



COVID-19 Protocol Checklist

MaKami College will always prioritize the health the safety of our students, employees and the public. In order to help maintain the safety and health of everyone on our campuses, we have created the following COVID-19 Protocol Checklist for all MaKami staff.

All staff are encouraged to review this checklist regularly to ensure are COVID protocols are being followed at all times.

If you have any questions about this checklist or MaKami's COVID protocols, please contact Tammie at thermosura@makamicollege.com.

- ✓ **Sanitize Hands on Arrival:** All students and staff must sanitize their hands upon arrival to the campus. Hand sanitizers are located throughout the campus. If you find one is empty, please let reception know and they will have it refilled immediately. It is also highly recommended to wash hands regularly, for a minimum of 20 seconds. For easy reference, this is usually the length of the "Happy Birthday" song.
- ✓ **Complete the COVID Questionnaire** upon every visit to campus. This is a mandatory measure to assist staff in contact tracing. You can access the questionnaire by either scanning the posted QR codes at the entrance of every campus, or using the iPads provided at the entrances.
- ✓ **Play the Provided Covid Protocols Slideshow** before each class begins.
- ✓ **Maintain Physical Distancing:** It is recommended to stay a minimum of 6 ft. from others whenever possible. When physical distancing is not possible, limit your close contact to under a combined total of 15 minutes. This includes multiple interactions.
- ✓ **Wear a Mask at all Times:** This includes classrooms, hallways and other shared spaces, even if you are maintaining social distancing. Unless you are alone behind a desk with plexiglass, wear your mask. Instructors and SAS staff are permitted to wear face-shields while touring and teaching as long as they maintain minimum of 6 ft. distance, otherwise mask up!
- ✓ **Sanitize Your Workstation** upon arrival and exit each working day. AHS-recommended sanitizing wipes have been provided to each desk for this purpose.
- ✓ **Sanitize Classrooms Before and After Use:** Even though each classroom is cleaned between cohorts, you are encouraged to sanitize your space prior to beginning your class. Students are also asked to sanitize their area before class as well as at the end of class. Instructors and Learning Assistants are responsible for ensuring that the student space is sanitized and reset prior to dismissing the class.

If you notice someone is symptomatic, contact security, OH&S, or the Facility/Operations Manager. The person will be taken to the rapid illness response room and a report will be completed.

OHS Calgary: hsc-cgy@makamicollge.com

OHS Edmonton: hsc-edm@makamicollege.com

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Stay informed
& stay safe!