



Alexander College



COVID-19 Safety Plan

www.alexandercollege.ca



Vancouver, BC, Canada

CONTENTS

Opening Safety Message	02
Duties and Responsibilities	03
WorkSafe BC Six Steps Process	03
Step 1: Asses the risks at the Campus	03
Step 2: Implement protocols to reduce risks	04
Step 3: Develop Policies	09
Step 4: Develop Communication Plans and Training	09
Step 5: Monitor the workplace and update the plans as necessary	10
Step 6: Assess and address risks from resuming operations	10
International Students: Incoming Response Procedure	11
Pre-Arrival: Self Isolation plan disbursement	11
Arrival: Consistent wellness checks	11
Continuing Care: Concluding procedures	12
Continuous Monitoring During Study: Response procedures	12
Assessment with COVID claims	13
Follow up by Student Affairs	13
Negative results	13
Positive results and accommodations	13
Potential Cluster or Outbreak of COVID-19	14
COVID-19 Safety Plan Contact Information	14
Appendix 1 – COVID-19 Safety Protocols and Procedures	15
Appendix 2 – Alexander College 14 Day Self-Isolation Plan	17

Opening Safety Message

Alexander College recognizes that these are challenging times for all students, particularly those who are arriving from other countries to study in Canada. While our institution is not currently offering in-person, face-to-face classes, we are following all [Ministry and Health Authority guidelines](#) as previously announced in the post secondary [Go Forward Guidelines](#), and we are monitoring all channels to update and revise our strategies for student health and safety in ensuring that our plan is malleable and adaptable to changes in policy, student demographic and social conditions. This COVID-19 Safety plan has been developed according to procedures required by the [Provincial Health Officer](#), and follows [WorkSafeBC's six-steps process](#).

Our campus and all in-person facilities and services are currently closed to students, and all interaction with them remains virtual, with rare exceptions. As such, this plan leans on procedures related to incoming students, health assessment, monitoring and clearance, in order to reduce the risk of infection to students and their inbound communities. If students do arrive experiencing symptoms or develop symptoms during their attendance at Alexander College, we have a robust action plan in place to provide communication, support and success both physically and academically. Following closely the guidelines of the Ministry of Advanced Education, Skills and Training and the B.C. Ministry of Health, we have outline precautionary measures to prevent the spread of COVID-19.

Provided here as well are projected measures for continuing in-person classroom services, which based on the current trajectory of the COVID-19 spread, Alexander College anticipates may resume in hybrid or partial form in May 2021. No in-person classes or services, beyond physically distanced document pickup when absolutely necessary, are planned to be offered until this time. Alexander College will implement a gradual approach to welcoming students, faculty and staff back on campus. This COVID-19 safety plan covers protocol for staff, faculty, and the eventual return of students on campus.

Currently, all classes at Alexander College are virtual. The majority of staff and faculty are working from home, interacting with each other and students virtually. A limited number of staff and faculty are working on campus only as needed. In May, our Spring 2021 semester, Alexander College anticipates that 5%-20% of students will be permitted back on campus under the advice of the Ministry of Advanced Education Skills and Training and Ministry of Health, with COVID-19 Safety protocol in place for everyone on campus. The rest of our students will continue to attend virtual classes.

Duties and Responsibilities

All staff, faculty and students are responsible for conducting themselves in a safe manner in order to protect the communities in which they are involved. Alexander College is committed to informed best practices and educating its community members regarding changes to ministerial and provincial guidelines and mandates at all times.

There responsibilities start from college administration:

- This plan was developed in coordination with the Campus Operations Manager and Director of Student Affairs and will be continue to be updated accordingly.
- Faculty education plans are in place, in order to inform students of best safety practices and college response mechanisms.
- The Office of the Registrar ensures that incoming numbers of international students and cases of COVID-19 are reported on a weekly basis to the Ministry of Advanced Education Skills and Training.
- The Facilities department ensures that necessary signage is posted and all staff are trained on best safety practices and procedures.
- Custodians are responsible for thorough cleaning and disinfection of the premises to reduce the spread of COVID-19.
- All staff and faculty are committed to reducing the risk of COVID-19 through education protocols and monitoring of the college website for updates to COVID-19 best practices.

