

# SELC

## Communicable Disease Plan

### SCOPE

This Communicable Disease Plan applies to SELC Canada employees, students, contractors and visitors for their safe return to campus in accordance with BC's Restart Plan as well as Return-to-Campus and WorkSafeBC guidelines.

### STATEMENT OF PURPOSE

The purpose of this Communicable Disease Plan is to reduce the risk to employees and students from communicable diseases at SELC in compliance with the guidelines of WorkSafeBC and BC health authorities.

We are currently in the Step 3 transition period of the BC Restart Plan and SELC has developed a Communicable Disease Plan in accordance with public health guidelines. We are planning on having students, faculty and staff back on-campus from remote and hybrid learning/work starting September of 2021 for Step 4 of BC's Restart Plan.

By September 2021, it is anticipated that:

- COVID-19 transmission will be low, and more importantly serious infections will be uncommon. COVID-19 is a virus that is unlikely to be eliminated from the population. However, COVID-19 can be managed in the same manner as other common respiratory infections.
- All British Columbians ages 12+ will have had an opportunity to receive at least one dose of the COVID-19 vaccine before July 1, 2021, and two doses by the end of August 2021.

Based on guidance from the Provincial Health Officer and experience to date within B.C., environments such as post-secondary educational settings are low-risk sites for COVID-19 transmission.

Preventing the spread of COVID-19 relies on everyone doing their part, including:

- immunization,
- daily self-administered health checks,
- staying home when sick,
- wearing masks when recommended by public health, and
- practicing hand hygiene.

Due to the demonstrated effect of B.C.'s immunization program, the layering of core public health measures, and the tailoring of prevention and control measures, physical distancing including the use of protective barriers, partitions, and directional signage will not be required

in most settings, especially in educational environments such as postsecondary classrooms and instructional settings.

## August 25, 2021 Update: New PHO orders on Masks and Proof of Vaccination + Interior Health Measures + Additional Fall 2021 Public Health Guidance

### Mandatory Masks:

- The Provincial Health Officer has issued new province-wide [mandatory mask requirements](#) for all indoor public areas effective August 25, 2021 including shopping centres, coffee shops, retail and grocery stores, pubs, and public transportation.
- To support the [full return to in-person education, research and on-campus services](#) for B.C.'s post-secondary institutions, the new mask order will apply to all indoor public areas on post-secondary campuses including classrooms, labs, lobbies, hallways, stairwells, and elevators.
- Further details will be available in the Provincial Health Officer Order currently under development, including mask exemption provisions.

### Proof of Vaccination:

- Starting September 13, 2021, [proof of vaccination](#) will be required in B.C. to access a broad range of social, recreational, and discretionary events and businesses throughout the province including:
  - Indoor and patio dining in restaurants, fitness centres and gyms, indoor ticketed sporting events, indoor theatre events, and indoor organized events like conferences and weddings; and,
  - Students living in on-campus student housing at B.C. post-secondary institutions. Partial vaccination will be required by September 7, 2021 to align with the start of the fall academic term.
- Local health authorities are working closely with post-secondary institutions to provide access to the COVID-19 vaccine for all students, faculty and staff.
- Discretionary non-educational activities and businesses on post-secondary campuses captured by the new proof of vaccination requirements include restaurants, coffee shops, pubs, gyms, and indoor ticketed events.
- The specifics of the proof of vaccination requirements will be outlined in a new Provincial Health Officer Order currently under development.
- Post-secondary institutions may implement their own proof of vaccination requirements as a part of their communicable disease prevention plans. Institutions seeking to introduce their own proof of vaccination policies are responsible for doing their own due diligence and consulting with public health. Public health has advised that while institutions may consider a vaccination policy for employees, they are not supportive of proof of vaccination requirements for students participating in educational activities (e.g., classrooms, labs, field schools, tutorials etc.).

### Region-Specific Public Health Measures for Interior Health:

- New public health measures were introduced on August 20, 2021 in the [Interior Health region](#) to respond to an increase in COVID-19 cases including clusters and outbreaks.
- The measures are a region-specific and time-limited approach to lowering the number of COVID-19 cases, and provide an example of how local health authorities will support post-secondary institutions in responding to COVID-19 outbreaks.
- **NOTE:** The [Interior Health COVID-19 Gatherings and Events Order](#) continues to provide an exemption to the 50-person limit for gatherings for post-secondary institutions engaged in educational activities. However, please note that indoor and outdoor gatherings and events not directly related to educational activities (e.g. BBQs, social orientation events, etc.) will be limited to 50 people.

### Additional Fall 2021 Public Health Guidance:

- B.C.'s Provincial Health Officer has advised that the full return to in-person learning is not dependent on the province transitioning to Step 4 of the BC Restart Plan.
- Classrooms, lecture theatres and educational orientation events are not considered gatherings and can operate with no capacity limits.
- Students participating in health science programs must be fully immunized as required by the [COVID-19 Vaccination Status Information and Preventative Measures Order](#) dated August 20, 2021 in order to participate in student practicums and clinical placements.
- Experts from the post-secondary sector and public health are meeting on a weekly basis to support the fall return to campus, including facilitating coordinated sector-wide approaches to emerging issues and the implementation of the proof of vaccination requirements.
- The *Return-to-Campus Guidelines* are being updated to reflect the evolving public health guidance.

