

Columbia College: Protocols for Safe Operation

Updated September 3, 2021

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Developing a Communicable Disease Safety Plan

Academic institutions are required to transition the COVID-19 Safety Plan to a Communicable Disease Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of respiratory illnesses including COVID-19 transmission.

This plan follows the six steps outlined on [COVID-19 and returning to safe operation](#) determined with alignment to government/ministry directives and private/public school guidelines and communication. The plan builds upon the lessons learned from implementation of COVID-19 specific safety plans, and incorporates the important principles of communicable disease prevention into all workplaces,

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.

Responsibilities

The School will:

Support students to continue to practice preventative measures and:

- Have staff model these behaviours
- Share reliable information, including from the [BC Centre for Disease Control](#) and the [Office of the Provincial Health Officer](#), to parents, families and caregivers (Secondary)

- Promote required safety measures in the school through the use of visual aids like floor markings and signage where it still makes sense.
- In line with the [K-12 Education Restart Plan's](#) and the provincial [Post-secondary Guidelines](#) goal of maximizing in-class instruction for all class instruction for all students within current health and safety guidelines for schools, staff should utilize positive and inclusive approaches to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature

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

Know the controls required to minimize their risk of exposure to respiratory illnesses and COVID-19.

- Participate in communicable disease related protocol
- 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 respiratory illness and COVID-19 symptoms prior to accessing campus property.

Fall 2021 Delivery

Classes will be in-person (approximately 60%), online (FLEX and synchronous approximately 15% and 25% respectively) with the campus operating at approximately 75% capacity. Secondary will in delivered Hyflex in-person and online).

Protocols: Accessing the Campus Safely

1. Respiratory and 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. Secondary students will follow guidelines provided through the k12dailycheck.gov.bc.ca to determine when it is safe to attend classes in person. Columbia College Nurses will connect with each impacted student before returning to the College after an illness.
2. Anyone with symptoms associated with a respiratory ailment or COVID-19, who is ill, has travelled outside Canada in the last 14 days (see [fully vaccinated exemptions](#)), 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 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 of illness. 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 respiratory illness and 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 sponsoring the visitor should escort the 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.

1.2.4 Mask and Vaccination Protocol

On September 2, 2021, the following information was sent out to all employees. It will be updated as required. An alternative of rapid testing will be provided in circumstances where it is necessary.

Welcome Back Fact Sheet for Students

1. All students who are not vaccinated should follow the following steps to get partially vaccinated by September 13 and fully vaccinated by October 31, 2021 (October 24, 2021 to access some public events and venues outside of Columbia College). Fully vaccinated = 2 COVID vaccinations.
 - To make an appointment [click here](#)
 - If you don't have a Personal Health Number, register for your vaccine appointment by phone at +1-833-838-2323 | Translators are available seven days a week, 7am to 7pm (PT)
 - Visit a drop-in clinic. Drop-in vaccine clinics are in communities around B.C. You don't need to register online or phone before you arrive. Bring I.D. (passport, study permit):
 - Fraser Health – Drop in vaccine clinics in Burnaby, Tri cities Delta, Surrey
 - Vancouver Coastal Health – Drop in vaccine clinics in Vancouver
 - If you are vaccinated in another country upload your documents to the provincial registration system [here](#).
2. Students enrolled in **UT** classes who are not willing to be fully vaccinated or are not able to be fully vaccinated due to extenuating circumstances:
 - Should register for online classes immediately, subject to availability. If you cannot enroll, due to availability or graduation requirements, contact Student Services immediately at ssa@columbiacollege.ca and we will do our best to accommodate, subject to availability.
 - Students in **UT** classes may enroll or change to in online courses **up to September 13, 2021**. After that date it will not be possible to change from in-person to online classes and students may be asked to carry out rapid COVID-19 testing at their own expenses.
3. Masks are mandatory at all times on campus.
4. All individuals, regardless of vaccine status must check themselves for symptoms of COVID-19 before entering the building. **If you have symptoms of COVID-19 stay home and follow [BC CDC guidance](#).**
5. Students should be prepared that in-person **UT** courses may be moved online.
6. Register for the BC Vaccine Passport available September 13.

Welcome Back Fact Sheet for Staff



1. All Staff who are not vaccinated should follow the following steps to get partially vaccinated by September 13 and fully vaccinated by October 31, 2021 (October 24, 2021 to access some public events and venues outside of Columbia College). Fully vaccinated = 2 COVID vaccinations.
 - To make an appointment [click here](#).
 - Staff who are not willing to be fully vaccinated or are not able to be fully vaccinated, due to extenuating circumstances, should contact their Supervisor immediately to discuss the feasibility of working online after October 31, 2021.
2. Masks are mandatory at all times on campus.
3. All individuals, regardless of vaccine status must check themselves for symptoms of COVID-19 before entering the building. **If you have symptoms of COVID-19 stay home and follow [BC CDC guidance](#).**
4. Register for the BC Vaccine Passport by September 13.

Welcome Back Fact Sheet for Instructors

1. All Instructors who are not vaccinated should follow the following steps to get partially vaccinated by September 13 and fully vaccinated by October 31, 2021 (October 24, 2021 to access some public events and venues outside of Columbia College). Fully vaccinated = 2 COVID vaccinations.
 - To make an appointment [click here](#)
 - Instructors teaching **UT** classes who are not willing to be fully vaccinated or are not able to be fully vaccinated, due to extenuating circumstances, should contact their Dean immediately to discuss the feasibility of changing their in-person course to synchronous or Flex delivery.
2. Masks are mandatory at all times on campus.
3. All individuals, regardless of vaccine status must check themselves for symptoms of COVID-19 before entering the building. **If you have symptoms of COVID-19 stay home and follow [BC CDC guidance](#).**
4. Students have told to be prepared that in-person **UT** courses may be moved online.
5. Register for the BC Vaccine Passport available September 13.

