



ROYAL BRIDGE COLLEGE
Your Pathway To Excellence

Royal Bridge College's COVID-19 Exposure Control Plan

January 2021 update



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SCOPE

This COVID-19 Safety Plan (Exposure Control Plan, the “Plan”) applies to Royal Bridge College(RBCo.)and it’s faculty, staff and students who could be exposed to the COVID-19 virus while doing their assigned work. In addition, it sets out provisions to reduce the likelihood of transmission among the larger RBCo community, including contractors and students, during RBCo activities.

NOTE: This plan will continue to evolve and change as needed in response to the COVID-19 pandemic.

STATEMENT OF PURPOSE

Royal Bridge College is committed to providing a safe and health workplace for all of our staff. A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective control measures available. Our work procedures will protect our employees and students, but also other workers and the public who enter our facilities. All employees must follow the procedures outlined in this plan to prevent and or reduce exposure to the COVID-19 virus at RBCo.

The purpose of this Exposure Control Plan (ECP) is to protect employees from the COVID-19 virus, reducing the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, Exposure Control Plan.

Royal Bridge College will strive to keep up-to-date with the recommended ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for our employees. RBCo will follow the direction and controls as specified by the BC Center for Disease Control (BCCDC), the BC Ministry of Health, and the Provincial or Interior Health Medical Health Officer while continuing to monitor and liaise with these authorities on changes that may impact the institution.



GOALS AND RESPONSIBILITIES

Strategic Goals (Principles)

RBCo has established the following Strategic Goals (Principles) to guide our academic community's response to health and safety protocols in response to the pandemic.

1. Safety of students, staff and faculty
2. Minimize the risk related to COVID-19 across the entire institution
3. Follow direction of Ministry of Advanced Education, Skills and Training (AEST) and Medical Health and Provincial Health Officers
4. Minimize the risk related to COVID-19 across the entire college
5. Transition to distributed learning where feasible
6. Support essential learning and administrative activities

In order to achieve these goals we have identified the following responsibilities. Royal Bridge College employees must review this exposure control plan and understand the applicable responsibilities, which may be subject to change.

- Support the implementation of the COVID-19 Safety Plan
- Ensure managers, supervisors and employees are educated and trained to an acceptable level of competency and follow the direction of upper management
- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as worker training materials, barriers and signage required to implement and maintain the Plan) are readily available when required.
- Maintain records as necessary, such as campus access and training.
- Ensure that a copy of the Plan is available to manager, supervisors and employees.

COVID-19 Health & Safety:

- Ensure the Exposure Control Plan is reviewed and updated as necessary.
- Support the development of the ECP related resources such as check-lists, online training, frequently asked questions (FAQs), posters and work procedures.
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fire testing is in place.



Managers:

- Assess any risk(s) related to the COVID-19 for the positions and activities under their management in consultation with employees, Occupational Health and Safety Committees and COVID-19 Health & Safety staff who are available for help.
- Ensure awareness, information and resources are shared with all employees.
- Provide training, safe work practices (SWP), personal protective equipment (PPE) and other equipment as necessary to manage the identified risks.
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be required to use a respirator.
- Direct work in a manner that eliminates risk of and if not possible, minimized the risk to employees.
- Ensure employees, faculty and students understand that they must not come to Royal Bridge College if experiencing any COVID-19 symptoms and how they will be supported to stay at home until otherwise medical cleared to do so.
- Ensure employees follow safe work practices (SWPs), and use appropriate personal protective equipment for the task at hand.
- Understand and be aware of who those considered to be highly vulnerable in both work and employee personal contact circles. Work with your employees to ensure the appropriate additional controls are identified and implemented as required.
- **If experiencing COVID-19 symptoms do not come to work.** Report symptoms to your manager and contact 8-1-1, use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/covid19/en> and follow the directions.

Faculty and employees:

- Review information resources, ask questions and follow-up with your supervisor to ensure understanding and adherence.
- Take part in training, education and instruction for COVID-19 protocols.
- Review and follow related safety work plans.
- Select, care for, and use any assigned personal protective equipment (including non-medical fabric masks) as trained and instructed.
- Rely on information from trusted sources including RBCo, Provincial Health Office, Medical Health Officers, British Columbia Centre for Disease Control, Public Health Agency of Canada and World Health Organization.
- Understand how exposure can occur and how to report exposure if required.
- Understand who should be considered highly vulnerable in your work or personal contact circles. Work with your manager and or supervisor to ensure appropriate controls are in place.



- Follow RBCo's campus entry and exit protocols and instructional signage.
- Maintain a minimum two meters of physical distance when entering and exiting the premises.
- **If experiencing COVID-19 symptoms do not come to work.** Report symptoms to your manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/covid19/en> and follow the directions.

Students:

- Review information resources, ask questions and follow-up with instructor to ensure understanding and adherence.
- Take part in training and instruction on COVID-19 policies and procedures.
- Review and follow related safe work practices.
- Select, care for, and use any assigned personal protective equipment (including non-medical fabric masks) as trained and instructed.
- Rely on information from trusted sources including RBCo, Provincial Health Office, Medical Health Officers, British Columbia Centre for Disease Control, Public Health Agency of Canada and World Health Organization.
- Understand how exposure can occur and how to report exposure.
- Understand who should be considered highly vulnerable in your work/school or personal contact circles. Work with your instructor to ensure appropriate controls are in place.
- Follow Campus entry and exit protocols and instructional signage. Maintain a minimum two meters physical distance when entering and exiting.
- **If experiencing COVID-19 symptoms do not come to work.** Report symptoms to a staff member, and contact 8-1-1, use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/covid19/en>

RISK IDENTIFICATION, ASSESSMENT AND CONTROL

What is COVID-19?

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

Risk Identification:

According to HealthLinkBC, COVID-19 is an illness caused by a coronavirus. COVID-19 has spread worldwide, including to British Columbia, and has resulted in the world declaring a global pandemic.



Symptoms:

Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. Some people may experience mild symptoms, while others have more severe symptoms. **The most common symptoms** of COVID-19 are fever, dry cough, and fatigue. Other symptoms that are less common and may affect some patients include: loss of taste or smell, nasal congestion, conjunctivitis (red eyes), sore throat, headache, muscle or joint pain, different types of skin rash, nausea or vomiting, diarrhoea, chills or dizziness.

