



Columbia College
Vancouver, Canada

WELCOME SECONDARY INSTRUCTORS AND STAFF TO THE MAIN CAMPUS

Fall semester - September 2020

QUICK FACTS (as of September 1, 2020, subject to change)

1. You are a member of the Columbia College High School Learning Cohort ☺
2. All High School classes will take place at 438 Terminal Avenue, 3rd Floor, 7:30 am – 4:30 pm. The 3rd Floor and the Library is your bubble, while on the 3rd Floor or in the Library you are encouraged to wear a mask but masks are not mandatory. If you leave the 3rd Floor or the Library you must wear a mask and practice physical distancing, this includes the stairs.
3. Before coming to the College, assess yourself using the Columbia Safe App (available in the App Store for free). Do not enter the building if you are not feeling well or if you were in close contact with a person with a confirmed case of Covid-19. Contact Sarah and nca@columbiacollege.ca if you cannot enter the College.
4. An optional hands-free temperature scanner is available by the Main door. Exit the building if your temperature is elevated and contact Sarah and nca@columbiacollege.ca
3. **ENTER** through the Main doors (with your mask on) and follow the arrows up the atrium stairs to the 3rd Floor or to your office in the Library on the 2nd Floor.
4. **Between 7:15am – 4:30pm EXIT** through Stairwell #1 (with your mask on). Do not exit down the atrium stairs. **Note that you may use Stairwell #1 to go from the 3rd Floor to the Library. However you must use the atrium stairs to go from the Library to the 3rd Floor.**
5. The elevator is reserved for those with special needs only and requires assistance from the security guard.
6. **After 4:30pm** you may enter and exit through the Main doors and use the elevator with a fob.
7. High School students should only be on College premises to attend the classes they are registered in. If they arrive early they should go directly to their first classroom. Students should go home as soon as their classes are over. Ask your students to be polite to the Security guards if they are asked to identify themselves. For everyone's safety, the guards are tasked with only allowing students taking f2f classes in the building.
8. Classrooms have been staggered to allow students to socialize, eat or talk to their instructor after class.



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9. A full-time cleaner has been assigned to the 3rd floor. The cleaners responsibilities include intensively cleaning each classroom after use.
10. Microwaves are not available in the Staff kitchens. You may use the microwaves in the 3rd floor Student Lounge.
11. High School students will be asked to leave the building if they are not on the 3rd floor or the stairwells. High School student who need to access other areas of the College (e.g. to see a nurse or admissions officer) need to follow the Visitor Protocol and make an appointment.
12. If you feel sick or develop a temperature while in the College, please contact Sarah or nca@columbiacollege.ca and leave the building immediately. If you are waiting for a safe ride home go down Stairwell #1, walk around to the Main doors, go to the security desk and a security guard will guide you to an isolation room. After 4:30pm you may use the atrium stairs or elevator as in 5. above.
13. Security guards are OFA2 trained and can be contacted for first aid assistance. The College nurses are also available at cgoth@columbiacollege.ca and clangley@columbiacollege.ca

OTHER FUN FACTS:

Building Information

From 7:15 am – 5:30 pm

- The main door is unlocked
- P1 lobby will remain locked at all times.
- Parkers with no Fob will use stairwell #5 & #7 to the concourse.
- Parkers with a Fob may use stairwell #6.
- The elevators will be locked and will require guard assistance. Please assist those with disabilities, visitors and CC staff members. The guard's cell number will be posted on each floor, including the P1 lobby for those needing assistance.

From 7:15 am – 4:30 pm:

- The main door is an entrance only. The atrium is reserved for up-traffic only.
- Stairwell #1 is the College exit and is reserved for down-traffic only.

From 4:30 pm – 7:15 am:

- the Main door and atrium can be used in either direction.
- Fob access to the elevator is permitted.

The Parkade is open Monday to Friday from 6:00 am to 6:00 pm. Cars can exit the parking area at any time.



Masks:

- Disposable masks are available free at the security, and desk cloth masks are for sale in the Bookstore.

Instructions for teaching staff who are concerned about a students' who are presenting viral symptoms while in class, and Letter to send to Students

- Send an immediate TEAMS message or email to the student explaining your concern for their wellbeing and the safety of others.
- Reassure the student they will not be penalized for leaving class due to illness.
- Include the following information in your communication to students:

Dear xxx:

I am concerned about your wellbeing and the wellbeing of others as you are exhibiting cold, flu or COVID19 symptoms. If you feel unwell please:

- Place a clean mask over your nose and mouth (available at security main floor, isolation room or Nurse's office).
- Wash your hands or use hand sanitizer.
- Exit the premises and return home.

If you are waiting for a safe ride home, please contact Security at cccsecurity@columbiacollege.ca to enable you to remain in an isolation room (Room 130 on the main floor). The isolation room **must have a sign on the door stating it is sanitized and available** for use, in order to enter it. If the isolation room is required, access should be requested through Security. Do **not** use the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, please notify Security for an alternate place to stay. You will be asked to answer some questions in the isolation room.

Please download the Columbia College Safety App and complete the COVID-19 assessment tool. The COVID-19 Assessment tool can be filled in also at <https://bc.thrive.health/covid19/en>. Information about staying home while sick can be found at <http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>

Follow recommendations for testing, even if you have mild symptoms. Testing is advised for anyone with cold, flu, or COVID like symptoms, including mild symptoms. A referral is no longer required – a test may be obtained from a physician, nurse practitioner, or a local collection center.

If you are uncertain as to what to do, you should call **811** or refer back to the BC COVID -19 self- assessment tool <https://bc.thrive.health/covid19/en> for a list of testing facilities/collection centers. BC's 24-hour health information and advice phone line, **811** is operated by HealthLink BC, which is part of the Ministry of Health. By calling **811**, you can speak to a health service navigator, who can help you find health information and



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services, or you will be connected directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist. Any one of these healthcare professionals will help you get the information you need to manage your health concerns or those of your family.

A “collection finder” tool may be used by clicking the link below. A collection center is a location where a person can be assessed and tested for COVID-19:

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

Please also email your student details to a Columbia College Nurse cgoth@columbiacollege.ca or clangley@columbiacollege.ca to notify them that you will be away. In your email, please provide your name, Columbia College ID number and phone number where you can be reached for follow up. A physician’s note may be requested by the College before re-entry.

Best,

Your Instructor