



## Protocols for Post-Secondary Education:

### Accessing the Campus Safety:

- Self-Assessment
  - All visitors, faculty, and students are advised to assess themselves daily for symptoms and not attend if experiencing symptoms.
  - All visitors, faculty, and students are required to do a daily health check-in.
  - Students are provided a document that guides them on the action necessary if they are feeling ill. This includes who to contact and provides instructions to contact 8-1-1.
  - Any students who have travelled outside of Canada must self-isolate before returning and follow the guidelines in the Safe Travel and Quarantine Protocol document.
  - Numerous signs (taken from BC-CDC and WorkSafe BC) are posted (reminders to physical distance, do not enter if sick etc.).
  - Staff in regular communication with public-health and 8-1-1 to ensure management of any COVID-19 cases or possible cases.
- Academic Concession/Workplace Accommodation
  - Academics have been adjusted to accommodate students' attendance over Zoom if home sick, self-isolating, quarantining, or unable to be in travel to Canada.
  - Open communication regarding concession and accommodation is available at any time.
  - Symptoms
    - BC-CDC symptom list is posted in various locations.
  - If faculty, staff, or students develop symptoms while at the institution
    - Staff equipped to separate the individual and organize transportation to return to their residence.
    - Individuals advised to contact 8-1-1 for guidance.
    - Regular cleaning of all touch surfaces, floors, and hands to ensure the space used by the sick individual is disinfected.
    - Staff, faculty, and students will be advised to make arrangements for remote work/learning, if necessary.

### Administrative Areas:

- Selecting Prevention Measures for the Workplace:
  - First level protection (elimination): promoting safe physical distancing between people with floor markings and signs with room/space capacity. One entry and one exit to ensure flow of foot traffic. Students are assigned to boxes 6-foot boxes in the studio/classroom. See photos and videos on website.
  - Second level protection (engineering controls): plexiglass has been installed around all staff desks. Other physical barriers such as line barriers have been installed.
  - Third level protection (administrative controls): Regular, schedule cleaning and hazing of all areas and touch surfaces. Each staff desk is stocked with Ammonium Chloride for

regular wipe downs of all office surfaces and supplies. One-way doors and flow of traffic. Multiple hand-sanitizer pumps and wall mounted stations.

- Fourth level protection (non-medical masks): non-medical masks are required in all common areas where physical distancing is harder to maintain. Regular checks by administrative staff that masks are being used appropriately.
- Building access
  - Staff start and end times are staggered to ensure no crowding and fewer people onsite at a time.
  - Hand-sanitizer and cleaning products are available in every office space.
  - Visible signage about not entering if experiencing symptoms.
- Workplace operations
  - Options for remote work offered to staff that are not necessary in the office.
  - All staff are set up with remote access to their work desktops.
  - Meetings take place in large studios where physical distancing can be maintained.
  - One-way flow of traffic in all areas to minimize worker contact.
  - Workstations
    - Workstations are away from communal paths.
    - Effective barriers have been installed (plexiglass between desks and line barriers between areas).
    - No shared workstations.
  - Communal Spaces
    - Few communal spaces.
    - Limited number of staff in each area (room capacities posted).
    - Masks required in communal spaces.
    - Restricted eating onsite.
    - Cleaning supplies readily available for any shared office supplies
  - Outside Visitors
    - Pre-arranged visitors only.
    - Lots of signage to inform outsiders of safety measures.
    - Markings for waiting areas.
    - Hand-sanitizer provided to all visitors.
    - Mandatory health check-in required for all visitors.

#### Athletics and Recreation Facilities:

- The institution is up to date on the advice of local public health authorities.
- Cleaning and Sanitizing, and Physical Distancing protocols are in place (see below).
- Non-medical masks required in areas where physical distancing is harder to maintain (disposable masks available for those without).
- Limited number of people per group.
- Space cordoned off into 6-foot boxes and spots.

#### Cleaning and Sanitizing:

- Cleaning is scheduled regularly and occurs multiple times in a day.

- High touch areas are disinfected at-least three times a day.
- Hazing with vital oxide is done at-least twice a day.
- Shared items (chairs, microwave, fridge etc.) have been removed.
- 10 hand-sanitizer stations available and accessible.
- Limited and posted capacity in washrooms.

### Communication and Education for the Campus Community:

- Communication Plan
  - Document created to properly guide students on who to contact if experiencing any symptoms (see Absences Guides).
  - Regular checking that information is consistent with local and provincial public health.
  - Regular communication with students about health and safety.
  - Quick guides on symptoms, and who to contact are provided and posted.
  - Multiple communication channels used: in-person, social media, email, phone/text, Zoom/video chat, and website.
- Communication to Faculty and Staff
  - Covid-19 advisor contracted May 2020 to September 2020 to provide all necessary information and documents.
  - Open communication regarding returning to the workplace and the health and safety protocols.
  - Regular meetings and check-ins for any updated information or discussion.
  - Records of Covid-19 materials and training, and first aid reports.
  - Records of reports of Covid-19 exposure, possible exposure, and symptoms.

### Education Delivery:

- Remote Learning
  - Students are told that existing expectations and policies apply to remote learning.
  - Faculty monitor the expectations of students participating in remote learning.
  - Faculty and students are advised on how to transition to remote education.
- Experiential Learning and In-Person Instruction
  - WorkSafe BC Safety Plan in place.
  - Staff were given an orientation on the new procedures for health and safety in the building and learning spaces.
  - Physical distancing is practiced in all spaces.
  - Regular, scheduled cleaning and disinfecting.
  - Restricted number of people in each group/room.
  - Non-medical masks are used in areas where physical distancing is harder to maintain.