## RESPONSIBILITIES

### SELC (The employer)

- Support the implementation of the Communicable Disease Plan and continue to work with the local BC medical health officer to develop effective infection prevention and exposure control measures as well as COVID-19 case management and response processes.
- Ensure that the tools, equipment and resources are available to support the implementation of this Communicable Disease Plan in all instructional and work areas at the College.

### Administrative Leads (directors and supervisors)

- Read and be familiar with this Communicable Disease Plan.

- For everyone's safe return to campus, ensure copies of the Communicable Disease Plan are available for staff and faculty.
- Be prepared to implement or maintain additional measures at times when the risk of communicable disease in the region or workplace is elevated, as advised and directed by public health and WorkSafeBC.
- Make sure that fundamental measures of communicable disease prevention are in place at the workplace, including appropriate handwashing and personal hygiene practices, appropriate ventilation, and staying home when sick.
- Approve and ensure that, with the support of the Health and Safety committee, workers have received adequate instruction on the hazards associated with COVID-19 and the implementation of the appropriate control measures is done by instructors within the classrooms, laboratories and other worksites under their supervision.

### Faculty and employees

- Help to reduce the risk of exposure to COVID-19 in the workplace. Read and be familiar with this Communicable Disease Plan. Complete educational requirements related to COVID-19 that are recommended by SELC, and/or Health and Safety committee.
- Use identified hazard controls if necessary, and follow safe work practices established by SELC.
- Report all health and safety-related incidents to the Health and Safety committee.
- Report issues related to conduct that pose serious risks.

## JOINT HEALTH AND SAFETY COMMITTEE

The Joint Health and Safety committee team consists of management and employee representatives from SELC as well as First Aid attendants on-site. They will help guide safe practices and processes in the following ways:

- Creation of a Communicable Disease Plan.
- Conduct risk assessments of facilities and processes
- Assist SELC staff and departments develop and implement safe work practices that will reduce the risk of exposure to COVID-19 in the workplace.
- Provide pre-approved templates or checklists for exposure control to assist faculty and administrative leads with assessing and creating plans for experiential learning requiring face to face contact.

## RISK IDENTIFICATION, ASSESSMENT AND CONTROL

**COVID-19 virus:** The COVID-19 virus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter from these droplets through the eyes, nose or throat if an individual is in close contact with a person who carries the COVID-19 virus. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. The COVID-19 virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough or sneeze.

**Droplet Contact:** Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose, or mouth. For example, large droplets that may be visible to the

naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS are two examples of diseases capable of being transmitted from droplet contact. Currently, health experts believe that the COVID-19 virus can also be transmitted in this way.

Communicable diseases: Illnesses caused by an infectious agent or its toxins that occur through the direct or indirect transmission of an infectious agent or its products from an infected individual or another vector. The communicable diseases of concern are those that circulate in the community from time to time and as a result may be introduced into a workplace, such as COVID-19, norovirus, and influenza.

## CORE PUBLIC HEALTH MEASURES

Core measures that are expected to remain in place in September 2021, until otherwise determined by the Provincial Health Officer, include:

- Completing a daily self-administered health check and not attending campus when ill (NOTE: It is a personal responsibility for everyone accessing a post-secondary campus to complete a daily health self-assessment);
- Following handwashing and hygiene protocols;
- Transitioning COVID-19 specific safety plans into communicable disease plans inclusive of strategies to prevent the spread of COVID-19. WorkSafeBC guidance is currently under development;
- Following regular pre-COVID cleaning protocols in all indoor settings and on high touch surfaces;

## COMMUNICABLE DISEASE PREVENTION

The BC OHS Regulation requires SELC to implement communicable disease prevention controls in the following order of preference:

- Step 1: Understand the risk
- Step 2: Implement measures, practices and policies to reduce the risk
- Step 3: Communicate measures, practices, and policies
- Step 4: Monitor the facility and update the plan as necessary

### **Step 1: Understand the risk**

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in the workplaces that exist at SELC, including workstations/classrooms/laboratories. It also involves implementing additional measures when advised to do so by Public Health during periods of elevated risk.

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within a certain workplace.

Monitor and review communicable disease-related information issued by the regional health officer or the provincial health officer if it's related to our institution. This includes orders, guidance, notices and recommendations issued by a medical health officer or the provincial health officer.

### **Step 2: Implement measures, practices and policies to reduce the risk**

Those ongoing policies will be implemented and maintained at all times as follows;

- Implement policies to support staff who have symptoms of a communicable disease (e.g., fever or chills, coughing, diarrhea) so they can avoid being at SELC when sick.
- Provide hand-hygiene facilities with appropriate supplies (section 4.85 of the Occupational Health and Safety Regulation). Use policies and signage to remind the students and staff to wash their hands regularly and to cover coughs and sneezes.
- Maintain a clean environment through routine cleaning processes that are appropriate at SELC.
- Make sure building ventilation is adequate and ventilation systems are properly maintained and functioning as designed. (Section 4.72 of the Occupational Health and Safety Regulation)
- Support students and staff in receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

### **Additional measures - implement as advised by Public Health**

During a period of elevated risk, the medical health officer or provincial health officer will provide information and guidance about the risk and how we can reduce it. The measures that we will need to implement will depend on the type of disease and the methods of transmissions.

