



Alexander College COVID-19 Safety Plan

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Contents

| | |
|---|----|
| Opening Safety Message..... | 2 |
| Duties and Responsibilities..... | 2 |
| WorksafeBC Six Steps Process | 3 |
| Step 1: Assess the risks at the Campus | 3 |
| Step 2: Implement protocols to reduce risks..... | 4 |
| Step 3: Develop policies | 9 |
| Step 4: Develop communication plans and training..... | 10 |
| Step 5: Monitor the workplace and update the plans as necessary | 11 |
| Step 6: Assess and address risks from resuming operations..... | 11 |
| International Students: Incoming Response Procedure | 11 |
| Pre-Arrival..... | 12 |
| Arrival..... | 12 |
| Continual Care..... | 13 |
| Continuous Monitoring During Study: Response Procedures | 14 |
| Verification and Assessment..... | 14 |
| Negative Results..... | 14 |
| Positive Results and Accommodations | 14 |
| Non-Compliance to Quarantine Act | 15 |
| Protocol in Case of Cluster or Outbreak of COVID-19 on Campus..... | 16 |

Appendix 1 – COVID-19 Safety Protocols and Procedures

Appendix 2 – Alexander College 14 Day Self-Isolation Plan

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. Alexander College follows 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](#).

This Safety Plan was developed for daily use on campus, and includes 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.

In cooperation with other universities and colleges in Canada, and the direction of the Provincial Health Officers and Public Health, Alexander College intends to open the Burnaby campuses for face-to-face classes and some campus services in September 2021. We are following the provincial mandates according to the [COVID-19 Go Forward Guidelines for BC Post Secondary sector](#) and the [COVID 19 Return-to -Campus Primer document](#). We expect to continue to follow all required COVID-19 safety protocols in September 2021.

Depending on the situation, we are planning for different scenarios with all required pandemic protocols in place:

- Scenario 1: An almost full -scale return to our campuses this September. Most classes will be face-to-face on campus.
- Scenario 2: Blended classes with some days of face-to-face classes on campus, and some days online on Zoom.
- Additionally, we will continue to offer a select number of fully online courses to students who wish to remain virtual for the Fall 2021 term.

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.

These 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.
- Safety plans are in place, in order to inform staff and 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 safety protocols and following all safety protocol communications from Campus Operations.

WorksafeBC Six Steps Process

Step 1: Assess the risks at the Campus

[COVID-19 spreads](#) from an infected person to others through respiratory droplets and aerosols. COVID-19 can also spread by touching something that has the virus on it, then touching your mouth, nose or eyes with unwashed hands. Research suggests that indoor settings with poor ventilation can increase transmission rates.

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.

Alexander College COVID-19 Safety Plan

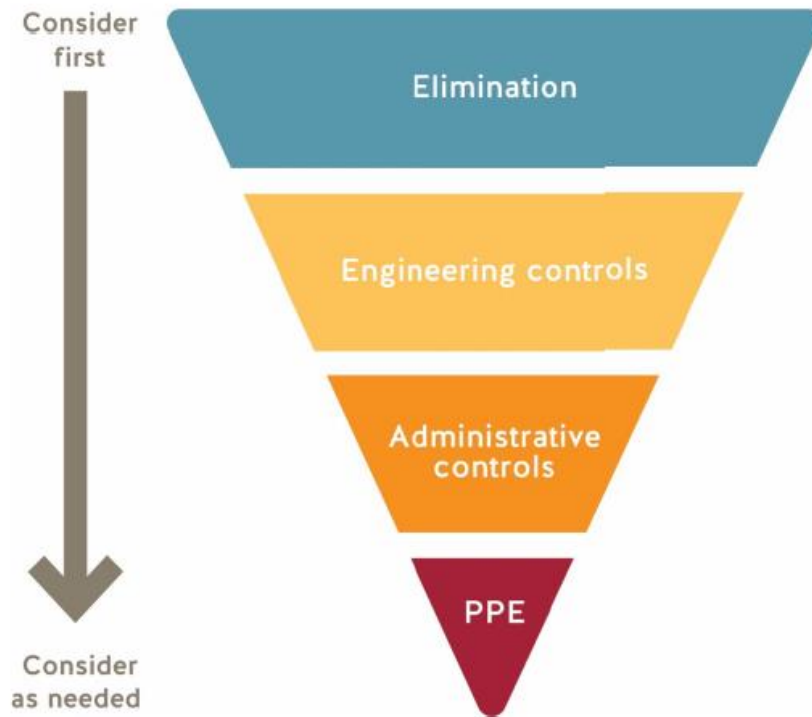
- ☑ We have identified the equipment that staff and students share and encouraged removal of some common touch points where possible.
- ☑ We have identified surfaces that people touch often (doorknobs, elevator buttons, light switches), and have regular cleaning protocol in place.

