information etc. related to the health emergency.	Health, Safety & Wellness	Monitoring Federal, Provincial and Municipal health agencies
<b>2</b>	Define and lead a team to monitor case response for the health emergency	Health, Safety & Wellness	
<b>3</b>	Provide updated information to the GBC community regarding the health emergency, and activities, through the GBC webpages and other social media platforms.	Public Information Officer	This is a member of GBC's communications team
<b>4</b>	Perform physical assessments of the college spaces to determine appropriate controls include engineering controls (i.e., physical barriers), administrative controls (scheduling, signage) and personal protective equipment.	Health, Safety & Wellness	

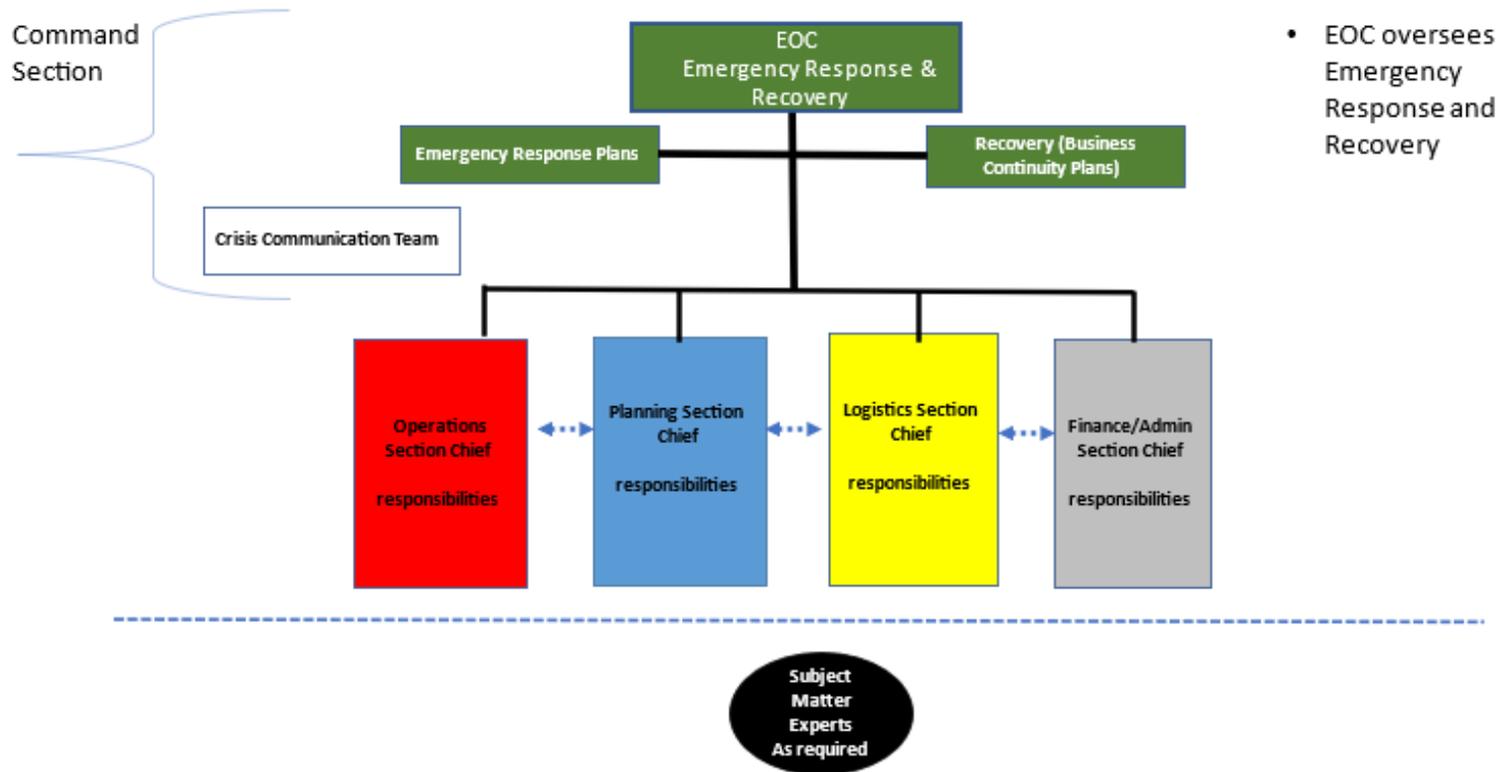
5	Provide enhanced cleaning and disinfecting, as per required by the health issue. Organize, distribute, or install appropriate controls as recommended (PPE, signage, physical barriers, etc.)	Facilities Management	
6	Controlled building access, movement tracking and occupancy limits, if required.	Public Safety & Security	
	<b>Strategies</b>	<b>Responsible Department</b>	<b>Comments</b>
7	Collect, provide, and evaluate information, as per Public Health, if required	Health, Safety & Wellness	
8	Brief and provide information in the EOC meetings with regards to any Public Health changes or guidelines; perform the function as the internal subject matter expert.	Health, Safety & Wellness	