Symptoms of severe COVID-19 disease include: shortness of breath, loss of appetite, confusion, persisted pain or pressure in the chest and high temperature (above 38°C). Other less common symptoms are: irritability, confusion, reduced consciousness (sometimes associated with seizures), anxiety, depression, sleep disorders, more severe and rare neurological complications such as strokes, brain inflammation, delirium and nerve damage.

Resource: World Health Organization-Coronavirus disease (COVID-19) 12 October 2020 | Q&A- What are the symptoms of COVID-19?

How It Spread:

COVID-19 spreads from an infected person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, sings, shouts or talks. The droplets vary in size from large droplets that fall to the ground rapidly (within seconds or minutes) near the infected person, to smaller droplets, sometimes called aerosols, which linger in the air under some circumstance. According to British Columbia Centre of Disease Control, efforts to stop the spread of COVID-19 should focus on reducing droplet contact.

- Keep practising physical distancing
- Stay home if you are sick and limit your contact with others
- Wash your hands often with soap and water or an alcohol-based hand sanitizer containing at least 60% alcohol
- Cough and sneeze into a tissue or the into your elbow
- Avoid touching your face
- Clean and disinfect surfaces and objects
- Wear a mask or face covering when needed

Resource: Government of Canada - Coronavirus disease (COVID-19): Prevention and risks-How COVID-19 spreads (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html?utm_campaign=gc-hc-sc-coronavirus2021-ao-2021-0005-9834796012&utm_medium=search&utm_source=google_grant-ads-107802327544&utm_content=text-en-434601690167&utm_term=corona%20virus).



COVID-19 Vulnerable Populations :

According to the Government of Canada poster below, the groups at highest risk from COVID-19 are:

- Older adults (increasing risk with each decade, especially over 60 years).
- People of any age with chronic medical conditions (e.g., lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease or stroke).
- People of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) or taking medications which lower the immune system (e.g. chemotherapy).
- People living with obesity (BMI of 40 or higher).

Resource: Please see the Government of Canada poster below.

Vulnerable populations and COVID-19



While COVID-19 can make anyone sick, some Canadians may be at greater risk of COVID-19 than others due to their occupational, social, economic and other health and life circumstances.

Organizations, staff and volunteers play an important role in helping to prevent these populations from getting or spreading the COVID-19 virus. Start by sharing simple things they can do to help keep themselves and others healthy, guide them to help if they develop any signs and symptoms and learn ways help care for sick clients recovering from COVID-19.

Vulnerable populations may include

Individuals who are at risk of more severe disease or outcomes, including:

- › older adults (increasing risk with each decade, especially over 60 years)
- › people of any age with chronic medical conditions (e.g., lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, stroke, or dementia)
- › people of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) or taking medications which lower the immune system (e.g., chemotherapy)
- › people living with obesity (BMI of 40 or higher)

Individuals who may be more likely to be exposed to the COVID-19 virus because:

- › Their jobs or occupations require them to be in contact with large numbers of people, which increases their chances of being exposed to someone who has COVID-19
- › They live in group settings where the COVID-19 virus may transmit more easily (e.g., long-term care facilities, correctional facilities, shelters, or group residences)
- › They face barriers that limit their ability to access or implement effective public health measures (e.g., individuals with disabilities who encounter non-accessible information, services and/or facilities)

For example, anyone who has:

- › difficulty reading, speaking, understanding or communicating
- › difficulty accessing medical care or health advice

- › difficulty doing preventive activities, like frequent hand washing and covering coughs and sneezes
- › ongoing specialized medical care or needs specific medical supplies
- › ongoing supervision needs or support for maintaining independence
- › difficulty accessing transportation
- › economic barriers
- › unstable employment or inflexible working conditions
- › social or geographic isolation, like in remote and isolated communities
- › insecure, inadequate, or nonexistent housing conditions

How organizations can support vulnerable populations during COVID-19 outbreaks

Take the time to learn the facts:

- › Know more about COVID-19 by visiting Canada.ca/coronavirus.
- › Keep up-to-date about the current situation in your community.
- › Contact local, provincial, territorial public health officials to get relevant COVID-19 information, resources and guidance.

Take time to get prepared:

- › Review your business continuity plan so you and your staff know what to do.
- › Plan ahead for potential disruptions.
- › Identify and plan how to continue providing the most critical services.
- › Partner with organizations that provide similar services to share resources and strategies.
- › Be prepared to answer questions from staff, volunteers, and clients.
- › Consider stockpiling general supplies and cleaning and disinfecting supplies.
- › Prepare for shelters and communal space limitations.

Educate staff about ways to prevent the spread of COVID-19:

- › **Washing hands** often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
 - › use **alcohol-based hand sanitizer** containing at least 60% alcohol if soap and water are not available
- › Increasing access to hand hygiene and cough etiquette supplies (e.g., alcohol-based hand sanitizer, soap, paper towels, tissues, waste containers).
- › **Cleaning and disinfecting** frequently used spaces, surfaces and objects (kitchens, common areas, dining areas, desks, shared sleeping spaces, doorknobs, and faucets).
- › Maintain **physical distancing**, keeping at least 2 metres from other people.
- › Staying home when sick.
- › Avoiding the use of shared personal items.
- › Sharing information about what to do if staff or a client shows **symptoms** of becoming sick.
- › Sharing steps about **how to care for and isolate people living in a crowded facility** (including the use of separate washrooms, if available).
- › Sharing information about **how to care for people with disabilities**.
 - › Sharing information about **providing services for people experiencing homelessness**

Suggestions for supporting vulnerable populations during COVID-19 outbreaks

Provide clear instructions about how to wash hands and cover coughs using:

- › the most commonly used language in the community
- › short messages that explain simple steps they can take
- › large font and graphics
- › accessible instructions (e.g., braille, pictorial)
- › by posting signs in common areas near sinks, entrances, intake areas, restrooms, sleeping areas, recreation areas, waiting rooms

Consider supporting alternatives such as:

- › using volunteer drivers and subsidized taxi fares instead of public transportation
- › putting in place alternative outreach measures or a "buddy" system
- › including policies to allow sick clients to rest in shelters during the day
- › providing access to food, drinks and supplies, as possible
- › reminding clients to fill or refill prescriptions, and necessary medical supplies

