



温哥华北京中医药学院  
VANCOUVER BEIJING COLLEGE OF CHINESE MEDICINE

# COVID-19 Safety Plan

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# Table of Contents

- COVID-19 Safety Plan ..... 1
- 1 Document Scope ..... 3
- 2 Roles and Responsibilities ..... 3
- 3 COVID-19 Background ..... 5
- 4 Risk Control Measures ..... 9
- 5 Education & Training ..... 15
- 6 Health Monitoring ..... 15
- 7 Entry to Campus – Must read list of protocol ..... 15
- 8 Hygiene and etiquette ..... 18
- 9 Physical Distancing ..... 20
- 10 Used of Barriers ..... 23
- 11 Proper use of masks ..... 26
- 12 Occupancy Limits ..... 30
- 13 Classrooms ..... 31
- 14 Offices ..... 32
- 15 Campus cleaning ..... 33
- 16 Protocol in Case of Cluster or Outbreak of COVID-19 on Campus ..... 35
- 17 Non – Compliance to Quarantine Act ..... 40
- 18 Resources and References ..... 40
- 19 Document Links ..... 41
- Addendum A: November 19, 2020 PHO Order on Province-wide Restrictions ..... 42

## Overview

On March 11, 2020, the World Health Organization declared the ongoing COVID-19 outbreak a pandemic. In response, Vancouver Beijing College of Chinese Medicine (VBCCM) transitioned on March 14 from face-to-face instruction to alternative instruction and assessment to reduce the number of staff and students on campus in order to help prevent transmission of the virus within the VBCCM community.

Recommendations from the BC Centre for Disease Control, WorkSafeBC, and the Go-Forward Guidelines from BC's Public Post-Secondary Sector continue to inform VBCCM's protocol for planning and conducting safe campus operations. VBCCM is utilizing a combination of control measures to ensure faculty, staff and students are adequately protected until a vaccine has been developed to prevent transmission of the virus, or until personal and/or "herd" immunity occur. VBCCM is committed to using the most effective control measures based upon the current level of scientific knowledge, and best practices, as described in this COVID-19 Exposure Control Plan (ECP).

### 1 Document Scope

This COVID-19 Safety Plan applies to VBCCM faculty, staff and students. Due to health risks posed by exposure to COVID-19, it is mandatory that all employees and students take reasonable actions to eliminate or minimize their exposure to the virus to reduce the likelihood of transmission.

### 2 Roles and Responsibilities

VBCCM employees must review the Exposure Control Plan and this Safety Plan, and understand the applicable COVID-19 responsibilities:

#### 2.1 President

- Determines which programs and services are approved for on-campus activity
- Sets priorities and approves processes, policies and responses to COVID-19
- Assess on-campus needs for employees and services
- Determine approval for employee access to campus
- Responsible for dispersing important information and communications about VBCCM's response to COVID-19
- Review the information outlined in the Exposure Control Plan and this Safety Plan, in addition to related policies, directives and guidelines, and help to promote awareness
- Ensure staff and students are educated and trained to an acceptable level of competency with respect to the COVID-19 health hazards and recommended safe work procedures
- Monitor direct reports to ensure COVID-19 policies and procedures are being followed
- Immediately report and mitigate unsafe acts and conditions related to COVID-19

#### 2.2 Occupational Health & Safety

- Maintains the accuracy of the Exposure Control Plans and Safety Plans to reflect changes in risk control procedures, recommendations or information available on COVID-19
- Conduct Risk Assessments and inform on protocol and procedures required for safe usage of campus spaces, including both common and specifically designated spaces
- Develop and make available all documentation produced or collected during the risk assessment process for assessed spaces

- Update applicable documentation to reflect WorkSafeBC changes to operational guidelines
- Maintain all records pertaining to COVID-19 protocols, guidelines and procedures
- Immediately correct unsafe acts and conditions as it pertains to COVID-19
- Conduct periodic reviews of the effectiveness of the Exposure Control Plan and Safety Plan. Due to the rate at which information from public health authorities is being updated, and variations in the availability of resources to control exposure, the Exposure Control Plan and Safety Plan will be reviewed at frequent intervals until infection rates stabilize. Modifications will be made if there are relevant changes due to Provincial Orders, WorkSafeBC Guidelines, Ministry of Health or AEST guidance, or changes to risk potential
- Ensure personal protective equipment (PPE) (e.g. gloves, non-medical face masks, etc.) and other resources required to fully implement and maintain the Exposure Control Plan and Safety Plan are available when and where required

### 2.3 Faculty and Staff

- Review the requirements of the Exposure Control Plan and this Safety Plan
- Obtain approval from Principle for dates of approved on-campus activity
- Use the [BC COVID-19 Self Assessment tool](#) before attending campus for the first time and self-monitor for symptoms on a daily basis for each subsequent visit
- Ensure specific space usage protocols and guiding principles are adhered to, including proper use of PPE
- Conduct work in a safe manner to ensure the risk to colleagues and students is minimized and effectively controlled
- Provide adequate instruction to students to mitigate the hazards associated with COVID-19
- Evaluate planning and procedures in consultation with the OHS team, as required

### 2.4 Students

- Use the [BC COVID-19 Self Assessment tool](#) before attending campus for the first time and self-monitor for symptoms on a daily basis for each subsequent visit
- Follow established COVID-19 protocols and guidelines
- Report any observed unsafe conditions or acts as they pertain to COVID-19 to faculty or staff
- Understand how, and when, to report potential COVID-19 exposure incidents

## 3 COVID-19 Background

According to the British Columbia Centre for Disease Control (BCCDC) “Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.”

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization in March 2020.

### 3.1 Viruses

Viruses are sub-microscopic “organisms at the edge of life” that contain genetic material, reproduce and evolve through natural selection. They are considered to be “non-living parasites” requiring a host to survive:

- After entering a host, viruses will attach to different areas of the body (each virus has a preference: nose, lung, brain);
- Following attachment, viruses transmit their genetic information to the body’s cells and “teach” the cells to replicate the viruses. Instead of producing more cells, the body’s cells will produce more viruses;
- The final step is the release of the viruses from the cells where they can be transmitted by different mechanisms (talking, coughing, sneezing and excreta).

