

Columbia College: Protocols for Safe Operation

October 7, 2020

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Developing a COVID-19 Safety Plan

Academic institutions are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.

This plan follows the six steps outlined on [COVID-19 and returning to safe operation](#) and is determined with alignment to government/ministry directives and private/public school guidelines and communication.

The College has involved frontline faculty and staff, joint health and safety committees, and supervisors in identifying protocols for our workplace to ensure the safety of faculty, staff and students.

College email, website and portals will be updated regularly for updates on this plan.

Understanding the Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help to mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Responsibilities

Faculty, staff and students (including outside contractors) must:

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or Supervisor.
- Report any unsafe conditions or acts to the Supervisor.
- Know how and when to report exposure incidents.
- Assess themselves daily for COVID-19 symptoms prior to accessing campus property.

Fall 2020 Delivery

- All University Transfer/Associate Degree (UT/AD) courses will be online with the exception of the Chemistry labs noted below.
- All Physics and Biology labs will be online - overseas students will be able to take these UT/AD science courses.
- All Chemistry 123/210/220 labs will be face-to-face until October 23rd, 2020; students must attend the lab at the Main Campus.
- At the time of writing, all Secondary classes will be face-to-face starting September 8th, 2020.
- Training videos will be delivered before classes begin in order to familiarize students with the new procedures required due to the need for physical distance.

Protocols: Accessing the Campus Safely

1. COVID-19 symptoms and self-assessment

1.1 Symptoms:

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Diarrhea
- Nausea
- vomiting
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose

- Loss of sense of smell or taste
- Headache
- Muscle aches
- Fatigue

Less common symptoms include:

- Loss of appetite, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.”

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have a mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If someone only has gastrointestinal **symptoms, a person may not have COVID-19**.

All students, faculty, staff, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus property.

There is a sign on the front door stating the expectations for completing a self-assessment and/or declaration before entering the building.

*Fever: note the average normal body temperature taken orally is 37C. If concerned you might have a fever, check HealthLink BC information – Fever for people aged 12 and older.

1.2 Self-Assessment and Protocol:

1.2.1 Students, Instructors and Staff:

1. Students, instructors and staff are asked to use the Columbia Safe App (click Coming to Campus) available at the App Store for free.
2. Anyone with symptoms associated with COVID-19, who is ill, has travelled outside Canada in the last 14 days, or was identified as a close contact of a person with a confirmed case of COVID-19 must stay away from all campus property and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).
3. Instructions for individuals to contact 8-1-1 or a medical provider or access <https://bc.thrive.health/> if further health advice is required.

The Columbia College COVID-19 self-assessment tool is available online to be used to help develop assessments. The Columbia Safe app can be downloaded free of charge to a smartphone at the App Store. Students, instructors and staff are asked to:

1. Download the Columbia Safe App free of charge.
2. Before entering the building, assess yourself by answering the questions in the app.
3. If you answer yes to any of the questions, go to <https://bc.thrive.health/> (the URL will be on the app) and do not enter the building. The ill person should exit the building immediately.

4. Students: If a student is ill, Security will inform Student Services at ssa@columbiacollege.ca of the incident. Student Services will contact the Secondary Administration if the student is a Secondary student.
5. Instructors and staff are to inform their Supervisor or Human Resources. The information will be kept confidential.
6. If the ill person is not able to leave immediately, the individual should ask the Security Guard to direct them to the Isolation Room in Room 130. The person will then contact Security to arrange to leave the building. Posters in the Isolation Room will provide the next step information and the Security phone number.

1.2.2 Visitors Self-Assessment and Protocol:

1. Visitors must arrange an appointment before coming to the College; Staff must advise all Visitors of the process described below.
2. There will be a sign on the door telling Visitors they must have an appointment or class to enter the building; the number of the College to call to make an appointment will be on the sign.
1. Visitors are to self-assess daily for symptoms of COVID-19 prior to arriving on campus and only come to the College if asymptomatic and are not required to quarantine
2. Visitors are to follow all posted safety precautions and report any unsafe conditions or acts to campus security (or equivalent).
3. Visitors must **sign in** at the Security desk. They will be asked to complete the following information:
 - a. First and last name
 - b. Organization
 - c. Phone number
 - d. BC COVID-19 Self - Assessment questions as the ones located on the Columbia Safe App.
4. The personal information provided by the Visitor is required in case there is a need for contact tracing and will be destroyed after three (3) weeks.
5. If the Visitor answered “yes” to any of the self-assessment questions, h/she will be denied further access to the College. The Visitor should leave the building immediately and contact the person he/she came to see to
6. Administration, Student Services, Secondary and IT, each have an Outlook calendar to make visible external appointments and allow the College to control the number of Visitors in one area, on campus, at one time.
7. Dania Kugel, Admin & HR Assistant, will email a day in advance (by 5:00 pm) to the Security email Columbia College Security cccsecurity@paladinsecurity.com, to notify the guards about the upcoming appointments Included on each Outlook calendar.
8. Visitors should leave the building once their appointment ends. The staff member the Visitor was seeing should escort the Visitor to Stairwell #1 between 7:15 am – 4:30 pm on the NW side of the floor, or to the Main doors after 4:30 pm. This staff member should then inform Security the time the Visitor exited the building. The exit time will be logged in the Visitors Security binder.
9. If a Visitor arrives without an appointment, Security is to gain permission from the staff member the person wishes to see before allowing access.

10. Visitors arriving early for an appointment or who come without an appointment should wait on L1 until either their appointment time or Security allows them to enter.

1.2.3 Individuals Engaged in Solicitation Protocol:

1. For the safety and privacy of all members of the College Community, in general, solicitors are not permitted on campus.
2. Individuals requesting permission to access the front office should email their purpose of visit to Administrativestaff@columbiacollege.ca.
3. Administrative staff will forward the request to the appropriate department at Columbia College.
4. On-campus solicitation of sales or purchases by an off-campus individual or organization is expressly forbidden during the COVID-19 pandemic.

2. What to do if an individual is symptomatic:

2.1 Illness at Columbia College – Employees:

1. If an employee begins to feel unwell or otherwise experience cold, flu or COVID19 symptoms (even mild) during the course of a workday at Columbia College, the employee will follow the steps below.
2. Place a clean mask over their nose and mouth (available at security main floor, isolation room or Nurse's office)
3. Wash their hands or use hand sanitizer.
4. Exit the premises and return home.
5. Inform their Supervisor, adhering to the staff protocol for absences; the Supervisor should notify our nursing staff.
6. Download the Columbia College Safety App and complete the COVID-19 assessment tool. An employee can also complete the COVID19 assessment tool at <https://bc.thrive.health/covid19/en> to help determine the next steps.
7. For cleaning purposes, inform Security or email Chris Liu cliu@columbiacollege.ca of the room(s) and areas used within the College during the course of your workday.
8. Temporary use of an isolation room (Room 130 on the main floor) is available to those awaiting a safe ride home. If available for use the isolation room **will have a sign on the door stating it is sanitized and accessible**. A person must **not** enter the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, please notify Security who will direct you to another safe place to stay.
9. The staff member will be asked to provide the following information for purposes of follow up or contact tracing by their physician or a public health officer:
 - Their symptoms/when symptoms began.
 - Where they have travelled and the room(s) and areas you have used within the College during the course of the day.
 - Where they are/were living (address)

- Names of persons with whom they have had close or prolonged contact – particularly sick persons with a known fever, cough, or difficulty breathing.

This information will be destroyed after three weeks.

10. **For all life-threatening emergencies within Columbia College Main Campus, call 911 and report to Security.** 911 is to be used only for emergencies (police, fire or medical) where an immediate response is required. When there is an emergency and lives are in danger, immediate action is needed, or there is a crime in progress.

2.2 Illness at Columbia College – Students Who Become Sick During the Day or Students who exhibit an elevated temperature upon entry to the building. What to do if a student has a temperature or there are COVID-19 symptoms?

1. If a student begins to feel unwell with cold, flu or COVID19 symptoms (even mild) during their day at a Columbia College campus, the student is to:
2. Place a clean mask over their nose and mouth (available at security main floor, isolation room or Nurse's office)
3. Wash their hands or use hand sanitizer
4. Exit the premises and return home.
5. Temporary use of an isolation room (Room 130 on the main floor) is available to those awaiting a safe ride home. The isolation room **must have a sign on the door stating it is sanitized and available** for use, in order to use it. If the isolation room is required, access should be requested through Security.
6. A student must **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 room.
7. The student should download the Columbia College Safety App and complete the COVID-19 assessment tool. The COVID-19 Assessment tool can be completed here as well: <https://bc.thrive.health/covid19/en>
8. The student should follow recommendations for testing, even for those with mild symptoms.
9. For any questions or concerns, the student should email Student Services at ssa@columbiacollege.ca , who will direct the student to the Columbia College self-declaration form, a Columbia College nurse or counsellor.
10. The student is asked to fill out a Columbia College self- declaration form online, on the Columbia College website.
11. Secondary students should also email debenal@columbiacollege.ca the following information:
 - Name
 - Columbia College ID number
 - phone number where you can be reached for follow up
12. A physician's note may be requested by the College before re-entry.

2.3 Isolation Room protocol: Instructions for the Security Guard – Student or Staff Illness

If a student or staff member needs access to the isolation room (room 130) due to illness:

1. Sanitize hands, don mask, don face shield, remain 6 feet away from symptomatic student/staff member.
2. Ensure the student or staff member is wearing a mask and has used hand sanitizer.

3. Escort student or staff member to Rm 130, the designated Isolation room, while physically distancing.
4. Ask the student or staff the following information to be included in the Isolation Room binder:
 - Date
 - Full Name/ ID Number
 - Phone number
 - Classroom number and areas of the College the individual was on that day(This information should be written and kept confidential)

Also include in the binder:

- Time the individual entered the Isolation Room
- Time Exiting the building

Check that Cleaning was requested and add the time of the request.

1. Ask the student or staff member to follow the instructions in Rm 130.
2. For cleaning purposes, inform Chris Liu of the room(s) and areas used within the College by the student or staff member. He will coordinate the cleaning required.
3. **STUDENTS:** send an e-mail with the subject ISOLATION SITUATION to a Columbia College Nurse cgoth@columbiacollege.ca or clangley@columbiacollege.ca and wait for their directions. Secondary students should report their absence to nca@columbiacollege.ca
4. **STAFF:** send an e-mail with the subject ISOLATION SITUATION to a Columbia College Nurse cgoth@columbiacollege.ca or clangley@columbiacollege.ca and wait for their directions, and to Human Resources dguiblejman@columbiacollege.ca to report sick days.

