

IH Career College Covid-19 Safety Plan

Published October 2020



Career College International House Vancouver

2001 - 88 West Pender Street, Vancouver, V6B 6N9 Canada

Tel: +1 604 739 9836 / Fax: +1 604 739 9839

Email: info@ihcareercollege.com www.ihcareercollege.com



Index

Introduction: What is Covid-19?	5
1. Accessing the School Safely	7
1.1 First Level of Protection-Elimination	7
1.1.1 Pre-entry assessment:	7
1.1.2 Safe Entry Procedure	8
1.1.3 Hygiene Protocols	10
Hand Hygiene	10
Coughing and Sneezing	10
1.2 Second Level of Protection-Engineering	11
1.3 Third Level Protection – Administrative	12
1.3.1 Social Distancing Protocols	12
1.3.2 Cleaning Protocols	14
Classrooms	14
Student Lounge	14
Reception Area	15
Washrooms	15
1.4 Fourth Level Protection – Personal Protective Equipment (PPE)	16
2. Policies	17
2.1 IH Stay at Home When Sick Policy	17
2.2 Academic Concession Policies	18
2.2.1 Remote Classes	18
2.2.2 Excused Classes	18
2.2.3 Hybrid Learning Classes	18
2.2.4 Student Sick Leave	19
2.3 Workplace Accommodation Policies	19
3. Education and Training	20
3.1 Signage	20
3.2 Students	20
3.3 Staff/Teachers	20



4. Communication	21
4.1 Students	21
4.2 Staff/Teachers	21
5. Education Delivery	23
5.1 Remote Learning	23
5.2 Managing Student Distress in a Remote Learning Environment	23
5.3 Instructor Support	24
5.4 Accessibility	24
6. Field Trip Safety	26
7. Accomodation	27
7.1 Communication with the Student: Pre-Arrival	27
7.2 Communication with the Homestay-Pre-Arrival	28
7.3 Communication during the 14- Day Quarantine Period	28
7.4 Remote Study in Quarantine	29
7.5 Post-Quarantine	29
8. Procedure for Suspected Cases of Covid-19	30
8.1 Self-Assess Symptoms	30
8.2 Symptoms at School	30
8.3 Covid-19 Testing Sites for Staff and Students	31
8.3.1 Vancouver Test Collection Centre	31
8.3.2 Vancouver Test Collection Centre - Vancouver Community College	31
8.3.3 Vancouver Test Collection Centre - Downtown Eastside	31
8.3.4 City Centre UPCC	31
8.3.5 REACH UPCC	31
8.4 Confirmed Cases of Covid-19	32
8.4.1 On school premises	32
8.4.2 Affected Individuals	33
8.4.3 Contract Tracing Procedure	33
Appendix 1- Health and Safety Committee Members	35
Appendix 2-Important Contacts and Resources	36



Appendix 3- Safe Entry/Attendance Check	38
Appendix 4-Signs	40
Appendix 5-Remote Work Schedule	41
Appendix 6- Sample Staggered Teaching Schedule	42
Appendix 7- Visitor Sign-In Sheet	43
Appendix 8-Daily Cleaning Schedule	44
Appendix 9-Washroom Cleaning Schedule	45
Appendix 10- Covid-19 International Travel and Quarantine Checklist	47
Appendix 11-Student Quarantine Plan	50



Introduction: What is Covid-19?

COVID-19 is the infectious disease caused by the coronavirus, SARS-CoV-2, which is a respiratory pathogen. People can develop mild to serious cases of the illness.

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 discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses#:~:text=symptoms>



Levels of Protection

IH Career College’s Covid-19 Safety Plan involves four levels of protection to address, control and reduce the risk of Covid-19 among our school community. The chart represents the four levels of protection, the first level being the highest level of consideration to reduce the risk, to the fourth level, which is to be considered as needed.

Our Covid-19 Safety Plan also addresses workplace accommodation, communication and management of Covid-19 cases for students, teachers, staff and homestay providers alike.

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

Level of Protection	Focus
First	Elimination
Second	Engineering Controls
Third	Administrative Controls
Fourth	Personal Protective Equipment



1. Accessing the School Safely

1.1 First Level of Protection-Elimination

1.1.1 Pre-entry assessment:

- Students and staff are instructed to use the BC-Covid-19 Assessment online assessment tool before leaving for school.
<https://bc.thrive.health/covid19/en>
- Students/staff who have travelled outside the country within the last 14 days must self-quarantine in accordance with guidance from the BC Centre for Disease Control and the Public Health Agency of Canada
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
<https://travel.gc.ca/covid-19-travel>
- Staff and students are screened for Covid-19 symptoms before entering the school. This includes a symptom-check questionnaire and temperature check. The procedure is as follows:



1.1.2 Safe Entry Procedure

1. Students and staff must enter through the door by Starbucks on the corner of Keefer and Abbott between 8 am and 9 am. If the Keefer Street entry is not available, students and staff can enter through the Taylor Street entrance. From 9 am to 10 am, everyone must enter through the Taylor Street entrance.
 2. IH staff will take the attendance and temperature of everyone entering (see Appendix 3). Temperature is to be taken with an infra-red thermometer; if physical contact with the thermometer is accidentally made, a disinfectant is to be applied to clean the thermometer.
 3. Everyone will be asked the following health check questions:
 - a. Are you experiencing any of the following:*
- Unusual difficulty breathing or shortness of breath
 - Unusual chest pain
 - Fever or chills
 - Cough
 - Sore throat or pain when swallowing
 - Loss of smell
 - Headache or muscle ache
 - General fatigue
 - Loss of appetite

***Students displaying any symptoms of Covid-19 will be advised to not attend class and to return home to monitor their symptoms, complete the BC Online COVID-19 Self-Assessment and call 8-1-1 . If advised, they will need to be tested at an official testing centre for COVID-19.**

- b. Have you traveled outside Canada within the last 14 days?

