

# COVID-19 Safety Plan

## Purpose of the Safety Plan

Our top priority is to ensure the health and safety of our students, faculty, and staff, as well as the community. This plan is designed to provide a safe working and learning environment at Central College during the COVID-19 pandemic while abiding by the post-secondary sector Go-Forward Guidelines, WorkSafe BC's communicable disease prevention guide, orders, guidance, notices, and recommendations of Provincial Health Officer, and our local health authority. The main goal is to reduce the risk of COVID-19 transmission to support the increase of in-person learning and services. This plan further specifies the safety protocols to keep our campus safe for both local and international students.

## Understanding the Risk

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia. Central College will continue to stay aware of the level of community transmission to maintain appropriate prevention measures.

## Prevention Measures for Central College

Prevention measures have been selected after considering the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The following collection of prevention measures are chosen depending on what Central College needs to function.

First level protection (elimination): Where practical, we promote safe physical distancing between people as recommended by the Provincial Health Officer. We use policies and procedures developed to reduce the number of prolonged close contacts among faculty, staff, and students, including seating arrangements in the office, classroom, and waiting areas.

Second level protection (engineering controls): In situations where physical distancing cannot be maintained and a large number of contacts are expected, such as the reception desk, plexiglass barriers have been installed to reduce the numbers of close contacts.

Third level protection (administrative controls):

We have established rules and guidelines, such as cleaning protocols and advising faculty, staff and students not to share tools. Hand hygiene stations have been installed throughout the campus and high touch surfaces are sanitized multiple times on a daily basis.

Fourth level protection (protective Equipment or PPE): All faculty, staff, students, and visitors are required to use PPE on the premises, such as non-medical masks even though there is a limitation of non-medical masks to protect the wearer from respiratory droplets. We provide faculty, staff, and students with masks and gloves and ensure they are being used appropriately. Health experts advise that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options, such as face shields, are made available upon request.

## **Roles and Responsibilities**

Safety is everyone's responsibility. To reduce the risk of COVID-19 transmission, all members of the Central College community have particular roles and responsibilities related to each level of protection.

As an institution, Central College commits to:

- Ensuring Central Colleges follows all provincial and federal health and safety regulations
- Ensuring common areas, classrooms, and offices have been analyzed for safe occupancy limits and have maximum capacities clearly posted
- Ensuring necessary signage is posted at all entrances, washrooms, and common areas
- Providing flexibility, tools, and resources for employees to be able to work from home when necessary
- Installing physical barriers such as plexiglass where physical distancing is not possible and including them in cleaning protocols
- Providing guidelines, training, and signage for students and employees regarding safe conduct on campus
- Ensuring adequate handwashing and hand sanitizing supplies are available on campus at all times
- Ensuring enhanced cleaning protocols are followed
- Ensuring College relevant policies and practices (e.g., travel, illness, self-isolation, working from home, etc.) adequately address COVID-19 and are clearly communicated
- Ensuring faculty, staff, and students follow College policies without discrimination and with respect

The President, Program Heads, and other administrators are responsible for:

- Reading and understanding the Central College COVID-19 safety plan and related materials
- Ensuring their functional areas on campus or returning to campus have COVID-19 safety plan in place
- Ensuring all supervisors have met with their staff to review the department specific safety protocols

- Understanding how to report potential exposure or other unsafe conditions related to COVID-19
- Bruce Pan, the President, will be responsible to ensure the institution's compliance with the plan. For questions and concerns, email [bruce@centralcollegebc.ca](mailto:bruce@centralcollegebc.ca) or call 604-523-2388

All employees and students are required to abide by the following safety protocols before coming to campus and/or while on campus:

- Self-assessing daily for COVID-19 symptoms. Guidelines are posted online and at all campus entrances
- Taking temperature upon entering the campus
- Filling out self-assessment sheet at the reception
- Reading and understanding Central College COVID-19 safety plans
- Attending health and safety meetings as required
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating
- Following posted safe hygiene and hand-washing practices
- Wearing medical or non-medical PPE
- Understanding how to report potential exposure or other unsafe conditions related to COVID-19