#### 4. Emergency Management Team Reporting Structure

During a Health Emergency, there may be a variety of considerations, including but not limited to, adjustments and recommendations given by health authorities. The EMT Chair will activate the Emergency Operation Centre (EOC) and will update the EMT regarding any information with regards to the health emergency.

- Adjustments or recommendations given by health authorities may not result in a disruption or the use of the plan.
- In the event of an isolated outbreak, Health, Safety & Wellness are to be notified of the incident and the Possible Outbreak Outcomes will be utilized. Health, Safety & Wellness will escalate the issue to the EMT.

## EOC Structure



## 4.1 General roles and Responsibilities in EMT in the EOC

### Command

The Command function is responsible for decisions that give strategic direction to the overall Response and Recovery to an event.

### EOC Chair: (Command Staff)

It is the responsibility of the EOC Chair to:

- Bring the EMT together
- Activate the EOC, if required
- Execute the strategies and actions included in the Health Emergency BCP when a health emergency event occurs or there is a status change
- Report to the President at regularly scheduled intervals
- Access Health Emergency Subject Matter Experts

### Manager of Business Continuity and Emergency Management (Command Staff)

- Review, update and understand the Health Emergency BCP
- Participate in sustainment activities (ensure contract for PPE available and Access App is maintained any other activities required to sustain the plan)
- Ensure integration of the Health Emergency BCP into the George Brown Colleges overall Emergency Management Program.

### Public Information Officer (PIO) Command Staff

The PIO is responsible for managing, formulating, and releasing official information to the college community, news media and other agencies.

### Subject Matter Experts

Subject Matter Experts (SME's) will provide insight and expertise on the Health Emergency event.

Specialized internal or external experts include but not limited to:

- ✓ Health, Safety & Wellness
- ✓ Public Safety and Security
- ✓ Toronto Public Health
- ✓ External Medical Experts

## Operations

The Operations section deals with the response and recovery of the emergency. Activates Response plans and initiates the Incident Action Plan (IAP) and BCP. Operations coordinate with the Emergency Site Manager (ESM), First Responders to ensure they have all the information about the emergency. Coordination between the internal departments and external emergency agencies involved.

## Planning

The Planning section will assemble as part of the EOC and or EMT with the responsibility for gathering, analyzing, and evaluating the situational information from the emergency to develop an IAP, to be approved by the EOC Chair. This section also provides periodic predictions on the potential disruptions and impacts of the emergency.

## Logistics

The Logistics section is primarily responsible for locating and acquiring all the necessary personnel, equipment, and material items needed by the college to manage the emergency

## Finance & Administration

The Finance & Administration section is responsible for the financial management of the emergency operation, which includes tracking all expenses and preparing claims where possible. Human Resources (HR) is responsible for tracking personnel, maintains records of next of kin in the event of injury or death.

