

Wales Young Institute

3857

Name of Institution

Institution Number

COVID-19 Safety Plan Policy

November 13, 2020

December 10, 2020

Name of Policy

Date of Implementation

Date of Last Revision

Scope:

The **COVID-19 Safety Plan Policy** applies to all students attending and all staff working for Wales Young Institute. For the purpose of this document, any person working in the employ of Wales Young Institute will be referred to as “Worker”.

Purpose:

Wales Young Institute is committed to providing all workers and students with a safe and healthy work environment. By providing sufficient resources and promoting a positive attitude towards health and safety, Wales Young Institute is committed to complying with the requirements of WorkSafeBC’s Occupational Health and Safety Regulation 5.54 and 6.3. All workers must follow the procedures outlined in this plan to prevent and reduce exposure to the virus that causes COVID-19. Through a combination of preventative measures and effective control technologies, Wales Young Institute will minimize its exposure to the virus that causes COVID-19.

COVID-19 Safety Procedures:

Wales Young Institute is currently implementing 100% online classes. This policy largely relates to on-campus classes that will be held once the campus reopens.

While students will not be permitted to come to the campus without first booking an appointment with WYI staff, some staff members may still be working at the campus office during this time.

In this event, all staff members and students must comply with the following safety regulations:

Public Health Measures

- Students or staff who have flu-like, Covid-19 symptoms are sent or must stay at home, self-isolate and get tested by a health-care provider. No notification to staff or the community of these incidents will be made without consultation with Public Health.
- Students or staff who travel outside Canada must self-isolate for 14 days.

Environmental Measures

- Cleaning and disinfecting of surfaces will be done more frequently. This will include a thorough professional cleaning of each classroom at least once weekly
- Cleaning and disinfecting of high-touch surfaces will be done twice daily, including switches, doorknobs, and washrooms.
- Workers and students must follow signs available in the school premises to minimize the spread of Covid-19. These signs demonstrate the flow of foot traffic, maximum capacity for rooms, and areas to stand and sit.
- Hand-sanitizing stations will be located in the classroom, staff office and in spaces used by students and staff.

Administrative Measures

- We are implementing 100% online delivery approach where all classes, assignments, quizzes and exams will be conducted through online platform. Teacher will schedule online meeting with students through video conferences. In the future, we plan to utilize combination of online and in-class delivery approach (Class will be conducted 2 hours online and 2 hours in-class) when the COVID-19 situation has improved.

Administrative Measures in-class delivery

- This measure only applicable when the COVID-19 situation has improved, and Wales Young Institute has shifted to combination of both online and in-class delivery approach. Wales Young Institute will only go to on-site delivery of instruction once deemed safe by local authorities including Vancouver Coastal Health, Fraser Valley Health, and the Private Training Institute Branch (PTIB).
- This measure does not apply to the current situation where classes are delivered 100% online.
- School will conduct daily health check with the students and workers before entering the classroom and offices through COVID-19 Assessment Survey. Students and worker will be required to fill up the assessment before entering the school premises. This includes

returning to the school after lunch breaks, or anytime that they have left the school, regardless of time spent away.

- Seating plans will be used in all classes, with students using the same desk, chair, electronic device, and other equipment.
- Students and Staff must practice physical distancing with all other students and staff, and use proper PPF, regardless if they are in their learning cohort or not.
- Biking, walking, or private transport are encouraged, and masks are required for public transportation, including Uber, Lift, and Taxi services.
- Multilingual signage will be located throughout the school to promote hygienic practices.
- All workers and students will be educated and trained to a required level of competency regarding Covid-19 Safety Plan.
- All garbage containers will be emptied at least daily.
- When students are attending class on campus, they must sit 6 feet away from all other students and the instructor.
- If a situation arises where social distancing becomes difficult (i.e. if a student needs to show their work to an instructor), the instructor and student must both wear their face masks, and not touch anything belonging to the other person.
- Students must make appointments with administrative staff. Chairs will be placed 6 feet away from admin desks for the students to sit at. During these meetings, administrative staff and students must wear masks.
- Students and employees will enter from one door and exit from different door. A clear sign will be placed on the door to mark exit and enter doors.
- There will be signs on the floor to assist students and employees to walk in one direction and keep their distance from one another.
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Personal Measures

- Any person who has Covid-19 related symptoms, has travelled outside of Canada in the last 14-days, or is a close contact of a Covid-19 infected person must stay home.
- Staff (by themselves) and students (verified by their teacher) need to be checked daily to confirm that they are not exhibiting any Covid-19 related symptoms using a Daily Check.
- Students will be verbally checked by staff each morning, and each time returning to the school throughout the day.
- Staff and students will be required to wash hands frequently, and at a minimum: when arriving and leaving school, before eating, after using the toilet, after sneezing or

coughing, whenever hands are physically dirty, and when moving between different learning environments.