### 3.2 COVID-19 Defined

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

COVID-19 is a new strain of coronavirus that was discovered in December 2019 that had not been previously identified in humans. Based on currently available information and clinical expertise, older adults and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19.

### 3.3 Health Effects & Exposure Assessments

#### 3.3.1 Adverse Health Effects

As of July 2020, available information suggests the incubation period is up to 14 days as reported by the BCCDC. The incubation period refers to the time from when a person is first exposed until symptoms appear. The virus can be transmitted to others despite the absence of symptoms.

The BCCDC, World Health Organization, and Province of British Columbia reports that the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

**Fever:** Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for [children age 11 and younger](#) and for [people age 12 and older](#). Infants less than three months of age who have a fever should be assessed by a health care provider.

#### 3.3.2 COVID – 19 Vaccination and how to get vaccinated

Following Ministry and Health Authority guidelines, VBCCM recognizes that immunization in addition to prevention and exposure control measures are the tools we have to make everyone less vulnerable to contracting COVID-19 or experiencing serious outcomes from a COVID-19 infection. Preventing the spread of COVID-19 relies on everyone doing their part, including immunization, self-administered health checks, staying home when sick, wearing masks when appropriate, practicing hand hygiene, and maintaining strong public health

measures such as monitoring, testing and contact tracing protocols. Authorized vaccines have proven to be highly effective at reducing serious outcomes from the COVID-19 virus.

British Columbia's health authorities offer vaccination **free of charge** to all eligible age groups. Currently, people born in 2003 (age 18+) can register for a COVID-19 vaccine, and others age 16+ who are clinically extremely vulnerable or pregnant. **You do not need to be enrolled in medical coverage or be a Canadian citizen to receive your vaccine, everyone age 18+ is able to receive vaccination, free of charge. This includes international students.**

- For more information check the BC Government's [Immunization Plan](#) page.
- To register online for a vaccine, go to the [Registration Page](#).
- If you do not have a care card or cannot register online, you may register by phone, (toll free, support available in 110+ languages): **1-833-838-2323**.

### 3.3.3 Actions to take if Symptoms Develop

Employees experiencing any of the above symptoms should inform their Workplace Leader, stay home, complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided. Anyone exhibiting the above symptoms is not permitted to visit VBCCM campuses.

Anyone who develops symptoms while on campus must inform their workplace leader, go straight home without making any stops, and complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided.

## 3.4 Exposure Risk Assessment

COVID-19 is spread from an infected person through:

- Respiratory droplets spread when a person coughs or sneezes
- Close personal contact such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands

The durations for virus viability are not entirely known and will vary greatly with the environmental conditions and type of material the virus is residing on. The virus does not enter the body through intact skin and normally only enters the body through the respiratory system or mucous membranes.

### 3.4.1 Transmission

According to the BCCDC, there have been instances of transmissions before the person became sick or symptoms were so mild that the person did not know they were sick. It is unclear if this contributes to significant spread of the virus in the population. Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets.

The World Health Organization's Scientific Brief reports that transmission of COVID-19 can occur through "direct, indirect, or close contact with infected people through infected secretions such as saliva and respiratory secretions or their respiratory droplets, which are expelled when an infected person coughs, sneezes, talks or sings." Respiratory droplet transmission can occur when a person is in close contact (within 1 metre) with an infected person who has respiratory symptoms (e.g. coughing or sneezing) or who is talking or singing; in these circumstances, respiratory droplets that include COVID-19

can reach the mouth, nose or eyes of a susceptible person, which can result in infection.

Indirect contact transmission (fomite transmission) through a susceptible host contacting a contaminated object or surface may also be possible.

### 3.4.1.1 Airborne Transmission

Airborne transmission is defined as the spread of an infectious agent caused by the dissemination of aerosols that remain infectious when suspended in air over long distances and time. According to the WHO, airborne transmission of COVID-19 can occur during medical procedures that generate aerosols (“aerosol generating procedures”). Due to this, it is recommended that all aerosolized procedures be suspended during the COVID-19 epidemic, or extremely minimized in use. While currently unproven in the scientific community if COVID-19 can also be spread through aerosols in the absence of aerosol generating procedures, particularly in indoor settings with poor ventilation, it is recommended that all precautionary measures take place to help minimize the potential risk (i.e., use of medical grade N95 respirators in all areas for which aerosolized procedures are used).

Members of the VBCCM may potentially be exposed when they are in contact with people carrying the COVID-19 virus.

### 3.4.1.2 Fomite Transmission

Respiratory droplets that are expelled by infected individuals can contaminate surfaces and objects, creating fomites (contaminated surfaces). Viable COVID-19 virus can be found on those surfaces for periods ranging from hours to days, depending on the ambient environment (including temperature and humidity) and the type of surface, particularly in health care facilities where COVID-19 patients are treated. Because of this, transmission can also occur indirectly through touching objects or surfaces in the immediate environment contaminated with COVID-19 from an infected person followed by touching the mouth, nose, or eyes.