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

5. Send an immediate TEAMS message or email to the student explaining your concern for their wellbeing and the safety of others.
6. Reassure the student they will not be penalized for leaving class due to illness.
7. 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@paladinsecurity.com 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 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 and for Secondary to nca@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

2.5 How to Reach College Health Services

Nurses are **available for online consultations with students via Email and Teams**. Students are to connect with College nurses for a health assessment or when they have concerns about an illness or injury. Our Nurses will help connect students with resources in the community, pass on nutritional advice, answer questions about medical insurance or help a student to see a Doctor.

Nurse Carolyn: clangley@columbiacollege.ca – Tuesday & Thursday

Nurse Claire: cgoth@columbiacollege.ca – Monday, Wednesday & Friday.

When the Nurse is unavailable, the student should also email: ssa@columbiacollege.ca to ask for an appointment with a Nurse.

In accordance with the [Provincial Health Officer](#), this plan **has been posted** on campus and the College website.

2.6 Instructions for Nurses – Student Illness

Once a Nurse has been notified that a student is leaving the College because of illness:

1. Connect with the student to provide medical advice and community resources.
2. Assist the student in determining how long they should stay home.
3. Communicate as needed with Counsellors about student's absence.

2.7 Instructions for Students and Staff who are unsure if they are ill and may want to be tested for COVID-19

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 an individual is uncertain, they should call **811** or refer back to the BC COVID -19 self- assessment tool 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 services, or you will be connected directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist. Anyone 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:

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

2.8 Instructions Regarding Assessment and Management of Symptoms at Home (Access to Community Support – Assessments and Virtual Care Clinics)

1. If anyone has a question or concerns regarding the assessment and management of symptoms at home, please call **811**. Please be patient as there may be long wait times.
2. Please call before travelling to medical clinics; there is an increased risk of viral transmission with public transportation.
3. Online resources for physician support are at www.medimaps.ca, www.virtualclinics.ca
4. For COVID-19 testing: check with your primary care physician or urgent /primary care centers: <https://www.healthlinkbc.ca/services-and-resources/upcc>.
5. For non-life-threatening illness or injury unrelated to COVID-19, contact your primary care physician or walk-in clinic for appointments.
6. For all potentially life-threatening emergencies, such as trouble breathing (lungs) or life-threatening symptoms, call 911.
7. For self- assessment, go to <https://bc.thrive.health/covid19/en> Anyone with COVID- like symptoms should self- isolate after symptoms start.

2.9 Instructions with respect to when to Physically Return to College following Cold, Flu and Covid19 Illness

An individual may physically return to the Columbia College campus when the following requirements are met:

1. All symptoms are resolved, and you have been in self- isolation for 14 days.
- or
2. You have tested negative for COVID19, and all symptoms have resolved.
 3. Self- isolation for 14 days is advised for all persons in close contact of a confirmed case of COVID19.
 4. Please note all international travellers are required by law to self- isolate for 14 days, with or without symptoms of illness.

2.10 Instructions for Treatment for Colds, Flu, and COVID-19

Treatment may appear similar for mild to moderate cold, flu, COVID-19 illness. Based on HealthLink BC advice, treatment includes:

1. Drinking plenty of fluids, get plenty of rest, and use a humidifier or hot shower to ease a cough or sore throat.
2. Over the counter medication (e.g. Tylenol) can be used to reduce fever and aches.
3. If an individual has a temperature, take temperature, BEFORE taking fever, reducing drugs.

Most coronavirus illness is resolved without the need of treatment at a clinic or hospitalization. Most often, recovery occurs at home, in self-isolation. Those who develop a more severe illness should call

ahead to a health provider to arrange a safe assessment and advice. For further assistance or information, call 811, an individual's primary physician, a virtual (online) physician or an urgent care center. For all life-threatening illnesses, please call 911.

Write down the following for purposes of follow up or contact tracing by your physician or a public health officer:

- Student name
- Student number
- Where are/were living (address)
- Phone number where can be reached for follow up
- Symptoms/and when symptoms began

- Where travelled and the room(s) and areas used within the College during the course of the day
- Names of persons with whom have had close or prolonged contact – particularly sick persons with a known fever, cough, or difficulty breathing.

2.11 What to do if someone feels sick or tests positive for COVID-19

If someone tests positive and was in the campus when they were sick

1. The person should self-isolate and follow direction from the PHO before returning to Campus.
2. While waiting for PHO directions, anyone who was in direct contact with the person will be given the following options and asked to maintain confidentiality with respect to the situation. Sarah Scali (SEC), Denise Guiblejman or Brenda Louie (UT) to communicate the option:
 - a. to return home until receiving direction from PH or the College.
 - b. to continue working on campus, minimizing interactions within the College, until receiving direction from PH.
3. Admin/nurses will work with Chris to determine if/where the chlorox. Disinfecting should take place, and other required cleaning.
4. Keep information confidential, do not cancel classes, we must wait to receive direction from PHO.
5. BoD Chair (Sec School Authority) will notify the Ministry of Education.
No need to notify AVED unless in-person activity ceases.
6. If a secondary case, work with Sarah to determine if a meeting with the Sec Dept is necessary.
7. PHO will notify CC (takes 1-2 days).
8. The College will follow PHO direction once received.

PH is responsible for declaring if an outbreak is declared and if the school should close. In the event of a closure follow 1. to 3. above.

Clearance by a health professional is required before returning to CC.

3. Building Access and Movement:

3.1 Instructions for Entering and Exiting the Building

1. In Fall 2020 the building capacity will be set at 200 for safe movement.
2. The 3rd floor of the Main Campus and the Library will be deemed the Secondary School area. Students will not be allowed to enter the Library. The Secondary staff and students make up a Learning Cohort (maximum 120). Secondary staff and students will be encouraged to wear a mask when social distancing is not possible on the 3rd floor. They will wear a mask on any other level and will follow all signs and social distance protocols in areas outside of the 3rd floor.
3. To maintain social distancing, the entrance to the College will be the front door and the atrium stairs only when the Secondary program is in session.
4. Staircase 1, on the NW side of the building, will be opened up to allow people to exit the building when the Secondary program is in session.

5. Anyone entering and leaving the building is asked to use sanitizer.
6. At the entrance, the College will provide optional hands-free temperature screening according to the provincial health and safety guidelines and privacy legislation.
7. Subway will be open from the outside, but the gate to the College will be closed to avoid outsiders from accessing Subway from our building's main entrance.
8. Students are asked to leave the campus to go home when their classes are finished.

3.2 Instructions for the use of the elevator

1. Between 7:15am – 4:30pm the elevator is reserved only for people with physical disabilities and those staff members or visitors unable to use the stairs.
Those needing to use the elevator will be assisted by Security. Security contact information is posted outside each elevator door.
2. A maximum of two people can enter the elevator at one time; sanitizer will be placed outside each elevator, and anyone using the it is to sanitize before pressing the elevator button and after.
3. FOB access to the elevator will be available between 4:30 pm – 7:15 am.
4. Parkers will use stairwell #5 or #7 to go up to the street level.
5. The parkade lobby doors will remain locked. Anyone needing assistance should contact Security at the number posted.

3.3 Instruction for Social Distancing in the Building (Physical Distancing)

1. Anyone, including Secondary students and staff, entering the building, will follow directional floor markings that direct foot-traffic flows and remind students and staff to maintain social distancing.
2. All students and staff must endeavour to maintain 2 meters (6 feet) between each other except for Secondary students on the 3rd floor, within their bubble.
3. Masks are encouraged in common areas and mandatory in designated areas.
4. Secondary students will need to wear a mask to enter the building and any location outside of the 3rd floor.
5. Secondary students will not need to social distance on the 3rd floor but will need to do so in designated areas of the College.

4. Eating and Drinking Water:

4.1 Students, Instructors and Staff

1. Refillable bottle water fountains will be available on each floor. Students are asked to bring their refillable water bottle to campus each day.
2. No refrigerators, kettles or utensils will be available for use in the staff lunchrooms.
3. Microwaves will not be available for staff members.

4. Microwaves will be available for high school students (bubble) at the 3rd-floor lounge. The fridge will not be allowed to be used.
5. All students, instructors and staff are to bring their eating cutlery, plates and glasses and not share utensils, food or drinks with anyone else.
6. Employees who occupy an individual office are encouraged to eat in their office to leave the lunchroom to those who share spaces.
7. There will be no group of food preparation activities, and no food will be shared.
8. All fruits and vegetables should be washed at home with soap and water and rinsed before
9. Vending machine snacks will be available on the 3rd floor only.
10. Subway can be accessed via the street only.
11. Instructors and Staff: Lunchrooms (2nd floor and 5th floor) Capacity: 3 people will be allowed at a time. When at all possible, Instructors and staff are to go outside to eat, maintaining social distancing.
12. Secondary students: are asked to study, eat lunch in their classroom, the 3rd-floor lounge or outside.
13. University Transfer/Associate Degree: students are asked to leave the College once their lab class is finished.
14. Co-reg Secondary students who do not have time to return home to complete their online classes may work in a socially distanced fashion in CSCI lab Room 340.

5. Faculty, Staff and Student Hygiene

5.1 Washing Hands

1. Instructors, staff and students must wash their hands when arriving on campus, before and after breaks, after handling cash or other materials, before and after handling shared tools and equipment, etc.
2. Handwashing policies and procedures for all staff and students should be followed. Hands should be washed frequently to reduce transmission:
 - upon arrival at the College and before leaving,
 - before eating and drinking
 - after using the bathroom
 - whenever hands are visibly dirty
 - when moving between different learning environments, e.g. outdoor-indoor transitions
3. Bathroom capacity limitations must be adhered to.
4. If a sink is not available, alcohol-based hand sanitizer should be used
5. All students and staff should avoid touching their face.
6. All tools or equipment that may elevate the risk of transmission, have been removed, including items like coffee makers, microwaves, kettles, shared utensils, glasses and plates.

5.2 Use of Masks



1. School nurses and OFA2 security guards will wear medical-grade masks provided by the school.
2. Secondary students will wear masks when not on the 3rd floor.
3. BC Centre for Disease Control (BCCDC) guidance for school settings is that personal protective equipment, such as masks, is not needed under normal circumstances. As a precaution, the College asks that all students, staff and instructors wear masks:
 - a. when entering the building,
 - b. in common areas, and at the nurses' station.
4. Wearing of masks in classrooms and offices is optional; however, an Instructor or Staff may ask another Instructor, Staff or Student to wear a mask before entering his/her office or during a meeting.
5. Masks will be available beside the Thermo scanner, at Security, Student Services, Front Desk and in the isolation room.
6. For instructors, staff and students carrying out tasks in the Chemistry lab, the College will supply the appropriate equipment per the relevant hazard identification, risk assessment and safe working procedures.
7. Where the environment permits appropriate physical distancing, wearing a non-medical or cloth mask or face covering is a matter of personal choice but is encouraged as it can help to protect others.
8. All instructors, staff and students are asked to wear a mask over their nose and mouth in common areas.
9. If using a non-medical mask at work, it is essential to understand the limitations and risks associated with them. See the following website: [*Help prevent the spread of COVID-19: How to use a mask • COVID-19 Health and Safety: Selecting and using masks*](#)

5.3 Washroom Protocol

1. Washrooms will be cleaned every 2 hours; the cleaning and disinfecting schedule will be displayed in the washroom
2. 2nd and 4th floor: 3 people at a time are allowed in student washrooms to ensure physical distancing
3. No capacity restriction on the 3rd floor as this is the Secondary.
4. One person at a time is allowed in staff and Instructor washrooms.
5. Cleaners will ensure that washrooms are equipped with adequate supplies (e.g. soap and water/hand sanitizer and disinfectant wipes) for peak usage.