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

Alexander College COVID-19 Safety Plan

- ☑ We have established and posted an [occupancy limit](#) for all rooms throughout our premises. Limiting the number people in the workplace is an important way to ensure physical distancing is maintained.
- ☑ In order to reduce the number of people at the campus, we have implemented work-from-home arrangements for many staff and faculty. Students can 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 where possible, staff with essential in-person job responsibilities must be on campus.
- Meetings in each department are encouraged to be virtual.
- Various formats for courses: Hybrid courses, with half of students online and half in class. Online and virtual courses, with all students online. 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 spaced out and 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. 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 orientation or 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 cannot keep physical distance from co-workers, students, and others.
- ☑ We have included barrier cleaning in our cleaning protocols.

Alexander College COVID-19 Safety Plan

- ☑ We have installed the barriers in a safe way so they don't introduce other risks to workers.
- ☑ Vaccination: We are encouraging our staff, faculty, and students to get vaccinated, with allowing the necessary time off work to visit a vaccination clinic, and encouraging vaccination via various channels (the On Campus Safety Procedures document, COVID webpage, social media, posters, Canvas, in class announcements, etc.)

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.
- Masks and gloves are readily available to all staff.
- Staff, faculty, and students are required to wear masks at all times.
- Hand sanitizer (most containing ethyl alcohol) is purchased according to [official guidelines](#), and readily available throughout the campus along with sanitizer wipes or spray.
- HVAC filters in place at all campuses are of MERV-8 rating or higher, in order to reduce airborne particles and viruses.

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 are given a copy of and must read the document "COVID-19- On-Campus Safety Protocol and Training for Students and Employees of Alexander College".
- All staff, faculty, and students must self assess for COVID-19 symptoms on a regular basis.
- 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.
- 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:

- 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.
- Workers must complete mask training on the safe and proper use of masks.

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. Where handwashing facilities are not readily available, we have hand sanitizer stations available.
- ☑ 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 dishware.

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.
- Cleaning protocol posters have been posted throughout the building.
- Full time custodial coverage on campus for frequent cleaning of all areas.
- 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)
- Classes are schedule with 1 hour break between. Example of a clean and disinfection between classes:
 - At the end of the class, everyone from the class is required to leave promptly within 5 minutes so that the custodian can start to clean the room. Everyone must take their personal belongings and not leave garbage in the room.
 - Tabletops, chairs and instructor computer- surfaces will be wiped clean and then disinfected with fogger. The door will be closed and locked for **20 minutes** while the surfaces are wet from the disinfection solution. A period of time is required for surfaces to be wet while the disinfectant works. The solution will then slowly dry, and people can enter the room after the air has cleared.
 - High touch surfaces such as doorknobs and light switches will also be cleaned and disinfected. Door to be unlocked 10 minutes before class starts, faculty and students permitted to enter room.

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 anyone showing symptoms of COVID-19 are prohibited from the campus:

- ☑ 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

Alexander College COVID-19 Safety Plan

- ☑ 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 at the front desk, even with mild symptoms.
- Any individual reporting symptoms should be asked to wash or sanitize their hands, provided with an N95 mask, and isolated in the first aid health and wellness room. Any staff assisting the ill person will wear PPE as well. The college administration will record the ill person's name, phone #, and student ID if applicable.
- Mild symptoms- send them home immediately, COVID safety response team follows up with them. The [BC COVID-19 Self-Assessment Tool](#) should be consulted, or the individual should call 811 for further guidance on testing and self-isolation.
- Severe symptoms indicating an emergency- immediately designate a staff member to call 911, and if possible, place the ill person in Health and Wellness counselling office on the cot to lie down. 911 will advise about the next steps over the phone based on the situation, and emergency responders will take care of the person when they arrive.
- Clean and disinfect surfaces that the ill worker has come into contact with.
- Fill out an internal incident report form with all relevant details, submit to Campus Operations.

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.

Alexander College COVID-19 Safety Plan

- ☑ 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 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 1). 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 of [government approved hotels](#) and [Alexander College recommended hotels](#). 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 the mandatory 3-Night Hotel Stopover and 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

Alexander College COVID-19 Safety Plan

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 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. Students are guided to [Here2Talk](#) - a B.C. based post-secondary student support service providing free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.