## 3.4.2 Potential Risk

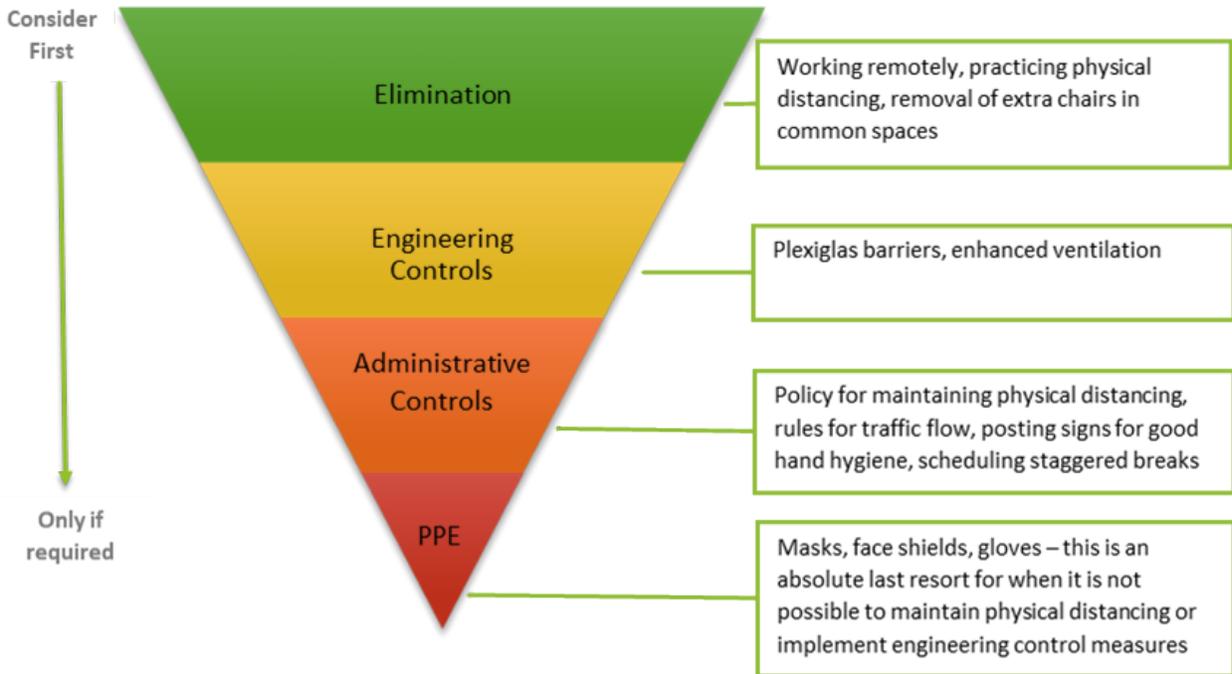
The college activities with a potential for exposure to COVID-19 include:

- Office work involving face-to-face interactions between staff and students
- Learning sessions and events involving students and employees in indoor settings
- Common touch points (such as door knobs, handrails, and share equipment)
- Custodial work involving office locations and treatment room scenarios
- Use of public and share spaces
- On-campus practicum activities in healthcare settings (such as dental clinic, massage therapy, AET clinic)
- Face to face service/product delivery

## 4 Risk Control Measures

Effective control measures must be used to eliminate or reduce the risk of being exposed to COVID-19.

The hierarchy of control measures that must be followed to prevent, or minimize, the potential for being exposed to and transferring COVID-19 are:



REF: WORKSAFEBC, 19 MAY 2020

- **Engineering Controls** – physical barriers (e.g. Plexiglas barriers; one-way systems for traffic flow; physical space between seating)
- **Administrative Controls** – rules and guidelines to reduce the likelihood of transmission (e.g. stay away if sick; staggered hours of operation, extra cleaning protocols, policy to prohibit sharing of tools/supplies)
- **PPE** – If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks and other Personal Protective Equipment (PPE). Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately. PPE should not be used as the only control measure – it must be used in combination with other measures.

Control measures for COVID-19 must, as a minimum, follow the federal/provincial public health alerts. VBCCM monitors and implements (when applicable) the recommendations available through WorkSafeBC. Information sources, such as WorkSafeBC, World Health Organisation (WHO), Centers for Disease Control and Prevention (CDC), and the BC Center for Disease Control (BCCDC) have informed development of this ECP.

*\*The Occupational Health & Safety Coordinator must be involved in the development of risk controls.*

#### 4.1 Elimination / Physical Distancing

##### 4.1.1 Common to all activities

- All non-essential face-to-face activities should be reduced or suspended

- Remote learning/working must be utilized when feasible
- Employees and students must not attend campus if:
  - Experiencing symptoms of illness
  - Recently travelled internationally and have not yet self-isolated for at least 14 days upon return; refer to the [Quarantine Act](#)
  - Residing with a person diagnosed as having COVID-19
- Anyone who is experiencing symptoms of illness, or suspects they have been in contact with persons known to have or suspected of having COVID-19 should complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided. Employees must also inform their Workplace Leader

#### 4.1.2 Safe Start VBCCM defined

- The college has established the Safe Start VBCCM process to streamline the approval and planning of components of courses and programs that need to be delivered on campus or have a face to face component. Course/program/service delivery require prior approval of the applicable President and are subject to OHS assessments of the proposed space usage, capacity restrictions, and additional risk control measures.
  - Courses that can be delivered entirely online, as well as virtual or online components of applied courses, will remain online.
  - On-campus and blended courses that require students to come on campus or have a face-to-face component will be delivered in a way that is safe for students and employees.
  - The transition to this practice at VBCCM is being guided by the Provincial Health Officer's core guidelines; practice standards that are being developed for the post-secondary sector by the Ministry of Advanced Education, Skills and Training; and, health and safety advice from WorkSafeBC.

#### 4.1.3 On-Campus Attendance

- If employees can work remotely, they should do so
- Employees who are working remotely cannot return to campus until they receive approval by the President and are specifically required to return
- The Approval from President must be obtained via email prior to campus attendance; the email must contain all the necessary detail including the dates/times of planned attendance
- No visitors, contractors and service personnel is allowed to be access to the campus

## 4.2 Engineering Controls

### 4.2.1 Common to all activities

- Where feasible, the ventilation rate of indoor spaces is to be increased and re-circulation of indoor air eliminated. Doors, hatches and windows are to be opened where possible to reduce the residence time of potentially “infectious” aerosols in indoor locations.