## 5. Plan outcomes and supporting resources

The Health Emergency BCP is part of the overall Emergency Management Program at George Brown College. It is an actionable plan designed to support the College's response to a public health disruption. The Health Emergency BCP includes tools designed to help guide the response/actions while navigating a state of disruption. Additional documentation supporting the Health Emergency Business Continuity Plan within the Emergency Management Program includes:

- Emergency Management Plan
- Emergency Response Preparedness, Protocols & Procedures
- Pandemic Emergency Plan
- COVID-19 Guidelines and COVID-19 Prevention Assessments

## 6. Appendices

### Appendix A

#### Closed to Opening Guidelines

This table demonstrates the operational phases to help guide the college through scaling up, or down, dependent on what is happening within the community during a health emergency.

<b>CLOSED</b>	<b>Restricted opening with minimum/ critical operations</b>	<b>Partial Opening with reduced operations following strict Public Health guidelines</b>	<b>Partial opening with enhanced operations and following necessary Health Guidelines</b>	<b>Fully open Normal operations</b>
Essential and Emergency Contractor or employees will have restricted access.	Limited Labs, workshops, and clinics open with reduced occupancy and restrictions. All other Academic classes are online.	Limited Labs, workshops, and clinics open with reduced occupancy and restriction. Academic classes are online.	Labs, workshops, and classes open with enhanced occupancy.	College is open and operating as per normal.
Academic classes and non-academic operations online.	Most non-Academic operations are online.	Minimal required non-academic services & operations available on campus. Outside contractors will be allowed on site in a limited capacity.	Academic classes are a hybrid model with on-site and online classes. Non-academic services and operations are hybrid with on-site and online operation/services.	
		<b>Protocols for access the campus:</b> Students and Employees will be required to present their Student or Employee ID numbers (or ID card), contractors will provide company name, photo identification to Security upon arrival at campus.	<b>Protocols for access the campus:</b> Students and Employees will be required to present their Student or Employee ID numbers (or ID card), contractors will provide company name, photo identification to Security upon arrival at campus.	

Continued...

CLOSED	Restricted opening with minimum/ critical operations	Partial Opening with reduced operations following strict Public Health guidelines	Partial opening with enhanced operations and following necessary Health Guidelines	Fully open Normal operations
			<p>All On-Campus activity is restricted to approved activities. This includes activities such as but not limited to student services, and industry events.</p> <p>Only authorized access to campus</p>	

## **GBC's Delivery Methods at each Provincial Step RE: COVID-19**

Academic and Non-academic  
(As of August 19, 2021)

This document provides an overview of all Academic and non-Academic delivery methods at each Provincial step of the COVID-19 pandemic.

GBC services will be sequenced to align with the Provincial Roadmap, to reopen or reduce activity, until no restrictions re: the Pandemic emergency are in effect.

### **Definitions of Delivery Methods:**

**Virtual (On-Line)** = On-line classes and services personalized for every student.

**On-Campus (In-Person)** = *Limited* On-Campus for face-to-face activities at select campus locations.

**Paused (Suspended)** = Service unavailable.

[Provincial 'Roadmap to reopen'](https://news.ontario.ca/en/backgrounder/1000159/roadmap-to-reopen) (<https://news.ontario.ca/en/backgrounder/1000159/roadmap-to-reopen>).