Organizations that support: older adults, people of any age with chronic medical conditions, people of any age who are immunocompromised, or people living with obesity are strongly advised to:

- › work with staff to limit their work to a single facility, and limit the locations in the facility in which the employees work.
- › require all staff and visitors to wear a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to help prevent the spread of potentially infectious respiratory droplets from a person that may not be showing symptoms of COVID-19 to other people (and the contamination of surfaces). **Non-medical masks or face coverings provide an extra barrier when physical distancing cannot be ensured.**
- › not allow visits and non-essential on-site services to their facilities, except under compassionate or special circumstances
 - › if visitors or service workers are required, screen them for fever, cough or difficulty breathing, and deny entry if symptomatic
- › maintain a high level of vigilance to ensure that staff do not go to work with symptoms
 - › do not allow workers to come in to work if they have symptoms
 - › screen staff for symptoms before every shift, and
 - › send staff home immediately if they develop symptoms during a shift
- › permit entry without screening for emergency first responders in emergency situations
- › discontinue any planned outings for residents – essential medical appointments would ideally be the only exception
- › follow the recommendations for preventing the transmission of infections, including COVID-19, developed by your relevant provincial or territorial health authority

If you suspect a client is sick from COVID-19, please contact your **local public health authority**.

We can all do our part in preventing the spread of COVID-19. For more information, visit

Canada.ca/coronavirus
or contact 1-833-784-4397

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Risk Assessment:

Specific Activity Risk Assessments

In late March 2020, following the guidance of the Provincial Health Officer, BC Post-Secondary Institutions, including RBCo, suspended as much face-to-face activity as possible and temporarily moved to online program delivery models. The Province of British Columbia and Provincial Health Officer presented the Go Forward Management Strategy and the BC Restate Plan on May 4, 2020.

In response to this guidance RBCo has established a Continuity of Learning Program that is supported by this Plan. It takes into account existing risk management guidance and expectations from Provincial Health Officer and WorkSafeBC, and will continue to be updated as this guidance changes, including a full review on release of the anticipated post-secondary sectoral guidance when it is published.

RBCo will not be returning to pre-COVID-19 levels of face-to-face classes and programs until authorized to do so by PHO and AEST. We are taking the following approach:

- Courses will continue to be conducted online wherever possible.
- For programs that require some face-to-face instruction and evaluation, all theory instruction will be online where possible to minimize the amount of time students, staff and faculty will be on our campuses or engaged in face-to-face activity.

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our workers, depending on their potential exposure in the workplace.

	Low risk: Workers who typically have no contact with pandemic influenza-infected persons	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces	High risk: Workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces
Hand hygiene	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)



	Low risk: Workers who typically have no contact with pandemic influenza-infected persons	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces	High risk: Workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces
Disposable gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes in some cases- e.g., when working directly with pandemic influenza patients
Apron, Gown, or similar body protection	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Eye protection- Goggles or Face shield	Not required	Not required	Yes in some cases- e.g., when working directly with pandemic influenza patients
Airway Protection- respirators	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)

Risk Control:

The British Columbia Occupational Health Safety Regulation listed above requires RBCo to implement infectious disease controls in the following order of preference:

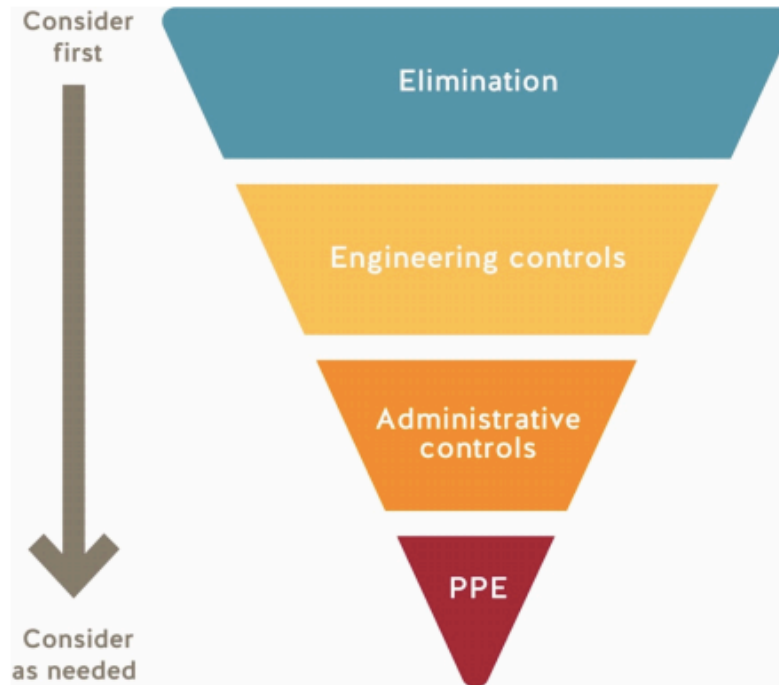
Controls used to mitigate the risks of exposure include:

- Elimination
- Engineering Controls
- Administrative Controls
 - Education and Training
 - Safe Work Practices
- Personal Protective Equipment

Note that control measures identified in blue text below have outlined in the WorkSafeBC COVID-19 Safety Plan Checklist which includes this table for prioritizing controls.



Resource: Please review the WorkSafeBC diagram below.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

Elimination controls are those that remove the risk of contracting COVID-19 in the workplace. This includes eliminating face-to-face contact, by modifying service delivery to rely on video conferencing, phone, email or regular mail.

Engineering controls are those that alter the work environment to reduce the risk. This would include installing enclosures or partitions to separate individuals and thereby prevent transmission via droplets. This would include distance controls (2 meters or greater) at reception or working inside an enclosure or when helping customers or students behind. If practicable, conduct financial transactions by



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electronic means rather than cash or cheque.
Resource: Please see the Ministry of Health poster below.