2. What to do if an individual is symptomatic:

2.1 Illness at Columbia College – Employees:

1. If an employee begins to experience cold, flu or COVID19 symptoms (even mild) during the workday at Columbia College, the employee will follow the steps below.
2. Wear a mask (available at security main floor, isolation room or Nurse's office)
3. Wash 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. nurses@columbiacollege.ca



6. Download the Columbia College Safety App and complete the COVID-19 assessment tool. An employee can also complete the COVID 19 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 your workday.
8. If needed, Room 130 is available to isolate in while you wait for a ride. Call or go to Security for access **604-697-7089**. The isolation room **must have a sign on the door stating it is sanitized and available for use**.
9. **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 Ill During the Day or Students who exhibit an elevated temperature upon entry to the building

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. Wear 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. If needed, Room 223 is available to isolate in while you wait for a ride. Call or go to Security for access **604-697-7089**. The isolation room **must have a sign on the door stating it is sanitized and available for use**.
6. Complete the COVID-19 assessment tool on the CC safety app or click here: <https://bc.thrive.health/covid19/en> follow the BC Self-Assessment direction. For health guidance, email the CC Nurse at nurses@columbiacollege.ca or call HealthLink BC at 811, 24 hours a day.
7. If you require academic accommodation from your teacher complete the self-declaration form here to be referred to your Counselor: <https://www.columbiacollege.ca/current-students/health-and-wellness/student-self-declaration/>
8. Secondary students should email nca@columbiacollege.ca include the following information:
 - Name
 - Columbia College ID number
 - phone number where you can be reached for follow up
9. 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 223) due to illness:

1. Sanitize hands, wear a 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 (This information should be written and kept confidential):
 - a. Date
 - b. Full Name/ ID Number
 - c. Phone number
 - d. Classroom number and areas of the College the individual was on that day
 - e. Time the individual entered the Isolation Room
 - f. Time Exiting the building
5. Check that Cleaning was requested and add the time of the request.
6. Ask the student or staff member to follow the instructions in Rm 130.
7. 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.
8. **STUDENTS:** send an e-mail with the subject ISOLATION SITUATION to a Columbia College Nurse nurses@columbiacollege.ca . Secondary students should report their absence to nca@columbiacollege.ca
9. **STAFF:** send an e-mail with the subject ISOLATION SITUATION to a Columbia College Nurse nurses@columbiacollege.ca and Human Resources dguiblejman@columbiacollege.ca to report sick days.

2.4 Instructions for teachers who learn of a student's illness:

Only disclose confidential health information to Student Services at the College with the student's permission or if you are worried about the student's safety to:

Counsellors: CounsellorGroup@columbiacollege.ca and/or Nurse: nurses@columbiacollege.ca

Do not disclose to the class or other Instructors or other staff, with the exception of the above.

If a student chooses to tell the entire class about his or her illness, on order to calm the class, please communicate the following: **"The College is taking direction from the provincial health office (PHO) and at this time, there is no information to report of concern. The PHO office will inform us if we need to adjust. Our Nurses will guide the College in the appropriate response."**

2.4.1 If a student reports an illness from home:

- Instruct the student to stay home.
- Ask the student to connect with the Campus Nurse. nurses@columbiacollege.ca or take the BC self-assessment and follow directions. <https://bc.thrive.health/covid19/en>
- **Online classes:** Accommodate the student to attend class online if the student is well enough to.
- **Online and In-person classes:** If the student can be accommodated as per normal accommodation procedures, and there are no ongoing concerns for student health, no other action is required.



- Students should not be penalized for following the CC Communicable Disease Protocols and never pressured to come to Campus when sick.
- Only disclose confidential health information to Student Services at the College with the student's permission or if you are worried about the student's safety.

Counsellors: CounsellorGroup@columbiacollege.ca. Nurse: nurses@columbiacollege.ca

2.4.2 If a student displays Respiratory or COVID-19 symptoms in class:

- Ask the student to leave the building and connect with the Nurse from Home, nurses@columbiacollege.ca Do this with as little contact as possible. TEAMS message, or email is best.
- Email the Nurse to follow up with the student. nurses@columbiacollege.ca
- Reassure the student they will not be penalized for leaving class due to illness.
 - If the student is too ill to go home on their own, call Security: 604-697-7089 to support the student to go to the Isolation Room. **See 2.3 Isolation Room Procedure** In an emergency always call 911 first and Security second.

2.4.3 If a student is too sick to attend class online or misses an online class due to a medical appointment, such as COVID-19 testing:

- The teacher should ask the student to connect with the Campus Nurse. nurses@columbiacollege.ca or take the BC self-assessment and follow directions, <https://bc.thrive.health/covid19/en> unless they have already done so.
- Reassure the student they will not be penalized for missing class due to illness.
- Direct the student to complete the self-declaration form: <https://www.columbiacollege.ca/current-students/health-and-wellness/student-self-declaration/>

2.4.4 If a student reports having to isolate as a close contact:

- Ask the student to stay home until directed by public health that it is safe for them to return to class in person. Ask the student to connect with the Campus Nurse nurses@columbiacollege.ca
- Inform Counsellors the student is not able to attend class in person, CounsellorGroup@columbiacollege.ca
- The Counsellors will follow up to confirm the duration of time away.
- Accommodate the student to attend class online if the student is well enough to.



2.5 How to Reach College Health Services

Nurses and Counsellors are available for online consultations with students via Email and Teams Monday - Saturday. Health and Wellness information is found on the Columbia College Website

<https://www.columbiacollege.ca/current-students/health-and-wellness/>. Email nurses@columbiacollege.ca Or email ssa@columbiacollege.ca to see a Counsellor.

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 those 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. If you are uncertain what to do, call 811, BC's 24-hour health information and advice phone line operated by HealthLink BC. Speak to a CC Nurse or refer to the B.C. COVID -19 self- assessment tool. Find a COVID-19 test location here:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/where-to-get-a-covid-19-test-in-bc>

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. 2.9
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



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. A public health Nurse has determined it is safe to stop isolating.
4. Self-isolation for 14 days is advised for all persons in close contact of a confirmed case of COVID-19.