## Activities on Campus

Provincial Steps	Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
<b>GBC General Overview per Provincial steps</b>	<p>Full PPE required. Continued Health Screening and restricted Access Control</p> <p><b>On-Campus Activity:</b></p> <p>Campus restricted to Labs, Clinics and Shops only</p> <p>10 students per room.</p> <p>All other lecture/theory (other) classes will be online.</p> <p><b>Non-Academic Activity:</b> Highly restricted access to On-Campus activity.</p>	<p>All On-Campus activity is restricted to approved activities and daily Health Screening.</p> <p><b>On-Campus Activity:</b></p> <p>Lab occupancy increases with full use of PPE, adhering still to 2m social distancing where possible.</p> <p>(room capacity not to exceed 50 students)</p> <p>On-Campus capacity only applies to approved labs/apprenticeship/studios/clinics &amp; shops.</p> <p>Lecture/theory (other) classes will continue online.</p> <p><b>Non-Academic Activity:</b> restricted access continued</p>	<p>All On-Campus activity is restricted to approved activities and daily Health Screening.</p> <p><b>On-Campus Activity:</b></p> <p>Lab occupancy increased to 100% with full use of PPE</p> <p>On-Campus capacity only applies to labs/apprenticeship/studios/clinics/shops and some lectures that were approved for Fall 2021.</p> <p>Most lecture/theory (other) classes will continue online.</p> <p>Actively increase on-campus co-curricular programming, student services, and industry events</p> <p>All Students registered to attend GBC in Fall 2021 will be permitted access to On-Campus support services following daily health screening. Online and on campus support services listed below.</p>	<p><b>Ontario re-opened</b></p> <p>PPE and Physical Distancing as per personal choice</p>

Provincial Steps	Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
			<p>Please check webpages <a href="https://www.georgebrown.ca/current-students/services">Services and Support Available to Students</a> (https://www.georgebrown.ca/current-students/services) for the most up to date information on services provided</p> <p>Students registered in Fall 2021 who indicate they are visiting campus to seek On-Campus student support services will not need to be scheduled at specific times in the Building Access App.</p>	

**For a complete listing of supports available to students please go to:**

**[Services and Support Available to Students](https://www.georgebrown.ca/current-students/services)**

**(https://www.georgebrown.ca/current-students/services)**

**Services Available**  
**(As of August 19, 2021)**

**Virtual Only (On-line)**

Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
<ul style="list-style-type: none"> <li>•Contact Center</li> <li>•Athletics &amp; Recreation Department</li> <li>•Counselling and Wellbeing</li> <li>•Accessible Learning Services</li> <li>•Tutoring and Learning Centre</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Campus Store</li> <li>•Student Conduct &amp; Support</li> <li>•Placement and Admission Testing</li> <li>•Archive</li> <li>•Career Services</li> <li>•International Student Services</li> <li>•Start GBC</li> <li>•EngageGBC</li> <li>•Student Communications</li> <li>•Student Success Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>•Contact Center</li> <li>•Athletics &amp; Recreation Department</li> <li>•Counselling and Wellbeing</li> <li>•Accessible Learning Services</li> <li>•Tutoring and Learning Centre</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Campus Store</li> <li>•Student Conduct &amp; Support</li> <li>•Placement and Admission Testing</li> <li>•Archive</li> <li>•Career Services</li> <li>•International Student Services</li> <li>•Start GBC</li> <li>•EngageGBC</li> <li>•Student Communications</li> <li>•Student Success Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>•Contact Center</li> <li>•Athletics &amp; Recreation Department</li> <li>•Counselling and Wellbeing</li> <li>•Accessible Learning Services</li> <li>•Tutoring and Learning Centre</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Campus Store</li> <li>•Student Conduct &amp; Support</li> <li>•Placement and Admission Testing</li> <li>•Archive</li> <li>•Career Services</li> <li>•International Student Services</li> <li>•Start GBC</li> <li>•EngageGBC</li> <li>•Student Communications</li> <li>•Student Success Initiatives</li> </ul>	<p>For campus services please check GBC web pages for operating times and methods</p>