6. Academic Concession

1. Students who would typically attend campus but are self-isolating as a result of the daily self-assessment process may request academic concession due to missed classes or course requirements. Formal requests for accommodation will continue to be managed through the procedures outlined in institutional policy. The form to apply for concession can be found at <https://www.columbiacollege.ca/student-self-declaration/>

7. Employees who are Self-Isolating:

1. Employees who would normally attend campus but are self-isolating as a result of the daily self-assessment process are asked to contact their Supervisor to report their absence from working on campus. Employees should discuss temporary remote work arrangements to facilitate in-person coverage, if practical. Institutional sick day policies will apply as appropriate. Formal requests for accommodation will continue to be managed through the processes outlined in the Employment Agreement.
2. Instructors and staff who are self-isolating and not ill may continue to work/teach from home.
3. If a Secondary Instructor has to remain at home, classes will continue, and there will be someone from within the bubble assign to supervise. The Instructor will still teach the class.

8. Health Services:

1. A Nurse will be at the Main Campus Monday to Friday.
2. Nurses will not schedule in-person pre-screened appointments but will address immediate concerns for students as long as they are unrelated to fever or respiratory symptoms. Most consultations would remain online. Nurses would use discretion to distinguish when to treat a student in person.
3. Otolcol. This section details the nnnnnnnThe majority of Nursing consultations would still occur via TEAMS virtual appointments. Students would email ssa@columbiacollege.ca. Appointments will be entered into the Student Services Outlook calendar.

8.1 Personal Protective Equipment (PPE) for Nurses

1. Nursing Uniform: Earloop masks and face shields short sleeves, plastic apron or disposable gowns, gloves.
2. Masks will be changed in between each student; gloves changed between each student. Apron, hands, face shield cleaned with soap and water in between each student as well as on arrival and before Nurse's departure.

8.2 Hand Hygiene for Nurses

Washing hands with plain soap and water or alcohol-based hand rub (ABHR) is the most effective way to reduce the spread of illness. Our Wash will wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19. Nurses will perform hand hygiene before and after breaks, each student visit, assessment, before and after clean or sterile procedures, after the risk of body fluid exposure, before donning PPE and in between each step when wearing PPE.

8.3 Cleaning

Regular cleaning and disinfection are essential in preventing the transmission of COVID-19 from contaminated objects and surfaces. Nursing Station will be cleaned and disinfected following the BCCDC's Environmental Cleaning and Disinfectants for Clinic Settings document. This includes:

- Shared equipment will be cleaned in between student visits, i.e. equipment, practice tools, tables and examination beds.
- Frequently touched surfaces will be cleaned and disinfected at least twice a day. These include medical equipment, doorknobs, light switches, telephones, keyboards, mice, pens, sinks, faucets, handles, cabinets.
- General cleaning and disinfecting will occur at least twice a day.

8.3.1 Nursing Station, cleaning

1. **Arrival / Departure** – The Nurses will use soap water & alcohol to clean all high touch areas, all flat surfaces, phones, keyboards, doorknobs, chairs, flat surfaces, medicine cabinet. Handwashing stations will be restocked with hand sanitizer, hand soap, paper towel.
Responsibility: Nurses
2. **Between Students** – The Nurses will wipe down all surfaces including phones, keyboards, doorknobs, chairs, flat surfaces, medicine cabinet with Lysol wipes in between each student.
Responsibility: Nurses
3. **Daily** – The Nurses will use approved cleansers to wipe all doorknobs, chairs, flat surfaces, medicine cabinet, light switches, floors. Garbage will be removed daily.
Responsibility: Custodians

8.3.2 Isolation Rooms, cleaning

1. **Daily and after each use-** Wipe down all surfaces with approved cleansers after each use, garbage removed after each use.
Responsibility: The Cleaners/Custodians will use 2-3 step cleaning for COVID 19 illness as per cleaning protocols.
2. A laminate sign will be used to identify if the rooms require cleaning with an email and phone number assigned to Chris Liu.
Responsibility: User or First Aid Responder

9. Student Services (Advising and Counselling, Tutoring)

9.1 Advising and Counselling

1. Where possible, virtual services will be offered to students, and in-person services will only available if necessary. If required, in-person appointments should be made by contacting ssa@columbiacollege.ca. All appointments will be entered in a Student Services Outlook calendar.
2. In-person appointments will be staggered to allow time to sanitize surfaces between appointments.
3. In-person meetings will require students to sit 2 meters away from the advisor.
4. Only one student can be seen per appointment. Students are will not be able to have someone accompanying them. Only one advisor and one student will be permitted in each office.
5. Floor markers will indicate the direction of traffic flow.
6. Student Services will be kept open with door stopper to prevent surfaces from being touched.

7. All policies regarding Student Services will be displayed on the door of Room 211.

Before the appointment:

- a. Students should not arrive early for their appointment.
- b. Student Services book the student - visitor appointments in the Outlook Calendar.
- c. Students will enter Room 211 of the Main Campus at the time of their appointment.

During the appointment:

- a. Students may be asked to wear a mask prior to entering Student Services.
- b. Hand sanitizer will be provided for students to use upon entry to the room.
- c. Equipment will not be shared. Students are required to bring their own pens and paper for note-taking.

After the appointment:

- a. Students will not be permitted to remain in Student Services after their appointment. They must either go to their classroom following direction arrows or exit the building by the NW Stairwell #1.

9.2 Tutoring (Learning Centre)

1. Where possible, the Learning Centre will provide virtual services for students and offer in-person services only if necessary. If required, in-person appointments should be made by contacting tutors@columbiacollege.ca.
2. In-person appointments will be staggered to allow time (staggered appointments will enable time to sanitize surfaces between appointments).
3. Floors markers will indicate the direction of traffic flow.
4. The Learning Centre door will be kept open with door stopper to prevent surfaces from being touched.
5. All policies regarding the Learning Centre will be displayed on the bulletin board outside of Room 411.

Before the appointment:

- a. Students should not arrive early for their appointment.
- b. Tutors will book the student - visitor appointments in the Outlook Calendar.
- c. Students will enter Room 411 of the Main Campus at the time of their appointment.
- d. Students will follow the tutor's instruction concerning Learning Centre rules regarding in-person meetings.

During the appointment:

- a. In-person meetings will require students to sit 2 meters away from the tutor. The Learning Centre will maintain a maximum capacity of 4 people (two staff members and two students).
- b. Only one student can be seen per appointment. Students will not be able to have someone accompanying them.
- c. Students may be asked to wear a mask prior to entering the Learning Centre.
- d. Hand sanitizer will be provided for students to use upon entry to the room.
- e. Equipment will not be shared. Students are required to bring their pens and paper for note-taking.
- f. Students will not share any physical course materials and must email a digital copy of their assignment to the tutor.

After the appointment:

- a. Students will not be allowed to continue working in the Learning Centre so as not to exceed room capacity and must either go to their classroom following direction arrows or exit the building by the West Stairwell #1.

10. Cleaning and Disinfecting Protocol

1. Columbia College will be cleaned and disinfected in accordance with the [Cleaning and Disinfectants for Public Settings](#) and follow a schedule that focuses on cleaning high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, photocopiers, printers, cables, desks, keyboards, light switches, and communications devices.
2. Instructors and staff asked to disinfect shared office spaces, desks, keyboards, kitchens and communications devices after leaving and reentering their area. A disinfectant will be provided.
3. Students asked to disinfect shared office spaces, desks, keyboards, kitchens and communications devices after leaving and reentering their area. A disinfectant will be provided.
4. Students are not allowed to lie or sit on the carpet.
5. All instructors, staff and students will receive video training on Handwashing, Proper Disinfection and Sanitization, and General information on Covid-19.
6. An inventory of Personal Protective Equipment (PPE) consisting of cleaning and disinfectant products, masks and lab PPE will be kept by the Bookstore Manager.
7. There will be increased monitoring of cleaning staff and periodic wellness checks for physical and mental health by our cleaning company.
8. Cleaning procedures/standards will be monitored through Quality Assurance Audits.
9. Shared items where cross-contamination is possible (e.g., kitchen equipment, and utensils) will be removed.

11. Classroom/Lab Etiquette

1. The lab instructor will provide education and training pertaining to the required PPE, and ensure that the required PPE is used appropriately.

2. Occupancy limits have been adjusted for Chemistry labs to enable strict physical distancing (2 meters).
3. Instructors will ensure classroom etiquette is followed. Students will avoid close greetings like hugs or handshakes.
4. Instructors will remind students to keep their hands to themselves when possible.
5. Group projects will be virtual.
6. Students and Instructors will enter the classroom via a designated door and exit using another designated door.
7. Students and Instructors will enter the classroom one by one, following the arrows.
8. Students who are first in the class will follow the arrows and sit at the first designated seat etc. The first student will leave last.
9. Classrooms have been rearranged to maintain distance between students, and distances must be maintained.
10. Students are responsible for disinfecting their desk space before and after class.
11. Instructors are responsible for disinfecting their desk space before and after class, as well as computer cables, light switches and door knobs.
12. Appropriate hand hygiene practices will be implemented, including regular handwashing for at least 20 seconds with soap and water or use of an alcohol-based hand sanitizer. At a minimum, hands will be washed upon entering the lab, removal of gloves, and before leaving the lab.
13. Each Instructor will be handed out a welcome package, including an eraser and markers. These items should not be shared.

12. Administrative, Service Areas, Group Meetings and Staffing

1. Instructors, staff and students will disinfect shared office spaces, counters, the photocopier, printers, desks, cables, keyboards, kitchens and communications devices after leaving and reentering their area. A disinfectant will be provided.
2. Service areas will operate in the building at 50% capacity to ensure physical distancing, with each department determining the optimum shift, break times to prevent crowding.
3. If a faculty or staff meet in person, they will ensure there is 2 meters space between them.
4. Faculty and staff have the right to ask anyone meeting with them to wear a mask.
5. All large group meetings, including committees/the board, will be held virtually to avoid a large number of people in one place.
6. Physical distances should be maintained if sharing an automobile to go to and from the College.