### 4.2.2 Office work

- Access entrances should be restricted to VBCCM employees who have approval to attend campus
- Work areas should be configured to maintain at least 6 feet / 2 metres of physical distancing
- The areas of reception and/or teaching station will have additional Plexiglas barriers installed, where required, to prevent droplet transfer during interaction
- Commercial deliveries are to be arranged to be dropped off/picked up outside the Receiving area in a no-contact manner. Shipments to be dropped off/picked up will be coordinated with Receiving department to ensure shipments are not left unattended at the designated area

### 4.2.3 Custodial work

- Surfaces that may become contaminated shall be cleaned and disinfected. Cleaning products must be on the Health Canada list of approved disinfection products.
- Products that are acceptable for use must have a current Safety Data Sheet (SDS)
- Vacuums used during cleaning activities shall be equipped with a HEPA filter
- The campuses will be cleaned and disinfected in accordance with the BCCDC’s Cleaning and Disinfectants for Public Settings.
- A cleaning schedule that focuses on cleaning high-traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, light switches, and common areas

## 4.3 Administrative Controls

### 4.3.1 Common to all activities

#### 4.3.1.1 Gatherings

- VBCCM faculty and staff members must maintain physical distancing of at least 6 ft./2m from each other
  - In-person meetings must be limited
  - In-person meetings shall only be held in well ventilated open spaces where physical distancing can be maintained, or outside
  - Remote / online learning and work arrangements are preferred.
  - Maximum occupancy shall be adhered at all times.
  - The maximum number of attendees will not exceed any guidelines, orders, or recommendations of the Provincial Health Officer
  - Whenever possible stairs shall be taken to enable adequate physical distancing.
  - If elevators are utilized do not exceed maximum occupancy posted.
  - Signs must be posted to identify the number of occupants that can be accommodated in an area to meet physical distancing requirements
  - Alternate and/or add additional class times will be utilized to reduce the risk of exposure and facilitate physical distancing

- Break periods are to be staggered to accommodate physical distancing in all break rooms and common areas
- Food and beverages will not be shared. Only individually packaged serving will be permitted during the pandemic period (i.e. no buffets, boxes of baked goods)

#### 4.3.1.2 Avoidance

- Faculty and student must report to the president if they have Covid-19, and they are not allowed to be on campus if there is symptom.

#### 4.3.1.3 Personal Hygiene

- Reinforce personal hygiene messages to VBCCM faculty and staff:
  - VBCCM faculty and staff must wash their hands or sanitize their unsoiled hands frequently and before eating, drinking or smoking or using the washroom. (Instructional posters on how to effectively wash hands shall be posted at each handwashing station)
  - Avoid touching your face.

#### 4.3.1.4 Hygiene

- Clean and disinfect frequently touched surfaces before and after using the space:
  - For works stations, this includes keyboard, client chair, work bench surfaces, work light handle and arm.
  - For office/desks this includes the door handles, chair armrests, computer keyboard and mouse, memory fobs, desk surface, phone and printer controls.

#### 4.3.1.5 Training

- Shared awareness of this ECP, VBCCM covid safety plan will educate VBCCM faculty, staff & students about the required health and safety measures to prevent the likelihood of COVID-19 transmission.

#### 4.3.1.6 Communication

- Covid-19 safety plan was implemented in March, 2020
- College employees are kept informed by the President of school, the college website
- Deans and Directors are also responsible to ensure updated information is disseminated to department employees.
- Information webpages for the VBCCM:
  - [Covid-19 safety plan](#)

#### 4.3.1.7 Office work

- Avoidance: minimize sharing of office space wherever possible

#### 4.3.1.8 Remote work

- Directives/guidelines for employees required to temporarily work remotely will apply
- Anyone who experiences symptoms of illness, or have been or suspect they have been in contact with persons known to have or suspected of having COVID-19 should complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided.

#### 4.3.1.9 Custodial work

- Hygiene: Increase all department facility cleaning by cleaning and sanitizing all common areas and surfaces at least twice daily. Examples include washrooms, treatment rooms, shared offices, common tables, desks, light switches, handrails and door handles.

### 4.4 Personal Protective Equipment

PPE is the last line of defence and should be carefully considered.

#### 4.4.1 Common to all activities

- All VBCCM employees located in areas where 2 metres of separation cannot be maintained will be required to use a non-medical face mask to minimize the release of droplets generated by coughing, sneezing and talking
- Hands must be washed or sanitized before donning or doffing a face mask
- In the event a physical distance of 6ft/2m cannot be maintained between persons (i.e., instructor demonstrating procedures at close proximity to student, two workers that must be in close proximity to carry out a specific task) a face covering or non-medical mask must be worn

#### 4.4.2 Custodial work

- Disposable gloves (nitriles or similar).
- Dispose of all contaminated materials (cleaning supplies, PPE) in double plastic bags. Seal the bags using duct tape. Waste material can be placed in normal disposal

#### 4.4.3 Mandatory Mask Requirement

- Through a COVID-19 Risk Assessment, all programs, departments, classes are identified for a mandatory mask requirement.
- During any PHO Order stating masks are required within specific areas (please refer to any current orders in effect in [Addendum A](#) below.)

## 5 Education & Training

The Workplace Leaders in each VBCCM department must ensure that their employees are informed about the content of this Exposure Control Plan and advise them to complete the required safety training and screening prior to attending campus.

Minimum training requirements will address the following:

- Hazards and risks associated with exposure to COVID-19
- Signs and symptoms of COVID-19
- Procedures and protocols for exposure control measures related to COVID-19
- Use of non-medical face masks and other personal protective equipment, as applicable
- How to report potential exposure to COVID-19

### 5.1 Employee COVID-19 Safety Training Records

Training records are maintained by the President. Completion of Employee and Workplace Leader training will be recorded on the employee's Colleague file.

### 5.2 Student COVID-19 Safety Training Records

Completion of student training is to be monitored by course instructors.

#### Documentation & Record Retention

VBCCM will keep records of the following information:

- Records of On-Campus Employee Attendance
- Evaluation of the risk control options, and work procedures used in approved spaces
- Review of first aid reports and any reported health-related symptoms.

## 6 Health Monitoring

VBCCM employees who are potentially exposed to COVID-19 must conduct a self-assessment using the [BC COVID-19 Self Assessment](#) to determine if they should isolate or seek assistance.

If experiencing COVID-19 symptoms contact HealthLink BC by dialling 8-1-1. A HealthLink BC nurse will provide advice on how to proceed with testing and/or treatment, if necessary.

If a VBCCM employee, student or visitor to the campus experiences any symptoms related to COVID-19 are to go home directly and call 8-1-1 BC HealthLink for further directions.