### Gatherings and Events:

- Educational Activities
  - VAB will continue to not have gatherings of 50 people or more if not engaging in educational activities.



- If gathering for an educational activity (such as a performance for which students receive course credit, or a fine arts event), then VAB will consider the WorkSafe BC protocols for performing arts, and risk mitigation strategies.
  - Protocols for performing arts:
    - Inform patrons reserving or purchasing tickets of all our policies and protocols (not entering if experiencing symptoms, or tested positive for Covid-19 etc.)
    - Provide accurate messaging (posters, floor markings, policies etc.)
    - Stagger arrival and work times for students and workers.
    - Assign seats/rows, washrooms, entries/exits, all for physical distancing measures.
    - Ensure cleaning and disinfecting of front of house and public areas, as well as back of house such as dressing rooms.
  - Risk mitigation strategies:
    - Will seat students and patrons far enough apart to practice physical distancing (alternating rows etc.).
    - Offering virtual options as well.
    - Weather permitting, using an outdoor venue.
    - Ensuring good ventilation.
    - Using physical barriers such as floor markings and line barriers.
    - Access to hand hygiene facilities (hand sanitization stations, sinks etc.).
    - Adjusting start and end times.
    - Small class sizes and groups.
    - Wearing non-medical masks where physical distancing is harder to maintain.
    - A well developed plan and procedure for isolating students if sick.

### Housing/Student Residences:

- Shared Accommodations
  - Regular communication with the students if self-isolation or quarantining (see detailed plan for managing arriving students).
  - Communication with homestay parents to see if there is proper space to self-isolate/quarantine from other students in accommodation.
  - Guidance to contact 8-1-1 to see if testing is necessary for other student(s).

### Quarantine and Isolation:

- See Safe Travel and Quarantine Protocol document.
- See Quarantine Plan document.
- See Quarantine Plan Example.

### Human Resources and Training

- A Student Services representative is designated to support any students in homestay or rental situations.

### International Students:

- Planning
  - See Safe Travel and Quarantine Protocol document for departure, travel, arrival, and quarantine plan for international students.
  - VAB will continue to comply with the federal Quarantine Act, requiring all students travelling to Canada to quarantine for 14 days upon arrival.
  - VAB has developed a safe operating plan as well as a detailed plan for the arrival of international students.
  - VAB will provide the Ministry with a report on international student arrival and our self-isolation process.
- Communication
  - Regular communication with Student Services representative.
  - Students, parents, agents, and homestay families are given up to date health and safety guidelines, as well as our own operating plans.
  - Communication to students, parents, agents, and homestay families of up to date transparent information on borders and international travel.
  - International students are told they may need a device for remote learning.
  - Students given their Program Manual, Homestay Manual (if applicable), Covid-19 Handbook, and our Safe Travel and Quarantine Protocol document.

### Medical Clinics, Student Counselling and First Aid:

- All staff members have up to date First Aid training (renewed September 2020 with Alert First Aid).
- Students are given a list of health care professionals and their contact info (information included in the student's Program Manual).
- Students must participate in a seminar on stigma once a term (every 4 months).
- Students have open and honest communication with VAB, particularly with their program director.

### Mental Health:

- Students have regular check-ins with program directors to ensure mental health is being managed.
- Students have open communication with their program director about all issues including mental health.
- Students are provided with resources to support mental health and wellbeing.
- Students attend regular Mental Wellness checks in which they complete activities to support their mental health (most recently occurred on Thursday, October 1<sup>st</sup>).
- Students have direct access to a Sports Performance Psychologist (contact information included in the student's Program Manual).

### Safety:

- Faculty, Staff and Student Hygiene
  - Multiple handwashing/sanitization stations that are accessible.



- Everyone is instructed to sanitize their hands upon arrival to the building, changing of spaces/rooms, handling of supplies etc.
- Regular, scheduled cleaning of all touch surfaces and floors.
- Regular hazing with Vital Oxide.
- Use of Non-Medical Masks
  - Masks are required in all common areas where physical distancing is harder to maintain.
- Safety Responsibility by Role
  - See WorkSafe BC Safety Plan.
- Post-Secondary Institutions
  - Staff, faculty, students, board members etc. are all involved in the development of safety plans.
  - Staff, faculty, students, board members etc. are all made aware of the safety plans.
  - Procedure in place for documenting illness symptoms, potential Covid-19 cases, and confirmed Covid-19 cases.
  - Daily health check-ins to document and track health.
  - Periodic reviews in place to assess effectiveness of safety plan and health and safety protocols.
- Senior Executive and Managers
  - Were involved in the development of the safety plan.
  - Relaying important and informational material to other staff.
- Faculty, Staff, and Students
  - Encouraged to self-assess health before arrival.
  - Daily health check-ins upon arrival.
  - Remain aware of the ways to minimize risk (masks in common areas, physical distancing, regular handwashing/sanitizing etc.)
  - Faculty, staff, and students are informed on how to report an incident, how to report any exposure.
  - Included on all Covid-19 related instruction.
- Campus Visitors
  - Encouraged to self-assess before arrival.
  - Required to do a health check-in upon arrival.
  - Lots of signage for clear instructions (physical distancing etc.).

**Resource:** [https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest\\_postsecgoforwardguidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)

**Resource:** <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

**Resource:** <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/performing-arts#collapse-36DA97D7075E42D3944264EF2F51D23C>