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.
4. Write down the following for purposes of follow up or contact tracing by 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 tests positive for COVID-19, CC Operation Instructions:

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.
3. Sarah Scali (SEC), Denise Guiblejman or Brenda Louie (UT) to communicate the option:
 - a. to return home until receiving direction from PHO or the College.
 - b. to continue working on campus, minimizing interactions within the College, until receiving direction from PHO.
4. Admin/nurses will work with Chris to determine if/where the chlorox. Disinfecting should take place, and other required cleaning.



5. Keep information confidential, do not cancel classes, wait for direction from PHO.
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. BoD Chair (Sec School Authority) will notify FISA for Secondary only once PH confirms an exposure occurred on Campus. No need to notify AVED unless in-person activity ceases.
9. The College will follow PHO direction once received. PHO 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.
10. The College will only notify DQAB if the PHO directs it to close.
11. The College will communicate to the students and wider school community as directed by the PHO.

3. Building Access and Movement:

1. University Transfer (UT) classes will be held on the 3rd floor. UT science labs are on the 4th floor.
2. The 4th floor classrooms, the 4th floor student lounge and Stairwell #1 (exit) are the Secondary School area. These areas are reserved exclusively for Secondary Staff and Students.
3. The use of mask is mandatory inside campus (see mask detail)
4. Staircase 1, on the NW side of the building, will be open for exit by Secondary students only.
5. At the entrance, the College will provide optional hands-free temperature screening according to the provincial health and safety guidelines and privacy legislation.
6. Students are asked to leave the campus to go home when their in-person classes are finished.

4. Eating and Drinking Water:

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. Refrigerators, kettles or utensils will be available for use in the staff lunchrooms.
3. Microwaves will be available for staff and students.
9. Vending machine snacks will be available on in the 3rd and 4th floor student lounges.
12. Secondary students: are asked to stay on the 4th floor as much as possible.
13. University Transfer/Associate Degree: students are asked to stay on the 3rd floor as much as possible.
14. Students who do not have time to return home to attend their online classes may work in the Library, the Student Lounges (Secondary on the 4th floor) and the Learning Centre.

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
4. If a sink is not available, alcohol-based hand sanitizer should be used
 5. All students and staff should avoid touching their face.

5.2 Use of Masks

Non-medical masks are mandatory at Columbia College.

School nurses and OFA2 security guards will wear medical-grade masks provided by the school. Masks will be available beside the Thermo scanner, at Security, Student Services, Front Desk and in the isolation room.

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](#)

All Staff, Visitors, and all Students should wear a non-medical mask or face covering (a “mask”) at all times subject to the exceptions noted below. Note: plexiglass shields do not count as a barrier and are not scientifically deemed that effective. This does mean that at this time masks will need to be used by Instructors when teaching and by all Instructors, Staff and Students at all times except for the following exceptions i.e. The recommendations above should not apply as follow:

1. To a person who is unable to wear a mask because they do not tolerate it (for health or behavioral reasons);
2. To a person unable to put on or remove a mask without the assistance of another person;
3. If the mask is removed temporarily for the purposes of identifying the person wearing it;
4. If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
5. If a person is eating or drinking;
6. If a person is behind a barrier or in a one-person office with walls as the walls are counted as barriers. Note: the door can be open if no one else is in the room with you. You need to wear a mask if someone else is in the room with you and not behind a plexiglass-glass barrier.
7. While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important: When staff are working with a student indoors, and the service cannot be provided from behind a barrier, particularly if dealing with students with disabilities, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

5.3 Washroom Protocol



1. Washrooms will be cleaned every 2 hours; the cleaning and disinfecting schedule will be displayed in the washroom
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/>
2. **Online classes:** Accommodate the student to attend class online if the student is well enough to.
3. **Online and In-person classes:** If the student can be accommodated, as per normal accommodation procedures, and there are no ongoing concerns for student health, no other action is required.
4. Students should not be penalized for following the CC Communicable Disease Protocol and never pressured to come to Campus when sick.

7. Employees who are Self-Isolating

1. Formal requests for accommodation with respect to illness will continue to be managed through the processes outlined in the Employment Agreement.
2. **In-person classes:** 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. Institutional sick day policies will apply as appropriate.
3. **Synchronous and FLEX classes only:** Instructors and staff who are self-isolating and not ill may continue to teach from home.
4. **Staff :** Staff who are self-isolating and not ill may continue to work from home subject to their Supervisor approval.
3. If a Secondary Instructor has to remain at home, and does not feel ill, classes will continue, and there will be someone assigned to supervise. The Instructor will still teach the class.

8. Health Services:

1. A Nurse will be at the Main Campus Monday to Saturday: nurses@columbiacollege.ca
 - Nurse Claire: cgoth@columbiacollege.ca – Thursday, Friday and Saturday on campus from 9:30am to 4:30pm and Monday online from 10:00am to 2:00
 - New Nurse TBD: Monday, Tuesday and Wednesday on campus from 9:30am to 4:30pm and Thursday online from 9:30am to 4:30pm
2. Nursing consultations will take place in person and on TEAMS. Nurses will use discretion in deciding when to treat an individual in person. Anyone presenting respiratory symptoms will follow the Isolation Room protocol.



3. Students can email ssa@columbiacollege.ca or the Nurses directly nurses@columbiacollege.ca

8.1 Personal Protective Equipment (PPE) available for Nurses

1. 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:

1. Shared equipment will be cleaned in between student visits, i.e. equipment, practice tools, tables and examination beds.
2. 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.
3. General cleaning and disinfecting will occur at least once 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. Both in-person and virtual services will be available to students in the Fall semester. All in-person student visits will be tracked in a Student Services area (signup list), in case there is need for contact tracing.
2. In-person meetings must be by appointment only will be staggered to ensure sufficient social distancing in the offices.
3. Only one student can be seen per appointment, per office. Students will not be able to have someone accompanying them. Only two advisors and one student/visitor can be permitted in each office at the time.
4. Student Services will be kept open with door stopper to prevent surfaces from being touched.
5. Student Assistants will be responsible for regulating traffic in the SS area.
6. 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.
- b. 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 or exit the building.