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 Results

In the case of a negative result 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 check-in 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 Results and Accommodations

In the case of positive result 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. Students are guided to [Here2Talk](#) - a B.C. based post-secondary student support service providing free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.

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 centers 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.

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/>

Protocol in Case of Cluster or Outbreak of COVID-19 on Campus

With the return to classes in Fall 2021, Alexander College has procedures in place to reduce the spread of COVID-19 on campus. However, 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.

Health Monitoring:

1. 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 to report the incident.
2. 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 must report to First Aid at the front desk, put on an N95 mask, provide their name, phone number, and student ID if applicable. They are required to leave the campus immediately and consult

811 for further guidance. If they cannot leave immediately, they are required to wear an N95 masks, isolate in the First Aid Health and Wellness room until they can arrange transportation home. All surfaces that the affected individual touched will be cleaned and disinfected promptly by custodians.

3. 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
4. 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. [BC CDC 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).
5. Students in 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. [BC CDC 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 if they need to self isolate. 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, and any close student contacts they may have had in class
- College administration
- Provincial health authorities through continuing reporting measures

Alexander College COVID-19 Safety Plan

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:

6. The Campus Operations Manager will maintain detailed First Aid Reports and incidents of exposure on campus.
7. Mandatory campus sign-in for staff and faculty. This information will be stored should we need to have it for contact tracing.
8. 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:

9. 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](mailto: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 campus, which requires a wait period of 48 hours firstly, then through disinfection of the campus. The campuses will only be opened after confirmation that all surfaces have been cleaned and disinfected throughout the building.
12. If an outbreak is suspected, public health will be consulted and staff, faculty and students 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 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 security), 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.

Appendix 1

COVID-19 Safety Protocols and Procedures

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

1. 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](#). Confirm with your supervisor that you have completed the self assessment.

2. 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.

3. **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](#).
4. **Temperature check upon entering the campus is mandatory.** Wall mounted thermometers will read your temperature while walking into campus (you do not need to stop). An alarm will sound if your temperature is above normal.
 - 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.

5. Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.
6. Record your attendance at the campus (record system and instructions at the front entrance). This includes visitors, who must provide their contact information.
7. Faculty must record students' class attendance daily and report any student signs of illness either verbal or visibly expressed.
8. Follow directional arrows inside the campus, stay to the right when walking down hallways.
9. Keep a 2-metre distance from others at all times. If distance is not possible, use plexiglass in between people.
10. 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.
11. Keep your work area clean. Discard of all personal waste, including used PPE, in the proper designated disposal areas.
12. If you have questions or concerns, contact us at covid19safety@alexandercollege.ca or the main phone line, 604-435-5815.



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.

IMPORTANT NOTE: As of February 12, 2021, the Government of Canada has [announced](#) specific new quarantine measures to help contain the spread of COVID-19 which are applicable to all international students entering Canada. **"All travellers arriving to Canada by air, as of February 22, 2021,** with some exceptions, will be required to take a COVID-19 molecular test when they arrive in Canada before exiting the airport, and another toward the end of their 14-day quarantine period.

With limited exceptions, air travellers will also be required to reserve, prior to departure to Canada, a 3-night stay in a **government-authorized hotel** [[see the approved list here](#)]. Finally, **at the same time on February 22, 2021, all travellers**, whether arriving by land or air, will be required to submit their travel and contact information, including a suitable quarantine plan electronically via [ArriveCAN](#) before crossing the border or boarding a flight."

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 ensure your safety. Once you are at your approved hotel, please immediately call us at [604-558-6178](tel:604-558-6178) or contact your Enrolment Advisor. After your 3-night approved hotel stay, you can then move on to your chosen place of isolation which you must update on [ArriveCAN](#).

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
- Practice physical distancing
- Carry hand sanitizer and wash your hands frequently
- If necessary, wear gloves

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

1. Join the free YVR airport Wi-Fi.
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

At this time, you must book and pay for a [3-night hotel stopover](#) before you arrive in Canada. For the remainder of your 14-day quarantine, you must organize a stay at the original hotel, another hotel, or private residence. Please note that it is not necessary to stay in the original hotel after the 3-night stopover. We strongly suggest booking from the [Alexander College recommended hotel list](#) or our hotel partner listed 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

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 [Health and Wellness](#) by emailing healthandwellness@alexandercollege.ca.

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 ensure 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 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 AC 101](#). 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 Enrolment team will contact you if you require assistance. Our Enrolment team will connect you with support if you require assistance with signing up for MSP coverage.