## 7 Entry to Campus - Must read list of protocol

This list of mandatory protocols must be reviewed before entry to campus.

- Self-assess daily for COVID-19 symptoms. Guidance for all symptoms is posted at the doors of the campus and on the [BC Thrive Website](#).

**Employees:** Prior to entering the campus, self-assess using the **BC Thrive Self-Assessment tool** <https://bc.thrive.health/> online, and confirm with your supervisor that you have completed a self-assessment before work.

- 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.
- **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.
- Complete the **COVID-19 Health Screening Questionnaire**, posted beside the wall thermometer, and verbally answer each question listed. If you have answered Yes to any of the questions, inform your supervisor and leave campus immediately.
- **Staff and faculty: Sign-in via instructions** posted at the entry way of the campus. This will help us keep track of staff on site and expedite the process if we need to contact trace. Visitors must also sign in, including their contact information.
- **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](#). Even if you are working alone in your office, you must wear a mask on campus to reduce the number of droplets in the air.
- Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.
- Faculty must record students' class attendance daily and report any student signs of illness either verbal or visibly expressed.
- Follow directional arrows inside the campus, stay to the right when walking down hallways.
- Ensure that you are **physically distancing** from your co-workers and students coming to campus for document services. If you cannot physically distance by 2 metres, there must be

another mode of protection in place such as wearing masks which is already mandatory, and plexiglass between people.

- Before entering an office or washroom, check the posted Occupancy Limit on the door. If Occupancy is at the maximum, wait for others to leave before entering the room.
- Keep your work area clean. Discard of all personal waste, including used PPE, in the proper designated disposal areas.
- If you have questions or concerns, contact the Present, at 604-207-9389.

Please note that in order to maximize safety on campus this is a **group effort** and everyone on campus needs to comply to the safety protocol. If you notice someone not wearing a mask, or not physically distancing, please feel free to remind them of the protocol. It takes everyone's effort to ensure safety for all on campus.

## 8 Hygiene and etiquette

Wash your hands or use hand sanitizer upon entering the campus. Continue to wash your hands or use hand sanitizer frequently throughout the day.



### WASH YOUR HANDS OFTEN

Wash your hands often using soap and water for at least 20 seconds. Do so especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

Examples of when to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.

**\*Avoid touching your eyes, nose, and mouth** with unwashed hands.



#### *CLEAN AND DISINFECT*

**Clean and disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.



### *COVER YOUR MOUTH AND NOSE AROUND OTHERS*

It is required to wear masks in public settings, like on public and mass transportation, at events and gatherings, and anywhere they will be around other people.

Why should you wear a mask?

- You could spread COVID-19 to others even if you do not feel sick. The mask is meant to protect other people in case you are infected.
- Everyone should wear a mask in public settings and when around people who do not live in your household, especially when other social distancing measures are difficult to maintain.

### *COVER COUGHS AND SNEEZES*

**Always cover your mouth and nose with a tissue when you cough.** Cover your sneeze by using the inside of your elbow and do not spit. If a tissue is used throw away your tissue in the trash yourself. After coughing or sneezing immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## 9 Physical Distancing

Physical distancing is key to slow the spread of Covid-19. It means keeping a safe distance between yourself and others who are not from your household. It can spread very easily just by droplets from an infected person's mouth or nose and land nearby you. Droplets can also be

inhaled into the lungs. That is why it is very important to stay **at least 2 metres (6 feet)** away from others.

*It may be difficult to understand our new norm for the time being but here are some ways to practice physical distancing:*

- Instead of giving someone or a loved one a hug or handshake greet them with a wave!
- Take public transportation during the off-peak hours of the day
- Stay home as much as possible
- For groceries, try doing an online order and picking up curbside/or delivery

*How can students physically distance:*

- Follow the posted occupant limits for rooms
- Keeping the desks between the students at a safe distance;
- Avoid areas students usually congregate;
- Adhering to hallway walking patterns- (one way traffic).

*How can employees physically distance:*

- Limit the number of people in offices, common areas, lunchroom, washrooms;
- Reposition workstations to create more distance;
- Install plexiglass barriers;
- Have a no visitor policy- allow only authorized employees in the office;
- Encourage employees to avoid handshakes/hugs;
- Increase awareness around the 2 metre physical distancing rule;
- Adhere to hallway walking patterns- (one way traffic);
- Setting foot markers for line ups or areas where people may wait.

Resources on Physical Distancing:

- [https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html?fbclid=IwAR3tlkaiv\\_6ZhHY8Hcl4F7bhns88gsL6czQZJtz1mZKX9yZiYFrp62HSa3Y](https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html?fbclid=IwAR3tlkaiv_6ZhHY8Hcl4F7bhns88gsL6czQZJtz1mZKX9yZiYFrp62HSa3Y)
- [https://www.youtube.com/watch?v=nOa8wlhQdzo&feature=emb\\_title&ab\\_channel=CentersforDiseaseControlandPrevention%28CDC%29](https://www.youtube.com/watch?v=nOa8wlhQdzo&feature=emb_title&ab_channel=CentersforDiseaseControlandPrevention%28CDC%29)

# PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



## What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



## Here's how you can practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home



## Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
  - cough
  - fever
  - difficulty breathing

## If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

**NOTE:** Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

## 10 Used of Barriers

Plexiglass barriers should be installed in areas where 2 metres of distance is not possible. This includes positions such as front desk, bookstore, and the student services offices.



Please see the information below on the use of barriers in the workplace.

# Help prevent the spread of COVID-19

## Designing effective barriers

To help prevent the spread of the virus that causes COVID-19, employers must implement measures to reduce the risk of person-to-person transmission. Employers must also implement effective cleaning and hygiene practices. The first and most effective way to prevent person-to-person transmission is to ensure that workers keep at least 2 m (6 ft.) away from co-workers, customers, and others. When this is not possible, consider using barriers to separate people.

This document was adapted by [research](#) produced by the [National Collaborating Centre for Environmental Health](#), which may be reviewed for more detailed guidance.