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. In-person appointments must be booked.
2. In-person appointments will be staggered to allow time (staggered appointments will enable time to sanitize surfaces between appointments).
3. The Learning Centre door will be kept open with door stopper to prevent surfaces from being touched.
4. All policies regarding the Learning Centre will be displayed on the bulletin board outside of the room.

As a Student Lounge will be attached to the Learning Centre, it may be difficult to set capacity limitations although the numbers on campus are reduced and students are asked to go home after their in-person class.

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 the Learning Centre 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.
- b. Only one student can be seen per appointment. Students will not be able to have someone accompanying them.
- c. Students are 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 be encouraged to go home if they do not have an in-person class after their appointment.

10. Cleaning and Disinfecting Protocol

Building:

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 cabinets handle, stair railings, washrooms, shared office spaces, photocopiers, printers, cables, desks, keyboards, light switches, and communications devices.



2. Instructors and staff are 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 communication on Handwashing, Proper Disinfection and Sanitization, and General information on Communicable Diseases.
6. An inventory of Personal Protective Equipment (PPE) consisting of cleaning, disinfectant products and masks will be kept by the Building Engineer
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.

Hand Hygiene:

Rigorous hand washing with plain soap and water reduces the spread of illness. Everyone should practice diligent hand hygiene.

The College will promote how to practice diligent hand hygiene i.e. will encourage Students, Instructors and Staff to:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand sanitizer (also called alcohol-based hand rub) containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.

Strategies to ensure diligent hand hygiene will be in place such as:

- Facilitate regular opportunities for staff and students to practice hand hygiene.
- Use alcohol-based hand rub dispensers where sinks are not available.
- Promote the importance of diligent hand hygiene to staff and students regularly: use posters and other methods of promotion.
- Consider student-friendly posters on how to wash your hands.
- Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.

11. 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 each determine the optimum shift, break times to prevent crowding.

3. If a faculty or staff meet in person, they may encourage others to maintain 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, may meet either in-person or online at the discretion of the committee. The board room on the 2nd floor will be equipped with technology to accommodate both in-person and online meeting.
6. Physical distances should be maintained if sharing an automobile to go to and from the College.

12. Workplace accommodation and In-Person/Remote Working

Non-instructional Staff (Subject to PHO and Ministry Guidelines):

DATES	ON-CAMPUS, MINIMUM DAYS ¹	ACADEMIC PROGRAMS AT MAIN CAMPUS	SAFETY MEASURES	CLEANING LEVEL
to June 30, 2021	0-1 day/week ²	Secondary Chemistry Labs	Masks mandatory Phys. Dist. mandatory	High
July, 2021	1 day/week ²	Secondary Chemistry Labs	Masks mandatory Phys. Dist. mandatory	High
Aug, 2021	2 days/week ²	Secondary Chemistry Labs	Masks mandatory Phys. Dist. mandatory	High
Sept-Dec, 2021	3 days/week ³	Secondary Est. 50-65% UT	Masks mandatory Phys. Dist. not required but recommended where possible	High
Jan, 2022	4 days/week ³	Est. 90-100% UT	TBD	TBD

1. A work schedule has been developed for non-instructional staff (see chart above).
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.

All Staff:

- Communicable Diseases information, instructional materials and Employee Assistance Program (EAP) resources are posted in:
- [Re-entry Toolkit](#)
- [Info Sheets](#) and the [Communicable Disease Plan](#)
- The Occupational, Health, Safety and Emergency Committee (OHSEC) is the designated Communicable Disease Prevention Health and Safety team.
- Staff working from home remotely and will follow the [Temporary Working From Home Guideline - COVID-19](#) on the days that the attendance to campus is not required.
- If a staff member requires additional working accommodation, h/she should fill out either the Medical Accommodation Request or Non-Medical Accommodation Request at: [COVID19-Accommodation Requests](#) and send to HR for assessment.
- UT Instructors teaching in person and Secondary Instructors will attend campus every day.

13. Training:

13.1 Instructors, Staff and Students

The College will provide education and guidelines for all Instructors, Staff and Students and conduct regular health advisory sessions via online tools.

13.2 List of Videos posted

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

14. Mental Health

Students, faculty and staff may be anxious or experiencing increased stress about returning to campus. Mental health supports will be critical for everyone's health and wellbeing as part of the return to in-person activities on campus. Various supports are available including:

- [Here2Talk](#), a free and confidential 24/7 mental health counselling and referral service
- The new [Capacity to Connect program](#), which provides faculty and staff at post-secondary institutions with easy access to the tools and skills they need to provide intervention and help for students who are struggling with their mental health and wellness.
- [KUU-US crisis response service](#), a culturally-aware crisis support is available 24/7 to Indigenous people in B.C.
- Faculty and staff can access counselling and wellness services through an employee and family assistance program
- [Virtual mental health programs and services](#) are offered through the province to support mental health and wellness
- 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
- 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 available by appointment. If required, in-person appointments should be made by contacting ssa@columbiacollege.ca.
- 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.
- 1. For a detailed list of resources available to Columbia College students please visit:
<https://www.columbiacollege.ca/student-life/health-and-wellness/mental-health/>

15. 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.

16. Athletics, Recreation and Activities

16.1 Outdoor Athletic Clubs

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. Implement enhanced cleaning and disinfecting of equipment and facilities by cleaning before and after each use.
3. Masks are required indoors. Masks should be encouraged by staff during outdoor physical education when they are unable to practice physical distancing.
4. Shared equipment can be used but must be cleaned according to the Cleaning and Disinfection section of this guidance.
11. Provide the ability for frequent handwashing or sanitizing.

16.2 Student Activities On-Campus

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

- School gatherings should occur infrequently.
- Schools should seek virtual alternatives when a group is gathered and occur wherever possible extracurricular practices, and other activities.