- Follow all directions from medical health officers and the regional health authority.
- Follow all orders, guidance, recommendations, and notices issued by the provincial health officer that are relevant to our institution.
- Depending on the guidance that public health officials provide, SELC may need to assess the campus to identify areas, activities and processes that may pose a risk to students and staff. We may also need to implement appropriate control measures to reduce the risk, following the direction of Public Health. WorkSafeBC has maintained key COVID-19 protocols that we can refer to. We can use these as appropriate and as advised by Public health during periods of increased risk.

### **Step 3: Communicate measures, practices, and policies**

Make sure everyone entering the campus, including students, staff, faculty and other visitors, receives information about SELC's measures, practices and policies for managing communicable disease.

- Ensure all students and staff understand the measures in place at SELC.
- Provide all staff with information on policies for staying home when sick.
- Post signage at the campus to support the measures the institution has in place.
- Make sure the management is knowledgeable about the measures, practices and policies, and incorporate these into supervision practices at SELC.

- Provide information, signage and materials to students in a language they understand.
- Be mindful that some aspects of managing communicable disease at SELC may raise privacy and confidentiality issues.

#### **Step 4: Monitor the facility and update the plan as necessary**

Continuously evaluate and update the plan to reflect changing risk levels and work practices.

- Joint Health & Safety Committees and representatives play an important role in identifying and resolving the institution's health and safety issues. When identifying and resolving safety issues, involve joint health and safety committees or other representatives.
- Use workplace inspections and ongoing supervision at SELC to ensure measures are functioning properly, followed and maintained.
- Monitor the guidance, notices, orders and recommendations from Public health and adjust the plan (as required in Step 1). Adjust our plan as necessary
- Monitor the campus and risk level.
- Change the measures, practices and policies as necessary.
- Update the plan to reflect changes at SELC, including work processes, staff and premises.
- Make sure students and staff know how to raise their health and safety concerns.

## GENERAL CAMPUS PLANNING

### Campus Logistics

- Daily self-administered health checks will be a personal responsibility. Students, faculty, staff and campus visitors are not required to confirm that they have completed the health self-assessment prior to accessing campus. Individuals experiencing symptoms should stay home, consult the B.C. COVID-19 self-assessment tool to determine if COVID-19 testing is needed, and contact 811 or their healthcare provider for medical advice as necessary.
- Non-medical masks may be recommended by public health in some circumstances, depending on local COVID-19 transmission rates. Institutions should continue to follow the advice of the Provincial Health Officer to ensure the campus community is aware of current mask requirements and have a plan for communicating changes in recommendations.
- WorkSafeBC continues to advise that building ventilation systems, in good operating condition, do not contribute to the spread of COVID-19. Institutions should ensure that building ventilation (HVAC) systems are operating and maintained in accordance with WorkSafeBC requirements and relevant ASHRAE1 Standards for indoor air quality.
- Institutions will not be required to manage the flow of pedestrian traffic within buildings or confined areas, or post occupancy limits for spaces such as elevators or washrooms.

## Cleaning and Hygiene

- Hand hygiene should be actively promoted. Hand sanitizing stations are recommended for placement at regular intervals throughout common spaces and at the entrances/exits to all public spaces.
- Educational and public spaces should be cleaned routinely. Increased disinfection and cleaning protocols for high touch areas such as door handles and elevator buttons are not required since surface transmission of COVID-19 is not a significant risk. Cleaning between classes is not required.

## Transitioning to Communicable Disease Plans

- A COVID-19 Safety Plan will no longer be a requirement for September 2021. Instead, institutions will be required to transition COVID-19 specific safety plans into communicable disease plans to reduce the risk of all respiratory illnesses, including COVID-19.
- Communicable disease plans should reference the core public health measures noted earlier including staying home when sick, hand hygiene, as well as any additional health and safety protocols prescribed by local and provincial medical health professionals.
- NOTE: WorkSafeBC and public health experts are currently developing a guide that will assist employers in developing their communicable disease plans. Protocols in the Return-to-Campus Guidelines will be updated periodically, as necessary, to align with evolving guidance.

## Student Housing and Dining Facilities

- On-campus student housing providers can plan for full or close-to-full occupancy for the fall. Institutions are strongly encouraged to hold back 1-2% of total student housing beds for the isolation or quarantine of students in the event of infection.
- It is anticipated that dining facilities for student housing and cafeterias serving students, faculty and staff at educational institutions will continue to be exempt from any provincial closures for restaurants and bars. On-campus cafeterias, restaurants and pubs should follow the provincial requirements for food and liquor serving premises.

## Faculty and Staff Considerations

- Some faculty and staff will feel anxious or hesitant about a return to campus. Employees should be clearly informed of new or updated workplace safety procedures, and how they are designed to protect faculty and staff from COVID-19 before returning to the workplace.
- All faculty and staff should follow institutional health and safety prevention measures which continue to be guided by public health, and not introduce other or different measures in their work or learning areas.
- Institutions are strongly encouraged to administer formal requests for accommodation, including medical accommodation, based on the individual

circumstances and in accordance with collective agreements, legal obligations and established accommodation review timelines.