## Virtual Only (On-line) Continued...

Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
<ul style="list-style-type: none"> <li>•Admissions</li> <li>•Registration (RO)</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Financial Aid - Non OSAP (Awards, Bursaries etc.) (RO)</li> <li>•Community Partnerships Office</li> <li>-ITS / Client Services (IT)</li> <li>•ITAC (IT)</li> </ul>	<ul style="list-style-type: none"> <li>•Admissions</li> <li>•Registration (RO)</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Financial Aid - Non OSAP (Awards, Bursaries etc.) (RO)</li> <li>•Community Partnerships Office</li> <li>•ITS / Client Services (IT)</li> <li>•ITAC (IT)</li> <li>•Peer Connect</li> <li>•Student Life</li> <li>•The Chefs' House (CHCA)</li> <li>•Applied Research (R&amp;I)</li> </ul>	<ul style="list-style-type: none"> <li>•Admissions</li> <li>•Registration (RO)</li> <li>•Financial Aid - OSAP (RO)</li> <li>•Financial Aid - Non OSAP (Awards, Bursaries etc.) (RO)</li> <li>•Community Partnerships Office</li> <li>•ITS / Client Services (IT)</li> <li>•ITAC (IT)</li> <li>•Peer Connect</li> <li>•Student Life</li> <li>•The Chefs' House (CHCA)</li> <li>•Applied Research (R&amp;I)</li> </ul>	<p>For campus services please check GBC web pages for operating times and methods</p>

## On-Campus (In-Person)

Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
Limited Services •First Aid & Security Services (PSS) •ITAC (IT) •Facilities/ Housekeeping	•First Aid & Security Services (PSS) •IELTS Testing Centre •Welcome Desks: In-Person Student Support Services •Xerox Print Shop- Casa Loma •Learning Library Commons •The George Residence •Point-Of-Care Testing (POCT) •Peer Connect •Student Life •Applied Research (R&I) •ITS / Client Services (IT) •ITAC (IT) •Facilities / Housekeeping •The Chefs' House (CHCA)	•First Aid & Security Services (PSS) •IELTS Testing Centre •Welcome Desks: In-Person Student Support Services •Xerox Print Shop- Casa Loma •Learning Library Commons •The George Residence •Point-Of-Care Testing (POCT) •Peer Connect •Student Life •Applied Research (R&I) •ITS / Client Services (IT) •ITAC (IT) •Facilities / Housekeeping •The Chefs' House (CHCA) •King's Lounge Food Vendors •Chartwells Food •Athletics & Recreation Department •Financial Aid - OSAP (RO)	For campus services please check GBC web pages for operating times and methods

## Not Available

Provincial Step 1	Provincial Step 2	Provincial Step 3	Provincial Step 4
•Change room and Locker Facilities •Good Food Market (Emergency – Good Food Box) •Accommodated Testing •Blackboard Testing •Food Hamper Pick-Up	•Change room and Locker Facilities •Good Food Market (Emergency – Good Food Box) •Accommodated Testing •Blackboard Testing •Food Hamper Pick-Up	•Change room and Locker Facilities •Good Food Market (Emergency – Good Food Box) •Accommodated Testing •Blackboard Testing •Food Hamper Pick-Up	

For a complete listing of supports available to students please go to:

[Services and Support Available to Students](https://www.georgebrown.ca/current-students/services)

(<https://www.georgebrown.ca/current-students/services>)

## Isolated cases and outbreak scenario outcomes – Covid 19

1 case with high risk of transmission (due to poor adherence to protocols) or 2+ cases (potential or confirmed) in a classroom

**Triage team:**  
Dean(s), Chair(s)  
SME's

- HSW
- Student success
- Communications

**Potential Outcome**  
Class cancellations

2+ covid cases (potential or confirmed) within proximity or using shared space (ie. Washrooms, eating areas)

**Triage team:**  
Dean(s), Chair(s)  
SME's

- HSW
- Student success
- Communications
- Facilities
- PS&S

**Potential Outcome**  
Partial building closure

2+ covid cases (potential or confirmed) within one building, with at least one possible transmission in building

**Triage team:**  
VP Human Resources & Public Safety & Security  
Special Advisor to the President  
Dean(s), Chair(s)  
SME's

- HSW
- Student success
- Communications
- Facilities
- PS&S

**Potential Outcome**  
Building closure

2+ covid cases (potential or confirmed) within one building, with at least one possible transmission in building

**Triage team:**  
VP Human Resources & Public Safety & Security  
Special Advisor to the President  
Dean(s), Chair(s)  
SME's

- HSW
- Student success
- Communications
- Facilities
- PS&S

**Potential Outcome**  
Campus closure