- If a virtual alternative is not possible, the size of the gatherings will be minimized as much as possible.
- For Secondary, the College will limit attendees from outside of the cohort to the minimum number necessary (e.g. school staff, visitors etc.) to meet its purpose.
- Examinations or assessments are not considered school gatherings.

16.3 Music Education (Secondary)

Students within the same cohort should be spaced as far apart as possible. Music education should occur in line with guidance developed by the British Columbia Music Educators' Association and the Coalition for Music Education in British Columbia.

17. Communication

17.1 Instructors and Staff

- Essential health, safety and wellness (including mental health) information will be 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.
- Before the re-entry to the College, health and safety training material will be communicated to Staff and UT instructors. The training will focus on workplace practices related to communicable diseases and other health and safety matters.
- Human Resources will provide regular check-ins with faculty and staff to provide them with new information and opportunities for discussion.
- Human Resources will maintain updated information posted in the [Re-Entry Toolkit](#) located in the intranet.
- The College will ensure that faculty and staff know how to raise safety concerns through the OHSEC committee.
- HR will remind faculty and staff of health and wellness supports available, including employee and family assistance programs.
- Information will be communicated via campus email, website, posters, social media, and our closed-circuit television monitors.
- Updates will be on the College website.

17.2 Students

- 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.
- Upon first return to the College, a health and safety information virtual session will be held to review College practices relating to Communicable Diseases, COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
- Student Services will provide regular check-in meetings with students to provide them with new information and opportunities for discussion.
- Student Services will keep reports of exposure and first aid records.
- The College will ensure that students know how to raise safety concerns through the OHSEC



committee student representatives.

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

17.3 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: Should there be one, wait for direction from Administration, your Supervisor or your Instructor (students) and:

- Always be aware of where you have been and who you have been in contact with.
- Save your work on your computer to be able to access from home at all times e.g. One Drive.
- Clean up your work area at all times to allow for cleaning.
- Secure any sensitive or private material you are not taking home.
- Pack together items that you need to work at home.
- Take our food items home or put in the compost.
- Remove any items from the fridge, if applicable, and take home or put in the compost.
- Lock your office or classroom door when empty.
- Exit the College.
- 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 on the web.
- Instructors should contact their classes and inform them how to proceed during the closure.
- If you cannot work on-line contact your Supervisor or Instructor as soon as possible.
- For access into the building during a closure, contact VP-Operations, -Operations, blouie@columbiacollege.ca

18. Travelling to Canada

More information is available from the Government of Canada. It is important for a student to know if they are permitted to travel to Canada and review Canada's current : [International students and travel to Canada - Canada.ca](#)

- [Entering Canada by air during COVID-19](#)
- [Entering Canada by land during COVID-19](#)
- [Additional testing and more stringent quarantine requirements for travel to Canada](#)
- [ArriveCAN](#)
- [Travel restrictions in Canada – Visitors, foreign workers and students](#)
- [Orders in Council related to the Quarantine Act](#)
- [Travel Restrictions – Government of Canada](#)
- [Mandatory Quarantine – Government of Canada](#)



- [How to isolate at home – Government of Canada](#)
- [Self-Isolation Plan – Government of British Columbia](#)
- Beginning July 6, 2021 at 11:59, fully vaccinated travellers will not be subject to the federal requirement to quarantine or take a COVID-19 test on day-8. In addition, fully vaccinated travellers arriving by air will not be required to stay at a government-authorized hotel.
- To be considered fully vaccinated, a traveller must have received the full series of a vaccine — or combination of vaccines — [accepted by the Government of Canada](#) at least 14 days prior to entering Canada.
- Currently, those vaccines are manufactured by Pfizer, Moderna, AstraZeneca/COVISHIELD, and Janssen (Johnson & Johnson). Travellers can receive their vaccine in any country, and must provide documentation supporting their vaccination in English, French or with a certified translation: <https://www.canada.ca/en/public-health/news/2021/06/government-of-canadas-first-phase-to-easing-border-measures-for-travellers-entering-canada3.html>

If students are fully vaccinated, they must provide proof of both first and second doses. They must still present a quarantine location on our Travel Form in case there is a positive test result upon arrival.

Preparing to Travel:

Beginning August 9th, the Hotel Quarantine will no longer be needed. Entry to Canada depends on students' vaccination status.

Vaccinated: Students are exempted from quarantine (according to notes above). Students may be selected for random testing upon arrival. All traveling students have to complete the CC Travel Form to receive Travel Letter: <https://www.columbiacollege.ca/covid-19/travel/form>

Unvaccinated: Students must quarantine for 14 days in either Private facilities, Hotel, or Homestay: If you're requesting Columbia College homestay. More information can be found here: <https://www.columbiacollege.ca/covid-19/travel/>

1. Fill out CC's Travel Form at <https://www.columbiacollege.ca/covid-19/travel/form>
2. Confirm Airport Pickup with Amigo Transportation at amigoiss@shaw.ca or 1 604 767 8650.

Students that are planning on traveling to Canada and are eligible, must submit the College's [Travel & Self-Isolation Plan form](#).

19. 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 College's [Travel & Self-Isolation Plan form](#).

Before completing the form, a student must review [public health measures for travelers to](#)



[Canada](#) for important information :

- 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

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.

Travelers must still provide proof of a negative COVID-19 molecular test (the test must be a PCR test — considered the gold standard of COVID-19 tests). These tests need to be processed in a lab and usually take at least a day to provide results. The test must be taken within 72 hours before their scheduled departure time and will also be required to:

- take a COVID-19 molecular test on arrival in Canada (same test as above)
- Travelers will still be required to complete a mandatory 14-day quarantine
- Check ArriveCAN app for more information on additional hotels. All hotels will be located near the Vancouver International Airport.
- Homestay and other locations can also be arranged for isolation
- Students are required to book their own hotel room at:
 - 1-800-461-9999 (within Canada and the U.S.)
 - 1-866-335-3237 (TTY for those with hearing or speech impairments)
 - 1-204983-3500 or 1-506-636-5064 (outside Canada and the U.S., long distance charges apply)
- Live agents are available:
 - Monday to Friday from 7 am to 8 pm ET
 - Saturday, Sunday and federal statutory holidays from 10 am to 6 pm ET
- The following Vancouver hotels have been approved for quarantine purposes:
 - [Days Inn by Wyndham](#)
 - [Fairmont Vancouver Airport](#)
 - [Four Points by Sheraton Vancouver Airport Hotel](#)
 - [Radisson Vancouver Airport](#)
 - [Westin Wall Centre Vancouver Airport](#)
- Students will continue to input information on ArriveCAN throughout their quarantine.