- Faculty and staff are eligible to take up to three (3) hours without loss of pay to be vaccinated against COVID-19. *Amendments* to the *Employment Standards Act* provide this support for both doses of the vaccine.
- Faculty and staff absences may be higher than during pre-pandemic periods due to seasonal respiratory illnesses (flu-like symptoms), ongoing self-assessment and self-isolation requirements. While community transmission is expected to be very low, employees may need to take time off or work from home if diagnosed with COVID-19, or advised to self-isolate or quarantine as part of the contact tracing process. Workers may be eligible for up to 3 days of paid leave under the *Employment Standards Act* if they need to **stay home** because of COVID-19. The BC *Employment Standards Act* *paid COVID-19 leave program* is in place until December 31, 2021.

## International Students

- The Canadian border is open to international students; however, some federal travel restrictions may remain in place in the fall. It is anticipated that students entering Canada to study will continue to be permitted entry if they are attending an institution that is on the federal list of approved Designated Learning Institutions managed by Immigration, Refugees and Citizenship Canada. These students will be required to continue following federal requirements in place at the time of entry into Canada.

## Related Public Health Guidelines

- For guidelines that relate to other aspects of campus operations beyond the delivery of post-secondary education and training, the post-secondary sector will continue to rely on public health guidelines developed and updated for other sectors (e.g., competitive sports, use of athletic and recreational facilities, public transit, travel, retail services, etc.).
- Institutions should continue to work with their local medical health officers for campus-specific questions, local / regional public health guidance, and COVID-19 case and contact management.
- COVID-19 vaccines are available at no charge to everyone ages 12+ living, working or studying in B.C. during the pandemic. You do not need a Personal Health Number (PHN), B.C. Services card, or to be enrolled in B.C.'s Medical Services Plan to get the vaccine. However, all students are encouraged to obtain a PHN in order to use the provincial on-line vaccination booking system. Students can call 1-833- 838-2323 to obtain a PHN number and *register* to book into a local ImmunizeBC vaccination clinic.
- All students will be eligible to receive the vaccine, including international students and their families. The COVID-19 vaccine will not be mandatory. However, *ImmunizeBC* highly recommends getting the vaccine.
- Rapid point-of-care screening for COVID-19 is being used by B.C. Health Authorities for COVID-19 testing in settings with increased risk of transmission and/ or outbreaks. Point-of-care testing for COVID-19 is available to post-secondary

institutions that meet the indications outlined in B.C.'s [Rapid Point of Care Testing Strategy](#). Institutions interested in rapid COVID-19 point-of-care tests can contact their local medical health officer and email [RapidPOCTeam@phsa.ca](mailto:RapidPOCTeam@phsa.ca) for an intake assessment.

## EDUCATIONAL ACTIVITIES

Experience over the last year has shown that educational activities supporting teaching, learning, research, and student development are low-risk sites for COVID-19 transmission including activities in classrooms, lecture theatres, libraries, studios, workshops, labs, field schools, practicums, research settings, etc.

Educational activities associated with orientation events are encouraged, but they might look different for September 2021 based on public health advice in the fall on gatherings. Non-educational or social activities throughout the year should be planned according to the prevailing Provincial Health Officer guidance.

### Classroom Logistics

The Provincial Health Officer has indicated that there are no limits on the number of participants for in-class educational activities. Fall classes can be scheduled without physical distancing requirements (e.g. a classroom with 30 seats can be scheduled with 30 students; a lecture theatre with 150 seats can be scheduled with 150 students).

### Student Supports/Accommodation

- Institutions are strongly encouraged to follow established accommodation or academic concession mechanisms to ensure that students who cannot physically be on campus (e.g., they are ill, adhering to quarantine rules, self-isolating, attending a vaccine appointment, etc.) are not disadvantaged in their educational pursuits.
- Institutions are strongly encouraged to ensure that students with disabilities are supported and can continue their educational pursuits with appropriate academic accommodation.
- Institutions are encouraged to work collaboratively with student societies, clubs and governments to positively reinforce COVID-safe behaviours both on and off campus.

### Mental Health Supports

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. Communication plans should be in place to raise awareness of these supports including:

- [Here2Talk](#), a free and confidential 24/7 mental-health counselling and referral service, and 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 employee and family assistance programs.
- Virtual mental health programs and services are offered through the Province to support mental health and wellness.

Campus resources may include spirituality and wellness centres including:

- Counselling departments with trained counsellors who are available to students for career, educational, personal and crisis counselling.
- Wellness centres offering one-to-one health and wellness planning.
- Multifaith centres, chaplaincy and/or on-campus pastoral care providing one-on-one pastoral/spiritual counselling, and communal gatherings to support health and well-being.

## Program-Specific Considerations

Students and instructors will be expected to follow guidelines for specific settings where work integrated learning placements occur, including clinical, teaching, internships, co-op placements, and other community engaged work placements. Institutions should be knowledgeable of program-specific COVID-19 guidance and ensure that student and instructor risk is minimized in these placements.

Institutions, students, faculty and staff should adhere to the federal government's Travel Advice and Advisories when considering studying or working abroad.

## On-Campus Health Services/ Working with Local Public Health

Institutions can play a key role by liaising with local public health officials to ensure students, including out-of-province students as well as international students and their families, have the most current information about the availability of vaccines.

Institutions should work with their local medical health officer within their Regional Health Authority regarding on-campus COVID-19 vaccination clinics.