***Students are required by federal law to remain home and quarantine if they have travelled outside Canada in the past 14 days.**

- c. Have you been in contact with somebody who has traveled outside Canada within the last 14 days?

4. If any staff/student has a temperature within the 'normal' range (36.5-37.5 C), and if they have answered "no" to all the questions, they will be allowed to enter the building.



If their temperature is above 37.5 C, they will be given a second temperature check (many people drink coffee/hot drinks or run to class). If their temperature is still above 37.5C, and/or they have answered “yes” to any questions, they will not be granted entry and will be asked to return to their home (see 9. Procedure for Suspected Cases of Covid-19).

5. Upon entry, students/staff will go directly to the school, where they will be required to follow all hygiene and social distancing protocols to reduce the risk of Covid-19 transmission.



1.1.3 Hygiene Protocols

Hand Hygiene

- Students and staff must disinfect their hands at the hand-sanitizing station in the following situations: upon entry, before and after breaks, and handling cash and other common tools or equipment.
- There are hand-sanitizing stations at the school entry and in the student lounge. Each classroom has a bottle of hand-sanitizer for use.
- Disinfectant soap is available in school washroom facilities. Students and staff are encouraged to wash their hands as often as possible.
- Hand hygiene etiquette is posted in each washroom and student lounge. (See Appendix 4)

Coughing and Sneezing

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by coughing, sneezing, or talking, touching the face with unwashed hands after touching contaminated surfaces or objects and touching surfaces or objects that may be frequently touched by other people To help stop the spread of germs, students must:

- cover their mouth and nose with a tissue when coughing and sneezing.
- throw used tissues in the trash.
- cough or sneeze into their elbow, not hands, when tissues aren't available.
- wash hands immediately after blowing their nose, coughing or sneezing.

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes>

1.2 Second Level of Protection-Engineering

- A plexiglass barrier is installed at the front reception desk to manage interactions with visitors and direct meetings between staff, students and prospective students.
- Monitoring of ventilation and air exchange is conducted regularly. Air filters are replaced under the guidance of our professional, contracted HVAC service provider.

IH Career College
2001-88 West Pender St., Vancouver, BC, V4M 3E9 Canada
ihcareercollege.com





1.3 Third Level Protection – Administrative

1.3.1 Social Distancing Protocols

- The occupancy limit for Unit 2001 is reduced to 70 people and, for Unit 2039, to 30 people. Occupancy limits for specific classrooms are posted in front of each entry (see Appendix 4).
- Administrative Staff work remotely up to three days a week to reduce the number of staff at the school (see Appendix 5).
- Instructors work from a staggered teaching schedule to maintain social distancing and avoid crowding during break and lunch times (see Appendix 6).
- Physical distancing between students and teachers is to be kept to at least 6 feet and occupancy limits for each classroom are posted at the entry of said room.
- One student per table is assigned and the measured distance between seating is 6 feet.
- Students stay in their assigned classrooms for both their morning classes as well as their lunch break. Students are not permitted to eat lunch in any other room than the one they've been designated.
- Visitors to the school are limited to two at one time. All visitors must sign in, answer the entry questionnaire and provide contact information at the front desk (See Appendix 7). All visitors are required to wear masks and observe the Covid-19 Safety rules of the school.
- The student lounge is unavailable as a place to eat or linger. Tables are moved to one side and chairs removed to reinforce the rule.
- To encourage one-way flow of traffic, everyone must enter through the front doors, follow posted signs and exit through the exit door in the student lounge (see Appendix 4)
- Washrooms have occupancy limits (see Appendix 4). Only two people at a time can use the washroom and they cannot use the sink at the same time. For people waiting, they have to maintain a 2-metre distance while waiting in line.

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>





1.3.2 Cleaning Protocols

Classrooms

- All classrooms have disinfectant spray, paper towels, and hand sanitizer, which must remain in the classroom for common use.
- Teachers must wipe down their tables, seating area, and laptop (screen and keyboard) after their classes.
- Students must wipe down their area (table and chair) after lunch and when class is finished.
- Students must dispose of their waste e.g. tissues or lunch remains in the wastebin in their classroom.
- Cleaners must wipe light switches, tables and chairs with disinfectant, clean the microwave (handles, inside and out) with disinfectant and remove waste and recyclables daily.

Student Lounge

- A bottle of disinfectant spray and paper towels, or disinfectant wipes, are available for students to use. When somebody touches a surface, they must wipe it down for the next person. This protocol must be followed.
- Daily cleaners must use disinfectant spray or wipes to disinfect student lounge countertops, tabletops, microwaves (handles, inside and out), fridge and water machine handles and vending machine keypad.
- Daily cleaners must wipe down high touch surface areas such as glass entry and exit doors with glass cleaner and handles with disinfectant (see Appendix 8).

Reception Area

- Daily cleaners must use disinfectant to wipe glass doors at the entry and the fire exit, wipe countertops with disinfectant and remove waste and recyclables daily.
- Staff must wipe down their individual workspace (phone, table, desktop computer, keyboard with disinfectant) as needed and communal workspace after use.



Washrooms

- Daily Cleaners must sanitize all sinks, counters, entry/exit and stall door handles daily, and empty wastebins as needed.
- No-touch paper towels dispensers are refilled as needed (see Appendix 9).
- Citron Hygiene service and provide washroom hygiene services weekly.