Once Admissions at Columbia College receives students' [travel and self-isolation plan](#), they will provide support to help students with the necessary steps to ensure safe arrival to Canada.

- Confirm accommodations on the self-isolation form.
- Once your 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.
- You will be provided with information on what symptoms to identify and how to contact local health authorities.

20. 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.
- To do this, contact Columbia College: at medicalinsurance@columbiacollege.ca once you have confirmed your travel date and we can provide you with proof of coverage through guard.me. 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.
- Once you arrive in Canada, our nurses will help you to enroll in British Columbia's Medical Services Plan as the original guard.me insurance is valid for 4 months from the date of enrolment and medical insurance is mandatory.
- More information about medical insurance for Columbia College students see the Columbia College website, Medical Insurance.

21. Quarantine and isolation: Homestay

Starting in August 2021, persons who are currently authorized to enter the country, including international students (study permit holders), AND are fully vaccinated against COVID-19, will no longer be required to quarantine at a government-designated hotel upon arrival and are exempt from the Day 8 testing requirement.

Fully vaccinated travelers are those who have had the full course of a COVID-19 vaccine recognized by Health Canada (Moderna, Pfizer, AstraZeneca, Johnson & Johnson) 14 days or more prior to their arrival. These travelers will still be required to undergo a COVID-19 test pre-departure and upon arrival, and stay in isolation until the test comes back negative. <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>

Details follow:

- be [eligible to enter Canada](#) on the specific date you enter
- have no signs or symptoms of COVID-19
- have received the full series of an accepted COVID-19 vaccine or a combination of accepted vaccines
- have received your last dose at least 14 days prior to the day you enter Canada
 - Example: if your last dose was anytime on **Thursday July 1st**, then **Friday July 16th** would be the first day that you meet the 14 day condition
- upload your proof of vaccination in ArriveCAN
- [meet all other entry requirements](#) (for example, pre-entry test)

Accepted COVID-19 vaccines in Canada

- Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2)
- Moderna (mRNA-1273)
- AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222)
- Janssen/Johnson & Johnson (Ad26.COV2.S)

Vaccines not currently accepted for fully vaccinated status in Canada:

- Bharat Biotech (Covaxin, BBV152 A, B, C)
- Cansino (Convidecia, Ad5-nCoV)
- Gamalaya (Sputnik V, Gam-Covid-Vac)
- Sinopharm (BBIBP-CorV, Sinopharm-Wuhan)
- Sinovac (CoronaVac, PiCoVacc)
- Vector Institute (EpiVacCorona)
- Other

The list of accepted vaccines may expand in the future.

All students who do not meet the requirements above will need to quarantine for 14 days upon arrival. Therefore, homestay will continue to facilitate homestay quarantine lodging for both groups and student must plan in advance if they do not meet the criteria.

<https://travel.gc.ca/travel-covid/travel-restrictions/isolation>

For students who are NOT fully vaccinated, Columbia College has implemented protocols allowing students to safely quarantine. 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>

21.1 Prior to Travelling

Read the information available from the Government of Canada:

- [Entering Canada by air during COVID-19](#)
- [Entering Canada by land during COVID-19](#)
- [Additional testing and more stringent quarantine requirements for travel to Canada](#)
- [ArriveCAN](#)
- [Travel restrictions in Canada – Visitors, foreign workers and students](#)
- Orders in Council related to the [Quarantine Act](#)

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.

Plan in advance:

- Plan your quarantine.
- Get a COVID-19 molecular test 72 hours before your scheduled flight.
- Use [ArriveCAN](#) to enter your information.
- Have your [ArriveCAN](#) receipt and test result ready.
- Fill out your: [BC Self- Isolation Plan](#), submit as requested and send to Columbia College as well to gain approval from admissions@columbiacollege.ca
- Wear a mask.
- If symptoms develop, tell your flight attendant immediately.

21.2 Upon Arrival

- Go directly to your homestay without delay
- Practice physical distancing at all times.
- Avoid stops and contact with others while in transit to quarantine:
- You must report daily through the [ArriveCAN](#) app, online at Canada.ca/ArriveCAN or call 1-833-641-0343:
 - You have reached your arrival at your place of quarantine within 48 hours after entering Canada
 - Your COVID-19 symptom self-assessment every day until the end of your quarantine
- If you used [ArriveCAN](#) to enter Canada, you must continue to use it daily to report your arrival and your COVID-19 symptom self-assessment until the end of your quarantine or your first reporting of symptoms



- If you did not use [ArriveCAN](#) to enter Canada, call 1-833-641-0343 to report arrival and daily symptoms
- You must answer calls or visits from screening officers or peace officers.
- You must PROVIDE proof of COVID-19 molecular test
 - RETAIN a copy of the COVID-19 molecular test results for the 14-day period which begins on the day you enter Canada, or for the 14-day period that begins on the day on which you receive the evidence of that result.
 - PROVIDE that test result, upon request, to any official of the Government of Canada, peace officer, or of the government of a province or to the local public health authority of the place where you are located
- Collect a test kit for use later during your quarantine.