13. Workplace accommodation

1. Effective August 31st, 2020, staff members will work on campus at least once a week.
2. Directors, Managers and Supervisors will be responsible for organizing the weekly working schedule of each member of their department.
3. Staff members who commute by public transit will be accommodated to a reasonable working schedule to avoid public transportation during peak hours.
4. Staff will be working from home remotely and will follow the Temporary Work from Home COVID-19 Guideline on the days that the attendance to campus is not required.

5. If a staff member requires additional working accommodation, h/she should contact Human Resources.
6. Secondary Instructors and student facing Secondary staff will attend campus every day.

14. Training

14.1 Instructors and Staff

1. The College will provide physical distancing education and guidelines for all staff and conduct regular health advisory sessions via online tools.
2. COVID-19 information, instructional materials and Employee Assistance Program (EAP) resources are posted in the [Re-Entry Toolkit](#) located in the College's Intranet.
3. The Occupational, Health, Safety and Emergency Committee (OHSEC) is the designated COVID-19 specific health and safety team.
4. Instructor and staff in-person and Zoom training will be held on August 28th, and on September 4th, 2020, before the start of classes. There will be a PowerPoint presentation and video prepared. Those not able to attend will be asked to review the material on their own and to sign a document to acknowledge that they read, understand and will comply with the information, videos, and training posted.
5. New Secondary students will receive training during Orientation with a PowerPoint presentation and prepared videos. Student orientation leaders will be trained to deliver the training in small groups.
6. Continuing Secondary students will receive training on the first day of class using the presentation and videos.
7. New Chemistry College Science students will receive training on the first day of their in-person lab class.
8. New late arriving new students will receive training during course planning.
9. Attendance at training sessions must be taken.

14.2 Students

The College will provide physical distancing education and guidelines for all students and conduct regular health advisory sessions via online tools.

14.3 List of Videos posted for Staff and Students

1. In house Training Video for Staff (Link to be included)
2. In house Training Video for Students (Link to be included)
3. [General COVID-19 Prevention](#)
4. [How to use hand sanitizer effectively](#)
5. [How to wear a non medical mask or face covering properly](#)
6. [Let's Talk Physical Distancing](#)
7. [Physical distance - Staying 2 meters apart to reduce the spread of COVID-19](#)

8. [Reduce the spread of COVID-19 - Wash your Hands](#)

14.4 List of Posters

					
COVID-19-Notice-Elementary-Social-Distancing-Selecting-Using-Masking-Eng.pdf	covid-19-health-safety-selecting-using-masking-eng.pdf	covid-19-handwashing-eng.pdf	COVID19-Docs_Handwashing.pdf	COVID19_Poster_002_English.pdf	COVID19_PhysicalDistancingPoster.pdf
					
COVID19_Handwashing Poster_MD offices.	Bathroom 2.pdf	Bathroom 1 .pdf	Virus prevention.pdf	Storage poster.pdf	StayHomeFromWork.pdf
					
sick-with-2019-nCoV-fact-sheet.pdf	physical_distancing_poster.pdf	microwave sign.pdf	How-to-self-monitor.pdf	help-prevent-spread-covid-19-occupancy-limit.pdf	help-prevent-spread-covid-19-how-to-use.pdf
					
help-prevent-spread-covid-19-handwashing.pdf	help-prevent-spread-covid-19-entry-check.pdf	help-prevent-spread-covid-19-entry-check.pdf	help-prevent-spread-covid-19-cover-cough.pdf	Fridge sign.pdf	Fridge poster.pdf
					
dishwasher sign.pdf	cups sign.pdf	COVID19-Prevention.pdf	COVID-19-Notice-Elementary-Social-Distancing-Selecting-Using-Masking-Eng.pdf	covid-19-health-safety-selecting-using-masking-eng.pdf	covid-19-handwashing-eng.pdf
					
COVID19-Docs_Handwashing.pdf	COVID19_Poster_002_English.pdf	COVID19_PhysicalDistancingPoster.pdf	COVID19_Handwashing Poster_MD offices.	Bathroom 2.pdf	
					
Bathroom 1 .pdf	Virus prevention.pdf	Storage poster.pdf	StayHomeFromWork.pdf	sick-with-2019-nCoV-fact-sheet.pdf	
					
physical_distancing_poster.pdf	microwave sign.pdf	How-to-self-monitor.pdf	help-prevent-spread-covid-19-occupancy-limit.pdf	help-prevent-spread-covid-19-how-to-use.pdf	
					
help-prevent-spread-covid-19-handwashing.pdf	help-prevent-spread-covid-19-entry-check.pdf	help-prevent-spread-covid-19-entry-check.pdf	help-prevent-spread-covid-19-cover-cough.pdf	Fridge sign.pdf	
					
Fridge poster.pdf	dishwasher sign.pdf	cups sign.pdf	COVID19-Prevention.pdf		

15. Mental Health

- Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.
- Instructors have knowledge about / ready access to guidance regarding how to manage student distress in an online classroom and commonly refer students to our College counsellors

3. Columbia College counsellors are available to provide help and guidance for a wide range of life challenges and mental health concerns. Counsellors can assist with issues related to anxiety, depression, stress, relationships, grief, addiction, adjustment to life in Canada, as well as academic and career planning matters. If a student is experiencing a crisis, Columbia College counsellors can assist and refer the student to the appropriate community agency. Counsellors are available in Student Services (Room 211) in the Main Campus, 9 am-5 pm Monday to Friday, and 9:30 am-5 pm on Saturday. Where possible, virtual services will be offered to students, and in-person assistance will be only available if necessary. If required, in-person appointments should be made by contacting ssa@columbiacollege.ca.
4. Every semester, Mental health events are organized by Columbia College's Student Services department. Mental Health and Wellness Week is a week-long event series that occurs every semester and highlights important health themes such as anti-bullying, suicide prevention, self-care, nutrition, stress management, and more. Participating in these events gives students the opportunity to learn more about important mental and physical health issues, access helpful information and resources, explore health concepts in fun new ways. Given the pandemic, mental health events will be delivered virtually.
5. For a detailed list of resources available to Columbia College students please visit: <https://www.columbiacollege.ca/student-life/health-and-wellness/mental-health/>

16. Persons with Disabilities

1. Persons with disabilities are in a unique position when it comes to COVID-19. They may face additional barriers, which include fewer support workers, obstacles to social distancing and increased risk of contracting the virus.
2. The College will provide additional support for people with disabilities to ensure that accessibility services and resources are available.

17. Athletics, Recreation and Activities

The following protocols apply to athletics and indoor/outdoor recreation facilities, including gymnasiums, sports fields, swimming pools, fitness centers and classes, track facilities, varsity and intermural athletics, and field trips for recreational purposes. The College will:

1. Focus on outdoor activities more than indoor activities.
2. Focus on unstructured outdoor usage before program-based activities.
3. Focus on low risk (e.g. individual) activities before higher risk (e.g. group) activities.
4. Focus on indoor controlled usage.
5. Focus on skill development before the competition.
6. Adhere to physical distancing and mass gathering requirements.
7. Determine maximum capacity based on physical distancing calculations and activity type. Some activities may require increased physical distance (e.g. aerobics classes)
8. Deliver clear and consistent messaging/signage regarding COVID-19 related protocols and procedures for facilities. Markings and signage may be used for unstructured activities that require participants to self-manage the most (e.g. public tennis courts).
9. Implement enhanced cleaning and disinfecting of equipment and facilities by cleaning before and after each use.

10. Provide the ability for frequent handwashing or sanitizing.

17.1 Outdoor Athletic Clubs

Every organization is required to have a specific plan for the measures they will implement and maintain during the return-to-sport phase. This plan uses via Sport's Return-To-Sport Guidelines document to follow orders and guidance from the PHO. The program will be available to the interested public on the College website. The following protocols apply to outdoor sports clubs at Columbia College. At this moment, Soccer Club is the only active outdoor sports club. This Return-to-Sport (RTS) Plan covers three things: (1) processes to resume Soccer Club safely, (2) measures to keep participants safe to avoid further cases and outbreaks, and (3) a plan if a case or an outbreak should occur.

Processes to resume Soccer club safely:

1. The SLC will communicate to participants clear guidelines and expectations during the return-to-sport phase. The SLC will include the RTS Plan in the email.
2. Participants are required to register prior to each practice, and registration will close after 20 participants are registered. The SLC and the coach will make the final count of participants twenty-two.
3. There is zero-tolerance policy for "playing while sick" - if anyone is symptomatic, they are not to participate.
4. Participants will be required to sign a Participant Agreement before every practice, acknowledging they have read the guidelines and protocols, and understand the risks to participation. The decision to participate is up to the individual. The exception is if the individual is displaying signs and symptoms of COVID-19. Failing to comply with the outlined protocols will lead to removal from activity and facility.
5. Participants can also use the Columbia Safe app to answer self-check questions. The app will also provide a link to the BC COVID-19 Self-Assessment Tool.

Measures to keep people safe to avoid further cases and outbreaks:

1. The facility (Andy Livingstone Field) is required and expected to implement the following safety measures:
 - a. Restricted Access
 - i. Limit access to those that are essential to the approved activity (participants, SLC, and coach).
 - ii. Spectators (parents/friends) will not be permitted on the field. They must also adhere to physical distancing guidelines.
 - b. Points of Access
 - i. Where appropriate, consider designated drop-off and pickup spaces
 - ii. Determine the number of access points, closing them during practice. Designate one access point for entry and another for the exit.
 - c. Arrival and Departure

- i. Participants arriving first will enter the field first. Participants will start practice at staggered start times, in the order of arrival.
 - ii. At the end of the club meeting (4:00pm), participants must immediately leave the facility
 - d. Restricted Spaces
 - i. Non-essential areas such as spectators' seats will be closed.
 - ii. Participants will not be allowed to drink directly from water fountain taps. They are required to bring their own water bottle, filled.
 - e. Signage
 - i. Clear signage related to maximum capacity, physical distancing, and personal hygiene and protection against COVID-19 will be clearly posted. Examples include directional signage, closed signs, off-limits signs, and reminders to stay clean.
 - f. Cleaning Protocols
 - i. There is to be an implementation of enhanced cleaning protocols at Andy Livingstone Field.
 - ii. High touched areas should be frequently cleaned and disinfected. Those areas include but are not limited to handrails, toilets, stall doors, door handles and locks, hooks, waste disposals, bathroom paper dispensers, soap dispensers, chairs, and water fountains.
 - iii. As a renter or user of Andy Livingstone Field, Columbia College must be satisfied as to the sufficiency of the cleaning protocols in relation to the risks posed by Soccer Club.
- 2. The SLC will make sure all participants follow the College and rented facility's safety protocols.
- 3. Upon successful registration, the SLC will send to each participant:
 - a. A guide on how to wash hands properly;
 - b. A guide on how to wear masks properly;
 - c. Signs and symptoms of COVID-19 and how to recognize them;
 - d. Illness Policy that outlines what to do when sick; and
 - e. Participant Agreement
- 4. Participants and dedicated staff must wear a protective mask to and from practice. Participants are expected to wear their PPE as soon as the practice is over.
- 5. Participants and dedicated staff will be screened before each practice for COVID-19 symptoms. Wellness questionnaires may be used to confirm each person is safe to participate.
- 6. Participants must maintain safe physical distancing when lining up to check in to practice.
- 7. Participants arriving first will enter the field first. Participants will start practice at staggered start times, in the order of arrival.
- 8. At the end of the club meeting, participants must immediately leave the facility.
- 9. The SLC will bring to each practice: hand sanitizer (to be applied to each entering and exiting participant), personal gloves for touching cones and soccer balls, extra gloves in case first aid is required, extra garbage bags to dispose of waste properly, signage to restrict non-CC participants from joining the practice, a thermometer to screen each entering and exiting player, disinfectant wipes for cleaning the equipment, extra masks to provide individuals who start feeling sick or showing signs/symptoms of COVID-19 during practice.