Weekend Clearing

- Weekend cleaners are responsible for intensive sanitizing of all areas including mopping, vacuuming and waste removal.



1.4 Fourth Level Protection – Personal Protective Equipment (PPE)

- Facial Masks are required in all common areas such as hallways, washrooms, the front desk and the student lounge. The classroom is to be considered a closed bubble, and masks may be removed inside based on personal preference. Masks are available for a small fee at reception.
- Clear guards (face shields) and gloves may also be worn if staff/students so choose.



2. Policies

2.1 IH Stay at Home When Sick Policy

Students are required to stay at home if any of these conditions are met:

1. If a student is showing any symptoms that include fever, cough, sore throat, and/or loss of sense of taste or smell, they must stay home even if they do not have a confirmed case of Covid-19. The student will be advised to check their symptoms with the BC Covid-19 app and follow any guidance from said app, including calling 8-1-1 and being tested for Covid-19 (see 9.3)
2. If there is a confirmed case of Covid-19 in the household, or if the student is exposed to someone with a confirmed case of Covid-19, or if the student has been advised by public health officials to self-isolate and monitor for symptoms.
3. If the student or any member of the household has returned to Canada from international travel and is not able to completely self-isolate within the home.
4. If, while at school, the student displays any symptoms that include fever, cough, sore throat and/or loss of sense of taste or smell.

Students who are required to stay at home but are well enough to study will be able to join their regular classes remotely (see.2.3)



2.2 Academic Concession Policies

2.2.1 Remote Classes

- Students who have a pre-existing health condition and prefer to take classes remotely must apply at the following link.

https://docs.google.com/forms/d/1QvGxpiU5IW5uazR_Zly_Pz2--IsnIO9e3t9I9ArO1gw/prefill

Students may start taking classes remotely if permission is granted by the Senior Educational Administrator. Students will receive an email confirming the outcome of their application.

2.2.2 Excused Classes

- Students are excused from their classes if they are undergoing testing and assessment or for any other necessary medical appointment.
- Students are excused from their classes if they are experiencing any respiratory, cold, or flu-like symptoms and are unable to participate in class.
- Students are expected to consult with their teacher and make up any missed assignments and/or tests.

2.2.3 Hybrid Learning Classes

- Students may take remote classes if they are experiencing any respiratory, cold, or flu-like symptoms but are still able to participate. Teachers must be informed in advance.
- Students who are experiencing some symptoms of Covid-19, or are awaiting their Covid-19 test results, but are well enough to study must notify the Senior Educational Administrator. Students will be requested to join remote classes.
- Students who are required to self-isolate under the authority of the public health authority must give notice to the Senior Educational Administrator and will be requested to join remote classes.



2.2.4 Student Sick Leave

- Students who have confirmed cases of Covid-19 or are experiencing strong symptoms and are physically unable to participate in classes must inform their advisor and the Senior Educational Administrator. Medical leave is issued for the length of their illness and in accordance to a doctor's directions. Students must have fully recovered and obtained clearance from their medical provider or public health authorities in order to attend face-to-face classes.
- The enrollment will be extended without penalty or additional cost or a credit will be issued equal to the number of weeks missed.

2.3 Workplace Accommodation Policies

- Teachers who only have remote students in their hybrid classes may request to work remotely.
- Teachers/staff who are experiencing symptoms such as, but not limited to dry cough, fever, severe fatigue, are requested to teach/work remotely. IH will provide additional support to teachers/staff (assistance, laptops, zoom link, etc.).
- Teachers/staff who normally attend school but need to self-isolate, or are experiencing respiratory, cold or flu-like symptoms as a result of the daily self-assessment process may request (a) sick day(s), according to IH policy.
- Teachers/staff may take sick leave for any necessary medical appointment/Covid-19 testing.
- Sick days may be applied to confirmed cases of Covid-19. If sick days are used, staff members may apply for extended medical under federal employment insurance.

3. Education and Training

3.1 Signage

- Signage is posted throughout the school regarding physical distancing, hand washing, restricted seat use, prohibited communal areas, one-way traffic flow and maximum number of students per classroom (see Appendix 4).



- Signage is also posted on the school's entry doors to the public limiting the number of visitors to two and also prohibiting entry for those who are sick or required to self-isolate (see Appendix 4).

3.2 Students

- Before the first day of in-person classes, IHCC advisors will inform students of the school policies, as well as Covid-19 protocols and practices. The student orientation handbook and orientation process include information about our Covid-19 health and safety guidelines and practices.

3.3 Staff/Teachers

All staff and teachers are informed of the Covid-19 health and safety policies and practices and will need to attend training on the following before returning/starting work:

- Monitoring students of symptoms of Covid-19
- Risk of exposure to Covid-19
- Response to potential case of Covid-19 and use of isolation room
- How to raise concerns with the Health and Safety Committee

Further information on Covid-19 Health and Safety policies and practices is provided in the IH Career College Employee guide. In addition, a copy of the school's Covid-19 Safety Policy and Worksafe BC inspection report is kept in a public area and on the school website:

<https://ihcareercollege.com/docs-safetyplan>

4. Communication

4.1 Students

IHCC advisors, in their own language, along with administrative staff, will communicate via email to both online and in-person students. New students are informed of the following:

- Daily online self-assessment tool
- Entry check protocols
- Hand hygiene
- Cough/sneezing etiquette
- Staggered scheduling
- Classroom arrangement



- Rules regarding mask-wearing, social distancing, and communal areas

Further official notices such as health and safety information and rule/policy changes are also shared through our website or social media pages. All content is consistent with provincial and local public health advice with links to official government sites.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

4.2 Staff/Teachers

A member of the Health and Safety Committee (See Appendix 1) provides periodic updates, changes or training opportunities through official memos, email or Slack. If deemed necessary, staff and teachers may review updated information and material and then have the opportunity to respond with questions during a scheduled individual or group meeting.