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**





Administrative controls are procedures that can be implemented to reduce the risk of COVID-19 transmission, which include:

- Hand washing and cough/sneeze etiquette (cover your mouth and nose with a sleeve or tissue when coughing or sneezing).
- The use of non-medical masks and face coverings can be an additional measure taken to protect others around you. This is in addition to proper cough and sneeze etiquette, even if you have no symptoms.
- Allow for two meters of distance of space to reduce transmission.
- Increase disinfection for shared work surfaces and equipment and tools, including shared vehicles.
- Alternating work schedules to reduce the number of people in an area.

Personal Protective Equipment(PPE) is the last resort of mitigation strategy and includes using PPE for protection against transmission such as wearing non-medical masks, respirators, gowns or aprons, gloves, goggles and/or face-shields. The use of PPR is required in high-risk situation, such as dealing with infectious people.

SAFE WORK PRACTICES

- A. Physical Distancing Keep 2 meters between yourself and others
- B. Clean Share Surfaces - Minimize sharing of office space, prep rooms, work vehicles, and classroom space.
- C. Hand Hygiene - Wash your hands often throughout the day
 - Keep your hands at your side when possible
 - Gloves

Hand Hygiene Detail

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body - particularly the eyes, nose and mouth - or to other surfaces that are touched. Wash your hands well and often with soap and water for at least 20 seconds(the time it takes to hum the Happy Birthday song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

Often includes:

- Upon arriving and when leaving campus
- After coughing or sneezing
- After bathroom use



- When hands are visibly dirty
- Before, during and after you prepare food
- Before eating any food(including snacks)

Well means:

- Wet hands and apply soap
- Rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas - palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists.
- Rinse hand thoroughly with water
- Dry hands with paper towel (or a hand dryer) , use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- avoid touching eyes, nose or mouth with unwashed hands
- use utensils: consider using forks, spoons or tooth picks when eating and serving food (especially snacks or “finger foods”)

Resource: Please see the Ministry of Health poster below.

Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health

Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

HOW TO HAND WASH

1. Wet hands with warm (not hot or cold) running water
2. Apply liquid or foam soap
3. Lather soap covering all surfaces of hands for 20-30 seconds
4. Rinse thoroughly under running water
5. Pat hands dry thoroughly with paper towel
6. Use paper towel to turn off the tap

HOW TO USE HAND RUB

1. Ensure hands are visibly clean (if soiled, follow hand washing steps)
2. Apply about a loonie-sized amount to your hands
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID-19-UK-2021

BRITISH COLUMBIA Ministry of Health BC Centre for Disease Control

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

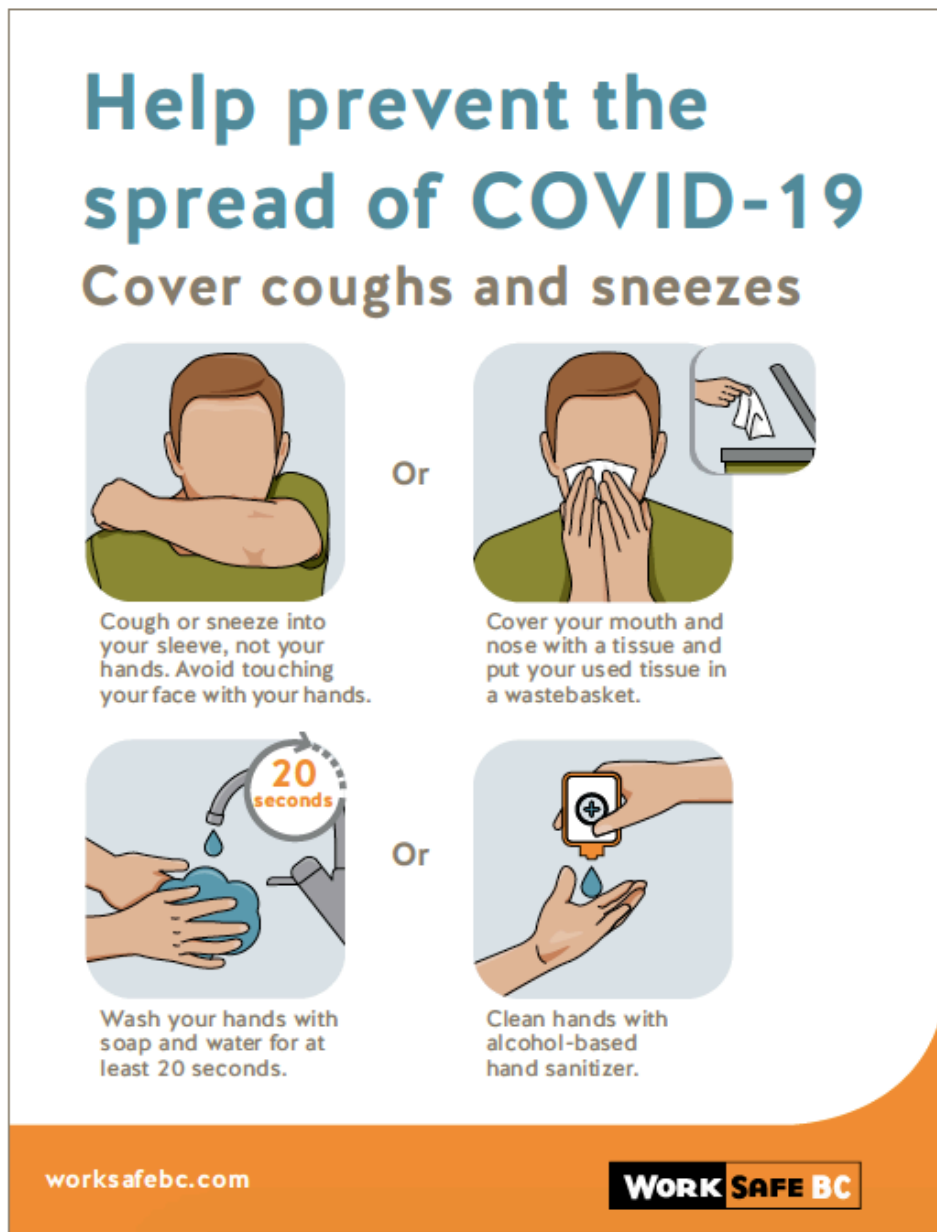


Cough/Sneeze Etiquette

All building occupants are expected to follow cough/sneeze etiquette, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne route. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

Resource: Please review WSBC Cover Coughs and Sneezes poster





Use of Masks and How to Wear a Face Mask

On November 19, 2020, The B.C. government has announce a new mandatory mask policy. The mask mandate will apply to indoor public spaces and retail environments. Masks have a very important role to play in preventing the spread of COVID-19.