Campus visitors are required to abide by the following:

- Self-assessing daily for COVID-19 symptoms. Guidelines are posted online and at all campus entrances
- Taking temperature upon entering the campus
- Registering at the reception and providing required information to log visitors
- Following posted safety signage such as room occupancy, physical distancing, direction of travel, and seating
- Following posted safe hygiene and hand-washing practices
- Wearing medical or non-medical PPE

## **Protocols for Prevention of COVID-19 Transmission and Safe Access to the Campus**

### **COVID-19 Daily Self-Assessment**

All faculty, staff, students, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. Symptoms include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Headache

- Muscle aches
- Fatigue
- Loss of appetite

Symptoms can range from mild to severe. Most people with COVID-19 have mild symptoms, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea, and vomiting a few days after the onset of the above symptoms.

- The BC COVID-19 self-assessment tool is available online for conducting self-assessments: [BC COVID 19 \(thrive.health\)](https://thrive.health/COVID-19)
- Signage posted at the campus entry point communicates expectations for completing a self-assessment to all individuals before they enter the campus
- Anyone with symptoms associated with COVID-19 as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19 must self-isolate in accordance with guidance from the BC Centre for Disease Control: [Self-Isolation and Self-Monitoring \(bccdc.ca\)](https://bccdc.ca)
- In some circumstances, Central College may require individuals to provide self-reporting declarations dependent on the risk presented, including contact intensity (e.g., healthcare practicum)
- Contact 8-1-1 or your medical provider if further health advice is required

## Safety practices on the Central College campus to prevent and limit spread of COVID-19

### Limiting the Number of People on Campus

- Conducting all Central College theory classes through remote learning
- Encouraging employees to work from home when necessary
- Conducting meetings by phone
- Discouraging students and visitors from any unnecessary visits to campus
- Prohibiting gatherings of more than 50 people
- Placing on-campus employees into separate workspace to facilitate physical distancing

### Occupancy Limits and Physical Distancing

Central College has implemented an occupancy management plan to determine occupancy limits in common areas, service areas, washrooms, breakrooms, and meeting rooms, along with signage to promote and guide physical distancing throughout the campus based on WorkSafeBC, BC Ministry of Education, and BC Ministry of Health recommendations. This plan also addresses other safety measures, such as providing of adequate hand sanitizers on campus, the strategic seating arrangement, and limiting access to campus by students and visitors to main areas of the campus.

All employees, students, and visitors are expected and encouraged to abide by the posted signage.

All persons on campus are expected and encouraged to wear a mask and maintain a two-metre distance from one another as directed by the Provincial Health Officer.

### **Cleaning and Disinfecting**

The Central College campus is cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings. An enhanced cleaning service provided by professional personnel focuses on high-traffic areas and high-contact surfaces. All employees regularly disinfect their workspace, door handles, and common areas throughout the day.

### **Signage**

Comprehensive COVID-19 safety signage is posted throughout the campus in English, Chinese, and Korean. All persons entering the Central College campus are expected and encouraged to abide by the signage.

### **Limiting Visitors**

Central College is open to employees, students, and visitors only to facilitate essential on-campus learning and working to support a safe environment. There are no public events on campus at this time.

### **Face Coverings**

Central College advises and encourages everyone entering the building to wear a mask and maintain two-metre physical distance whenever possible. Employees and staff are required to wear a mask at all times.

### **Hand Hygiene**

Central College provides and stocks adequate washroom and hand-washing facilities on site.

Faculty, staff, students, and visitors should sanitize their hands upon entering the building and wash their hands before and after breaks, before and after eating, and before and after handling common tools and equipment.

Faculty and staff are to encourage frequent handwashing and sanitizing. Numerous hand sanitizing stations are placed throughout the campus to facilitate hand hygiene.

### **Respiratory and Personal Hygiene**

Faculty and staff are advised and encouraged to follow BC Ministry of Health recommendations for respiratory and personal hygiene by covering coughs and sneezes with elbows and to avoid sharing food, drinks, and personal items.

### **Off-Campus Activities**

Currently, there are no off-campus activities in order to comply with the safety plan to reduce the risk of COVID-19 transmission.