Written records are kept on the following:

- Covid-19 instruction and training opportunities
- First Aid reports
- Incidents of exposure
- Medical or Health certificates (doctors note)
- Daily attendance and temperature checks
- Visitor log Including contact information
- Daily cleaning checks

These records are kept in the Covid-19 Safety binder at the front desk and are available to be reviewed by IH Staff and public health and ministry officials as needed. Confidential student information will be kept in a locked file cabinet. Access is available only to their advisor and the Senior Educational Administrator.



5. Education Delivery

IH Career College expects students, teachers and staff to respect their work and learning environment.

5.1 Remote Learning

In addition to having a stable WIFI connection, a functional electronic device such as an iPad or laptop, and a quiet study space free of distractions, students are expected to respect the following rules online:

- Attend a minimum of 80% of their remote classes to earn a certificate.
- Fully participate in the class.
- Enable the camera.
- Mute their audio while others speak or when instructed to do so.
- Not engage in private chat with other students unrelated to class matters.
- Abide by the proctoring rules of online exams.
- Avoid plagiarism.

5.2 Managing Student Distress in a Remote Learning Environment

It is expected that students may have a range of thoughts and feelings, anxiety or experience social isolation during the pandemic. Instructors may have difficulty reading body language, feelings and emotions in a remote environment. Instructors may employ a variety of strategies to measure emotional mood such as:

- Asking students to share how they are feeling using a 1 to 5 barometer scale and follow up with students feeling overly distressed.
- Completing a short weekly survey asking about their week, how they are feeling and if they need assistance with academic or non-academic matters.
- Setting up individual weekly tutorial time to check student's well-being.
- Encouraging students to use the private chat function to share thoughts and reflections with the instructor if inhibited during class discussion.

Instructors may also refer students to virtual mental health support resources where applicable.

Instructors must inform the Senior Educational Administrator of students needing additional mental health support services.



<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19#students>

5.3 Instructor Support

IHCC provides training to help instructors transition to a remote learning environment, develop remote teaching practices and successful online teaching strategies.

Workshop topics include:

- Online Teaching Platform and Zoom
- Google classroom training
- Blended Learning
- Using Exam.net

IHCC will also provide training on creating inclusive and safe remote learning environments.

Aspects of this training include:

- Getting to know the students e.g. needs analysis, interactive activities, ongoing communication
- Establishing virtual classroom rules and practices e.g. no private chats, texting, no sharing offensive imagery or offensive comments or jokes.
- Creating a sense of community e.g. breakout rooms, class discussion, shared google docs.
- Establishing rules for student's cameras and use of virtual backgrounds for privacy.
- Encouraging students to personalize their off-camera image.

5.4 Accessibility

- Additional equipment (laptops, headphones, microphones) are available to loan to students who need to access remote learning.
- Classroom space is available for remote students that need access to the school WIFI.
- Hearing impaired students may have their audio supplemented with printed text.
- Vision impaired students may have their video content replaced with oral description, caption or written transcript.
- Low vision students may have content in large text option.



- ADHD, vision -impaired students who may have difficulty following synchronous (real time discussion) may use asynchronous (online) discussion to allow for more processing and response time.
- Provide extended time and supplement with audio/large text option for tests/quizzes.

<https://www.insidehighered.com/digital-learning/article/2018/05/02/technology-can-help-address-accessibility-challenges-many-say>



6. Field Trip Safety

Field Trips are an important supplement to the syllabus and help to support student learning but must be managed very carefully. Instructors will be expected to comply with IHCC Health and Safety Guidelines in addition to respecting the Covid-19 Safety Protocols of transit and the field trip destination.

Instructors must:

- Research the opening times and the Health and Safety Policies of their desired location.
- Give at least 24 hours advance notice to the Senior Educational Administrator.
- Limit field trip numbers to a manageable size.
- Prepare a list of attendees which includes their contact information.
- Require students to wear masks at all times (during transit and at the destination).
- Require students to respect the rules of social distancing.
- Require students to apply hand sanitizing practices whenever possible.



7. Accommodation

7.1 Communication with the Student: Pre-Arrival

IH Career College advisors will ensure that all necessary arrangements have been made before the students' safe travel and 14-day quarantine. Proper supports will have been put in place before the quarantine period. Students will be informed of the expectations and protocols regarding their flight, arrival, accommodation, transfer to homestay, 14- day quarantine and remote study.

Specifically:

- Students will be provided with a Covid-19 International Travel and Quarantine Checklist. (Appendix 10)
- Students will be advised to download the Covid-19 BC mobile app and Arrive Can App prior to their arrival to fill in their personal information in addition to learning how to self-assess for Covid-19 symptoms.
<https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/privacy>
- Students will be advised to bring:
 - a) proof of coverage of appropriate medical insurance, effective on the date of arrival which includes coverage of COVID-19 during the quarantine period. E.g.. Guard.me International Insurance.
 - b) a valid passport
 - c) Official Letter of Acceptance
 - d) Student Visa /Work Visa (if program has co-op)
 - e) Student quarantine plan which can be printed for presentation to their CBSA agent upon arrival in Canada (Appendix 11)
 - f) masks to use during the flight, transit to homestay and pre/post isolation period

IH Career College advisors will communicate in the student's native language via email or Zoom to ensure that students have all the necessary information and understanding of Covid -19 safety protocols. Necessary documentation and links to government websites in reference to their arrival will be provided.