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/>

Nurse: Claire Goth – cgoth@columbiacollege.ca

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

Nurse: TBD

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

21.3 Arrival Requirements

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/travellers-with-symptoms-return-canada.html>

Your quarantine detail follows:

- Go to your homestay quarantine location to await results of your arrival test.
- Provide required information and documents.
- Wear a mask.
- Answer eligibility and health screening questions including quarantine plans.
- If negative: Continue at ~~to~~ your place of quarantine. ^[1]~~SEP~~ Complete your test kit as instructed.
- Relocate to a designated quarantine facility or other suitable place of quarantine. Follow instructions as provided.
- If positive: Use [ArriveCAN](#) or call 1-833-641-0343 to check-in the day after you enter Canada and to report symptoms daily.
- You will be contacted by Government of Canada and provincial/ territorial officials.
- Testing on arrival and during quarantine effective 2021-02-21 at 11:59 p.m. ET.

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). This will include their travel and contact information and a suitable quarantine



plan. All travelers arriving to Canada must also continue to submit COVID-related information electronically daily throughout the quarantine period.

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

21.4 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

21.5 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)
- Medical Insurance
- Travel Letter
- Hotel confirmation
- Proof of a negative Covid-19 molecular test result taken 72 hours prior to flying.
- Letter of Acceptance
- Host Family Profile
- Homestay Coordinator contact information
- Copy of this document
- Print out the Self-Isolation Plan— listing the contact information where the student will quarantine.

21.6 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)
- Bring a refillable water bottle
- Touch as few surfaces as possible



- Keep cell phone charged
- Bring some food as restaurants and stores may be closed

21.8 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 their Guard Me card to be sent to them. It will be needed when boarding their flight. See #21 in this document.

21.8 Airport Pickup (Columbia College Homestay)

All students who will be studying at Columbia College and staying in homestay must arrange for airport pickup from our partnered transportation company, Amigo in the amount of \$100. Once payment is made, the College will then prepare the necessary Travel Letter needed to enter Canada.

The Homestay Coordinator will arrange for Amigo to take pick the student up from the airport hotel and be driven directly to homestay to begin their 14 nights in quarantine.

21.9 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 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 at homestay, students will go directly to their bedroom and begin their 14 days of quarantine. Three meals will be provided daily, and the host family will have an information sheet in your bedroom sharing important information such as Wi-Fi 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.

21.10 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!
- Do not leave your place of quarantine unless it is for a medical emergency, an essential medical service to obtain a COVID-19 molecular test, or it is pre-authorized.
- Do not have any guests even if you are outside.
- Use only private outdoor spaces (i.e. balcony).
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.



- Your compliance with these requirements is subject to verification and enforcement
- You will be called from 1-888-336-7735 and will be visited by a screening officer or law enforcement to verify your compliance during your 14-day quarantine. You will receive calls with a pre-recorded messages and email reminders of your obligations.
- Those in violation may be transferred to a quarantine facility, face fines, and/or imprisonment.
- Note that you may also be contacted by provincial or territorial authorities throughout the 14-day period. If federal and provincial or territorial guidelines differ, you should follow the strictest requirements.

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

21.11 Host Family Expectations – Private Bathroom and Shared Bathroom

When arriving to the homestay, students MUST quarantine (self-isolate) for 11 days.

- Hosts must follow all public health guidelines for their area in the 11 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.

21.12 Expectations When the 14 Day Quarantine Period is Over

21.12.1 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.

21.12.2 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)

21.13 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.

21.14 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

21.15 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) will be paid to the host directly by the student with the nightly fee of \$40 per night.

21.16 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-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

21.17 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: _____

22. Secondary Cohort

Secondary classes will be on the 4th floor of the main building. They will be in a cohort and will have sole use of the 4th floor lounge and will be the only users of Stairwell 1 for exit.

23. Quarantine and isolation: External to Homestay

Starting in August 2021, persons who are currently authorized to enter the country, including international students (study permit holders), AND are fully vaccinated against COVID-19, will no longer be required to quarantine at a government-designated hotel upon arrival.

Fully vaccinated travelers are those who have had the full course of a COVID-19 vaccine recognized by Health Canada (Moderna, Pfizer, AstraZeneca, Johnson & Johnson) 14 days or more prior to their



arrival. These travelers will still be required to undergo a COVID-19 test pre-departure and upon arrival, and stay in isolation until the test comes back negative.

Students who do not meet the requirements above, are NOT fully vaccinated, will need to quarantine for a total of 14 days.

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

Read the information available from the Government of Canada:

- [Entering Canada by air during COVID-19](#)
- [Entering Canada by land during COVID-19](#)
- [Additional testing and more stringent quarantine requirements for travel to Canada](#)
- [ArriveCAN](#)
- [Travel restrictions in Canada – Visitors, foreign workers and students](#)
- Orders in Council related to the [Quarantine Act](#)

Plan in advance:

- Plan for your quarantine.
- Get a COVID-19 molecular test 72 hours before your scheduled flight.
- Use ArriveCAN to enter your information.
- Have your ArriveCAN receipt and test result ready.
- Fill out your: [BC Self- Isolation Plan](#), submit as requested and send to Columbia College as well to gain approval from admissions@columbiacollege.ca
- Provide documentation as to where you are staying ~~after the quarantined hotel stay~~ and transportation
- Wear a mask.
- If symptoms develop, tell your flight attendant immediately.

23.2 Upon Arrival

- Go directly to your quarantine location without delay
- Practice physical distancing at all times.
- Avoid stops and contact with others while in transit to quarantine:
- You must report daily through the ArriveCAN app, online at Canada.ca/ArriveCAN or call 1-833-641-0343:
 - You have reached your arrival at your place of quarantine within 48 hours after entering Canada
 - Your COVID-19 symptom self-assessment every day until the end of your quarantine



- If you used ArriveCAN to enter Canada, you must continue to use it to report your arrival and your daily COVID-19 symptom self-assessment until the end of your quarantine or your first reporting of symptoms
- If you did not use ArriveCAN to enter Canada, call 1-833-641-0343 to report arrival and daily symptoms
- You must answer calls or visits from screening officers or peace officers.
- You must PROVIDE proof of COVID-19 molecular test
 - RETAIN a copy of the COVID-19 molecular test results for the 14-day period which begins on the day you enter Canada, or for the 14-day period that begins on the day on which you receive the evidence of that result.
 - PROVIDE that test result, upon request, to any official of the Government of Canada, peace officer, or of the government of a province or to the local public health authority of the place where you are located
- Collect a test kit for use later during your quarantine.