- Staff students will cough or sneeze into their elbows, avoid touching their faces, and avoid sharing personal items.

Personal Protective Equipment

- Non-medical masks or face shields are required for students and staff. These will be used in all areas of the school premises.
- Wales Young Institute will ensure that safety materials such as gloves, alcohol-based hand sanitizer, face mask, and other resources (such as COVID-19 safety training and outlines of COVID-19 safety procedures) are available to all staff and students.

COVID-19 Safety Guidelines and Protocols:

Wales Young Institute's plan meets the expectations of the guidelines and protocols set out in the Guidance for Post-Secondary Institutions During the COVID-19 Pandemic by complying with the following:

1. On-campus risk assessment and mitigation strategies: as stated earlier, anyone entering the campus must fill out a self-assessment form before entering. Furthermore, physical classes have been postponed until it is deemed safe to return to regular classes.
2. Academic Instruction: As a response to the COVID-19 pandemic, all instruction at Wales Young Institute will be conducted online through distance learning delivery. To help aid the instructors, tools including Zoom and Google Classroom are being used.
3. Support and services: where possible, all support and services will be conducted using an online format. When not possible, these services will be administered using all safety measures, including PPE and social distancing. Services include measures to help ensure student's well-being.
4. Off-campus activities: while Wales Young Institute cannot control the interactions for events of its student body outside of the campus, we will send regular updates of government policy regarding social distancing and lockdowns. We will make it clear to the students that they should follow these government policies and provide updates on any changes.

COVID-19 Outbreak Response:

In preparation for a potential COVID-19 outbreak, Wales Young Institute is committed to stay in contact with regulatory bodies, as well as ensuring that all staff is well educated and trained on the response plan. We ensure that all our employees are committed to obeying this plan. We will also keep students informed of the protocols.

In the event of an COVID-19 outbreak at Wales Young Institute, this response plan will be swiftly executed in an attempt to severely limit the transmission of this disease.

Protocol if individuals develop COVID-19 symptoms on campus:

- a) A designated outbreak response team consisting of Wales Young Administrators is operating to address any outbreak or other significant COVID-19-related event on premises.
- b) The symptomatic individual must ensure to wear a mask and isolate, and to call the Program Coordinator or Senior Education Administrator immediately:
 - Senior Education Administrator: Jen Jacob
 - i. Email: harryo@walesyoung.com
 - ii. Phone: 1-604-699-1728
 - Program Coordinator: Christopher Herbert
 - i. Email: christopherh@walesyoung.com
 - ii. Phone: 1-604-699-1728
- c) Wales Young Institute's designated outbreak response members will provide the symptomatic individual instructions for a confidential assessment by completing the BC COVID-19 Self-Assessment Tool (<https://bc.thrive.health/covid19/en>).
- d) The symptomatic person will be advised to return to their place of residence and to contact 8-1-1 for further direction.
- e) WYI will maintain up-to-date records of contact information of students/staff/visitors, to support contact tracing activities if positive test results are received.
- f) The college will maintain and keep records on first aid reports and incidents of exposure.
- g) The premises will be temporarily closed to undergo deep cleaning and disinfection.
- h) Through existing confidential reporting protocols, the outbreak response team will notify relevant provincial health authorities.

- i) Wales Young Institute (WYI) designated response team will contact by phone all students, staff, visitors and hosting families who were in close contact with the symptomatic individual to take the necessary precautions, as recommended by the BC Centre of Disease Control.
- j) Any symptomatic student or staff member who have been sent home for these reasons will not be allowed back into the school until a medical practitioner has confirmed they are clear of these symptoms and/or the person in question has been subject to self-isolation or quarantine for a period recommended by the public health authority (e.g. 14 days) or have tested negative for COVID-19 and can produce evidence of such.
- k) Case management and outbreak response plans are posted on the campus and students/staff are trained to follow rapid response measures in the event they or another individual develops symptoms.