Step 1: Asses the risks at the Campus

The virus that causes COVID-19 spreads in several ways: droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increased the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increase when many people contact the same surface and when those contacts happen over short periods of time.

We involve workers when assessing the campus.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee to assess the risks on campus. Our frontline workers are the Receptionists and Custodians. Our supervisors are the Campus Operations Manager, Director of Student Affairs, and The Registrar. The Health and Safety Committee is comprised of supervisors and frontline workers, and is involved directly with the COVID-19 Safety Plan for a gradual phased approach to welcome students, staff and faculty back on campus.
- ✓ We have identified areas where people gather (common areas, classrooms, break rooms and meeting rooms)

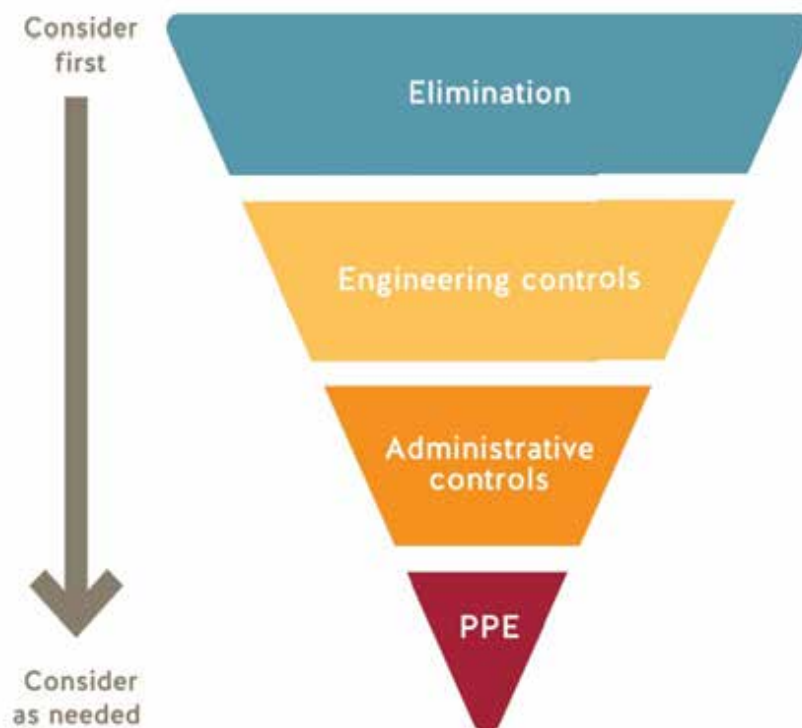
- ✓ We have identified job tasks and processes where workers are close to one another, or members of the public, and have completed risk assessments for these areas.
- ✓ We have identified the equipment that staff and students share and encouraged removal of some common touch points where possible.
- ✓ We have identified surfaces that people touch often (doorknobs, elevator buttons, light switches), and have regular cleaning protocol in place.

Step 2: Implement protocols to reduce risks

We have selected and implemented protocols to minimize the risks of transmission, and looked to the following for information, input and guidance:

- ✓ We have reviewed industry specific protocols on [worksafebc.com](https://www.worksafebc.com) to determine relevance to the campus environment.
- ✓ We have consulted frontline workers, supervisors, and the joint health/safety committee for input.
- ✓ We follow orders, guidance, and notices issued by the Provincial health Offices and others.
- ✓ We review guidelines from health and safety associations or other professional and industry associations.

Different protocols offer different levels on protection. Wherever possible, Alexander College will use the protocol that offers the highest level of protection. We will consider controls from additional levels if the first level is not practicable, or does not completely control the risk. We have incorporated controls from various levels to address the risk at the workplace.



First Level Protection (Elimination):

Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means.

Rearrange work spaces to ensure that workers are at least 2m (6ft.) from co-workers, customers, and members of the public.

Second Level Protection (Engineering Controls):

In situations where physical distancing cannot be maintained, install [barriers](#) such as plexiglass to separate people.