Resources: 1. <https://bc.ctvnews.ca/b-c-announces-mask-mandate-temporary-social-lockdown-for-entire-province-1.5196004>

2. Please see the Ministry of Health poster below.

Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health

How to Wear a Face Mask

- 1** Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.
- 2** Check the new mask to make sure it's not damaged.
- 3** Ensure colour side of the mask faces outwards.
- 4** Locate the metallic strip. Place it over and mold it to the nose bridge.
- 5** Place an ear loop around each ear or tie the top and bottom straps.
- 6** Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.
- 7** Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.
- 8** Do not touch the mask while using it, if you do, perform hand hygiene.
- 9** Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask

- 1** Perform hand hygiene.
- 2** Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.
- 3** Discard the mask in a waste container.
- 4** Perform hand hygiene.



EDUCATION AND TRAINING

RBCo in response to the COVID-19 virus has established the following means of sharing information across the organization:

- COVID-19 information button on RBCo main webpage for students and public
RBCo staff emails - sent on a regular basis.
- Administrative leads are responsible for the education, orientation & documentation of employees' knowledge and understanding of this safety plan.
- As COVID-19 is a public health matter, information noted above is intended for employees.

HEALTH MONITORING

Royal Bridge College employees who are potentially exposed to COVID_19 must conduct a self-assessment using the BC COVID-19 Self Assessment to determine if they should isolate or seek assistance. See Appendix 3: Health Assessment Tool - Thrive BC. Ensure that RBCo faculty, staff and students know how to report COVID-19 exposure incidents. Individuals are urged to report any exposure incidents to staff immediately by calling:

1. HealthLink BC 8-1-1.
2. Fraser Health at 1-888-268-4319, 7:30a.m. to 8:00p.m.
3. Follow this call to the college at 604-360-7297 and following up with an email to info@rbco.ca

A HealthLink BC nurse will provide advice on how to proceed with testing and/or treatment, if necessary.

Ensure that any RBCo students, faculty, staff and or visitors who report symptoms of illness are not permitted on campus. If an individual experiences any symptoms related to COVID-19 while on campus, they are required to leave the campus immediately and call 8-1-1 BC HealthLink for further directions.

ACTIONS IN THE EVENT OF PRESUMED OR CONFIRMED CASE OF COVID-19 ON CAMPUS

- Contact 9-1-1 if the situation is life threatening i.e. shortness of breath.
- Send the individual home, wear a mask and have them contact 8-1-1 or 9-1-1 as needed. Also ensure they avoid using public transit.



- If unable to send the individual home-isolate the individual until they can be transported and have them wear a mask.
- Shut down the areas the individual was in for cleaning and disinfecting.
- Respond to health officials in the event that contact tracing is required.

If “outbreak” occurs (i.e. more wide spread impact):

- Discontinue campus access and shut down the impacted areas for cleaning and disinfecting.
- An evaluation of business continuity capability would be conducted in the event that the outbreak impacts the ability for staff to continue to work remotely.
- Services would be triaged based on available resources.

Additional cleaning/disinfection if a presumed/confirmed case is identified:
Departments who are informed of a presumed or confirmed case of COVID-19 in their areas should close the impacted space and contact Facilities Services to request additional cleaning/disinfection of area.

SUPPORT DURING THIS DIFFICULT TIME

If you are feeling stressed or worried, please remember that the following resources are available for:

Employees: RBCo provides support to regular employees and their families. In addition, mental health and anxiety support is available to all everyone through www.anxietycanada.com and www.bouncebackbc.ca

Students: Email and telephone support is available to all RBCo students. They may contact students supervisor 24/7 by 604-360-7297, email info@rbco.ca to book an appointment.

PLANNING DOCUMENTS AND RECORD KEEPING

In addition to records kept per RBCo’s already current processes. The following records specific to this plan are to be maintained and electronic records retained for 1 year:

- Risk Assessments
- Campus Access Records
- COVID-19 Safety Plan and Training Records
- Compliance Tracking Record



APPENDIX 1: CLEANING FREQUENCY AT RBCo

These recommendations are based on the British Columbia Centre for Disease Control document for cleaning clinical settings found below.

Shared equipment during face-to-face class:

Frequency: In between students

Examples: TBD by each program/class

Responsible: Students after each use (enforced by instructors)

Frequently-touched surfaces:

Frequency: At least twice per day

Examples: Washrooms, doorknobs, light switches, countertops, etc.

Responsible: Cleaning Contractor

General cleaning of classrooms, shops, labs with face-to-face instruction:

Frequency: Once per day

Examples: Chairs, tables, floors, hallways (other as identified by Faculty/department based on type of activity)

Responsible: Cleaning Contractor

Resources: Please see the Ministry of Health poster below.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

Cleaning

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

Disinfection

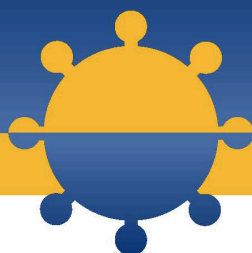
For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS



See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

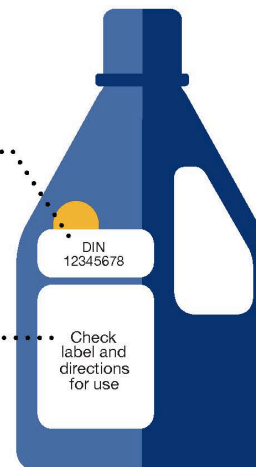
Drug Identification Number (DIN):
A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

IMPORTANT NOTES:

- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)



List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2}:

Agent and concentration	Uses
1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. 1:50 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)* 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. Hydrogen Peroxide 0.5% Do not dilute your own.	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label Do not dilute your own.	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

¹ Dellano, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.



Ministry of Health



BC Centre for Disease Control

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

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



IPC v3.2



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APPENDIX 2: PHYSICAL DISTANCING AND HYGIENE SIGNAGE PROGRAM

- RBCo COVID-19 Signage Program





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WASH YOUR HANDS HERE



With soap and water for 20-30 seconds.



