



Alexander College Communicable Disease Safety Plan

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Opening Safety Message

This Communicable Disease Safety plan has been developed according to procedures required by the [Provincial Health Officer](#), and follows [WorkSafeBC’s four-step process](#). This plan has also been developed by consolidating information from previous pandemic response and outbreak plans.

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 communicable diseases.

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 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 communicable diseases 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 communicable diseases.
- All staff and faculty are committed to reducing the risk of communicable diseases through safety protocols and following all safety protocol communications from Campus Operations.

WorkSafeBC Four-Step Process

Step 1: Understand the risks

A [communicable disease](#) is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another.

Alexander College is committed to staying up to date and complying with orders, notices, recommendations, and other communicable disease-related information issued by a medical health officer or provincial health officer at all levels (i.e. local, regional, and within the workplace).

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 Communicable Disease 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.
- ☑ We have reviewed industry specific protocols on worksafebc.com to determine relevance to the campus environment.

Step 2: Implement measures, practices, and policies to reduce risks

Ongoing Measures

- We have policies in place to support staff with symptoms, including a working alone policy and a work from home policy, if necessary.
- We have hand-hygiene facilities that are visible and easily accessed. Where handwashing facilities are not readily available, we have hand sanitizer stations available.
- We maintain a clean environment through full custodial coverage for frequent cleaning of all areas. Cleaning protocol posters have been posted throughout the building and disinfectants are purchased according to official guidelines.
- We ensure the building ventilation is adequate and properly maintained. HVAC filters are in place at all campuses are of MERV-8 rating or higher, to reduce airborne particles and viruses.
- We support and encourage employees in receiving vaccinations with allowing the necessary time off work to visit a vaccination clinic.

Additional Measures

These measures are implemented as advised by Public Health and will vary depending on the type of disease and methods of transmission. Some possible additional measures are listed below:

- We will rearrange workspaces to ensure that workers are at least 2m (6ft.) from co-workers, customers, and members of the public.

- In situations where physical distancing cannot be maintained, we will install [barriers](#) such as plexiglass to separate people.
- We will recommend masks and ensure masks are [selected and cared for appropriately](#), and those workers are [using masks correctly](#).
- We will increase sanitization and disinfection efforts of high-touch surfaces.

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 communicable diseases are prohibited from the campus:

- Anyone who has had symptoms of communicable diseases in the last 10 days, or as directed by a medical professional
- Anyone directed by public health to self-isolate
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#).
- 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.

Step 3: Communicate measures, practices, and policies

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 4: Monitor the workplace and update the plans as necessary

The communicable disease 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, updating policies and procedures as necessary.

- ☑ 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).

International Students

Alexander College, following the guidelines outlined by the Ministry of Advanced Education and Skills Training 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.

We will follow all travel advisories and recommendations from authorities for international student pre-arrival, arrival, and quarantine.

Students are educated through consistent updates to the College's website and FAQ page for communicable diseases, 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.

Protocol in Case of Cluster or Outbreak of Communicable Disease on Campus

In the event of multiple confirmed cases of communicable disease on campus, Alexander College will respond with some or all the following measures as appropriate:

- Follow all guidelines and procedures required by Public Health;
- Make necessary changes as determined by Public Health;
- If necessary, 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 communicable diseases and in self isolation, allowing them to work from home and/or take days off as needed;
- Support students affected by communicable diseases 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 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 a communicable disease, or are experiencing symptoms of a communicable disease 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 the recommended period
 - c. Self-monitoring for symptoms and return to normal activities
4. Staff or faculty in self-isolation will remain in contact with their supervisor. If a staff or faculty member has been diagnosed with a communicable disease, they are prohibited from entering the campus while contagious and under isolation orders. [BC CDC guidelines](#) for ending isolation recommend that those diagnosed with the communicable disease:
 - 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 a communicable disease, they are prohibited from entering the campus while contagious and under isolation orders. [BC CDC guidelines](#) for ending isolation recommend that those diagnosed with a communicable disease:
 - 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).

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

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 communicable disease 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 a communicable disease, 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, 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 the recommended period since the first known occurrence of the outbreak. They are required to self-monitor for symptoms, 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 recommended isolation 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.