Third Level Protection (Administrative Controls):

Establish rules and guidelines, such as posted [occupancy limits](#) in shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth Level Protection (PPE):

If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are [selected and cared for appropriately](#), and that workers are [using masks correctly](#).

First Level Protection (Elimination): Limit the number of people at the campus and ensure physical distancing whenever possible

- ✓ We have established and posted an occupancy limit for all rooms throughout our premises. Public Health has advised that the prohibition on gatherings greater than 50 people refers to “one-time or episodic events” (weddings, publish gatherings) and is therefore not intended to apply to workplaces. However, limiting the number people in the workplace is an important way to ensure physical distancing is maintained. (Public Health has developed guidance for the retail food and grocery store sector requiring at least 5 square metres of unencumbered floor space per person. This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.)
- ✓ In order to reduce the number of people at the campus, we have implemented work-from-home arrangements for all staff and faculty. Students complete coursework and access college services from home. We do virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ✓ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, washrooms, and elevators.
- ✓ We have implemented measures to keep workers and others at least 2 metres apart wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place: Control measures for maintaining distance in at the campus:

- Staff are able to work from home.
- Meetings and tasks in each department are encouraged to be virtual.
- Faculty are teaching courses virtually. All students have virtual access to complete coursework and access college services.

- Courses requiring on-campus attendance will have limited students allowed to attend, and protocols to follow on physical distancing and cleaning and disinfecting.
- Classrooms have assigned seating for students in order to physically distance within the room.
- Campus facilities are restricted to those who need to access the campus. Alternating schedules are in place for those working on campus. The front doors remain closed to the general public. Visitors to the campus, unless absolutely necessary, are prohibited.
- Occupancy limit is posted on every door to control the number of people in one room.
- In-person events (such as convocation) are conducted virtually.
- To reduce crowding in common areas, furniture has been removed or designated with a sign “do not use”.
- Washrooms have designated floor markers to control spacing within line ups.

Second level protection (engineering): Barriers and partitions

- ✓ We have installed barriers where workers can't keep physically distant from co-workers, students, and others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers in a safe way so they don't introduce other risks to workers.

Measures in place: Describe how barriers or partitions will be used in your workplace.

- Plexiglass barriers have been installed at the front desk area, bookstore, and in offices offering services to students.
- Hand sanitizer (most containing ethyl alcohol) is purchased according to [official guidelines](#), and readily available throughout the campus along with sanitizer wipes or spray.
- Masks and gloves are readily available to all staff.
- HVAC filters in place are of MERV-13 standard or higher, in order to reduce airborne particles and viruses.
- Staff, faculty, and students are required to have a temperature check upon entry to campus, and wear masks at all times.

Third level protection (administrative): Rules and guidelines

- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through combined training and signage.

Measures in place:

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace. If this information is in another document, identify that document here.

- Staff invited to campus for meetings have been advised to follow the safety protocol and wear a mask when inside, wash hands/use hand sanitizer.
- All staff, faculty, and students on campus must complete COVID-19 safety protocol training
- All staff, faculty, and students must self assess for COVID-19 symptoms on a regular basis.
- All staff, faculty, and students are required to have a temperature check at the entry of the campus. Individuals with a temperature reading 38 °C (100.4 °F), or more, will not be permitted to stay at the campus. Employees and students with temperatures at or above 38 °C (100.4 °F), should return home, self-isolate, and call their regular doctor or local public health authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.
- We have signage posted throughout with communication on handwashing, cleaning, physical distancing, self assessing using the BC thrive Health app.
- It has been communicated that staff and faculty should wipe down touch surfaces before use- supplies are available for this.
- Staff and faculty on campus are required to check in each day they enter the campus.
- Students' on campus attendance is tracked on the MyAC system.
- Risk assessments are completed for each department or course requiring physical presence on campus.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ✓ We have reviewed the information on selecting and using masks, and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ✓ We have trained workers in the [proper use of masks](#).

Measures in place:

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ✓ We have implemented cleaning protocols for all common areas and surfaces- e.g. Washrooms, tools, equipment, share tables, desks, light switches, door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as timing (before and after shift, after lunch, after use).
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers, and share utensils, and plates.