<https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/travel>



7.2 Communication with the Homestay-Pre-Arrival

IH Career College has both its own network of homestays and also works with housing agencies that contract out homestay providers and airport transfers. The homestay providers have received an orientation guide which outlines their responsibilities towards the student, and information about appropriate self-isolation health and hygiene practises based on public health Covid-19 guidelines. Homestay providers are also instructed to use the BC-Covid-19 Assessment online assessment tool as needed for students and self-assessment.

<https://bc.thrive.health/covid19/en>

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>

7.3 Communication during the 14- Day Quarantine Period

Prior to arriving at the homestay, the student will have been in contact with the host family by email to ensure that all the contact details have been confirmed. During the time that the student is in self-isolation, they are responsible for following all quarantine rules and completing a daily assessment using the BC-Covid Assessment online tool. The homestay provider and student will be provided with the following contact details:

- IH Career College (Head of College and Advisor)
- 811 HealthLink BC (for a new cough, fever or difficulty breathing)
- 1-888-COVID19 (1888-268-4319) or text 604-630-0300 for Non-medical inquiries (ex. travel, physical distancing):
- Nearest Medical Clinic (See Appendix 2)

Homestay providers must inform IH Career College immediately should they observe any student not following the 14-day quarantine requirement.

7.4 Remote Study in Quarantine

IHCC will be able to assess the student's level of language proficiency online <https://ihworld.com/learn/ih-english-language-level-test/> and place the student in the correct level. Students will access their study through remote classes during the 14 day quarantine period. The teacher will provide a recurring zoom link to access classes.



7.5 Post-Quarantine

Students must continue to adhere to all the Covid-19 safety and hygiene procedures and respect the house rules of their homestay.



8. Procedure for Suspected Cases of Covid-19

8.1 Self-Assess Symptoms

- Students/staff who have some symptoms of Covid-19 or have been in contact with others who have Covid-19 symptoms and/ or a confirmed case of Covid-19, will be asked to take the BC-Covid-19 Assessment online assessment.
Depending on the severity of symptoms, the assessment may direct the individual to:
 - a) contact 811 or their family doctor if further medical advice is needed. 811 translation services are provided if needed. (The student must state the language and an interpreter will join the call).
 - b) self-isolate and self-monitor for symptoms.
 - c) call 911 or go to the nearest emergency department.

8.2 Symptoms at School

If Teachers, Staff or students develop symptoms while at school:

- The symptomatic individual will be isolated into an empty room and monitored carefully by the first- aid attendant or designate. The individual will be directed to return to their home. Transportation will be coordinated by a member of the Covid-19 Outbreak Response team.
- First Aid Covid-19 protocols will be used during any interaction with the symptomatic student and first aid attendant.
- If symptoms persist, the individual should call 811 or local health care provider for further direction and /or directed to the nearest testing site. Advisors may assist with student translation if necessary.
- Any areas used by the affected individual must be cleaned and disinfected.

8.3 Covid-19 Testing Sites for Staff and Students

Individuals may be directed to their doctor or nearest medical clinic for assessment and/or Covid-19 testing and to visit the nearest hospital for urgent health conditions.



There are also Vancouver Coastal Health testing collection centres (including outdoor centres) and urgent and primary care centres (UPCC) listed below which do not require an appointment and operate on a first-come, first-serve basis.

8.3.1 Vancouver Test Collection Centre

- Parking lot, 4875 Heather Street, Vancouver, BC (outdoor)
- 8:30 a.m. to 4:00 p.m., seven days a week

8.3.2 Vancouver Test Collection Centre - Vancouver Community College

- 1155 East Broadway, (North Parking Lot #865) Vancouver, BC
- 9:00 a.m. to 7:30 p.m., seven days a week

8.3.3 Vancouver Test Collection Centre - Downtown Eastside

- 429 Alexander St., Vancouver, BC
- 10:00 a.m. to 5 p.m., Monday to Friday (closed between 12:30 p.m. and 1:30 p.m.)

8.3.4 City Centre UPCC

- 1290 Hornby Street, Vancouver, BC
- 8:00 a.m. to 10:00 p.m., Monday to Saturday and 9:00 a.m. to 5:00 p.m., Sunday

8.3.5 REACH UPCC

- 1145 Commercial Drive, Vancouver, BC
- Monday to Saturday, 8:00 a.m. to 10:00 p.m. and Sunday, 9:00 a.m. to 5:00 p.m.
- Please call 604-216-3138 for all COVID-19 related inquiries - appointments only at this time (no walk-ins)

<http://www.vch.ca/covid-19/covid-19-testing>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

8.4 Confirmed Cases of Covid-19



Students/Staff who have a positive Covid-19 test result must immediately inform the Academic Director/Head of College or Member of the Health and Safety Committee (Outbreak Response Team), their homestay provider and their own family, in their native country.

8.4.1 On school premises

Should (a) confirmed case(s) of Covid-19 occur:

- The first step will be to contact Public Health Officials (Vancouver Coastal Health and/or the BC CDC) immediately. All guidance provided from the Public Health Officials will be followed under the lead of the Covid-19 Outbreak Response Team. The school will support Public Health Officials as required.
- If Public Health Officials deem a temporary school closure to be necessary, teachers and staff will work remotely, and students will access their classes through distance delivery. The premises will receive a professional deep cleaning and sanitization during this time.