## Central College's Response to an Outbreak

### A. If a Central College student or staff/instructor is a confirmed COVID-19

The following steps will be taken immediately by management upon confirmation that a student, staff member, or instructor has tested positive for COVID-19 in the school/workplace:

- a) The president or school Director to be notified immediately, who will contact Fraser Health Medical Officer at 604-930-5404 or 811 to seek guidance on how best to proceed (appendix A).
- b) Following the advice of the public health authority, school management will ensure that affected persons are immediately sent home to isolate and await guidance on further isolation/testing requirements.
- c) On request, provide Public Health with contact tracing lists for all rooms where the affected person may have spent time within the last 2 weeks
- d) Inform the building manager, as the lobby and elevators may need to be deep cleaned.
- e) Inform the janitorial company to do a deep clean of all affected rooms.
- f) Close affected areas, notify staff and teachers, and move all affected functions (eg. registration, classes) online until the janitorial company has done a deep clean.
- g) Teachers will notify their students if classes move online, and registrars will notify clients with existing appointments
- h) keep records on first aid reports and incidents of exposure and outbreak.

### B. Return to School

While an individual suspected to have COVID-19 is waiting for test results they must be in isolation and cannot attend school in person. The individual can attend school virtually if they feel well enough to participate.

Any student or staff member who has tested positive for COVID-19, or who is required to self-isolate, will not be allowed to return to school until the return date advised by the public health authority.

Individuals who have had a COVID-19 test because of symptoms, but who test negative should not return to school until at least 24 hours after their symptoms have resolved.

### C. Potential Cluster or Outbreak of COVID-19

In the event of multiple confirmed cases of COVID-19 on campus, the College will respond with the following measures:

- Follow all guidelines and procedures required by Public Health.
- Make necessary changes as determined by Public Health.
- 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.

#### **D. Reporting Unsafe Conditions**

- Faculty, staff, and students should raise safety concerns to the President or the Administrative Officer either directly or indirectly through any staff member.
- Safety concerns requiring immediate attention should be reported to the President.

## **International Students**

While COVID-19 still presents a risk to our community, Central College has implemented a quarantine plan for international students. The plan is to promote safe arrival and quarantine/self-isolation in preparation for study at Central College. This plan is posted on our website, [www.centralcollegebc.ca](http://www.centralcollegebc.ca), and is updated regularly to reflect changes in guidance from the Government of Canada, Government of BC, and Fraser Health.

Details regarding self-isolation/quarantine and other helpful information for students who wish to travel to Canada can be found in the Travel and Self-Isolation Guide for International Students.

A designated staff member (Trina Wang) from Central College will be in contact on a daily basis during quarantine via phone and/or other telecommunication methods to ensure quarantine protocol compliance, keep records, and report on a weekly basis to [ega@gov.bc.ca](mailto:ega@gov.bc.ca)

The designated staff member will be responsible to notify the authorities if any student is in breach of the Quarantine Order.

Following list of resources may provide helpful information during and after quarantine:

- HealthLinkBC for information regarding COVID-19: [Coronavirus Disease \(COVID-19\) | HealthLink BC](#)
- Travel requirements from the Government of Canada: [COVID-19: Travel, testing, quarantine and borders - Travel.gc.ca](#)
- Provincial health information and advice line: 811
- Here2Talk for mental health counselling and referral service for post-secondary students: [Here2Talk](#)
- Back to school guide from Fraser Health: [Healthy Back to School Guide - Fraser Health Authority](#)

Central College has academic advisors available through phone and email to help international students prepare for their travel and study during COVID-19.

## Breach of Quarantine Protocol

- Daily phone call by a designated Person (Trina Wang) to check if the student is in the house where he or she supposed to be in.
- If the student breach the quarantine order, the case will be immediately report to the Director of Administration/President at Central College.
- The director of administration will contact New Westminster Police non-emergency at 604-525-5411, or alternative all Vancouver by-law enforcement officer at 311.

Central College will follow the protocols specified on Public Health Actions (Appendix A) if we become aware of any of these students testing positive for COVID-19 before we hear from the health authority and provide them with any additional information if needed.