### When to use barriers

As an employer, you should consider barriers for jobs where workers will frequently be within 2 m (6 ft.) of co-workers, customers, or others for longer than brief interactions. Examples where barriers might be useful include retail checkouts or kiosks. Barriers can be an effective way to prevent the spread of COVID-19 through respiratory droplets.

As a protective measure, barriers may be preferable to masks in some circumstances because of the following:

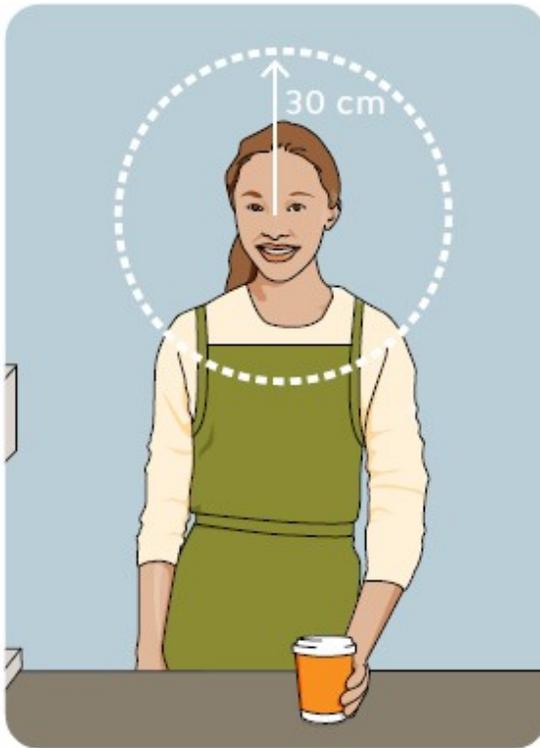
- Their effectiveness doesn't rely on correct usage, as is the case with masks.
- They don't need to be continually supplied.
- They protect people on both sides of the barrier from breathing the other person's droplets. (Non-medical masks offer limited protection to the wearer, although they may limit the spread of respiratory droplets from the wearer to others.)
- They can serve as a visual reminder of physical distancing requirements.

### Materials and dimensions

Barriers can be made of any material that blocks the transmission of air. For many work tasks, barriers need to be transparent. Transparent barriers can be made of plexiglass, acrylic, polycarbonate, or similar materials. Opaque barriers may work for some applications, such as cubicles.

Barriers must be large enough to create an effective barrier between the breathing zones of the people on each side. A person's breathing zone has a diameter of about 60 cm (24 in.), which means it extends 30 cm (12 in.) in every direction from the person's nose.

A barrier should be positioned to accommodate the heights of the tallest and shortest people who will likely be near it. If one person is standing and the other is seated, the barrier should extend 30 cm (12 in.) below the seated person's nose and 30 cm (12 in.) above the standing person's nose. Barriers should also be wide enough to account for the normal movement of both people.



A person's breathing zone extends about 30 cm (12 in.) in every direction from that person's nose.

If a barrier needs an opening to pass documents, money, or other materials, that opening should be positioned so that it is out of the breathing zone of both people.

Barriers should not be designed or installed in such a way that they impede ventilation in the room.

## Installation

Some barriers are free standing and supported by brackets, wings, or side panels. You can also hang barriers from the ceiling or fasten them to walls, desks, or counters. When installing barriers, ensure the following:

- Free-standing barriers are stable so they won't fall and injure anyone.

- Hanging barriers won't swing, which can waft air from one side of the barrier to the other.
- The barrier won't hinder a person's escape in case of emergency.

When installing barriers in vehicles, ensure the following:

- Barriers should be installed in such a way that the vehicle remains in safe operating condition in accordance with the [Motor Vehicle Act Regulations](#), Occupational Health and Safety Regulations 4.3 and 17.8, and the [Passenger Transportation Act](#) as applicable.
- The barrier is not mounted rigidly on the vehicle or in any way that might injure someone in the vehicle if there's an accident.
- The barrier will let the driver and passengers exit the vehicle if their doors become unusable.
- The barrier doesn't hinder the driver's vision or obstruct the safe operation of the vehicle.

## Cleaning and maintenance

Your [cleaning and disinfecting](#) process must include your barriers. The entire barrier needs to be cleaned regularly to prevent the accumulation and transmission of contaminants. Barriers with openings that people pass materials through should be included in your inventory of commonly touched surfaces and cleaned more frequently. Follow the manufacturers' instructions for both the barrier and the cleaning product used, to ensure they do not damage or degrade the barrier.

## Let's all do our part

When workplaces in British Columbia are healthy and safe they contribute to a safe and healthy province. As COVID 19-restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety visit [worksafebc.com](https://worksafebc.com).

## 11 Proper use of masks

### Types of Masks

COVID-19 is spread through infected droplets in the air, from an infected person's mouth or nose. Although there has been much debate about the effectiveness of wearing masks, it remains a fact that masks do play a role in reducing airborne droplets. Therefore, face masks (ie: non- medical masks, medical masks, and cloth face coverings) are **mandatory** on the VBCCM campus for all staff, faculty, students, visitors, and service staff.

Masks are available for purchase in store or online. If a mask becomes soiled and unusable, or for some reason students or staff cannot use their own mask, masks will be available on campus.

Please see the table below from the [BCCDC's website](#) showing the different types of masks:

### How to Use a Mask?

A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it. If the shape or the material has gaps in it, the mask will be less effective in preventing droplets from passing through. Therefore, an effective mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. Moreover, it should only be used by one person and should never be shared. Below is a table sourced from the BCCDC Website showing the proper way of wearing a mask.

## Face masks: How are they different?

Physical distancing, hand washing and staying at home if you are sick are the most effective ways to prevent the spread of COVID-19; masks do not replace these actions. Masks, face coverings and gloves are the least protective measures for reducing transmission of COVID-19. Masks, when worn properly and for short periods, may offer some protection especially when you are not able to keep a 2 metre distance from others. For work settings, refer to specific workplace guidance on masks.