8.4.2 Affected Individuals

- Students will be required to self-isolate in their bedrooms, use their own private bathroom if possible and maintain social distancing with the homestay providers and other members in the home. Meals and all other amenities will be taken to them during this time.
- IH advisors will be in regular contact to check students' well-being and to help communicate with the homestay provider and public health official involved.
- Should students' symptoms be mild enough to attend remote classes, IHCC advisors will provide additional assistance to arrange distance classes with the teacher.
- After a minimum of 14 days, affected individuals must take a second Covid-19 test. If the result is negative and proof of a negative result is submitted to the Senior Educational Administrator, the student will be granted entry to the school and continue in-class studies.
- The Head of College can coordinate transportation to the testing-site and provide translation.
- The recovered student must submit to periodic temperature checks throughout the day.

8.4.3 Contact Tracing Procedure

- When a person tests positive for COVID-19, they become a "case".
- A public health nurse interviews the case to identify people they've spent time with. These people are "contacts."
- Public health gets in touch with the contacts and asks them about symptoms of COVID-19.
- Not every contact needs to be identified: only those who could have been exposed to the case's respiratory droplets from coughing, sneezing or speaking.
- Public health maintains the case's privacy. A case can choose to tell others about their diagnosis but should not do their own contact tracing.
- Contacts with symptoms are sent for testing.
- If they test positive, they become a 'case' and the process repeats.
- Contacts with no symptoms are asked to self-isolate and monitor for symptoms for 14 days after their last contact with the case.
- Contact tracing helps people get diagnosed earlier and reduces the chance of spreading the virus.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation/contact-tracing>



http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_ToolsStrategiesSaferOperations.pdf



Appendix 1- Health and Safety Committee Members

* The Health & Safety Committee Members act as the Covid-19 Outbreak Response Team

Jeff Romonko	Head of College	jeff@ihpacific.com
Sharon Wong	Senior Educational Administrator	sharon@ihpacific.com
Yoichi Ogawa	Advisor	yoichi@ihpacific.com
Kimberly Nelson	First Aid Attendant	knelson@ihpacific.com
Sherry Moradi	Teacher	smoradi@ihpacific.com

The role of the Health and Safety Committee Members is to:

- Identify unsafe and unhealthy situations, advise and implement effective responses.
- Consult with workers and the employer on issues related to occupational health and safety, and the occupational environment.
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety, and the occupational environment of workers.
- Advise the employer on programs and policies required under the regulations for the workplace, and to monitor their effectiveness.
- Serve as part of Covid-19 Outbreak Response Team

<https://www.worksafefbc.com/en/health-safety/create-manage/joint-health-safety-committees#:~:text=The%20joint%20health%20and%20safety,safety%20issues%20in%20the%20workplace.>

Appendix 2-Important Contacts and Resources

Agency	Contact Details	Help with
--------	-----------------	-----------

IH Career College
2001-88 West Pender St., Vancouver, BC, V4M 3E9 Canada
ihcareercollege.com



Walk in Clinics	<a href="https://bc.skipthewaiti
ngroom.com/city/vanc
ouver">https://bc.skipthewaiti ngroom.com/city/vanc ouver	Medical services and treatment for minor illnesses In-person or on-line registration No appointment necessary
BC Provincial Toll-free Hotline	1-888-COVID19 (1-888- 268-4319)	General Questions about Social distancing, travel or assistance from provincial or federal governments
HealthLink BC	811 <a href="https://www.healthlink
bc.ca/">https://www.healthlink bc.ca/	Health Questions or symptoms related to Covid-19 or other health issue; talk to a health professional (translation services available)
Vancouver Coastal Health	See 9.3 for addresses and phone numbers <a href="http://www.vch.ca/cov
id-19/covid-19-testing">http://www.vch.ca/cov id-19/covid-19-testing	Covid-19 Testing and Urgent Primary Care Centres (UPCC)
Emergency Line	911	Fire, ambulance or medical emergency



Websites	
Arrive Can App	https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/privacy
BC-Covid-19 Assessment online	https://bc.thrive.health/covid19/en
CDC BC Centre for Disease Control-Covid 19	http://www.bccdc.ca/health-info/diseases-conditions/covid-19
CDC BC Centre for Disease Control-Self-Isolation	http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation
BC-Supports for Students and Educators	https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19#students
Government of Canada COVID-19-General Information	https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
Government of Canada COVID-19: Travel, quarantine and borders	https://travel.gc.ca/covid-19-travel
Government of Canada COVID-9: Awareness resources	https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources.html#covid-awareness-table
Government of Canada How the Covid Alert App Works	https://www.canada.ca/en/public-health/services/video/covid-alert.html



Have you been in contact with anyone who has?
 If anyone answers yes and has an above normal temperature, do not allow access.

Appendix 4-Signs



Appendix 5-Remote Work Schedule

Day	Work at School			Work Remotely
	8 to 12 (Reception) 12 to 4 (Office)	8-9 (Entry Check) 9 to 12 (Office) 12 to 4 (Reception)	9 to 5 (Office)	
Monday	Staff 1	Staff 2	Advisor 4, 5	Staff 3, Advisors 6, 7
Tuesday	Staff 2	Staff 3	Advisor 4, 7	Staff 1, Advisors 5, 6
Wednesday	Advisor 5	Staff 2	Advisor 4, 6	Staff 1,3 Advisors 5, 7
Thursday	Staff 3	Staff 1	Advisor 4, 7	Staff 2, Advisors 5, 6
Friday	Advisor 6	Staff 1	Advisor 4	Staff 2, 3 Advisors 5, 6

**South Entrance entry check for all from 8 to 9 am Managerial Staff (1-3)
Office and Reception: Advisors (4-7)**



Appendix 6- Sample Staggered Teaching Schedule

Teacher	Room	Block A	Block B	Block C	Lunch	Block D	Block E	Block F
A	211	8:30 9:20	9:30 10:20	10:30 11:20	11:20 12:10	12:40 1:30	1:40 2:30	2:40 3:30
B	201-202	8:45 9:35	9:45 10:35	10:45 11:35	11:35 12:25	12:25 1:15	1:25 2:15	2:25 3:15
C	204	9:00 9:50	10:00 10:50	11:00 11:50	11:50 12:40	12:40 1:30	1:40 2:30	2:40 3:30
D	209	9:10 10:00	10:10 11:00	11:10 12:00	12:00 12:50	12:50 1:40	1:50 2:40	2:50 3:40
E	213	9:15 10:05	10:15 11:05	11:15 12:05	12:05 12:55	12:55 1:45	1:55 2:45	2:55 3:45



Appendix 8-Daily Cleaning Schedule

Cleaning Checklist

Please check off each task when completed. Then, initial at the bottom of the page for each day, week, and month.