All students wishing to travel to Canada to complete their studies are notified that they must be in contact with Central College before, during, and after their entry to Canada and during their quarantine. We will ask for local contact details for all students who request a travel letter to enter Canada and will follow up with students in quarantine encouraging cooperation with the expectations of both the Government of Canada and Fraser Health. The students will also present this information at the border upon their entry to Canada and when they arrive at the airport in BC via the ArriveCAN app. Further information on the communication with students can be found more in detail in the Travel and Self-Isolation Guide for International Students.

## Support and Communication

### Workplace Accommodation

Faculty and staff who are self-isolating as a result of the daily self-assessment process should contact their supervisor to report their absence from working on campus and arrange to work remotely, if practical.

### Mental Health

Faculty, staff, and students may be experiencing anxiety, depression, or other mental health challenges arising from the COVID-19 pandemic.

- Here2Talk offers resources and mental health counselling 24/7: [Here2Talk](#)
- Culturally-aware crisis support is available 24/7 to Indigenous people in BC through the KUU-US crisis response service: [Home | KUU-US Crisis Line Society Indigenous BC Wide Crisis Line Port Alberni](#)
- A range of virtual mental health programs and services to support mental health and wellness is available: [COVID-19 Main Page \(cmha.bc.ca\)](#)

## Delivery Methods

Central College has moved primarily to remote learning with the majority of the courses offered via online technology to facilitate a safe learning environment. However, some courses that require in-person participation, such as internship courses, are offered on campus while abiding by the safety protocols.

## Cleaning Protocols

The Central College campus is cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings. An enhanced cleaning service provided by professional personnel focuses on high-traffic areas and high-contact surfaces. All employees regularly disinfect their workspace, door handles, and common areas throughout the day.

Faculty, staff, students, and visitors are directed to use hand sanitizer and wash hands upon entering the campus and on a regular basis during their workday.

Cleaning Schedule:

### Public Area

- Entrance door handles and reception desk counter are cleaned/sanitized several times a day

### Washrooms

- Door handles, sinks, and toilets are cleaned several times a day

### Classrooms and Clinic Rooms

- Door handles, desks, tabletops, and chairs are cleaned several times a day including in between each use

### Office Areas

- All employees clean their individual workstation several times during their workday, including door handles, desks, chairs, keyboards, and mouse

### General Office Area

- The campus is thoroughly cleaned and disinfected by professional cleaning personnel every weekend

## Maintenance and Monitoring of the Safety Plan

This Safety Plan is based on current recommendations and may change. Central College will continue to monitor health information from the British Columbia Centre for Disease Control and the latest COVID-

19 updates from the Government of British Columbia, as well as the Ministry of Education, and implement changes to the Safety Plan as required.

## References and Resources

- WorkSafe BC
  - [BC's Restart: A plan to bring us back together – Province of British Columbia \(gov.bc.ca\)](#)
  - [Step 3 of BC's Restart: Communicable disease prevention - WorkSafeBC](#)
- Province of BC
  - [Tools & Resources for Managing COVID-19 in the BC Public Service - Province of British Columbia \(gov.bc.ca\)](#)
  - [Post-secondary studies during COVID-19 - Province of British Columbia \(gov.bc.ca\)](#)
  - [Covid-19 Go-Forward | Guidelines for B.C.'s Post-Secondary Sector - June 2021 \(gov.bc.ca\)](#)
- Government of Canada
  - [COVID-19: A Guide for International Students in Canada Arriving from Abroad - Canada.ca](#)
  - [Coronavirus disease \(COVID-19\): International students - Canada.ca](#)
  - [COVID-19 vaccination: the 2021-2022 school year and public health measures - Canada.ca](#)
  - [Mandatory quarantine or isolation – Travel restrictions in Canada – Travel.gc.ca](#)
  - [Archived: Guidance for post-secondary institutions during the COVID-19 pandemic - Canada.ca](#)
- BC Centre for Disease Control
  - [Communicable Disease Control Manual \(bccdc.ca\)](#)
  - [Public Health Guidance Campus.pdf \(bccdc.ca\)](#)