10. The SLC understands there may be a language barrier for some students with lower English proficiency levels. The SLC will make sure all participants understand the protocols.
11. Participants will need to put their belongings neatly and 2ms away from others' belongings.
12. The SLC will take attendance and keep a record of all participants in case of an outbreak.
13. Participants are NOT to wear jerseys/bibs during this return-to-sport phase. They will be directed to wear a specific coloured top instead.
14. Participants will not be allowed to drink directly from water fountain taps. They are required to bring their own water bottle.
15. The SLC, coach, or a designated participant will be the only person to use hands for set-up/take-down of the club's sports equipment such as cones, nets, soccer balls and ball pumps.
16. The SLC will act as the Safety Representative to ensure the implementation of safety protocols in relation to the Soccer Club.
17. Practice modifications may be put in place to reduce risk. They include reduced group sizes, staggered break times, drills that promote a directional flow of traffic, drills that focus on individual skill development, rule adjustments to prevent hand contacts.
18. Soccer balls will no longer be lent out after practice.
19. If first aid is required, all persons attending to the injured individual will wear a mask and gloves.

A plan if a case or an outbreak should occur:

1. The SLC will cancel Soccer Club immediately and notify all participants, the facility, and the direct Supervisor.
2. The Illness Policy will be implemented right away, and the affected individual will be advised to:
 - a. Self-isolate
 - b. Monitor their symptoms daily, report respiratory illness and not to return to activity for at least ten days following the onset of fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
 - c. Use the COVID-19 self-assessment tool at BC COVID-19 Self-Assessment Tool to help determine if a further assessment or testing for COVID-19 is needed
 - i. The BC COVID-19 Self-Assessment Tool can also be accessed from the Columbia Safe app.
 - ii. Individuals can contact 8-1-1 if further health advice is required, and 9-1-1 if it is an emergency

17.2 Participant Agreement

All Participants of **Columbia College Soccer Club** agree to abide by the following points when entering club facilities and/or to participate in club activities under the COVID-19 Response plan and Return-to-Sport (RTS) Protocol:

- I am not sick and I do not have any signs or symptoms of COVID-19.

- No one in my household is sick and no one in my house is showing any signs or symptoms of COVID-19.
- I agree with symptom screening checks and will let my club know if I have experienced any of the symptoms in the last 14 days.
- No one in my household, including myself, have travelled outside of Canada within the last 14 days.
- I agree to sanitize my hands upon entering and exiting the facility, with soap or sanitizer.
- I agree to sanitize all equipment I use during my practice with the cleaning products provided by the club.
- I agree to continue to follow physical distancing protocols of staying at least 2m away from others whenever possible.
- I agree not to share any of my personal equipment during practice times.
- I agree to abide by all of Columbia College's **COVID-19 Safety Protocols for Student Life**.
- I understand that if I do not abide by the policies mentioned above/guidelines/protocols, that I may be asked to leave the club for up to 14 days to help protect myself and others around me.
- I acknowledge that continued abuse of the policies/guidelines/protocols may result in the suspension of my club membership temporarily.
- I acknowledge that there are risks associated with entering club facilities and/or participating in club activities and that the measures taken by the club and participants, including those set under the COVID-19 Response Plan and Safety Protocols for Student Life, will not eliminate those risks.

Date:

Printed full name:

Signature:

17.3 Student Activities On-Campus

The following protocols apply to student organizations including student clubs, student association, student council, sports teams, events and activities:

As per BC Recreation and Parks Association Principles, the College:

- Will focus on outdoor activities more than indoor activities.
- Will focus on unstructured outdoor usage before program-based activities.
- Will focus on low risk (e.g. individual) activities before higher risk (e.g. group) activities.
- Will focus on indoor controlled usage.
- Will focus on skill development before the competition.

Protocols:

- The College will ensure that all attending activities have RSVP'd and attendance is taken.
- Instructors, staff and students are required to wear a mask for participation.
- The College will adhere to physical distancing and mass gathering requirements.

- UT/Associate Degree: Classroom maximum capacity will be 10-12 people. Seating must be on every other desk. Some activities may require increased physical distance (e.g. workout sessions).

18. Communication

18.1 Instructors and Staff

1. Essential health, safety and wellness (including mental health) information has been communicated to instructors and staff in writing before they return to the workplace to give an appropriate amount of time to review this material and to respond with questions.
2. Before the re-entry to the College, a health and safety training session will be delivered virtually to Staff and UT Chemistry Instructors and in-person to the High School Staff and Instructors. The training will focus on workplace practices relating to COVID-19 and other health and safety matters.
3. Human Resources will provide regular check-ins with faculty and staff to provide them with new information and opportunities for discussion.
4. Human Resources will maintain updated information posted in the [Re-Entry Toolkit](#) located in the intranet.
5. Human Resources will keep records of instruction and training provided to faculty and staff regarding COVID-19.
6. The College will ensure that faculty and staff know how to raise safety concerns through the OHSEC committee.
7. HR will remind faculty and staff of health and wellness supports available, including employee and family assistance programs.
8. Information will be communicated via campus email, website, posters, social media, and our closed-circuit television monitors.
9. Updates will be on the College website.

18.2 Students

1. Essential health, safety and wellness (including mental health) information will be communicated to students in writing before they return to the College to give an appropriate amount of time to review this material and to respond with questions.
2. Upon first return to the College, a health and safety information virtual session will be held to review College practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
3. Student Services will provide regular check-in meetings with students to provide them with new information and opportunities for discussion.
4. Student Services will keep records of instruction and training provided to faculty and staff regarding COVID-19, as well as reports of exposure and first aid records.
5. The College will ensure that students know how to raise safety concerns through the OHSEC committee student representatives.

6. Student Services will remind students of health and wellness supports available, including employee and family assistance programs.
7. Information will be communicated via campus email, website, posters, social media, and our closed-circuit television monitors.
8. Updates will be on the College website and on the student portal.
9. Student Services at ssa@columbiacollege.ca should be contacted for COVID-19 related questions.

18.3 College Closure Procedure – Information for Staff and Students attending the College.

Although we hope there will be no need for a College closure, it is important to work as if there will be one at a moment's notice:

1. Should there be one, wait for direction from Administration, your Supervisor or your Instructor (students).
2. Always be aware of where you have been and who you have been in contact with.
3. Save your work on your computer to be able to access from home at all times e.g. One Drive.
4. Clean up your work area at all times to allow for cleaning.
5. Secure any sensitive or private material you are not taking home.
6. Pack together items that you need to work at home.
7. Take our food items home or put in the compost.
8. Remove any items from the fridge, if applicable, and take home or put in the compost.
9. Lock your office or classroom door when empty.
10. Exit the College.
11. Check Columbia Safe, the College Website and your e-mail regularly for updates. For prolonged unscheduled closures (>2 days), staff should refer to the on-line protocol developed for Covid-19 in SharePoint at <https://www.columbiacollege.ca/wp-content/uploads/2020/09/Columbia-College-COVID-19-Protocol-August-20-2020.pdf>
12. Instructors should contact their classes and inform them how to proceed during the closure.
13. If you can not work on-line contact your Supervisor or Instructor as soon as possible.
14. For access into the building during a closure, contact VP-Operations, -Operations, blouie@columbiacollege.ca

19. Travelling to Canada

It is important for a student to know if they are permitted to travel to Canada and review Canada's current [travel restrictions](#).

To meet travel restrictions [travel restriction exemptions](#) as an international student and be able to enter Canada a student must:

To be able to enter Canada a student must meet 2 requirements:

1. Be travelling for an essential (non-discretionary) purpose. Essential refers to travel for reasons that are non-discretionary and non-optional.

The emergency orders under the Quarantine Act do not allow people to travel to Canada for optional or discretionary reasons, such as for tourism, recreation or entertainment.

Must be **1 of the following**:

- an international student with a [valid study permit](#)
- Hold a [Port of Entry Letter of Introduction](#) (study permit approval) on or before March 18, 2020, or
- travelling directly from the US and hold a [Port of Entry Letter of Introduction](#) (study permit approval)

AND

2. Provide proof that the travel is for non-optional or non-discretionary purpose:
 - Provide a letter from Columbia College indicating that it is necessary for you to be in Vancouver. If you have any questions please contact: admissions@columbiacollege.ca

Travel to Canada **may be** considered non-discretionary as a student if

- you already live in Canada
- you need to be in Canada for your program (for laboratory work, workshops, or similar)
- your school isn't offering online study options
- you can't study online from your home country because of internet restrictions or bandwidth limitations
- you can't participate in live online classes from your home country because of the difference in time zones

A border services officer will make the final decision on whether your reason for travelling to Canada is non-discretionary or non-optional. You may contact a [Canada Border Services Agency \(CBSA\)](#) directly.

When the border services officer greets you, they look at several factors, including

- your reason for travelling to Canada
- that you're able to complete a 14-day quarantine period as soon as you arrive at your final destination
- if you either
 - have time to complete your quarantine before you physically attend classes, or
 - can study online during your quarantine

20. Travel and Self-Isolation Plan

All international students enrolled at Columbia College who plan to travel to Canada are required to notify Columbia College Admissions prior to their date of travel by submitting the form below.