### Cloth masks (homemade or bought)

- May be used by the general public to reduce the spread of large respiratory droplets. However, these masks offer minimal protection to the wearer.
- Can be made from various types of machine-washable and dryable cloth.
- If homemade, use clean woven cotton or linen e.g., a tea towel, bedsheet, pillowcase, t-shirt.
- Must be designed and worn to fully cover nose and mouth.
- Should fit snugly, let you breathe easily, and attached securely with ties or ear loops.
- Re-usable and need to be washed regularly.



### Other cloth face coverings

- E.g., bandana, niqab, scarf, neck gaiter.
- May be used to reduce the spread of large respiratory droplets. However, face coverings offer limited protection to the wearer.
- If the material is thin, fold it into several layers.
- Be sure that it covers mouth, nose and sides of the face.



### Industrial N95 respirators

- Used to protect workers from inhaling dust, fumes, and hazardous aerosols.
- Available in hardware stores.
- These masks are not recommended to prevent COVID-19 because if they have a valve and you cough/sneeze, you may spread a stream of germs through the valve.

## Personal protective equipment (PPE)

These medical masks/respirators should be reserved for health providers or those caring for sick people.



### Medical/surgical masks

- Used by healthcare workers or those caring for sick people. Not for general use, in order to reserve critical supply for healthcare.
- Protect against large droplets.
- Flat/pleated or cup shaped with a looser fit.
- Water resistant; and may come with visor.
- Meant for one-time use.



### Medical N95 respirators

- Used by healthcare workers in healthcare settings. Not for use by the general public.
- Protect against inhaling and exhaling very small airborne particles and aerosols.
- Fits closely over the nose and mouth to form a tight seal.
- Must be custom fit and worn properly.



# Coronavirus COVID-19

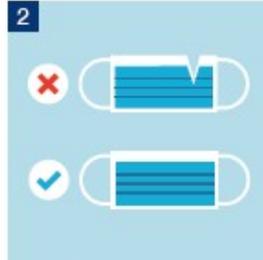
BC Centre for Disease Control | BC Ministry of Health



## How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



## How to Clean or Dispose of a Mask?

### Homemade or Cloth Masks

To clean a homemade cloth mask, wash it using the directions on the original material (for example, if the mask was made from t-shirt material, follow the washing instructions on the t-shirt tag). Try to use warmer water and dry the mask completely (in the dryer using a warm/hot setting if possible).

Refrain in shaking dirty masks to minimize spreading germs and particles through the air. If dirty cloth masks have been in contact with someone who is sick, they can still be washed with other people's laundry.

Remember to change homemade or cloth masks frequently because any damage, fabric break down, or change in fit of the mask will reduce the already limited protection of cloth masks. Moreover, masks should be changed if wet or visibly soiled; a wet mask should not be used for an extended period of time.

### Medical/Surgical Masks

These masks should not be cleaned or reused. To dispose of these masks correctly, please refer to the following steps:

- Wash your hands with soap and water before taking off your mask.
- Dispose of used masks in a wastebasket lined with the plastic bag.
- After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.
- When emptying wastebaskets, do not touch used masks or tissues with your hands. All waste can go into regular garbage bins.
- Clean your hands with soap and water after emptying the wastebasket.



## 12 Occupancy Limits

All rooms in use have occupancy limits determined and posted on the door. Everyone must read and the posted occupancy limit before determining whether it is possible to enter a room.

Occupancy limits are determined based on the square footage in a room that can comfortably space people a minimum of 2 metres apart from each other.

If the room has the maximum amount of occupants within, you need to **wait outside until some occupants leave the room, or arrange to come back at a later time.** Consider making appointments ahead of time.

**Help prevent the spread of COVID-19**

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**Address/room/space:**

\_\_\_\_\_

**Occupancy limit:** \_\_\_\_\_ **people**

worksafebc.com **WorkSafe BC**

## 13 Classrooms

In addition to following the safety protocols outlined in this manual, individuals in a classroom setting must follow specific classroom rules during teaching hours. This section will outline how students and instructors can reduce the spread of COVID-19 by following safety measures such as hand and health hygiene, physical distancing, and properly disinfecting commonly touched areas.

### *Hand and Health Hygiene*

- Always wear a mask covering the nose and mouth.
- Students and faculty are to sanitize their hands before entering the classroom. A sanitization station will be set-up by the entrance of the classroom.
- Wash hands for at least 20 seconds with soap and warm water if a nearby sink is available.
- Encourage students to cough/sneeze in their elbow. If a tissue is used, it must be disposed immediately and the individual must wash their hands (Unicef, 2020)

### *Physical Distancing*

- Consider the use of different classroom and learning environment configurations to allow space between students and instructors (e.g., different desk and table formations).
  - Arrange desks/tables so students are not facing each other (Government of BC, 2020).
- Incorporate the use of more individual activities or activities that encourage greater space between students and staff as much as is practical to do so. Use barriers such as plastic shields if two meters of distance is not applicable.
- Use floor markings, posters, stickers, and tape to address traffic flow throughout the school
- Create an entrance and exit pathway, following one-way traffic flow (Government of BC, 2020).

### *Disinfecting Frequently Touched Surfaces*

- Doorknobs, light switches, chairs, tables, desks, keyboards, hand on learning items and any other equipment must be frequently disinfected

### Sources

Government of BC. (2020). *Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. Physical Distancing*, p. 10. Retrieved from <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf> )

Unicef. (2020). *Classroom precautions during Covid-19*. Retrieved from <https://www.unicef.org/coronavirus/teacher-tips-classroom-precautions-covid-19#hygiene>

## 14 Offices

If possible, spread workers out within the office by keeping a minimum of 2-metres distance apart. Additionally, creating communal pathways will reduce personal interactions. Ensure that workstations are also 2-metres away from communal pathways.

In office spaces where 2-metres distance is not possible, it is important to consider:

- Installing physical barriers such as plexiglass windows or higher cubicle walls.
- Increasing ventilation by opening doors and windows if possible.
- Working outside if the weather permits.
- Ensuring masks are worn at all times.

Cohorts of workers is another tactic that can be implemented if the team in the office is too large. By having a cohort, it will reduce transmission of COVID-19 in the workplace in the event that a staff member does contract the virus. Workplace staggered start and end times for cohorts should be considered in order to reduce crowding at entry and exit locations. Furthermore, employers should encourage employees to eat at their desks rather than in a shared employee lunchroom.