Cleaning Protocols:

Provide information on your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g. which surfaces, equipment, and machines).

- Cleaning supplies are provided throughout the campus by facilities.
- Students and faculty will wipe down desks and chairs after use.
- Cleaning protocols for different classes will be communicated to students via the instructors.
- Cleaning protocol posters have been posted throughout the building.
- We have a full-time custodian working from 8:00 am - 4:30 pm on campus. In addition to the regular cleaning duties, this custodian is responsible for cleaning the high touch areas every 30 minutes, including the front desk where students come to pick up or drop off documents.
- We have a part time custodian on campus from 12:00-3:00 pm, responsible for cleaning all high touch areas, and washrooms.
- After 5:00 pm, night cleaners are on campus for all common areas and washrooms.
- An electric spray disinfection fogger machine is used on a regular basis in the campus
- Disinfectants are purchased according to [official guidelines](#) for disinfects for use against coronavirus.
 - Benzalkonium Chloride (Brand name: Lysol)
 - 5% hydrogen peroxide (Brand name: Oxivir)
 - Sodium Hypochlorite (Brand name: Clorox)

Step 3: Develop policies

We have developed the necessary policies to manage the campus, including policies around who can be on campus and how to address illness that arises on campus, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplaces

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ✓ Anyone directed by Public health to self-isolate
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must [self isolate for 14 days and monitor](#) for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided [OFAA protocols](#) for use during COVID-19 pandemic.
- ✓ We have a working alone policy in place.
- ✓ We have a work from home policy in place.
- ✓ Ensure workers have the training and strategies required to assess risk of violence as customers and members of the public adapt to restrictions or modifications in the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses staff, faculty and students who may start to feel ill at work. It includes the following:

- Sick staff, faculty, or students should report to first aid, even with mild symptoms.
- Any individual reporting symptoms should be asked to wash or sanitize their hands, provided with a mask, and isolated in a room. The college administration will ask the individual to go straight home. [The BC COVID-19 Self-Assessment Tool](#) should be consulted, or the individual should call 811 for further guidance on testing and self-isolation.
- If the individual is severely ill (difficulty breathing, chest pain), call 911.
- Clean and disinfect surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

We ensure that everyone entering the campus, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor the workplace and update the plans as necessary

The COVID-19 situation will change over time, as employees and students return to campus. Alexander College will continue to monitor and identify any new areas of concern. If it seems like something isn't working, the college will take steps to update policies and procedures. College staff will be involved in this process.

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we will involve joint health and safety committee or worker health and safety representatives (or other workers).

Step 6: Assess and address risks from resuming operations

We will continue to identify and manage risks as the campus resumes operations and staff, faculty and student return.

- ✓ We have a training plan for new staff and faculty.
- ✓ We have a training plan taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ✓ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ✓ We have identified a safe process for clearing systems and lines of product that have been out of use.
- ✓ Our campus facilities is maintained on a daily basis by custodians and building workers. Any arising safety concerns are brought to the facilities department and immediately addressed.

International Students: Incoming Response Procedure

Alexander College, following the guidelines outlined by the AEST and monitoring for changes, ensures the safety of its incoming international students both in advance of travel to Canada as well as on arrival. As nearly the entirety of the college's demographic is international, these policies apply widely and remain the focus of the institution.

Pre-Arrival

Upon registering with Alexander College, students and their co-arriving immediate family are provided with the Alexander College 14 Day self isolation plan (see appendix 2). This plan, distributed prior to departure from the international student's home country and [available on the college website](#), outlines the responsibilities of the student upon successful arrival into Canada and the necessary procedures the College will provide to them in terms of duty of care. Included in the pre-arrival package are instructions on how to complete the student's own self isolation plan for presentation to CBSA and directions to ArriveCAN download and installation.

Students are encouraged to contact the institution and are provided with direct contact numbers for our Enrollment Advising team, whereby they are provided with extensions of the information available on the Alexander College Self-Isolation plan. Included here are guidelines on safe travel procedures from the port of entry and stressing the requirement to avoid public transit while connecting to their place of isolation. While Alexander College does not provide its own transportation, instructions are included on how to connect to the many single-rider services (Uber, taxi) to avoid contact with Canadian society.