Before completing the form below, a student must review [public health measures for travelers to Canada](#) for important information including:

- Government travel restrictions and regulations
- Required documents for entering Canada
- Detailed instructions to help you complete the required [federal ArriveCAN Application](#) and [BC Self-Isolation Plan](#)
- Arranging for self-isolation accommodation, food delivery, and transportation options from the airport

Self-isolation is a very serious matter. Local police may enforce self-isolation orders and violations are punishable by a fine of up to \$750,000 and/or imprisonment for 6 months and/or becoming inadmissible to Canada.

- Admissions will set up a meeting to confirm your travel itinerary and review your quarantine plans
- Confirm accommodations on the self-isolation form.
- Once the student itinerary is finalized, a copy must be sent to Admissions@columbiacollege.ca
- The College will acknowledge receipt of travel plans prior to the start of the journey.
- You must complete the [federal ArriveCAN Application](#) for approval prior to or upon arrival in Canada. Download the ArriveCAN app: iPhone or Android (let Admissions know if there are any issues)
- Submit a BC quarantine plan prior to or upon arrival in Canada (online form or downloadable PDF form)
- Bring your essential travel and isolation plan letter from Columbia College to provide to Canada Border Services Agency (CBSA)

NOTE: Even if you meet all the conditions above, entry into Canada will be at the discretion of a Canada Border Services Agent (CBSA).

Monitor your health before boarding your flight to Canada and upon arrival in Canada

- To board a flight to Canada, a student must follow all airline requirements and pass a health check conducted by airline officials to confirm that they don't have symptoms of COVID-19, including a fever, a cough and difficulty breathing. They will not be allowed to board a flight to Canada if showing symptoms.
- If they feel sick during your flight to Canada or upon arrival, they are to inform the flight attendant or a Canadian border services officer.
- If you they do not have symptoms but believe they were exposed to someone who was sick with COVID-19, they are to report this information to a Canada border services agent on arrival in Canada. This is required under the Quarantine Act. The Canada border services agent will provide instructions to follow.
- There will be messaging on arrivals screens at international airports to help guide anyone experiencing flu-like symptoms.
- The student will be provided with information on what symptoms to identify and how to contact local health authorities.

21. Medical Insurance

- All Columbia College students are required to have valid medical insurance. Due to COVID-19, we recommend that you arrange medical insurance before you arrive. Contact us at medicalinsurance@columbiacollege.ca once you have confirmed your travel date and we can provide you with proof of coverage. We require at least 72 hours' notice to provide this insurance for you but recommend you get in touch as soon as you know when you are travelling to Canada. Please note that if you arrive before January 1, there will be an additional cost for this insurance added to your student account (\$1.65 per day of coverage required).
- Once you arrive in Canada, you should enroll in British Columbia's Medical Services Plan. For more information about medical insurance for Columbia College students, click [here](#) or e-mail medicalinsurance@columbiacollege.ca.

22. Quarantine and isolation: Homestay

Due to travel restrictions in effect for COVID 19, Columbia College has implemented protocols allowing students to safely quarantine upon arrival. The following expectations and requirements for both students and host families will assist them during this process.

Our first and foremost priority is the safety and well-being of our students and host families. We are committed to following regulations set by the government of Canada, as well as the provincial and local public health authorities.

Travelers arriving to Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#f>

22.1 Prior to Travelling

Students will contact their host family prior to leaving their country. The host family will share expectations and communicate what the student should bring to make them feel more comfortable during quarantine.

22.2 Upon Arrival

Students should be prepared to quarantine for 14 days upon arriving in Vancouver. This process may be stressful and overwhelming for students. Therefore, Columbia College has Registered Nurses and Clinical Counselors on campus to assist at any time. We strongly encourage students to reach out to them at any time.

<https://www.columbiacollege.ca/student-life/health-and-wellness/>

North Campus/Secondary Nurse: Claire Goth – cgoth@columbiacollege.ca

North Campus/Secondary Counselor: Gordon Lai – glai@columbiacollege.ca

Main Campus/University Transfer Nurse: Carolyn Langley – clangley@columbiacollege.ca

Main Campus/University Transfer Counselor: Sophie Baker – sbaker@columbiacollege.ca

22.3 Arrival Requirements

All travelers must download and complete the Canadian government's ArriveCAN application for approval prior to their arrival on a paper form, web-based form using an electronic APP (available for iPhone and Android).

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/digital-tools.html>

In addition, the student must complete, send, and print the MANDATORY Self-Isolation Plan in advance:

BC: <https://travelscreening.gov.bc.ca> (the form does not work on Internet Explorer)

22.4 What to Pack

- Large quantity of disposable face masks OR 1 cloth face mask
- One large bottle of good quality hand sanitizer – 60% alcohol
- Box of Nitrile gloves
- Thermometer

22.5 Carry-on Items

- 2 disposable face non-medical masks
- Travel size hand sanitizer – 60% alcohol
- Disinfecting wipes (Lysol)
- Change of clothes to change into at the homestay
- Passport
- Study Permit
- Custodianship documents (if applicable)
- Letter of Acceptance
- Host Family Profile
- Airport Information
- Homestay Coordinator contact information
- Copy of this document
- Print out the Self-Isolation Plan

22.6 En Route to Canada

Students are required to:

- Wear a non-medical face mask and gloves
- Practice Social Distancing. Wash hands frequently
- Use hand sanitizer often 60% alcohol
- Sanitize their personal space such seatbelt and table tray
- Minimize trips to the bathroom (flush the toilet with the seat cover down)

- Touch as few surfaces as possible
- Keep cell phone charged
- Bring some food as restaurants and stores may be closed
- Bring a refillable water bottle

22.7 Arriving at Vancouver International Airport

Upon exiting the aircraft students should continue practicing social distancing throughout the airport. Students should be prepared to present the documents outlined under Carry-on Items to Canada Border Services. The student will also be required to undergo a screening by a border services or quarantine officer to assess travelers for symptoms.

Prior to the student departing their country, please email medicalinsurance@columbiacollege.ca and arrange for their Guard Me card to be sent to them. It will be needed when boarding their flight.

22.8 Airport Pickup

All students who will be staying in a Columbia College homestay MUST arrange for airport pick up using our partnered transportation company, Amigo Ltd who will take them directly to their homestay. The student will receive airport pickup information prior to departing their country and will need to meet Amigo Ltd at the designated area specified. Amigo Ltd has assured us that each vehicle will be disinfected after every trip, all luggage will be cleaned with disinfecting wipes before being loaded into the vehicle, all drivers will wear gloves, eye protection, a non-medical mask and no passengers can sit in the front seat.

****To avoid being charged twice for the airport pickup, the student is responsible to notify Amigo if they miss their connecting flight or were not able to board the plane. *** Amigo Ltd will be at the airport with the arrival details previously provided and will not know if the student had difficulties making their connection.*

22.9 Quarantine Plan – Moving into and Out of Homestay

Students are reminded that quarantine is a requirement of the Quarantine Act and is NOT optional.

- A Zoom meeting will be set up (when possible), with all host families who have agreed to host a quarantine student; there will be a question and answer period after discussing protocols.
- Coordinate move-in dates and times with agent/student to avoid students arriving at once.
- Guidelines have been established for entering, exiting, and queuing during move in. Only one host family member be involved in the move in or out process.
- Students who are moving to a Columbia College homestay but quarantined elsewhere, will provide proof of when they arrived in Canada (airline ticket) and where they stayed (details of hotel or alternate).
- Changing bedrooms or homestays after quarantine: only one host family member will be involved in the cleaning process. They are responsible for cleaning the room thoroughly before accepting another student and washing the linens, wearing protective eyewear, non-medical masks, gloves and using a variety of disinfecting products.

- Where physical distancing cannot be maintained, in the move in/out process, PPE will be provided (e.g. non-medical masks and gloves) to all staff and volunteers supporting move-in and appropriate safety training will be provided to all volunteers prior to move-in.
- Strategies have been explored to make move-in as contactless as possible (e.g., reduce the need for writing utensils, paper forms, put room keys or cards in envelopes).

Government of Canada will contact the *student* during the 14-day quarantine period to ensure the student is under quarantine. Students should provide a phone number, whether personal or host families, on their Self-Isolation Plan on where they can be reached.

When arriving to homestay, students will go directly to their bedroom and begin their mandatory 14-day quarantine. Three meals will be provided daily, and the host family will have an information sheet in your bedroom sharing important information such as WiFi passwords. Throughout the 14-day quarantine, the host family will do daily check-ins with the student.

Communication between the host and student will be daily through text messages, FaceTime, and other remote methods. We encourage the student to keep well-connected with their host family especially when they first arrive. This will assist them in overcoming homesickness, boredom or any anxiety they may encounter while under quarantine.

22.10 Student Expectations

- Go directly to your bedroom upon arriving to your homestay, **avoid contact with anyone.**
- Stay in your bedroom for the complete 14-day quarantine!
- Take your temperature every day and record the results. 36.9C is a normal body temperature.
- Keep your room well ventilated – open the window to allow for proper air flow.
- Practice good hygiene: wash your hands often for a minimum of 20 seconds, and shower daily.
- Keep your bedroom and bathroom tidy/clean using the household products available.
- Students using a shared bathroom will wipe down all bathroom surfaces before and after use.
- If you have a private bathroom you will package your garbage often and wash your hands immediately afterwards.
- Keep in touch via text, email, FaceTime with family and friends.
- If you begin to experience COVID-19 symptoms visit: covid19.thrive.health or call 811. Let your host family know you are not well.
- To avoid the risk of COVID-19, no laundry will be done during quarantine.
- Communicate daily with your host family and ask for help!

Columbia College realizes these protocols seem overwhelming, they have been implemented to keep you and others safe and healthy during the 14-day quarantine.

22.11 Host Family Expectations – Private Bathroom and Shared Bathroom

When arriving to the homestay, students **MUST** quarantine (self-isolate) for 14 days.