Daily Cleaning Checklist

Wipe clean Every Day with Disinfectant	Mon	Tue	Wed	Thu	Fri	Sat	Sun
tabletops (including desks, student lounge tables, student lounge counter tops) with disinfectant	<input type="checkbox"/>						
bathroom taps and faucets (bathroom/student lounge)	<input type="checkbox"/>						
Microwave handles	<input type="checkbox"/>						
all door handles and front glass door and windows	<input type="checkbox"/>						
Wipe clean microwaves (both inside and outside)	<input type="checkbox"/>						
Wipe clean tops of mini-fridges wherever accessible	<input type="checkbox"/>						
Clear out kitchen fridge in student lounge, mini-fridges in office area, in unit 2039, in room 212	<input type="checkbox"/>						
wipe clean handles of mini-fridges and fridges in the student lounge	<input type="checkbox"/>						
Water machine	<input type="checkbox"/>						
Spot vacuum	<input type="checkbox"/>						
Around corners of student lounge	<input type="checkbox"/>						
Around microwaves and fridges (in student lounge, smaller unit hallway, room 212)	<input type="checkbox"/>						
Sweep	<input type="checkbox"/>						
hallways, office and reception area	<input type="checkbox"/>						
Initials after completion of the day							

Comments:

Cleaning Checklist

Please check off each task when completed. Then, initial at the bottom of the page for each day, week, and month.

Weekly Cleaning Checklist

Vacuuming	W1	W2	W3	W4
Vacuum <u>all</u> carpeted areas including corners, under tables and along window ledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mop hallways, reception area, office area and bathrooms with chemical cleaners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initials after completion of the day				

Comments:





(as needed)																				
Weekend Deep Cleaning																				
Toilet bowls Sanitized																				
Toilet fixtures Cleaned																				
Washroom Floor Mopped																				
Clean Washroom Doors																				



Appendix 10- Covid-19 International Travel and Quarantine Checklist

Dear student,

We look forward to welcoming you to Canada! Canada remains a safe and welcoming destination for international students. However, as a result of the COVID-19 pandemic, there are some important protocols that international students must follow to reduce the risk of infection and transmission of the virus, including undertaking a mandatory 14-day quarantine period immediately upon arrival in Canada.

Please take some time to review the information in this document. Please note that in not following this protocol, students may be denied entry into the country, or may be denied entry to/dissmised from your program of study with no refund. Government authorities may also fine students for non-compliance in certain situations.

Please understand that our number one priority is the health and safety of our students, homestay families, schools and communities. IH Career College is obligated to follow the regulations and recommendations of various authorities, including the government of Canada, provincial and local public health authorities.

Please confirm that that you understand and agree with the following:

- I am aware of the requirement to comply with the Government of Canada's [Quarantine Act](#), including the penalties of violation of the *Quarantine Act*, which include up to 6 months in prison and/or \$750,000 in fines.
- I agree to comply with the requirements laid out in this International Student Safe Travel, Arrival and Quarantine Checklist.
- I have completed and printed the Languages Canada Quarantine Plan for presentation at my port of entry, and have registered via the ArriveCAN App.
- I have downloaded and installed the BC COVID-19 App.
- I confirm that I have appropriate medical insurance, effective as of the date of my arrival in Canada, which includes coverage for COVID-19 during the quarantine period.



Name: _____

Signature: _____

Date: _____

Student Checklist

The below checklist provides guidelines to support you in your travel and quarantine upon arrival in Canada.

Pre-Departure:

1. Communicate with IH Career College about your arrival and quarantine plan:

IH Career College will provide you with accommodation options for your 14-day quarantine and require that you make a selection of your preferred quarantine site. Each quarantining student (or student-family unit) must stay in their own room. Your quarantine site will provide:

- Private, safe transport from the airport to the hotel.
- Delivery of three meals per day to your room;
- A room which includes a private bathroom and is equipped with adequate toiletries, linens and other supplies for 14 days;
- Adherence of all staff to rigorous hygiene, cleanliness and physical distancing practices;
- Monitoring services to ensure that you do not leave your room.

In addition to payment of a deposit for your study program, you will be required to pay the accommodation placement fee prior to being issued a Letter of Acceptance.

Make sure to inform IH Career College and your quarantine site in advance if you have any special needs or disabilities of which they should be aware. Be clear about how and where you will be meeting your transportation upon arrival. Obtain a cell phone number for the driver.

2. Prepare for 14 days of isolation:



- Refer to the [guidelines from the Public Health Agency of Canada on How to Self Isolate](#).
- Discuss with IH Career College your plans for remote study during your quarantine period.
- Make a plan for your physical and emotional wellness during quarantine, including any books, games, fitness equipment/apps, etc. you wish to have with you.