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SANITIZE YOUR HANDS HERE



Please help yourself hand sanitize.



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DAILY HEALTH CHECK REQUIRED



British Columbia COVID-19

Powered by  thrive health

Help to stop the spread and stay informed by using these tools:



[Support App &
Self-Assessment Tool](#)



[Self-Assessment Tool](#)

Also available in 中文, हिन्दी,
ਪੰਜਾਬੀ, 한국어, العربية, فارسی

Complete your COVID-19 self-assessment before entering campus.



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FACE MASK REQUIRED INSIDE (MANDATORY NOW)



Thank you for keeping our community safe.



ROYAL BRIDGE COLLEGE
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PPE REQUIRED INSIDE

What you will need for the following activity:

☐

Face Mask

☐

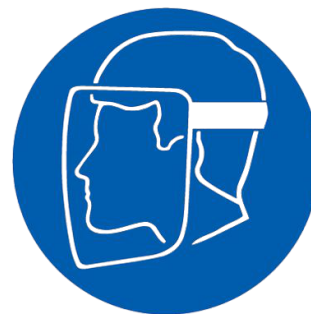
Gloves

☐

Safety Glasses

☐

Face Shield





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THIS ROOM'S OCCUPANCY LIMIT IS :



Thank you for keeping our community safe.



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KEEP YOUR DISTANCE INSIDE



Thank you for keeping our community safe.



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ACTIVE HEALTH SCREENING QUESTIONNAIRE (STAFF USE ONLY)



Please complete this screening form when you first come to the workplace for your shift prior to you logging onto your computer or being in proximity to screened staff.



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COVID-19: SCREENING AND CONSENT FORM (STUDENTS AND VISITORS USE ONLY)



Please complete this form on the date of your appointment.



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APPENDIX 3: HEALTH ASSESSMENT TOOL - THRIVE BC

- BC COVID-19 Health Assessment tools found at: <https://bc.thrive.health/>



British Columbia COVID-19

Powered by  thrive health

Help to stop the spread and stay informed by using these tools:



[Support App &
Self-Assessment Tool](#)



[Self-Assessment Tool](#)

Also available in 中文, हिन्दी,
ਪੰਜਾਬੀ, 한국어, العربية, فارسی



ROYAL BRIDGE COLLEGE

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APPENDIX 4: INTERNATIONAL STUDENT PROTOCOL

- Royal Bridge College International Student Travel and Self-isolation Guide.





Royal Bridge College International Student Travel and Self-isolation Guide. January 2021 update

A warm welcome to all of our International Students! These guidelines are for all Royal Bridge College international students who are currently outside of Canada. As of July 22, 2020, The Government of Canada has implemented travel restrictions for foreign nationals for non-essential discretionary travel. As these restrictions have recently changed to allow students with valid study permits from an approved DLI to enter Canada.

Due to the COVID-19 pandemic, if you are making plans to come to Canada, please let us know by emailing our International Office at info@rbco.ca with

- Copy of your valid study permit or IRCC Approval letter.
- Copy of your BC Self-Isolation Plan.
- Copy of your flight confirmation and travel itinerary.

Definitions:

Please become familiar with these COVID-19 vocabulary.

Social/Physical Distancing:

Keep at least 2 meters between you and others. Avoid crowded spaces and places.

Quarantine(Self-Isolation):

Quarantining is necessary for 14 days if you have no symptoms and any of the following apply:

1. You are returning from travel outside of Canada (mandatory quarantine);
2. You had close contact with someone who has or is suspected to have COVID-19 or
3. You have been told by the public health authority that you may have been exposed and need to quarantine.

Isolate:

You must isolate if any of the following apply:

1. You have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19;
2. You have symptoms of COVID-19, even if mild;
3. You have been in contact with a suspected, probable or confirmed case of COVID-19;
4. You have been told by public health that you may have been exposed to COVID-19 or
5. You have returned from travel outside Canada with symptoms of COVID-19 (mandatory).

Self-monitoring:

Check your health for possible symptoms of the COVID-19 include fever, dry cough and or tiredness. Less common symptoms include aches and pains, sore throat, diarrhea,



conjunctivitis, headache, loss of taste or smell, a rash on the skin, or discolouration of fingers and or toes. If you require more information, please contact local medical health officer (<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-caresystem/office-of-the-provincialhealth-officer/bc-medical-healthofficers.pdf>).

Pre-Departure

- In Carry on Luggage:

- Two masks, three pair of gloves, travel-size hand-sanitizer, disinfecting wipes and a thermometer.
- Passport
- Study Permit/IRCC Approval letter
- Custodianship documents(if applicable)
- Letter of Acceptance and RBCo Essential Travel Letter
- Proof of pre-arranged accommodation document and contact information of Hotel/Home/Apartment/Host family.
- Download the ArriveCAN App(iOS and Android)

- In Checked-in Luggage:

- Pack 60 disposable face masks OR 30 disposable and 1 cloth face mask
- One large bottle of hand sanitizer
- One box of nitrile gloves
- Thermometer.

Pre-Departure Protocol

Remember to inform us of your arrival date before you come to Canada so that we can re-confirm that you have received and understood your responsibilities with respect to Canada's international travel restrictions and your safe entry into Canada.

1. You must confirm and provide proof that you have **purchased adequate Health Insurance, including COVID-19 health insurance**. Please send your proof of health insurance to info@rbco.ca with a subject line: First, Last Name, date of birth and flight arrival date.
2. Since November 21, 2020, student must **complete the Federal ArriveCAN application which is mandatory**. You can download the ArriveCAN application for iOS or Android. The app works in airplane mode and allows you to save your information to submit upon arrival at the airport or border.
3. Please **read the BC Self-Isolation Guide**, attached at the end.
4. **Complete a B.C.Self-Isolation Plan:**
 1. Completed and submitted online before, or when you arrive in B.C. Click here: <https://travelscreening.gov.bc.ca/>
 2. Submit the filled paper form when you enter at Canada. Attached at the end



5. If you are travelling by air, you need to **pass a health check conducted by airlines** before you are allowed to board your flight. Anyone who shows symptoms of COVID-19 will not be allowed to enter Canada by air.
6. As of January 7, 2021, all travellers flying to Canada must take a COVID-19 PCR or LAMP test within 72 hours before your flight's scheduled departure time and provide a negative test result to travel to Canada.
7. **During your flight**, when at the airport and when travelling to your temporary accommodation, you must follow these guidelines:
 - Wear a suitable mask or face covering
 - Practice physical distancing
 - Carry hand sanitizer and wash your hands frequently
 - Sanitize your personal space
 - If necessary, wear gloves.