Institutions should identify and communicate steps that students, faculty and staff should take if they develop symptoms, including where to access testing.

Public health authorities are responsible for determining notification processes and requirements for confirmed cases of COVID-19. Institutions may be asked to assist public health authorities in notifying close contacts, assisting in the identification of people who may have been exposed, distribution of materials prepared by the public health authorities, or supporting public notification efforts.

## Hand Hygiene

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection.

Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched.

Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

### “Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)
- before using shared equipment

### “Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

### Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands

## Cough/Sneeze Etiquette

All employees are expected to follow cough/sneeze etiquette, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Turn your head away from others when coughing or sneezing

## Use of non-medical face masks and coverings

Wearing a homemade facial covering/non-medical mask in the community has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing.

However, it can be an additional measure taken to protect others around you, even if you have no symptoms. It can be useful for short periods of time, when physical distancing is not possible in public settings, such as interacting closely with students and vendors, attending the shops or using public transit.

- **Non-medical face masks are mandatory for students on campus**

## Appropriate use of non-medical mask or face covering

When worn properly, a person wearing a non-medical mask or face covering can reduce the spread of his or her own respiratory droplets (infectious or not).

### **Non-medical face masks or face coverings should:**

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping
- Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

### **Non-medical masks or face coverings should not:**

- be shared with others
- impair vision or interfere with tasks
- be placed on children under the age of 2 years
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing
- be placed on desks or other surfaces once used/soiled as this can lead to cross-contamination

### **Limitations**

Homemade masks are not medical devices nor personal protective equipment and are not regulated like medical masks and respirators. Their use poses a number of limitations:

- they have not been tested to recognized standards
- the fabrics are not the same as used in surgical masks or respirators

- the edges are not designed to form a seal around the nose and mouth
- they may not provide complete protection against virus-sized particles
- they can be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body

These types of masks may not be effective in blocking virus particles. They do not provide complete protection from virus particles due to a potential loose fit and the materials used.

(Source: [https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#\\_Appropriate\\_non-medical\\_mask](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#_Appropriate_non-medical_mask) )

## Implementing Safe Work Practices

Additional safe work practices are being developed as SELC responds as part of the COVID-19 response. These practices are department specific and are highly dependent on the type of work being done. Each department will be required to perform a risk assessment to identify risk levels for tasks performed by employees. The risk assessment will be used to determine if there are any specific safe work practices required for that task or work area. SELC has implemented general safety protocols and Contact Tracing and Notification Protocol that apply to all staff and students, and are attached as Appendix A.

## Protocol if Individuals Develop COVID-19 Symptoms on Campus:

- Contact Administration and the FAO (First Aid Officer) for First Aid
- FAO will respond to the area to provide the individual a mask and safely separate the symptomatic individual to empty room to provide a confidential first aid assessment, including the ThriveBC assessment for COVID-19
- Further to assessment, and unless further immediate care is required, the symptomatic individual will be advised to return to their place of residence and to contact 8-1-1 or their local healthcare provider for further direction
- Where necessary, FAO will make arrangements for transportation for the symptomatic individual
- Administration will notify the cleaner of related cleaning requirements to ensure that cleaners are dispatched to clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Through existing confidential Administration and First Aid communication processes, FAO will notify SELC of an incident of a symptomatic individual on campus
- SELC will seek advice from the local public health authority around managing cases of COVID-19 in the institution.
- SELC will maintain and keep records on first aid reports and incidents of exposure.

## INTERNATIONAL STUDENTS

### Self-isolation/quarantine plan Protocols for Safe Arrival of International Students

This plan is designed to support international student safe arrival and self-isolation/quarantine in preparation for study at SELC while COVID-19 presents a risk to our community. This plan is part of the SELC COVID-19 Safety Plan. The COVID-19 pandemic is dynamic and SELC officials are monitoring recommendations and Orders declared by the Provincial Health Officer in order to respond with updates to our plans, protocols, and procedures. SELC is committed to following all BC Public Health Officer Orders.

The SELC self-isolation/quarantine plan is broken into four stages;

- 1) pre-arrival communication, 2) pre-arrival travel planning; 3) quarantine, and 4) post-quarantine.

This plan will be updated regularly by the SELC to reflect changes in response to new information, updated procedures, or guidance from the Provincial Health Officer or the Ministry of Advanced Education, Skills and Training.

#### Stage ONE: Pre-arrival communication

SELC will provide ongoing communication with students outside of Canada regarding safe-travel to Canada and mandatory self-isolation/quarantine in the following ways and with the following messages:

#### Methods of Communications:

1. Weekly reminder emails to accepted and returning students not currently in Canada.
2. Direct response from advisors/marketers for 1:1 support via email or video-conference.
3. Website updates and resources on the SELC website for Covid:

<https://www.selccovid.info/>

#### Communications required

1. Requirement to notify SELC if intending to travel to Canada
2. Submission of self-isolation plan (including airport transfer) to SELC for tracking.
  - a. Public transit is not recommended for any new arrivals
  - b. Taxi and ride-share service numbers provided on resource page linked above
3. Submission of self-isolation plan to the BC Government
4. Submission of plan via the “ArriveCAN” app to the Government of Canada
5. Instructions for purchase of medical insurance and MSP application
6. Instructions for timing of travel to meet the 14-day self-isolation requirement
7. Transportation and mask requirements for arrival;
  - a. Public transit is not recommended for any new arrivals
  - b. Masks where not required by a transit provider (taxi) are recommended
  - c. Taxi and ride-share service numbers provided

8. Pre-vetted full-service self-isolation accommodation package. Additional food services delivery options.

### Stage TWO: Pre-arrival travel planning

SELC is using a step process to help students prepare for successful travel and quarantine upon arrival;

- 1) completion of a “International Student Travel Checklist”, and submission of all required documentation and plans
- 2) follow-up direct confirmation of travel plans and readiness by staff, and
- 3) email confirmation of requirements completion.