3. Complete arrival plans:

- Complete the mandatory [Languages Canada Quarantine Plan](#). Send a signed electronic copy of this document to IH Career College. Print a copy of this Plan to present to border officials upon arrival in Canada.
- Download the [ArriveCAN App](#) on your mobile device (available for iPhone and Android). Complete the pre-arrival forms on the app.
- Download the [BC COVID-19 App](#) (available for iPhone and Android).

4. Packing

In addition to regular packing requirements, please also bring:

- 60 disposable face masks OR 30 disposable and 1 reusable cloth face mask;
- One large bottle of quality hand sanitizer;
- One box of Nitrile gloves;
- A thermometer.

Please also have the following with you in your carry-on luggage: at least 2 masks, several pairs of gloves, a travel sized bottle of hand-sanitizer and some disinfecting wipes.

Make sure you have the following documents available when you arrive in your carry-on luggage. You will be required to present these to a Canada Border Services Agent when going through Canadian customs and immigration:

- Passport;
- Study permit or permit confirmation document (if you have one);
- Letter of Acceptance;
- Quarantine site contact information, including cell phone number for the driver;
- Contact information for your host school;
- Signed copy of this document.
- Print out of quarantine plan



5. Pre-Departure Self-Assessment

You (and your co-arriving family members) should not travel to Canada if you are experiencing COVID-19- related symptoms, have tested positive for COVID-19, have been exposed to the virus or are awaiting test results. Access the BC Thrive Health COVID-19 Self-Assessment Tool <https://bc.thrive.health/covid19/en> to determine if you have COVID-19- related symptoms.

In transit:

While in transit to the airport, in airports and during flights:

- Wear a mask and gloves;
- Wash hands frequently;
- Use hand sanitizer when necessary;
- Practice physical distancing (minimum 2 metres from others);
- Sanitize your personal space and high touch areas;
- Minimize trips to the washroom (Flush the toilet with the seat cover down);
- Touch as few surfaces as possible;
- Keep your cell phone charged.

Arrival in Canada:

- Text IH Career College advisor to confirm your arrival;
- Text your driver to confirm your 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 do not enter any stores in the airport;
- Meet your driver at the agree pick-up location;
- Load your 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 your quarantine site.



During quarantine

As per the Government of Canada's [Quarantine Act](#), you are required to quarantine for 14 days immediately upon arrival in Canada. This means that you must stay on your own in your room for 14 days and avoid contact with others. Your quarantine site will provide you with food, clean linens every couple of days, a comfortable room, access to television and Wi-Fi.

This means:

1. Stay in your own room as much as possible and away from others. Do not leave your quarantine room unless there is a medical emergency. Keep your room well-ventilated and clean – open your window to let the air circulate.
2. Practice good hygiene
 - Wash your hands frequently with plain soap and water for at least 20 seconds.
 - Cover your mouth and nose with your elbow when coughing or sneezing, or use a tissue. Avoid coughing into either your hands or into the air. Dispose of used tissues right away into a trash bin and immediately wash your hands.
 - Flush the toilet with the lid down.
 - Package up your garbage – empty garbage frequently and wash your hands immediately.
 - Refer to the COVID-19 laundry policy at your quarantine site for having your clothes washed.
3. Stay connected to IH Career College through your remote study and optional virtual social activities to meet other students and learn about the city in which you'll be studying.
4. Stay connected to friends and family via text, email, facetime, etc.
5. Monitor your physical and mental well-being. If you are not feeling well, use the BC COVID-19 self-assessment tool <https://bc.thrive.health/covid19/en> to help determine if you need further assessment or testing. Contact IH Career College advisor and quarantine provider immediately if you feel sick.

Please remember that quarantine is a mandatory requirement of the *Quarantine Act* and not optional.

After quarantine



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

- Confirm transportation arrangements to your permanent accommodation with IH Career College.
- If you are transferring to accommodation within your city of arrival/quarantine, you will be transported by car provided by the quarantine site, following safe transport protocol.
- If you need to travel to another city within Canada for your studies, you will be transported to the airport by car provided by the quarantine site, following safe transport protocol. While in airports and during flights, you will be expected to follow the same recommended personal hygiene and physical distancing guidelines as during international travel, including wearing a mask and gloves; washing/sanitizing hands frequently; and observing appropriate physical distancing.
- For the duration of your stay in Canada, please be mindful of and respect public health directives. Continue to practice proper hygiene, including hand washing and use of hand sanitizer. Use coughing and sneezing etiquette and practice physical distancing.

*from the Languages Canada Study Safe Corridor program



This page has been left blank



Appendix 11-Student Quarantine Plan

Personal Information

Name (First, Last)	
Country of Origin	
Passport Number	
Home Address	
Date of Birth (yyyy/mm/dd)	

Arrival information

Arrival Date	
Arrival From	
Port of Entry into Canada	
Arrival by (airline name and flight #)	

Quarantine plan



Quarantine Location	
Name of Accommodation Provider	
Address	
Contact Details	

- I confirm that the following are provided by the quarantine site:
- Transportation to quarantine location
 - 3 meals/day, delivered to my room
 - Access to needed toiletries, linen, cleaning supplies, etc.
- I confirm that I will not be living with vulnerable persons or in shared accommodation during the period of mandatory quarantine upon entry.
- I confirm that I am entering Canada with medical insurance that provides coverage for COVID-19 during the period of mandatory quarantine upon entry.
- I confirm that I have access to sufficient funds to cover any and all additional COVID-19-related costs, including testing.



Commitment to this plan

I, [STUDENT NAME] _____ confirm that I understand the importance of the quarantine procedure upon arrival in Canada, and will follow all criteria provided in this document, as well as all requirements provided by the Government of Canada, for a full 14 days.

Signature: _____ Date: _____

*from the Languages Canada Study Safe Corridor program