Mandatory quarantine or isolation for travellers entering Canada

The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You must quarantine for 14 days, provide contact information and monitor yourself for symptoms subject to any Order made under the Quarantine Act imposing isolation or quarantine requirements upon entry. Your compliance with this Order is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlined below.

- Ensure you have a **suitable place of quarantine** that has access to the necessities of life and is not shared with those at risk of more severe disease.
- **Do not quarantine in places you can't separate yourself** from those who live with you. For example:
 - In a group or communal living setting;
 - In a household with large families or many people;
 - In a shared small apartment, or have roommates who have not travelled with you; or
 - At a camp, student dorm or other group setting where there is close contact and shared common spaces.
- **Go directly to your place of quarantine** without delay and stay there for 14 days from the date you arrived in Canada.
- **Students are prohibited** from traveling to quarantine location via public transportation. Private vehicle, ride share or taxi are acceptable.
- **You must wear a suitable non-medical mask or face covering while in transit**, unless you are alone in a private vehicle.
- **Practise physical distancing** at all times.



- **Where possible, use only private transportation** such as a private vehicle to reach your place of quarantine.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Please keep The Government of Canada - Coronavirus disease(COVID-19) handout as reference. Attached at the end.

Quarantine 14-day Temporary Accommodation Options

HOTEL	FEES	ADDRESS	WEBSITE
Executive Plaza Hotel	\$172 tax included/ night	405 North Rd, Coquitlam, BC V3K 3V9	https://www.executivehotels.net/executive-hotel-self-isolation/
YWVA Hotel	\$75 plus tax/day	733 Beatty Street, Vancouver, BC V6B 2M4	https://ywcavan.org/hotel/self-quarantine
Century-plaza	(TBD)	1015 Burrard St. Vancouver, BC V6Z 1Y5	https://www.century-plaza.com/covid-19-reponse/

How do I get from YVR Airport to my Quarantine Accommodation?

1. Join the free YVR airport Wifi.
 2. Follow the Ride App - Uber & Lyft. To request a ride, you will need to download, create an account and pay via the app
 3. Follow the Taxi signs, line up in the designated zone.
- *IMPORTANT:** You must not use public transport. Do not use the bus or the Skytrain.

Daily Supplies, Groceries and Foods

You can order daily supplies, groceries and foods delivery online, below are some options provide to you. If your hotel or other accommodation does not provide food services during your quarantine and you do not do have anyone to help to drop of groceries or pick up the things you need, then please let your advisor know at info@rbco.ca and your advisor will support you.



Daily Supplies and Groceries:

- Save on Foods
- T&T Supermarkets
- Walmart
- Real Canadian Superstore

Foods:

- UberEats
- Skip the Dishes
- Doordash

During Quarantine

1. Stay Connected-Virtually:

Contact your friends and family when you are self-isolating. Make sure you connect to WIFI. It is important to check your email regularly because we might contact you. It is important to stay connected with your friends, family, and RBCo by using phone calls, video chats, or email. Please do not hesitate to contact RBCo to share your feelings, confusion, and your physical or emotional problem during the quarantine. RBCo cares about every students.

2. Monitor yourself:

You must monitor your health everyday during your 14 days quarantine time. If you are experience any of COVID-19 symptoms, immediately call the public health authority (8-1-1) and describe your symptoms and travel history, and follow their instructions.

Symptoms may include one or all of these:

- Fever, equal to or greater than 38°C
- Caught
- Difficulty breathing
- Shortness of breath

3. Professional Services:

Nurse Next Door will be employed to check on student progress, wellness and overall physical and mental health 2 times in the first week isolation and a check in the last week followed by COVID-19 Testing before returning to School.

Ending your Quarantine/Self-Isolation

After completion of your 14 day quarantine period, you must insure that you are symptom free.



Procedures if a Student gets sick with COVID-19 during the 14-day Quarantine

In the situation that a student (or a co-arriving family member) demonstrates symptoms of COVID-19 in quarantine, the following steps will be followed:

- The student must inform RBCo Student supervisor immediately . RBCo will contact the hotel/residence, rather than requiring the student to do so directly, to ensure clear communication of the situation.
- Together with the student supervisor, the student (or co-arriving family member) will connect directly with medical care for assessment and testing, and take the recommended steps (go to the hospital, continue self-isolation, etc.).
- Student Supervisor will activate the protocol to inform local and provincial authorities of positive case.
- In such cases and in consultation, RBCo will arrange for a COVID-19 test and RBCo will connect the student to co-arriving family member directly with medical care for assessments and testing.
- Should a student (or a co-arriving family member) tests positive, RBCo will inform the self-isolation provider immediately and arrangements will be made to extend the quarantine period by another 14 days. Students and co-arriving family members need to produce a negative COVID-19 clearance test to end their quarantine.

Contact Tracing

Students must agree to download the **COVID-19 Alert app** (the Canadian Federal Government's contact tracing app) to their smart phones on arrival at the port of entry, and maintain the app on their phones throughout their stay in Canada.

Welcome to Beautiful British Columbia and Royal Bridge College!
Your Pathway To Excellence!