It is also important to create daily cleaning and disinfection strategies to reduce the risk of transmission of COVID-19:

- Cleaning and disinfecting high touch points in the office (door handles, keyboards, telephones, etcetera) frequently.
- Limiting use of shared objects or workstations when possible. If not possible, encouraging employees to clean and disinfect the shared object or workstation **before and after** each use.
- Ensuring everyone has access to all the necessary office supplies so people are not sharing items.
- Providing hand sanitizer and Lysol wipes in each office space.

Information taken from:

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

## 15 Campus cleaning

- An electric spray disinfection fogger machine is used on a regular basis in the campus
- Disinfectants are purchased according to [official guidelines](#) for disinfects for use against coronavirus.
  - Benzalkonium Chloride (Brand name: Lysol)
  - 5% hydrogen peroxide (Brand name: Oxivir)
  - Sodium Hypochlorite (Brand name: Clorox)



### Clean

- **Wear disposable gloves** to clean and disinfect.
- *Clean surfaces using soap and water, then use disinfectant.*
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - - More frequent cleaning and disinfection may be required based on level of use.
    - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- *High touch surfaces include:*
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

- **Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2external icon](#)**, the virus that causes COVID 19.

**Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

#### *Cleaning and disinfecting the building if someone is sick*

- **Close off areas** used by the person who is sick.
  - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 48 hours** before you clean or disinfect. If 48 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, etc.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on List N: Disinfectants for use against SARS-CoV-2[external icon](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.

- **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Information taken from the Centers for Disease Control and Prevention

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

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

With the projected return to classes in Fall 2021, VBCCM 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, VBCCM 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 the president, call the main phone line at 604-207-9389 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).

VBCCM requires that a student submit a medical clearance certificate to the president 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

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

**Richmond:** Vancouver Coastal Health Authority, Vancouver City Centre

Dr. John Harding, [john.harding@vch.ca](mailto: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, VBCCM 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, the President will be notified about the movements so that a plan can be implemented for closure/disinfection within non-college spaces.

11. VBCCM 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.
14. These guidelines also apply to external contacts that regularly enter the campus, such as security or maintenance personnel. The President 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.
15. Following the outbreak, the President 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.

## 17 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 centres available to them locally. Notes on the student's condition are scrupulously maintained, and any anomalies are immediately reported as per requirements.

Violations of the Quarantine Act are taken seriously by VBCCM. 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.

### *Richmond campus:*

The Richmond RCMP enforces the Quarantine Act. For violations, call the Burnaby RCMP non-emergency line at (604) 278-1212.

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/>

## 18 Resources and References

- BC Centre for Disease Control (BCCDC)
- Provincial Health Officer

- World Health Organisation (WHO)
- WorkSafeBC
- Centre for Disease Control (CDC)

## 19 Document Links

- [B.C. COVID-19 Self-Assessment Tool](#)

## Addendum A: November 19, 2020 PHO Order on Province-wide Restrictions

**The order is in effect from November 19, 2020 at midnight to December 7, 2020 at midnight.**

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

### **PHO order on province-wide restrictions**

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

These orders include changes and/or restrictions to:

- [Events and social gatherings:](#)
  - All in-person events and community-based gatherings are suspended for the duration of this order,
  - No social gatherings of **any size** are to occur at a residence with persons other than those in the household or core bubble
  - The order does not restrict formal meetings, such as business meetings, but it is recommended that virtual meetings be held as much as possible
  - The order does not include educational events or gatherings
- [Workplace Restrictions](#)
  - Employers must make every effort to provide work from home options
  - Active daily health checks must be performed according to WorkSafeBC guidance. Employers must ensure that every worker performs a daily health check before entering the workplace. Health checks are mandatory self-assessments conducted by workers and includes confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements ([found here](#)) and that none of the prohibited criteria apply to them.
- [Restaurants and bars](#)
  - You must [wear a mask when not at a table](#)
  - Events are no longer allowed in restaurant settings
  - Must adhere to the [PHO Order – Food and Liquor Serving Premises](#) (PDF)
- [Athletic activities](#)
  - Businesses, recreation centres or other organizations that organize or operate high risk indoor group physical activities must suspend spin classes, hot yoga, and high intensity interval training (HIIT)
  - Venues that organize or operate other types of indoor group physical activities must suspend them temporarily while new guidance is being developed (*Note: as of November 24, 2020 guidance not yet developed*). When developed, venues must use the new guidance to update and re-post their COVID-19 Safety Plan before resuming operations

- Gyms and recreation facilities that offer individual workouts and personal training sessions can remain open as long as they have a COVID-19 Safety Plan that is strictly followed
- Games, competitions and practices can continue with no spectators and no travel for teams outside of their community
- No spectators are allowed at any sport activities under the order
- Travel to, from and between communities for team athletic activities like games, competitions, training and practice is prohibited under the order
- High performance athletes are exempted from the order
- [Mask requirements](#)
  - Masks are now mandatory for everyone in all public indoor settings and workplaces
  - People who cannot put on or remove a mask on their own are exempt
  - Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained
- [Travel advisory](#)
  - All non-essential travel should be avoided. This includes travel into and out of B.C. and between regions of the province
  - Essential travel within B.C. includes regular travel for work within your region; and, travel for things like medical appointments and hospital visits.
  - As confirmed with the Ministry of Advanced Education Skills and Training, travel to and from Post-Secondary school is considered essential travel
  - At this time, people travelling to B.C. from another province or territory within Canada should only come for essential reasons
- [Enforcement](#)
  - During a public health emergency under the Public Health Act, the PHO can make orders as needed. You must follow the orders
  - Under the Government's Emergency Program Act, some orders can be enforced by police or other compliance and enforcement officials. People who don't follow these orders could be fined

**For further specific details of this order, please refer to [PHO order on Province-wide Restrictions](#) for the most up-to-date protocols and measures.**

***IMPORTANT: Any Order that is currently in effect shall supersede any measures and protocols outlined in the VBCCM COVID-19 Safety Plan for the duration of that Order.***