- Hosts must follow all public health guidelines for their area in the 14 days prior to accepting a student, and everyone in the home must be free of any COVID-19 symptoms.
- Students will go directly to their bedroom to begin the mandatory 14-day quarantine.
- The host family will provide the student 3 full meals per day including light snacks. Clean linens for the duration of quarantine, Wi-Fi, a private bedroom with a window, and a private bathroom IF available.
- Communication between the host and student will be made daily via text messages, email, FaceTime, and other remote methods. Check on the student often.
- Place sterilized puzzles, playing cards or any other individual games you feel the student would enjoy under quarantine.
- The host will set meals on a small table outside of the student's door and determine a regular time that meals will be delivered. They will notify the student ahead of time so they can eat while the food is fresh.
- It is recommended that the host uses the same set of dishes, utensils, and glassware for the duration of the quarantine.
- An alternative to dishes, are disposable plates and cutlery to avoid hosts washing dishes during quarantine.
- The host should wear gloves, eye protection, and a non-medical mask when removing dishes. They are to wash them immediately in hot, soapy water.
- Clean and disinfect high touched areas such as door handles and countertops frequently.
- For those host families that CANNOT provide a private bathroom the student will share a bathroom with other family members in the home. The student will be made aware prior to their arrival if they have a private or shared bathroom.
- If the quarantine student is sharing a bathroom, the host family will ensure ALL family members understand they must wipe down all bathroom surfaces before and after use.
- The host will remove all hand towels and replace with paper towels, remove bathroom rugs and personal family items.
- The host will have a liquid soap dispenser, Lysol wipes along with a variety of cleaning products on hand.
- The host will package garbage daily and clean the bathroom frequently throughout the day.
- Only one healthy family member should provide care to the student.
- Some people may transmit COVID 19 even though they do not show any symptoms. Wearing a mask, including a non-medical mask or face covering can help protect others around you.
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>
- Prevent contact with animals, as there has been several reports of people transmitting COVID 19 to their pets.
- If possible, people who are at higher risk of serious illness from COVID 19 should not care for someone with COVID 19. These people include elderly persons, those with chronic medical conditions, or compromised immune systems.
- Avoid re-using gloves or masks.

22.12 Expectations When the 14 Day Quarantine Period is Over

22.12.1 Wellness check

- Prior to the student leaving quarantine, a Columbia College Nurse will contact the student to perform a wellness check. They will ask a variety of questions assessing the students' overall health and well-being during their time spent in quarantine.

22.12.2 Symptoms

COVID-19's most common symptoms are fever (37.8C or more), coughing, difficulty breathing and loss of smell.

If a student or host develops these Symptoms or is Diagnosed

- Use self-assessment tool: <https://ca.thrive.health/> and seek medical attention as necessary.
- Visit: covid19.thrive.health or call 811.
- Contact the Homestay Coordinator at Columbia College (604-671-8525)

22.13 Moving a Student During Quarantine

Columbia College aims to avoid spreading COVID-19 with any unnecessary relocations therefore, our preferences are to:

- Keep the student in one place, in accordance with the Public Health direction, or
- Ask parents to come to Canada to care for their child at their expense, if possible.
- Contact the Homestay Coordinator if you are no longer comfortable to host your student.
- In the unlikely event that a host is unable to care for the sick student, Columbia College will do their best to relocate the student to a new homestay family. This is not guaranteed.

22.14 Host Family Supplies

- Thermometer
- Non-medical masks
- Nitrile Gloves
- Hand Sanitizer - 60% alcohol
- Hand Soap
- Hard-surface disinfectant or wipes (Lysol)
- Appropriate cleaning products for high-touch areas

22.15 Renumeration – Private Bathroom and Shared Bathroom

Host families that can provide a PRIVATE bathroom for quarantine students, will be compensated a set rate of \$1000 for the 14-day quarantine period. An additional invoice will be prepared by the college and sent to the student and/or agent. The host will be paid via the college for the quarantine period.

Host families that can provide a SHARED bathroom for quarantine students, will be compensated a set rate of \$800 for the 14-day quarantine period. An additional invoice will be prepared by the college and sent to the student and/or agent. The host will be paid via the college for the quarantine period.

***To avoid the risk of COVID-19, host families that can provide a private bathroom will take priority when placing a quarantine student. ***

Additional nights in the homestay (after the 14-day quarantine period) prior to September 1, 2020 will be paid to the host directly by the student with the nightly fee of \$40 per night.

22.16 Resources

Further information is available for preparation and care for individuals exposed to COVID 19:

- Public Health Agency of Canada (PHAC) How to care for a person with COVID 19 at home – Advice for Caregivers:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-are-for-person-with-covid-19-at-home-advice-for-caregivers.html>
- Public Health Agency of Canada (PHAC) Being prepared – for individuals:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measure-reduce-community.html#a2>
- Provincial and territorial resources for COVID 19:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms/provincial-territorial-resources-covid-19.html>

British Columbia Centre for Disease Control Self-Isolation guide for caregivers and household members of those with COVID 19.

http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf

22.17 Student and Natural Parent Declaration

Please sign this Declaration on the **morning of departure**, confirming to the best of your knowledge the student is safe to travel to Canada. Send the completed form to the Homestay Coordinator at rmooney@columbiacollege.ca

Student's Legal Name:

Columbia College Student ID#:

Date of Birth:

To my/our knowledge, I/we are not aware that I/our child are showing any signs of COVID-19 in the past 14 days, nor has/have, I/our child been exposed to anyone having the illness in the last 14 days. I/we understand that I/our child will need to quarantine for 14-days upon arriving to the homestay.

Failure to follow the quarantine protocol will result in the student being removed from the Homestay Program with no fees refunded. The student will be subjected to severe penalties (heavily fined),

reported to Government of Canada, local law enforcement (RCMP), and penalized by the college. This could result in the student's visa being revoked and them returning to their home country. There are no warnings, Columbia College takes quarantine very seriously.

Print Student's Name: _____

Signature: _____

Date: _____

Print Natural Parent's Name: _____

Signature: _____

Date: _____

23. Quarantine and isolation: External to Homestay

Due to travel restrictions in effect for COVID 19, Columbia College has implemented protocols allowing students to safely quarantine upon arrival. The following expectations and requirements for students will assist them during this process.

Our first and foremost priority is the safety and well-being of our students. We are committed to following regulations set by the government of Canada, as well as the provincial and local public health authorities.

Travelers arriving to Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#f>

23.1 Prior to Travelling

Students will contact a Columbia College representative prior to leaving their country and share their information on where they will quarantine. The College will in turn share expectations and communicate what the student should bring to make them feel more comfortable during quarantine.

23.2 Upon Arrival

Students should be prepared to quarantine for 14 days upon arriving in Vancouver. This process may be stressful and overwhelming for students. Therefore, Columbia College has Registered Nurses and Clinical Counselors on campus to assist at any time. We strongly encourage students to reach out to them at any time.

<https://www.columbiacollege.ca/student-life/health-and-wellness/>

North Campus/Secondary Nurse: Claire Goth – cgoth@columbiacollege.ca

North Campus/Secondary Counselor: Gordon Lai – glai@columbiacollege.ca

Main Campus/University Transfer Nurse: Carolyn Langley – clangley@columbiacollege.ca

Main Campus/University Transfer Counselor: Sophie Baker – sbaker@columbiacollege.ca

23.3 Arrival Requirements

All travelers must download and complete the Canadian government's ArriveCAN application for approval prior to their arrival on a paper form, web-based form using an electronic APP (available for iPhone and Android).

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/digital-tools.html>

In addition, the student must complete, send, and print the MANDATORY Self-Isolation Plan in advance:

BC: <https://travelscreening.gov.bc.ca> (the form does not work on Internet Explorer)

23.4 What to Pack

- Large quantity of disposable face masks OR 1 cloth face mask
- One large bottle of good quality hand sanitizer – 60% alcohol
- Box of Nitrile gloves
- Thermometer

23.5 Carry-on Items

- 2 disposable face non-medical masks
- Travel size hand sanitizer – 60% alcohol
- Disinfecting wipes (Lysol)
- Change of clothes to change into at their home-base destination
- Passport
- Study Permit
- Custodianship documents (if applicable)
- Letter of Acceptance
- Airport Information
- Copy of this document
- Print out the Self-Isolation Plan – listing the contact information where the student will quarantine.

23.6 En Route to Canada

Students are required to:

- Wear a non-medical face mask and gloves
- Practice Social Distancing. Wash hands frequently
- Use hand sanitizer often 60% alcohol
- Sanitize their personal space such seatbelt and table tray

- Minimize trips to the bathroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep cell phone charged
- Bring some food as restaurants and stores may be closed
- Bring a refillable water bottle

23.7 Arriving at Vancouver International Airport

Upon exiting the aircraft students should continue practicing social distancing throughout the airport. Students should be prepared to present the documents outlined under Carry-on Items to Canada Border Services. The student will also be required to undergo a screening by a border services or quarantine officer to assess travelers for symptoms.

Prior to the student departing their country, please email medicalinsurance@columbiacollege.ca and arrange for their Guard Me card to be sent to them. It will be needed when boarding their flight.

23.8 Airport Pickup

All students who will be studying at Columbia College will arrange for airport pick up preferably from our partnered transportation company, Amigo Ltd. Students can also pre-book a taxi (Black Top or Yellow Cab), Uber, Lyft or have a personal family member pick them up. If the student chooses one of these alternate transportation methods, they **MUST** advise Columbia College the booking details (eg. Time, Date) before leaving their home country. When leaving the airport, the student must proceed directly to their quarantine location.

Students being picked up by Amigo Ltd, will receive airport pickup information prior to departing their country and will meet Amigo Ltd. at the designated area specified. Amigo Ltd. has assured us that each vehicle will be disinfected after every trip, all luggage will be cleaned with disinfecting wipes before being loaded into the vehicle, all drivers will wear gloves, eye protection, a non-medical mask and no passengers can sit in the front seat.

****To avoid being charged twice for the airport pickup, the student is responsible to notify Amigo if they miss their connecting flight or were not able to board the plane. *** Amigo Ltd. will be at the airport with the arrival details previously provided and will not know if the student had difficulties making their connection.*

23.9 Quarantine Plan

Students are reminded that quarantine is a requirement of the Quarantine Act and is NOT optional.

Government of Canada will contact the *student* during the 14-day quarantine period to ensure the student is under quarantine. Students are required to provide a phone number, whether personal or the quarantine location, on their Self-Isolation Plan on where they can be reached.

When arriving to their quarantine location, students will go directly to their bedroom / hotel room and begin their mandatory 14-day quarantine.

Communication between Columbia College and the student will be done daily at random times via email and/or zoom. We encourage the student to keep well-connected with Columbia College especially when they first arrive. This will assist them in overcoming homesickness, boredom or any anxiety they may encounter while under quarantine.

23.10 Food and Meals

Students under quarantine must have a plan to obtain groceries or take-out meals. Family members dropping food off for the student must FIRST check with the hotel reception to ensure they can leave the food outside the student's door. There is to be NO outside contact with the student or anyone during quarantine.

All hotels will allow students to order food directly to their rooms. Some hotels have restaurants on their property which may offer delivery to your room. Below are some local services that offer food and grocery delivery.