PRIMARY CONTACT INFORMATION

First Name (primary contact)	Last Name (primary contact)	Date of Birth (yyyy / mm / dd)	
Phone Number	Email (optional)		
Home Address	City	Province or Territory	Postal Code

TRAVEL INFORMATION

Are There Additional Travellers in Your Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes → Number of additional travellers in your group: _____	ADDITIONAL TRAVELLERS (please list all additional travellers)		
	First Name	Last Name	Date of Birth (yyyy / mm / dd)
Arrival Date (yyyy / mm / dd)			
Arrival By <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Ground			
Airline / Flight Number (if applicable)			
Arrival From (City, Country)			

SELF ISOLATION PLAN

Do you have accommodation arranged for your self-isolation period? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which city will you be isolating in?
If Yes, what is the address where you'll be staying?	
If Yes, isolation type? <input type="checkbox"/> Private Residence <input type="checkbox"/> With Family <input type="checkbox"/> Commercial (hotel)	
Do you need accommodation assistance to self-isolate from anyone who is over 60 years old or who has heart disease, high blood pressure, asthma or other lung disease, diabetes, cancer, immune suppression or is taking prednisone medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to make the necessary arrangements for your self-isolation period? (e.g. food, medication, child care, cleaning supplies, pet care). <input type="checkbox"/> Yes <input type="checkbox"/> No	
What form of transportation will you take to your self-isolation location? <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Public Transportation <input type="checkbox"/> Taxi or Ride Share	

CERTIFY DECLARATION

<input type="checkbox"/> I certify this to be accurate
--

Proceed to the provincial check point, if available at your location, where you may be asked to confirm how you will comply with the provincial order to self isolate.

Collection Notice

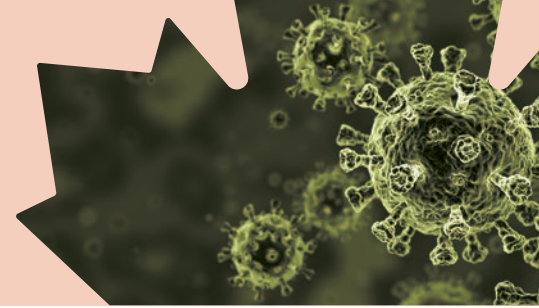
Your personal information as well as those of your household is collected by the Ministry of Health under the authority of sections 26(a), (c), (e) and s. 27(1)(a)(iii) of the Freedom of Information and Protection of Privacy Act, the Public Health Act and the federal Quarantine Act, for the purposes of reducing the spread of COVID-19. Personal information may be shared with personnel providing support services and follow-up during self-isolation. Should you have any questions or concerns about the collection of your personal information please contact:

Title: Ministry of Health, Chief Privacy Officer

Telephone: 236-478-1666

Coronavirus disease (COVID-19)

You may have come into contact with the virus that causes COVID-19



Mandatory quarantine

The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You **MUST QUARANTINE for 14 days, provide contact information and monitor yourself for symptoms subject to any Order made under the Quarantine Act imposing isolation or quarantine requirements upon entry.**

Your compliance is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility, as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlined below.

- › Ensure you have a **suitable place of quarantine** that has access to the necessities of life and is not shared with those at risk of more severe disease.
- › **Do not quarantine in places you can't separate yourself** from those who live with you. For example:
 - › in a group or communal living setting;
 - › in a household with large families or many people;
 - › in a shared small apartment, or have roommates who have not travelled with you; or
 - › at a camp, student dorm or other group setting where there is close contact and shared common spaces.
- › **Go directly to your place of quarantine** without delay and stay there for 14 days from the date you arrived in Canada.
- › You must **wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- › **Practise physical distancing** at all times.
- › **Where possible, use only private transportation** such as a private vehicle to reach your place of quarantine.
- ✗ **Avoid contact with others** while in transit:
 - › Remain in the vehicle as much as possible;
 - › If you need gas, pay at the pump;
 - › If you need food, use a drive through;
 - › If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Some provinces and territories have additional travel restrictions

Please refer to the list of provincial and territorial websites on the back of this handout for more information.

You MUST monitor your health for 14 days

If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):

- › Isolate yourself from others;
- › Follow the COVID-19 instructions of the local public health authority (see back for contact information).

The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to these Orders who exhibits signs and symptoms or tests positive for COVID-19.

- › For information on flights, cruise ships or trains (any public conveyance) where you may have been exposed to COVID-19 during recent travel, please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/exposure-flights-cruise-ships-mass-gatherings.html
- › For information on risk factors for increased exposure to COVID-19 and/or more severe disease or outcomes please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html



Government
of Canada

Gouvernement
du Canada

Canada

To help reduce the spread of COVID-19



Go directly to your place of quarantine, and avoid making any stops while in transit.



Check-in within 48 hours of arrival through the ArriveCAN app, online at <https://arrivecan.cbbsa-asfc.cloud-nuage.canada.ca> or call 1-833-641-0343.



Report your symptoms through the ArriveCAN app, online at <https://arrivecan.cbbsa-asfc.cloud-nuage.canada.ca> or call 1-833-641-0343 every day until the end of your 14-day quarantine.

What you can and cannot do during your 14-day quarantine

PROHIBITED during quarantine

- ✗ You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- ✗ You may not have any guests even if you are outside and stay 2m apart from them.
- ✗ Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

PERMITTED during quarantine

In your place of quarantine you may:

- › Live with family/friends who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- › Use shared spaces such as a kitchen, provided you:
 - › limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - › thoroughly and regularly clean common areas after use.
- › Use private outdoor spaces (i.e. balcony)

RECOMMENDED during quarantine

- ➔ Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- ➔ Avoid touching your face.
- ➔ Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day quarantine.

Note that you may also be contacted by provincial/territorial authorities throughout your 14-day isolation. If federal and provincial/territorial guidelines differ, you should follow the most precautionary and stringent requirements.

Public Health Authorities

Provinces and territories	Telephone number	Website
British Columbia	811	www.bccdc.ca/covid19
Alberta	811	www.myhealth.alberta.ca
Saskatchewan	811	www.saskhealthauthority.ca
Manitoba	1-888-315-9257	www.manitoba.ca/covid19
Ontario	1-866-797-0000	www.ontario.ca/coronavirus
Quebec	1-877-644-4545	www.quebec.ca/en/coronavirus
New Brunswick	811	www.gnb.ca/publichealth
Nova Scotia	811	www.nshealth.ca/public-health
Prince Edward Island	811	www.princeedwardisland.ca/covid19
Newfoundland and Labrador	811 or 1-888-709-2929	www.gov.nl.ca/covid-19
Nunavut	1-867-975-5772	www.gov.nu.ca/health
Northwest Territories	811	www.hss.gov.nt.ca
Yukon	811	www.yukon.ca/covid-19



APPENDIX 5: SUPERVISOR RESPONSIBILITIES

The following is a direct excerpt from WorkSafeBc's responsibilities for workplace health and safety:

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker - management or staff - who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Your responsibilities:

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.