Pre-travel quarantine support planning involves student acknowledgement of legal requirements and ensuring they have made proper arrangements for a successful quarantine period upon arrival.

The following checks are included in the pre-quarantine travel planning phase:

1. Study permit confirmation
2. Review of in-person/in-Canada requirements of program
3. Submission of travel itinerary
4. Confirmation of registration in our mentor program required for quarantine phase
5. Confirmation of in-Canada communication options and preferences
6. Submission of quarantine details including:
  - a. airport transportation needs upon arrival
    - i. Public transit not recommended for any new arrivals
    - ii. Masks where not required by a transit provider (taxi) are recommended
    - iii. Taxi and ride-share service numbers provided
  - b. quarantine accommodation location and confirmation if a private provider
  - c. confirmation of download of ArriveCAN app.
  - d. confirmation of submission of BC Self-Isolation plan
  - e. medical insurance requirements acknowledgement

### Stage THREE: Quarantine period

The quarantine period is set-up to achieve three priorities:

- 1) compliance with the quarantine act and Ministry of Health guidelines,
- 2) social, physical (nutrition/medicine) and emotional support during isolation, and
- 3) preparation for post-quarantine success.

The quarantine period includes the following stages, information provision and support:

1. Arrival: Student met at airport by pre-planned transport provider
2. Arrival: Student checks-in using pre-arrival plan method agreed to in Phase II.
3. Intensive monitoring: Days 1-3: Video or phone check-in daily.

Check-in priorities:

- a. ArriveCAN app use reminder
- b. Successful quarantine tips, tricks and resources

- c. Food/meal/medicine/socio-emotional check
  - d. Share online school resources (academic preparation)
  - e. Answer in-scope questions and referral/follow-up for out-of-scope
4. Maintenance monitoring: Days 4-12: daily message and/or video check-in.
5. Quarantine closure monitoring: Days 13-14
- a. Day 13: Provision of campus guidelines and online services reminder;
  - b. Day 14: Quarantine ends

Provisions for additional support for students with a positive case: - Supervisor assumes case-management with the primary staff remaining in contact with the student to maintain socio-emotional support. Enhanced services will depend on case severity and include:

- o System navigation for accessing health services as needed
- o Twice or more daily health check-ins with the student
- o Enhanced needs assessment (food & medicine) and follow-up
- o Updating of the quarantine time-frame with public-health guidance

## Stage FOUR: Post-quarantine Period

The post-quarantine period is characterized by ongoing and regular communications related to continued vigilance with regard to protecting self and community while COVID-19 presents a risk to our community.

Communication for international students is conducted through the news stream in their Google Classroom portal and the SELC Career College website as well as regular check-ins with SELC Instructors they are learning with.

## RECORD KEEPING

Records shall be kept as per SELC's already established processes.

## APPENDIX A:

# Covid-19 General Safety Protocols

As SELC College students and employees gradually return to campus, the following safety protocols have been created to reduce exposure to the COVID-19 virus.

These general protocols will accompany specific program, cohort and campus safety plans, developed in consultation with public health guidance, to ensure a safe and healthy return to on-campus operations for everyone.

## PREVENTION MEASURES

### Hand hygiene

Good hand hygiene is important. As one of the most effective ways to reduce the virus' spread, public health recommends washing your hands well and often, coughing and sneezing into your elbow, or a tissue that can be thrown away immediately, and not touching your face as the keys to the transmission prevention.

This includes washing your hands as per the following directions:

- Washing with soap and water for at least 20 seconds.
- Washing upon arriving and when leaving campus
- After coughing, sneezing or using the bathroom
- Before, during and after preparing, handling, serving or eating food
- Before using shared equipment
- After disposing of garbage or dirty laundry
- When hands are visibly dirty

## VIRUS SPREAD, EXPOSURE, INCUBATION

COVID-19 is most commonly spread from an infected person through the following measures:

### 1. Spread:

- Respiratory droplets when an infected person coughs or sneezes
- Close personal contact, such as touching or shaking hands
- The droplets land on surfaces (i.e. doorknobs, light switches, counters) and contaminate them AND/OR
- If the person coughs or sneezes into their hands, they can transfer the virus onto things they touch.

### 2. Exposure:

- Another person can be exposed to the virus if:
- They are within two metres of the ill person and inhale infected droplets OR

- Touching something that has the infected droplets on it (i.e. doorknob, light switch) and then touch their eyes, nose or mouth.
3. Incubation:
- The exposed person may get sick with COVID-19 up to 14 days after exposure.
  - If they become sick with symptoms compatible with COVID-19 (fever, cough, muscle aches, difficulty breathing, runny nose, sore throat or diarrhea), that person can start spreading the virus in the environment.
  - It may be possible to spread the virus even when someone has no visible symptoms.

