



Alexander College Communicable Disease Prevention Plan

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Opening Safety Message

This Communicable Disease Prevention 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 Director of Campus Operations 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 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: [Assess the risks at the workplace](#)

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. The Health and Safety Committee is involved directly with the Communicable Disease Prevention 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 protocols to reduce risks

Ongoing Measures

- We have reviewed the [Return to Campus Guidelines](#) for Post Secondary institutions and are following protocols specific to the education sector.
- We regularly review Provincial Health Orders and guidance relevant to the post secondary industry.
- 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:

- In situations with high traffic areas, where physical distancing cannot be maintained, we may have [barriers](#) such as plexiglass to separate people.
- We will recommend masks

- 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 symptoms of communicable diseases or as directed by a medical professional
- ☑ Anyone directed by public health to self-isolate.
- ☑ First aid attendants have been provided first aid training.
- ☑ 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.

Step 3: Communicate measures, practices, and policies

We ensure that everyone entering the campus knows how to keep themselves safe while at the 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 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 approach 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.

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

Students are educated through updates to the College's website, 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.
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:

Must self-isolate for the time required by the BC CDC, since the onset of symptoms and,
That fever is gone without using fever-reducing medications and,
The individual must be feeling better (improvement and reduction in symptoms).

5. Students in self-isolation will remain in contact with Student Support 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:

Must self-isolate for the time required by the BC CDC, since the onset of symptoms and,
That fever is gone without using fever-reducing medications and,
The individual must be feeling better (improvement and reduction in symptoms).

Wellness checks are provided by the Health and Wellness counsellor. The Student Support unit, under direction from the student's medical practitioner, then offers individualized Accommodations plans to ensure equitable treatment across the institution while the student recovers. 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 First Aid Reports and incidents of exposure on campus.
7. 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:

8. 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.

Campus Protocols:

9. If an outbreak is suspected, public health will be consulted. Affected individuals can be required to self-monitor for symptoms, and follow the recommendations of the [BC Self Assessment tool](#) or call 811 should symptoms develop.
10. Adaptations for work will be made to support affected staff, faculty and students at home during the recommended isolation period.
11. 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.