- Skip the dishes – Via Mobile App
- Door Dash – Via Mobile App
- Uber Eats – Via Mobile App
- Grocery Shopping – Insta cart via app and/or computer

****To use an app, students will need to link a credit card to the app of their choice ****

23.11 Student Expectations

- Go directly to your bedroom/hotel room upon arriving, **avoid contact with anyone.**
- Stay in your bedroom/hotel room for the complete 14-day quarantine!
- Take your temperature every day and record the results. 36.9C is a normal body temperature.
- Keep your room well ventilated – open the window if possible to allow for proper air flow.
- Practice good hygiene: wash your hands often for a minimum of 20 seconds, and shower daily.
- Keep in touch via text, email, FaceTime with family and friends.
- If you begin to experience COVID-19 symptoms visit: covid19.thrive.health or call 811. Let your Columbia College representative know you are not well.

Columbia College realizes these protocols seem overwhelming, they have been implemented to keep you and others safe and healthy during the 14-day quarantine.

23.12 Expectations When the 14 Day Quarantine Period is Over

23.12.1 Wellness check

- Prior to the student leaving quarantine, a Columbia College Nurse will contact the student to perform a wellness check. They will ask a variety of questions assessing the students' overall health and well-being during their time spent in quarantine.

23.12.2 Symptoms

COVID-19's most common symptoms are fever (37.8C or more), coughing, difficulty breathing and loss of smell.

If a student or host develops these Symptoms or is Diagnosed

- Use self-assessment tool: <https://ca.thrive.health/> and seek medical attention as necessary.
- Visit: covid19.thrive.health or call 811.
- Contact their Columbia College representative

23.13 Moving a Student During Quarantine

Columbia College aims to avoid spreading COVID-19 with any unnecessary relocations therefore, our preferences are to:

- Keep the student in one place, in accordance with the Public Health direction, or
- Ask parents to come to Canada to care for their child at their expense, if possible.

23.14 Resources

Further information is available for preparation and care for individuals exposed to COVID 19:

- Public Health Agency of Canada (PHAC) How to care for a person with COVID 19 at home – Advice for Caregivers:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>
- Public Health Agency of Canada (PHAC) Being prepared – for individuals:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a2>
- Provincial and territorial resources for COVID 19:
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms/provincial-territorial-resources-covid-19.html>

British Columbia Centre for Disease Control Self-Isolation guide for caregivers and household members of those with COVID 19.

http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_caregivers.pdf



24. Libraries

During the Fall 2020 semester, physical services will remain closed. With post-secondary instruction delivered online and secondary students assigned to limited learning groups, library staff and resources will support online learning by providing remote services and materials.

Collections

Students and staff continue to have remote access to academic and news articles, e-books, streaming video, and specialized databases. The Library has invested in increased e-book resources to ameliorate the loss of access to print collections. The Library has been providing OER (Open Education Resource) advice to Deans and individual faculty, both in finding suitable OERs for course adoption and explaining mechanisms for adaptation and re-use.

Information Literacy Instruction

Library-led information literacy lessons are currently offered either synchronously or asynchronously at the request of instructors. Secondary classes can participate in synchronous lessons in their class with a librarian working remotely.

Support for Students and Instructors

Library staff will continue to provide research assistance by email, the AskAway chat service, and one-on-one consultation via conferencing platforms. The library website serves to scaffold student success through assignment and citation style guides, topic guides, student success tutorials, and brief FAQ videos. Remote learning has pushed copyright issues to the forefront, and the Library has begun a faculty education campaign to ensure copyright compliance and create better awareness of copyright issues in the online classroom.

While the Library is ready to operate virtually beyond Fall 2020, preparations for an eventual return to physical services have been made with the installation of plexiglass barriers at service points, as well as the development of procedures for isolating returned materials and frequent cleaning.

25. Services (Accounting, Bookstore, Admissions, Helpdesk (IT), Front Office, Mail)

25.1 Accounting Area Protocol

1. Students are encouraged to continue using online payment services currently in place, which include Flywire, Canadian bank to bank transfers, and wire transfers. Where a student is having difficulty paying by one of these methods, the College will accept in-person payment of tuition



and other fees via debit or credit card or bank drafts. Cash is not accepted for tuition or homestay payments and is strongly discouraged for all other fee payments.

2. One door to the second-floor front administration office will be kept open with a doorstopper during office hours to prevent touching of the door handle.
3. Floor markers will indicate the direction of flow to the Accounting counter. Only one student will be allowed at the counter at a time, and students will line up a single file on six-foot markers in the office foyer and, if necessary, out into the second-floor hallway along the glass railing. No more than five individual students may be lined up for the Accounting counter (one at the single Accounting wicket that will be open, one is waiting in the front office foyer, and three outside on the second floor).
4. The Accounting counter already has a glass window; however, the holes in the glass will be covered with a plexiglass shield to prevent any aerosol droplets from entering the Accounting space. A maximum of two staff members will be allowed in the Accounting office area at any one time, and their desks must be at least six feet apart.
5. Hand sanitizer will be available at the Accounting window, and students must disinfect their hands before using the point of sale machine. Hand sanitizer will be available at the doorway to the Accounting office area, and staff must sanitize their hands upon entering and leaving the Accounting office. Hand sanitizer and non-medical disposable gloves will be available for Accounting staff to use when preparing the point of sale terminal for payment. At no time should the Accounting staff touch either the student's card plastic or student ID card.
6. The point of sale terminal should be cleaned after each use. Common areas, such as the counter in the Accounting office, should be cleaned before and after opening.
7. Accounting staff must follow the handwashing guidelines contained in this document.

25.2 Admissions Area Protocol

1. Meeting with Admissions team is by appointment only. Visitors or students must report to the Security desk at the main lobby before proceeding to the Admissions staff's office on the second floor. Security and second-floor general reception team will get a list of visitors a day prior.
2. Only one additional person is permitted in the smaller offices and maximum of two extra individuals in more prominent offices at any given time. Social distancing protocol (6 feet apart) must be strictly adhered.
3. Hand sanitizer will be available on the Admissions reception area, and all of Admissions team offices and team members are encouraged to disinfect their hands per 2 hours.
4. Desks and chairs in each office should be cleaned at the end of the day. Staff should use non-medical disposable gloves while cleaning.
5. Doors of each office should be kept open when meetings are in progress in order to prevent unnecessary touching of the doorknobs.
6. Visitors who are waiting to see a staff member should only sit on the seating area in front of the Admissions reception on the second floor. This is to avoid over-crowding in the seating area by the main reception.

25.3 Helpdesk Office (IT) Protocol:



1. Signage placed at the entrance to maintaining social distancing.
2. Limit two students or faculty in Helpdesk office at a time, and the remainder will line up outside of the Helpdesk office in the 4th-floor hallway.
3. Staff/Students are asked to wear a mask inside the Helpdesk office.
4. Plexiglass are installed to keep physical contact.
5. Wireless keyboards or Gloves will be used to provide technical device support when necessary.
6. Plexiglass and commonly touched surfaces will be cleaned on a regular basis.
7. Alcohol hand sanitizer will be available for Staff/Students to use.
8. Common areas will be cleaned before opening and after closing by Janitors.

25.4 Front Office Protocol

1. Sanitize front counter and work stations at the beginning and end of the day.
2. Keep one side of the door open (with a stopper) to avoid contact on the door handle.
3. Set up an upright automated hand sanitizer dispenser at the office entrance. Before attending to the students/patrons, remind them to sanitize their hands prior to entering the office. (A sign will be posted at the office door.)
4. Limit the number of people in the office. Two at the front office (between Accounting & Admin.) and one at the Admissions area. (A sign will be posted at the door the number of patrons allowed in the office.)
5. Recommend people coming into the office to wear masks/face covers. (Have signs at the Building and Office entrances.)
6. Staff will wear masks when dealing with students/patrons.
7. There will be marking on the floor where students/patrons can stand to wait for service. (Avoid people from leaning on the countertop.)
8. There are three sets of Plexiglass at the front counter shielding the entire countertop.
9. There will be markers on the floor to indicate waiting spots that will ensure social distancing of six feet (2 meters) apart.
10. Provide sanitizers on the counter and in the work areas.
11. All request forms (letter, transcript, certificate) and information pamphlets are available online. There will be no paper forms/info sheets on display on the countertop.
12. Discourage cash payments.
13. Credit Card Payments: Encourage payments to be made online or by phone instead of in-person payments.
14. Courier deliveries will be left overnight (in the dented area underneath the front counter) and be wiped down before opening the next day.
15. Handle letters and parcels with masks and gloves on.
16. Use stylus pens instead of fingers to sign on pads with courier drop-offs. We will each have our own stylus pens which will be sanitized after use.

25.5 Mail Protocol

Incoming Mail:



1. Canada Post will bring in mail and leave them in the Columbia College Mail Cupboard on the Lobby floor.
2. Oversized items will be brought up to the Front Office on the second floor.
3. The mail cupboard will be checked daily.
4. Mail will be distributed to the staff mail slots by the Copy Room on the second floor. (Emails will be sent to the recipients for pickup.)

Outgoing Mail:

1. Outgoing mail can be dropped off in the “Outgoing Mail” basket located at the Front Office.
2. Mail will be processed on a daily basis.
3. Mail will be picked up by BC Mail Plus @ around noon time.

Courier (incoming):

1. Items will be delivered to the Front Office for signature.
2. Smaller items will reside in the cupboards underneath the mail slots by the Copy Room.
3. Oversized items will be left on the spare table at the Front Office.
4. Recipients will be notified via email for pickups.

<https://www.retailcouncil.org/coronavirus-info-for-retailers/>

26. Control Measures

1. All supervisors, employees and students will be informed about the content of these safety policies and know the controls required to minimize their risk of COVID-19.
2. All employees and students will participate in COVID-19 training (video).
3. All employees should contact their Supervisor to report any unsafe conditions or acts.
4. Cleaning procedure/standards will be monitored through Quality Assurance (QA) Audits, including ATP testing, and a report submitted to the Building Engineer.
5. The OHSEC Chair and College Engineer will conduct a monthly review to ensure the effectiveness of the plan prior to the monthly OHSEC meeting and report to the committee. Along with the QA report.
6. A record will be kept of the inspection.

27. COVID RESOURCES

1. Process safety risks in hazardous facilities due to COVID-19 pandemic
2. COVID-19- Health and Safety: Designing effective barriers
3. COVID-19- A guide to reducing the risk
4. COVID-19- Safety Plan
5. Help prevent the spread of COVID-19: Entry check for workers



6. Help prevent the spread of COVID-19: Cover coughs and sneezes
7. COVID-19: Health and Safety: Cleaning and disinfecting
8. Help prevent the spread of COVID-19: How to use a mask
9. COVID-19 Health and Safety: Selecting and using masks
10. Help prevent the spread of COVID-19: Handwashing
11. Help prevent the spread of COVID-19: Occupancy Limit
12. OFAA protection during the COVID-19 pandemic: A guide for employers and occupational first aid attendant
13. Working from home: A guide to keep workers health and safe
14. Setting up, organizing and working comfortably in your home workspace