## Contact Tracing and Notification Protocol

### What is the notification process for confirmed cases of COVID-19?

Notification of COVID-19 cases and exposures at post-secondary institutions (PSIs) is managed by public health authorities.

PSIs may be asked to assist public health authorities in notifying close contacts such as students, faculty or staff of a confirmed case by assisting in the identification of people who may have been exposed, distribution of materials prepared by the public health authorities, or supporting public notification efforts.

If students, faculty or staff receive a confirmed positive COVID-19 test result, health authorities follow a rigorous protocol:

- Contact tracing is initiated to determine how the individual was infected and who they were in close contact with.
- Close contacts that are at an increased risk are identified and notified and advised to self-isolate and monitor for symptoms for 14 days.
- Only health authorities can determine who is a close contact.
- Health authorities will work closely with PSIs throughout the case and contact management process to enable appropriate communication with the campus community.

### Should an institution notify the campus community of a confirmed case of COVID-19?

Institutions should not send out notifications of COVID-19 cases unless directed to do so by their local Medical Health Officer. Public health authorities are responsible for determining notification processes and requirements.

### What is contact tracing?

Contact tracing is the process used by public health authorities to identify individuals who have come into close contact with a person infected with the virus that causes COVID-19. The public health authority contacts these individuals and provides health direction.

## What is the process for contact tracing?

Contact tracing is carried out by public health authorities. PSIs do not carry out contact tracing. If the public health authority determines that there may have been an exposure of concern for individuals who cannot be reached by direct contact notification, more widespread notification to identified groups may be carried out such as distribution of a bulletin to people at risk, publishing exposures on the health authority exposure notification web page, or announcement through public media.

To maintain personal information privacy rights, the public health authority will only disclose limited information about a confirmed case in the campus community when sharing the information is required to support effective contact tracing.

## What are the steps involved in contact tracing?

When carrying out contact tracing, public health authorities follow these steps:

- A person tests positive for COVID-19 and they become a “case.”
- The lab completing the testing informs the public health authority and a public health nurse is assigned to interview the case to identify people they’ve spent time with. People with prolonged close contact with the case during their infectious period are “contacts.”
- The public health authority gets in touch with the contacts and asks them about symptoms of COVID-19.
- Not every contact needs to be identified: only those who could have been exposed to the case’s respiratory droplets from coughing, sneezing or speaking – this takes close and prolonged contact.
- The public health authority maintains the case’s privacy. A case can choose to tell others about their diagnosis but should not do their own contact tracing and nor should others (e.g. employers).
- Contacts with symptoms are sent for testing. If they test positive, they become a ‘case’ and the process repeats;
- Contacts with no symptoms are asked to self-isolate and monitor for symptoms for 14 days after their last contact with the case (while they may be in the incubation period of the infection).

## How does a health authority notify the public of a possible COVID-19 exposure?

Health authorities may provide online notification of possible exposures to COVID-19 within post-secondary institutions. This information is provided so students, faculty and staff can be assured that public health is following up in their community, and exposure risks are being mitigated to the best of their ability. Anyone who has been identified as a COVID-19 positive case or close contact will be contacted directly by the local health authority to provide further instruction.

## When would a public health authority recommend the closure of a facility?

For a public health authority to recommend or order closure of a site or facility to prevent infection transmission is a rare step, reserved for circumstances in which direct management of cases and contacts is not sufficient to limit transmission. The public health authority would communicate closely with PSI administrators on any recommended closures related to COVID-19.

## APPENDIX B:

### SELC's "Work From Home" Procedures

#### 1.0 SCOPE

This safe work procedure will be used by all SELC employees whose position allows them to work from home during emergency and/or extraordinary situations. It should be used as a guideline on how to safely work from home.

#### 2.0 PURPOSE

2.1 In certain emergency or extraordinary situations, SELC may authorize an employee to temporarily telecommute from home or another suitable location.

2.2 Emergency or extraordinary situations may include temporary interruption of work due to campus closure or partial closure from safety or health measures that are put into effect by the College, or from other reasons such as a public emergency, worksite closure or road closure.

2.3 This procedure applies to those emergency or extraordinary situations that may arise and require temporary telecommuting.

2.4 If the employee is able to report to work the following telecommuting guidelines apply. If the employee is or becomes sick, the employee will not commence or continue telecommuting until well and should report their illness to their supervisor.

#### 3.0 DETAILS

3.1 An employee normally performs work at their assigned campus, at other premises operated by SELC or at locations where they have been authorized to travel to conduct SELC business

3.2 An employee who is employed in senior management, administration, and instructional positions may also perform work from their home at their discretion with the approval of their designated supervisor.

### Temporary Telecommuting:

3.3 Temporary telecommuting is an arrangement under which an employee may work at a location other than their assigned campus due an emergency or extraordinary situation that prevents the employee from working at their assigned campus. In such cases, the employee may be specifically authorized or required to perform work from the employee's home or another suitable location.

3.4 Any employee who works at home or another suitable location must use reasonable caution, procedures and equipment that maintain data storage and transmission security.

