



Alexander College



Protocol in Case of COVID-19 Outbreak on Campus

www.alexandercollege.ca



Vancouver, BC, Canada

Protocol in Case of Outbreak of COVID-19 on Campus

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 confirmed cases of COVID-19 on campus, Alexander College’s Health and Safety team will manage the situation with the following measures:

Health Monitoring:

01. Ensure that faculty, staff, and students know how to report exposure incidents. Individuals are urged to report any exposure incidents to their supervisor, or covid19safety@alexandercollege.ca or call the main phone line at [604-435-5815](tel:604-435-5815) to report the incident.
02. Ensure that any students/faculty/staff/visitors who report symptoms of illness are not permitted on campus. If an individual falls ill while on campus, they are required to leave the campus immediately and consult 811 for further guidance. If they cannot leave immediately, they are required to isolate in the Student Den Room (this room is not in use) until they can arrange transportation home. All surfaces that the affected individual touched will be cleaned and disinfected promptly by custodians.
03. Individuals who think they may have been exposed to COVID-19, or are experiencing symptoms of COVID-19 must complete the [BC self assessment tool](#) and follow the recommendations of the assessment, which may require:
 - a. Calling 811 for further screening
 - b. Self-isolation for 14 days
 - c. Self-monitoring for symptoms and return to normal activities
04. Staff or faculty in self-isolation will remain in contact with their supervisor and are prohibited from entering campus while in isolation. If a staff or faculty member has been diagnosed with COVID-19, they are prohibited from entering the campus while contagious and under isolation orders. bccdca.ca guidelines for ending isolation recommend that those diagnosed with COVID-19:
 - a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
 - b. That fever is gone without using fever-reducing medications and,
 - c. The individual must be feeling better (improvement and reduction in symptoms).

Alexander College requires that an employee must submit a medical clearance certificate to covid19safety@alexandercollege.ca for approval prior to resuming work on campus.

05. Students self-isolation will remain in contact with Student Affairs staff members assigned to their case and the student is provided with the college's self-isolation plan. Students in self-isolation are prohibited from entering campus. If a student has been diagnosed with COVID-19, they are prohibited from entering the campus while contagious and under isolation orders. [Bccdca.ca guidelines](https://bccdca.ca/guidelines) for ending isolation recommend that those diagnosed with COVID-19:

- a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
- b. That fever is gone without using fever-reducing medications and,
- c. The individual must be feeling better (improvement and reduction in symptoms).

Alexander College requires that a student submit a medical clearance certificate to covid19safety@alexandercollege.ca for approval prior to resuming attendance on campus.

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.

Record Keeping:

06. The Campus Operations Manager will maintain detailed First Aid Reports and incidents of exposure on campus.

07. Mandatory campus sign-in for staff and faculty. They will send a short email from their work account to facilities@alexandercollege.ca, indicating which campus they are at that day. These emails will be forwarded and automatically stored in a folder. This information will be stored should we need to provide them later for contact tracing.

08. Students' attendance on campus will be tracked by faculty using the class attendance system on MyAC. For students not attending a class on campus, but accessing a service, they are required to make an appointment and detailed records of student names and student ID numbers are kept by each department providing services to students. This information will be stored should we need to provide them later for contact tracing.

Consult with Local Health Authorities:

09. Members of the Health and Safety Committee will consult with the local [B.C. Medical Health Officers](#) for each campus, regarding COVID-19 case management and contact tracing protocols.

Burnaby campus: Fraser Health Authority, Fraser North.

Dr. Ingrid Tyler, Ingrid.tyler@fraserhealth.ca,

Phone: 604-587-7890, Fax: 604-930-5414, After Hours: 604-527-4806

#400 - 13450 102nd Ave Central City Tower Surrey BC V3T 0H1

Vancouver: Vancouver Coastal Health Authority, Vancouver City Centre

Dr. John Harding, john.harding@vch.ca,

Phone: 604-675-3863, Fax: 604-675-3930, After Hours: 604-527-4893

Suite 800 - 601 West Broadway Vancouver BC V5Z 4C2

Campus Protocols:

10. Where a student, staff, or faculty member that has been on campus has been diagnosed with a confirmed case of COVID-19, Alexander College will immediately restrict access to the parts of the campus that the person was in. Details of the individual's movements and time spent on campus will be gathered from the attendance records kept and in contacting the individual over the phone. If there was movement in shared common areas connected to the college (such as the building lobby), the building manager will be notified about the movements so that a plan can be implemented for closure/disinfection within non-college spaces.
11. Alexander College will suspend all in-person classes and staff or faculty attendance on campus while the campus custodians complete campus cleaning and disinfection of the entire campus, which may take up to 5 days. The campuses will only be opened after confirmation that all surfaces have been meticulously cleaned and use of the disinfection fogger throughout the building.
12. All staff and faculty will be required to go home immediately, and work from home for a period of 14 days since the first known occurrence of the outbreak. They are required to self-monitor for symptoms during the 14 days, and to follow the recommendations of the [BC self assessment tool](#) or call 811 should symptoms develop.
13. Adaptations for work will be made in order to support all staff, faculty and students at home during the 14 day period. Only limited staff with work requiring timely physical access to the campus will be permitted (such as custodians), and those staff must adhere to:

- a. Daily self-monitoring of symptoms and sign-in system;
- b. Limiting the time on campus to those tasks required on campus;
- c. Limit use of common rooms such as lunch rooms;
- d. Wear personal protective equipment at all times on campus;
- e. Maintain regular disinfection of surfaces at their workspace and frequent handwashing/sanitization throughout the day.

These guidelines also apply to external contacts that regularly enter the campus, such as security or maintenance personnel. The Campus Operations Manager will work in conjunction with the supervisors of these external contacts, to ensure necessary security and maintenance can be provided with strict health and safety measures in place.

14. Following the outbreak, the Health and Safety committee will hold a review of the current safety protocols and consult with involved staff, faculty, and students about changes in protocol. All staff, faculty and students will be reminded to review the training for safety protocol on campus, and notified promptly in writing, verbally (on campus) and through signage about any changes in protocol. Emergency protocol and planning will continue to be reviewed and adapted over time.