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.

For assistance, please visit: <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

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/travellers-with-symptoms-return-canada.html>

Your quarantine detail follows:

- Go to your quarantine location to await results of your arrival test.
- Provide required information and documents.
- Wear a mask.
- Answer eligibility and health screening questions including quarantine plans.
- If negative: Continue on to your place of quarantine. ^[11] Complete your test kit ^[11] as instructed.
- Relocate to a designated quarantine facility or other suitable place of quarantine. Follow instructions as provided.
- If positive: Use ArriveCAN or call 1-833-641-0343 to check-in the day after you enter Canada and to report symptoms daily.
- You will be contacted by Government of Canada and provincial/ territorial officials.



- Testing on arrival and during quarantine effective 2021-02-21 at 11:59 p.m. ET.

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). This will include their travel and contact information and a suitable quarantine plan. All travelers arriving to Canada must also continue to submit COVID-related information electronically daily throughout the quarantine period.

<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 to: <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)
- Medical Insurance
- Travel letter
- Hotel confirmation
- Proof of a negative Covid 19 molecular test result taken 72 hours prior to flying
- 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)
- Bring a refillable water bottle
- Touch as few surfaces as possible
- Keep cell phone charged
- Bring some food as restaurants and stores may be closed

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. See #21 in this document.

23.8 Airport Pickup

When leaving the airport, the student will go directly to their quarantine location to begin their 14 nights in quarantine.

They may pre-book a taxi (Black Top or Yellow Cab), Uber, Lyft, a personal family member, or have Amigo, our partnered transportation company pick them up. Amigo 604-767-8650.

When arranging with Amigo, the student will go directly to their quarantine location. The student will wear a mask, maintain social distancing and proceed to the lobby to meet Amigo. Amigo 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.

When arranging with a taxi, ensure they are an approved company who have been selected for cleanliness and retrofitted with plexiglass. They are the only approved taxis that can be taken to their quarantine location –and are available to international travelers, with or without symptoms of Covid19.

Uber drivers are not covered nor selected for transport out of YVR, unless specifically selected and provide appropriate insurance and hygiene retrofits. (Service BC agent – 1-888-Covid19). If a student chooses one of these alternate transportation methods including private pick-up, they MUST advise Columbia College the booking details (e.g. Time, Date) before leaving their home country. When leaving the airport, ~~their hotel~~, the student must proceed directly to their quarantine location.

Students must ask for a receipt in the event they need to prove travel outside of private pick up plans.



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 14-days in quarantine.

Communication between Columbia College and the student will be done 4 times within the 14 days at random times via email and/or Microsoft Teams. 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 when 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.
- Do not leave your place of quarantine unless it is for a medical emergency, an essential medical service to obtain a COVID-19 molecular test, or it is pre-authorized.



- Do not have any guests even if you are outside.
- Use only private outdoor spaces (i.e. balcony).
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.
- Your compliance with these requirements is subject to verification and enforcement.
- You will be called from 1-888-336-7735 and will be visited by a screening officer or law enforcement to verify your compliance during your 14-day quarantine. You will receive calls with a pre-recorded messages and email reminders of your obligations.
- Those in violation may be transferred to a quarantine facility, face fines, and/or imprisonment.
- Note that you may also be contacted by provincial or territorial authorities throughout the 14-day period. If federal and provincial or territorial guidelines differ, you should follow the strictest requirements.

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

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

1. COVID Precautions

The Library will be taking COVID precautions to reduce crowding and prevent transmission opportunities. These include:

- Plexiglass barriers at the check-out counter
- Increasing the space between staff and students in reference interactions
- Cleaning high-touch surfaces throughout the day
- Using best practices for material handling (particularly book returns)
- Encouraging students to get assistance remotely by having an open Zoom Room during usage spikes
- Increasing self-serve options such as Research and Citation Guides
- Increasing database offerings to encourage at-home research



2. Library Opening Hours

Library hours for the fall semester are based on the course timetable. In order to reduce confusion, our hours will be the same every day, but will increase late in the semester:

Weeks 1-11: Monday to Saturday, 8:30 am – 5:00 pm

Weeks 12-14: Monday to Saturday, 7:30 am – 6:00 pm

3. Remote Research Help Hours

Ask Away Chat Reference:

Weeks 1-2: Monday to Friday, 9:00 am – 5:00 pm

Weeks 3-14: Monday to Thursday, 9:00 am – 9:00 pm

Friday, 9:00 am – 5:00 pm

Saturday, 11:00 am – 5:00 pm

Sunday, 10:00 am – 9:00 pm

Open Zoom Room:

Weeks 6-13: Monday to Saturday, 4:00 pm – 7:00 pm

Link: <https://columbiacollege.zoom.us/j/66487457448?pwd=bXBCdDhaYmo3V0RVUjR0ZEImS3NzQT09>

Meeting ID: 664 8745 7448

Passcode: research

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 in the front office in total at one time.
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 will be 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.
5. There will be a limit of 5 students in the front office.
6. Anyone entering the front office must wear a mask.
7. Staff in the front office will wear masks when dealing with students/patrons.
8. There will be marking on the floor where students/patrons can stand to wait for service. (Avoid people from leaning on the countertop.)
9. There are three sets of Plexiglass at the front counter shielding the entire countertop.
10. There will be markers on the floor to indicate waiting spots that will ensure social distancing of six feet (2 meters) apart.
11. Provide sanitizers on the counter and in the work areas.
12. 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.
13. Discourage cash payments.
14. Credit Card Payments: Encourage payments to be made online or by phone instead of in-person payments.
15. Courier deliveries will be left overnight (in the dented area underneath the front counter) and be wiped down before opening the next day.
16. Handle letters and parcels with masks and gloves on.
17. 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 at 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 receive communication regarding this protocol.
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.