Failure to comply with 14 days Quarantine Act:

All students will sign written compromise and are aware that failure to comply with COVID-19 Self-isolation protocols may result in up to six months of jail time, or up to \$750,000 dollars in fines. If a student fails to comply with the quarantine act and does not isolate for 14 days, the following the steps will be taken by the institution:

- a) Wales Young Institute will contact all relevant government agencies and inform them of the violation of the Quarantine Act. These government agencies include Border Services, Vancouver Coastal Health, Fraser Valley Health, PTIB, Ministry of Advanced Education, and the BC Centre for Disease Control.
- b) The student will be sent an email by Wales Young Administration informing them that the government agencies have been contacted and that their acceptance at Wales Young Institute has been revoked.
- c) All Wales Young Staff will be informed that they student may not attend classes.
- d) Wales Young Institute will provide assistance to the student if needed, including providing a ride back to the airport if they have to leave the country.

Quarantine Check-ins:

To ensure that all protocols are being followed, Wales Young Institute staff will conduct check-ins every day. To ensure the safety of the Wales Young Institute staff, these check-ins will be conducted via Zoom. The check-ins will occur at random each day during the quarantine period.

Additionally, the hotels selected for the students to go to are the means and programs in place to aid people quarantining. This means that the hotel staff will also be aware that the student cannot leave his room for two weeks.

International Student Arrival Procedures:

International students that arrived in Canada must follow the below procedures:

1. Pre-Departure measures

- WYI Students arriving in Canada will have direct communication with staff through email, video conferencing, and phone calls. Reminder emails will be sent to all accepted students and will include the following information: Quarantine Regulation Information, Quarantine Checklist (a document to help them to prepare for two weeks of isolation), Instructors and information regarding the ArriveCAN App, Instructions on purchasing medical insurance, and clear instructions for their transport from the Airport to their quarantine spot.
- New international students will be placed in one of many hotels that provide quarantine services. These hotels include:
 1. Hilton Vancouver Airport Suite
 2. Marriot Vancouver Hotel
 3. Sheraton Vancouver Airport
 4. Sandman Vancouver Airport Hotel
- The following services will be provided to students during their quarantine:
 1. Delivery of three meals per day, or the equivalent in groceries.
 2. Adequate toiletries and linens for 14 days.
 3. Internet and TV will be provided to help the students maintain mental wellness.
 4. As well as check-ups, wellness calls will be conducted to monitor the student's mental health.

2. In Transit measures

Students must not use not public transportation when leaving the airport. Transportation will be organized with Wales Young Institute before the student's departure to Canada. Their ride will be waiting for them at the airport. For the ride, students must follow these rules to ensure the safety of the driver:

1. Students must wear a mask and gloves for the entirety of the trip.
2. Drivers must wear masks at all times and practice social distancing where possible.
3. Vehicle touch-points are thoroughly disinfected after each trip.
4. Hand sanitizer is available in the vehicle. Before entering, students must sanitize.
5. Students must go directly to the place of quarantine and stay for 14 days.

3. Arrival in Canada measures

- Students must text or call their host school to confirm their arrival.
- Wear a fresh mask and gloves.
- Proceed through immigration and baggage pick up while maintaining physical distancing.
- Present appropriate documentation to the Canada customs officer.
- Move as quickly as possible through the baggage area and not enter any stores in the airport.
- Contact the quarantine site to inform arrival and arrange for accommodation.
- Meet their driver at the agree pick-up location.
- Load their own luggage into the car and sit as far away from the driver as possible.
- Follow all instructions for COVID-19 safe check-in at their quarantine site.

4. During quarantine measures

As per the Government of Canada's Quarantine Act, students are required to quarantine for 14 days immediately upon arrival in Canada. This means that students must stay in their own their room for 14 days and avoid contact with others. Students in quarantine will be contacted twice daily by WYI staff. This meeting will be conducted through Zoom video conference. These check-ups will serve more than purpose, including:

1. Ensuring that the student is complying with the quarantine act.
2. See if the student needs anything.
3. Access the student's mental well-being, and suggest solutions if the student feels unwell.
4. Inquire about possible COVID-19 symptoms and conduct the COVID Self-Assessment.

While in quarantine, students will be contacted by the Program Coordinator, who will go over the student handbook with the student. The student will also meet with his/ her instructors via zoom, so that the student can get to know them before attending classes. While in isolation, WYI will connect students with other international students, who can share their experiences and inform them of life in Canada. Students will also be invited to any online socials – where WYI students can meet online to play virtual games, listen to interesting lectures, and other programs that will be designed to help with student's well-being.

5. After quarantine measure

Following completion of their 14-day quarantine period, if they have not presented any symptoms of COVID-19:

- Confirm transportation arrangements to their permanent accommodation with their host school.
- They will be transported by car provided by the quarantine site, following safe transport protocol.