International students are provided with a detailed list and contact information for several prearranged accommodations that offer contactless checkin and adhere to the Federal requirements for Quarantine and self-isolation. All efforts are made in advance to confirm that the student is bound for a private quarantine location that meets the requirements set out under 14-Day Quarantine Requirements, with arrangements made prior to arrival and assessed to be acceptable by the Government of Canada at the time and point of entry. These procedures are explained to the student prior to arrival, as well as their significance and the consequences for failure to abide by these regulations.

Arrival

On arrival in Canada, students are required to connect immediately with an Enrollment Advisor, when possible in the student's first language, to update contact information and ensure compliance with mandatory self-isolation procedures. Enrollment advisors update the students' profile, noting the place of isolation, mode of transportation, acknowledgement of any symptoms as well as the import of registering for MSP.

Once isolated, Alexander College provides robust and consistent wellness checks throughout the students' 14 day isolation. The current procedure includes contact by the Enrollment Advising team every other day, by telephone when possible, during which students are questioned on:

- Whether the student is exhibiting any symptoms of COVID or is feeling unwell
- Whether they have signed up for MSP as per the quarantine plan and instructional video
- If there is anything that they are lacking in terms of necessities
- If they have any general questions about Alexander College and their next steps

All efforts are made to ensure that the student is comfortable, has access to all necessary resources and if there is any information that they require during this period – when there are particular instances of need, EAs offer specialized support such as grocery delivery and communication with various businesses on the student’s behalf.

While the Enrollment team connects with the student to confirm their physical wellbeing, questions about courses and interaction with the institution, all incoming students are also contacted a minimum of twice by the College’s full time Health and Wellness certified counsellor who monitors their mental health, checking for feelings of anxiety, frustration and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices. When there is a language barrier, students are guided to the Alexander College KeepMeSafe program and the mySSP app to receive 24 hour telephone access to clinical counsellors.

All wellness checks are recorded and held by the institution for Ministry reporting which, at the current time, occurs weekly. During these wellness checks,

students are monitored for symptoms and provided with information on testing centres available to them locally. Notes on the student’s condition are scrupulously maintained, and any anomalies are immediately reported.

During isolation, all quarantined students are also contacted by Student Services for participation in the Peer Mentorship program which assigns students a seasoned student guide to address and questions they have about the college and initiate social contact. Encouraged here as well is access to the college’s AC 101 comprehensive manual of operations, conduct, policies and classroom instructions.

On conclusion of the student’s isolation, each must visit a medical professional as defined by BC Health Authorities for screening and clearance – a list of locations is provided, and provisions for transportation are arranged for when necessary. In order to pass this final check, students must provide photo or scanned evidence of being symptom free, which is then retained by the college for potential future reference.

Continual Care

All international students, once completing their isolation, are monitored for symptoms by the institution and documentation is provided indicating contact information for Fraser Health Authorities. Students are educated through consistent updates to the College’s website and FAQ page for COVID-19, which outlines the various support services in place including mental, physical and social care. All students who exhibit symptoms are instructed to immediately inform the institution and to follow Ministry guidelines for care and isolation.

Continuous Monitoring During Study: Response Procedures

Though Alexander College continues at this time to offer its courses solely online, all care is given to continually monitor student wellbeing in their homes or other places of residence. Health and safety instructions are communicated via consistent updates on the college website, through course syllabi and Health and Wellness communiques. Students are required to report if they are developing symptoms of COVID-19, and when these symptoms are announced, college efforts are mobilized to protect the community.

Verification and Assessment

When COVID-like symptoms, or COVID itself, is communicated to the institution via staff, faculty or other, all student correspondence is re-directed to the Office of Student Affairs for centralized response efforts. All students who self-report or who are identified by instructors as visibly exhibiting symptoms are recorded for continual assessment and to inform others, including Provincial health authorities, family and other stakeholders as necessary.