3.5 A temporary telecommuting arrangement may be terminated by SELC by providing reasonable notice to the employee.

## 4.0 PROCEDURES

4.1 A supervisor may initiate the request for temporary telecommuting or an employee may apply for temporary telecommuting in writing to their designated supervisor.

4.2 An employee must have their supervisor's approval and the approval of the appropriate Senior Leadership Team member for temporary telecommuting.

4.3 If temporary telecommuting is approved it is the employee's responsibility to ensure that:

- i. SELC's rules, regulations, policies are adhered to;
- ii. The employee will not hold business visits or meetings with colleagues, students or the public in their home;
- iii. The employee agrees to maintain appropriate safety practices during the time worked. The employee must follow safe work practices and promptly report any work-related accident that occurs at the telework (home) office to their supervisor and/or appropriate employer representative. The employer will not be responsible for any non-work related injuries that may occur at home.
- iv. The employee assumes primary responsibility for maintaining effective communication and work flow among co-workers and students (as applicable to role); the supervisor and employee share the responsibility for effective communication with each other.
- v. The employee shall have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. Communication by telephone and electronic mail with SELC must be available during work hours and voice mail

and email must be checked regularly. Adherence to the employee's normal days and hours of work is expected unless other schedules have been discussed and agreed to with the employee's supervisor. The work schedule shall be consistent with the operational needs of the employee's department;

vi. If conditions permit, the employee will attend job-related meetings, training sessions and conferences, as requested by their supervisor; notice for such attendance may be short but reasonable to account for employee circumstances (i.e. access to a vehicle or form of transportation);

vii. All College materials are treated in confidence and are maintained in a safe and secure manner;

viii. All College equipment is kept secure and is used for SELC business only. Any equipment supplied by the SELC must be returned to the College upon termination of the temporary telecommuting arrangement;

ix. An employee in a position where overtime may be applicable must have advance written approval from their supervisor to work overtime;

x. All incidental costs, such as residential utility costs, cleaning, internet and so forth are the responsibility of the employee; and

xi. The telecommuting employee will not be paid mileage involved in travel between the employee's home or other suitable location and the employee's assigned campus.

xii. The telecommuting employee and supervisor will establish appropriate "check in" procedures while working from home.

xiii. The employee must provide their supervisor with the following details as to location of their remote work location: Address and Phone Number

xiv. The employee and Supervisor must be clear as to the employee's work duties and responsibilities while telecommuting.

xv. Employee status, benefits and leave entitlements, eligibility for authorized overtime and wages/salary are not altered by these temporary telecommuting arrangements.

## International Student Arrivals - COVID Protocols

Following Government of Canada guidelines for international arrivals to Canada, new students are required to:

- Effective Monday, February 22, 2021, students must take a COVID-19 molecular test when they arrive in Canada and spend 3 days in quarantine at a federal government-authorized hotel.
- Hotel bookings should be done before leaving home for Canada.
- Follow this link for additional information on hotel bookings as well as a list of the available hotels:
  - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/mandatory-hotel-stay-air-travellers/list-government-authorized-hotels-booking.html>
- If students are not flying directly to Vancouver, the 3-day quarantine should be done at their port of entry. For example, if students arrive in Toronto they will quarantine there for 3 days. If a COVID test result is negative after that period, they can continue on to the Vancouver quarantine site identified in their quarantine plan. After 10 days, they will use a take-home COVID test given to them when arriving in Canada and be able to leave quarantine if the COVID test result is negative on Day 14.
- Students should review the following links for the step-by-step process of the new Government of Canada requirements:
  - Travellers entering Canada by air: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources/entering-canada-covid-19.html>
  - Travellers entering Canada by land: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources/entering-canada-covid-19-land.html>

### Government of Canada Update on July 5, 2021

- Beginning July 5, 2021, fully vaccinated travellers, arriving by land or air, who are eligible to enter Canada and who comply with specific criteria will not be required to quarantine or complete a day-8 test. In addition, fully vaccinated travellers arriving by air will not be required to stay at a government-authorized accommodation (GAA) to await their on-arrival test result.
- 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).
- Meet all criteria to be considered for the fully vaccinated traveller exemption such as providing proof of a valid pre-arrival COVID-19 molecular test before boarding a plane or arriving at the land border and, submitting mandatory information including a digital proof of vaccination in English or French in ArriveCAN.

## Government of Canada Update on July 19, 2021

- All travellers, regardless of vaccination status, will still require a pre-entry COVID-19 molecular test result. However effective August 9, 2021, the Government of Canada is adjusting its post-arrival testing strategy for fully vaccinated travellers. Using a new border testing surveillance program at airports and land border crossings, fully vaccinated travellers will not need a post-arrival test unless they have been randomly selected to complete a Day 1 COVID-19 molecular test. There are no changes to the mandatory testing requirements for unvaccinated travellers.
- This strategy allows the Government of Canada to continue monitoring variants of concern in Canada and vaccine effectiveness. Using these layers of protection, the Government of Canada can monitor the COVID-19 situation in Canada, respond quickly to threats, and guide decisions on restricting international travel.
- The three-night government authorized hotel stay requirement will be eliminated for all travellers arriving by air as of 12:01 A.M. EDT on August 9. Fully vaccinated travellers who meet the requirements will be exempt from quarantine; however, all travellers must still provide a quarantine plan and be prepared to quarantine, in case it is determined at the border that they do not meet the necessary requirements.