Students who claim COVID are followed up immediately by Student Affairs Officers via telephone who then direct them to the nearest testing centre for assessment. Via eHealth (or other measure when not available), students are required to submit either positive or negative results, as intentionally false claims of COVID-19 are met with behavioural misconduct measures. Once a case has been confirmed or denied, all instructors, college administration and wellness officers are informed regarding the update. This list is reported on at various administrative meetings.

Negative Outcomes

In the case of a negative outcome for COVID-19 testing, students are instructed to visit a local medical practitioner for regular treatment and are invited to access all college deferral and appeals processes that are available for those suffering from common ailments. The Health and Wellness counsellor then follows up with a courtesy checkin to ensure the student's physical and mental wellbeing, and online instruction continues as normal.

Instructors are contacted regarding the results of the test and are informed to offer only regular classroom affordances for illness as outlined in their individual syllabi. All college standards regarding wellness and illness are applied.

Positive Outcomes and Accommodations

In the case of positive outcome for COVID-19 testing, both continuing and already isolated students (whether due to recent arrival or other) are directed immediately to self isolate and are provided with the College's isolation plan. Wellness checks are provided daily by the Health and Wellness counsellor, and the student's record is updated to ensure that all relevant stakeholders are made aware of the outcome. These include:

- The student's immediate family and emergency contacts as identified on their intake form
- All instructors for classes the student is currently taking
- College administration
- Provincial health authorities through continuing reporting measures

The Student Affairs Officers, under direction from the student's medical practitioner, then offer individualized Accommodations plans to ensure equitable treatment across the institution while the student recovers, which current estimates regarding timeline indicate are anywhere from between two to six weeks. These Accommodations, dependent on the severity of the symptoms, may include exam deferrals, attendance appeals, grade appeals and late withdrawals among others.

Non-Compliance to Quarantine Act

While the Enrollment team connects with the student to confirm their physical wellbeing, questions about courses and interaction with the institution, all incoming students are also contacted a minimum of twice by the College's full time Health and Wellness certified counsellor who monitors their mental health, checking for feelings of anxiety, frustration and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices. When there is a language barrier, students are guided to the Alexander College KeepMeSafe program and the mySSP app to receive 24 hour telephone access to clinical counsellors.

All wellness checks are recorded and held by the institution for Ministry reporting which, at the current time, occurs weekly and is provided by the Registrar following the Ministry template. During these wellness checks, students are monitored for symptoms and provided with information on testing centres available to them locally. Notes on the student's condition are scrupulously maintained, and any anomalies are immediately reported. As per requirements.

Violations of the Quarantine Act are taken seriously by Alexander College. If a student is found to be non-compliant to quarantine measures, specific information regarding the situation will be gathered. The time and location at which the incident occurred, and any supporting evidence will be collected. The Director of Student Affairs will immediately report the violation incident to the local bylaw officer to ensure compliance.

Burnaby campus:

The Burnaby RCMP enforces the Quarantine Act. For violations, call the Burnaby RCMP non-emergency line at [\(604\) 646-9999](tel:6046469999).

Vancouver Campus:

The Vancouver Police Department enforces the Quarantine Act. For violations, call 3-1-1 or report the concern online.

<https://vancouver.ca/home-property-development/report-a-provincial-health-order-violation.aspx>

For quarantine violations occurring in other areas of Metro Vancouver and B.C. local bylaw offices should be contacted. The list of by law offices' non-emergency phone numbers is below:

<https://www.ecomm911.ca/non-emergency-calls/find-your-local-non-emergency-numbers/>

Potential Cluster or Outbreak of COVID-19

All students at Alexander College remain in the online environment, including during periods of assessment which are also accomplished over video streaming software – as such, they are physically isolated from one another. However, the College does predict the eventual return to campus for some classes, again projected for Spring 2021.

Despite the action plan related to prevention, elimination and proactive sanitization of the campus as outlined above, we recognize there always remains the potential for the spread of COVID-19 due to student proximity, regardless of best efforts in maintaining 6' distance.

In the event of multiple confirmed cases of COVID-19 on campus, within a 14 day period, Alexander College will respond with the following measures:

- Follow all guidelines and procedures required by Public Health
- Make necessary changes as determined by Public Health
- Suspend in-person classes and attendance on campus until it is deemed safe to re-open the campus
- Support all staff and faculty affected by COVID-19 and in self isolation, allowing them to work from home and/or take days off as needed
- Support students affected by COVID-19 and in self isolation and create accommodation plans to complete their coursework

COVID-19 Safety Plan Contact Information

For more information and further questions, please contact us at covid19safety@alexandercollege.ca.

Appendix 1

COVID-19 Safety Protocols and Procedures

The following list of procedures are mandatory for attendance on campus.

- Self assess daily for COVID-19 symptoms. Guidance for all symptoms is posted at the doors of the campus and on the [BC Thrive Website](#).
- Do not enter the campus if you are experiencing the following symptoms, if you are under mandatory travel quarantine, or if you have had contact with a COVID-19 case and are under isolation orders.

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
 - chest pain or pressure
 - loss of speech or movement
- If you are experiencing symptoms of COVID-19, call 811 for further guidance on testing and self-isolation. Any individual that develops COVID-19 symptoms while on campus must isolate and make arrangements to leave the campus.

- **Wearing of masks is mandatory** at all times, except during consumption of food and beverage. Masks can be medical/non-medical disposable, or made of cloth. Masks must cover both the nose and mouth of the wearer. Ensure masks are [selected and cared for appropriately](#).
- **Temperature check upon entering the campus is mandatory.** Stand at the wall mounted thermometer with your forehead approximately 2 inches from the sensor. A temperature reading will appear.
 - a. Individuals with a temperature reading 38 °C (100.4 °F), or more, will not be permitted to stay at the campus. Employees with temperatures at or above 38 °C (100.4 °F), should return home, self-isolate, and call their regular doctor or local public health authority to discuss their symptoms, treatment options, quarantine requirements, and for an assessment regarding the next steps.
- Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.
- After steps 1-5 are successfully completed, report your attendance at the campus. Employees should send a short email from their work account to facilities@alexandercollege.ca, indicating which campus they are at. These emails will be forwarded and automatically stored in a folder, to have in any situation should we need to use them later for contract tracing.

- Faculty must record students' class attendance daily and report any student signs of illness either verbal or visibly expressed.
- Visitors (business contacts, contractors, etc.) to the campus must sign in at the front desk, including the date, their name, and phone number.
- Follow directional arrows inside the campus, stay to the right when walking down hallways.
- Keep a 2-metre distance from others at all times. If interacting with students at the front doors, stay behind the plexiglass.
- Before entering an office or washroom, check the posted Occupancy Limit on the door. If Occupancy is at the maximum, wait for others to leave before entering the room.
- Keep your work area clean. Discard of waste in the proper designated areas.
- Custodian coverage is generally 8:00am-4:30 pm, and night cleaners are on site from approximately 5:00-8:00 pm (variable hours).
- If you have questions or concerns, contact the Campus Operations Manager, at covid19safety@alexandercollege.ca or 604-435-5815.

Appendix 2

B.C. Self-Isolation Plan for Alexander College Students

Under the [Quarantine Act](#), all international travelers entering B.C. are required by law to self-isolate for 14 days and complete a [Quarantine Plan](#). You should have this plan ready to show a border services officer when you arrive in Canada. If you do not show them this document, you may not be allowed into Canada. Much of the information that you will require for the plan is listed below.

Upon arrival, you must contact Alexander College to let the institution know that you are in Canada. We will update your contact information and will be phoning you for wellness checks throughout your quarantine to insure your safety. Once you are at your place of isolation, please immediately call us at [604-558-6178](tel:604-558-6178) or email enrollment@alexandercollege.ca.

For more information, please [click here](#).

What does quarantine mean? How can I self-isolate?

- Quarantine means you must not leave your chosen temporary accommodation and stay there for 14 days from the date you arrived.
- To self-isolate, you must avoid physical contact with other people and should not use public transport

During Transit: Preventative Measures

During your flight, when at the airport and when travelling to your temporary accommodation, you must follow these guidelines:

- Wear a suitable mask or face covering
- Carry hand sanitizer and wash your hands frequently
- Practice physical distancing
- If necessary, wear gloves

How do I get from YVR Airport to my Temporary Accommodation?

1. Join the free YVR airport Wifi.
2. Follow the Ride App or Taxi signs and head towards International Arrivals Level 2.

Important: You must not use public transport. Do not use the bus or the Skytrain.

Ride App Services - [Uber](#) & [Lyft](#)

To request a ride, you will need to download, create an account and pay via the app.

Taxis

You do not need to call a Taxi. They will line up in the designated zones. Join the queue and wait for your turn. You can pay using Canadian dollars or by using a credit card.

When Using Apps:

- If possible, download the app and create an account in advance.
- To pay you will need a debit or credit card, or a PayPal account.

Quarantine 14-day Temporary Accommodation Options

If you require a place of residence that has not already been arranged as part of your quarantine plan, you must organize 14-day minimum stay at a temporary location. We strongly suggest booking one of the options below.

To ensure you have a room, please book in advance. When booking, ask for the *Alexander College Quarantine* rate.

Surrey: [Ramada Langley/ Surrey](#)

Address: 19225 - Highway 10 (56th Avenue),
Surrey, BC, V3S 8V9

Phone: (604) 576-8388

Reservations: 1-888-576-8388

Price: \$99 per night (free breakfast & WIFI)

Check in time: After 3PM

Vancouver: [Ramada Downtown](#)

Address: 435 West Pender Street, Vancouver,
BC, V6B 1V2

Phone: (604) 901-4933

Reservations: 1-800-903-0796

Price: \$89+ per night (free breakfast & WIFI)

Check in time: After 3PM

Other options – Tourism Burnaby

Tourism Burnaby has arranged discounts specifically for international student quarantine. For further details on these places of quarantine, please see the attached sheets. Prices range from \$85 to \$159 per night.

Holiday Inn Express Metrotown	\$99/night	Element Vancouver Metrotown	\$159/night
Delta Burnaby Hotel	\$149/night	Executive Suites Hotel Metro Van	\$100/night
Accent Inn Burnaby	\$85/night	Hilton Vancouver Metrotown	\$109/night

Groceries

You can organize a grocery delivery online from various stores. Head to their website, add your chosen items to the cart and organize a contactless delivery to your temporary accommodation.

Supermarkets that deliver:

- [Save on Foods](#)
- [T&T](#)
- [Walmart](#)
- [Real Canadian Superstore](#)

You can also organize a contactless delivery from local restaurants through:

- [Skip the Dishes](#)
- [UberEats](#)
- [Doordash](#)

What if I need to pick up medication?

You can organize a prescription delivery through the following pharmacies:

- [London Drugs](#)
- [Rexall](#)

What Alexander College support services can I access?

We understand you may be feeling lonely, anxious and homesick during the self-isolation period. If you are experiencing these issues, please reach out to our student counsellor by emailing healthandwellness@alexandercollege.ca. To find out more, [click here](#).

What if I show symptoms of Covid-19?

If you are showing symptoms of COVID-19, and are unsure whether to seek medical care or get tested, contact your health care provider, call **8-1-1** or use the [BC COVID-19 Self-Assessment Tool](#). For testing information or results visit the [BC Centre for Disease Control](#).

Ending your Isolation

On completion of your 14 day quarantine period, you **must visit** an authorized BC Medical Clinic for a health check to insure that you are symptom free and receive a medical note clearing you – see [here to search for a clinic near you](#). Your enrollment advisor will follow up with you to make sure you have been cleared.

What's next?

Once you are in quarantined, you can start getting ready for your time at AC – our comprehensive guide for all you need to know can be found in [Alexander College's online course AC101](#). Important first steps include:

• Set up a Canadian credit card and bank account

You will be required to produce a credit card for the majority of your transactions in Canada, as many businesses no longer accept cash. Make sure you secure a Canadian credit card, preferably before arrival.

- Sign up for a Canadian phone service, such as [Telus](#), [Shaw](#), [Freedom](#) or other.

• Enroll for MSP

You *must apply for medical insurance immediately* on arrival in Canada. There is no longer any delay in application for international students to apply for MSP – [see here for instructions](#). Our enrollment team will contact you if you require assistance.