



First College COVID-19 Safety Plan

Updated: June 25, 2021

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APPENDIX A – B.C. Quarantine Plan for First College Students

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APPENDIX C - First College Covid-19 Safety Package

DEVELOPING A COVID-19 SAFETY PLAN

Academic institutions are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.

First College recognizes that these are challenging times for all students, particularly those who are arriving from other countries to study in Canada. First College follows all [Ministry and Health Authority guidelines](#) as previously announced in the post-secondary [Go Forward Guidelines](#), and we are monitoring all channels to update and revise our strategies for student health and safety in ensuring that our plan is malleable and adaptable to changes in policy, student demographic and social conditions. This COVID-19 Safety plan has been developed according to procedures required by the [Provincial Health Officer](#), and follows [WorkSafeBC's six-steps process](#).

The College has involved frontline faculty and staff, joint health and safety committees, and supervisors in identifying protocols for our workplace to ensure the safety of faculty, staff and students.

College email, website and portals will be updated regularly for updates on this plan.

UNDERSTANDING THE RISK

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near.

Physical distancing measures help to mitigate this risk.

The safety of staff, faculty and students are of the utmost importance to First College. The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices will help mitigate this risk.

INTRODUCTION TO COVID-19 RESOURCES

This Safety Plan was developed for daily use on campus, and includes procedures related to incoming students, health assessment, monitoring and clearance, in order to reduce the risk of infection to students and their inbound communities. If students do arrive experiencing symptoms or develop symptoms during their attendance at First College, we have a robust action plan in place to provide communication, support and success both physically and academically. Following closely the guidelines of the Ministry of Advanced Education, Skills and Training and the B.C. Ministry of Health, we have outline precautionary measures to prevent the spread of COVID-19.

Therefore, First College Kelowna campus has been open for face-to-face classes to domestic students starting September 2020 & intends to open up to international students in January 2022. We are following the provincial mandates according to the [COVID-19 Go Forward Guidelines for BC Post-Secondary sector](#) and the [COVID 19 Return-to -Campus Primer document](#).

First College will also continue to monitor regulatory updates and the following resources in order to maintain a safe operation for staff, faculty members, students and other stakeholders.

- B.C. CDC (Centre for Disease Control) – [COVID-19 Info](#)
- B.C. Post-Secondary Education - [Go Forward Guidelines](#)
- [BC's Restart](#)
- B.C. – [Self-Quarantine on Return to BC](#)
- [Canadian Quarantine Act](#)
- [COVID Self-Assessment Tool](#)
- Hotel Association of Canada – [Best Practises for Hotel Guests in Self-Isolation](#)
- PHAC (Public Health Agency of Canada)
- 1. [Guidance for Post-Secondary Institutions during the Covid-19 Pandemic](#)
- 2. [Public Health Institutional Readiness Requirements for International Students](#)
- WorkSafe BC – [Returning to Safe Operation](#)

- WHO (World Health Organization) – [Covid-19 Pandemic Resources](#)
- WHO, Unicef, Red Cross – [Guide to Preventing and Addressing Social Stigma](#)

Questions about First College's Covid-19 Safety Plan? Please email info@firstcollege.ca.

DUTIES AND RESPONSIBILITIES

All staff, faculty and students are responsible for conducting themselves in a safe manner in order to protect the communities in which they are involved. First College is committed to informed best practices and educating its community members regarding changes to ministerial and provincial guidelines and mandates at all times.

There responsibilities start from college administration:

- This plan was developed in coordination with the College Director, Student Service Department and Health Safety Committee and will be continue to be updated accordingly.
- Safety plans are in place, in order to inform staff and students of best safety practices and college response mechanisms.
- The College Director ensures that incoming numbers of international students and cases of COVID-19 are reported to the Ministry of Advanced Education Skills and Training.
- The Student Service Department ensures that necessary signage is posted, and all staff are trained on best safety practices and procedures.
- The Student Service Department coordinates with the College Cleaner regarding cleaning and disinfection of the premises to reduce the spread of COVID-19.
- All staff and faculty are committed to reducing the risk of COVID-19 through safety protocols and following all safety protocol communications from Campus Operations.

WORKSAFEBC SIX-STEP PROCESS

Step 1: Assess the risks at the Campus

[COVID-19 spreads](#) from an infected person to others through respiratory droplets and aerosols. COVID-19 can also spread by touching something that has the virus on it, then touching your mouth, nose or eyes with unwashed hands. Research suggests that indoor settings with poor ventilation can increase transmission rates.

We involve workers when assessing the campus.

- We have involved frontline workers, supervisors, and the joint health and safety committee to assess the risks on campus. Our frontline workers are the Receptionists and Custodians. Our supervisors are the Campus Director and Student Service Department. The Health and Safety Committee is comprised of supervisors and frontline workers and is involved directly with the COVID-19 Safety Plan for a gradual phased approach to welcome students, staff and faculty back on campus.
- We have identified areas where people gather (common areas, classrooms, break rooms and meeting rooms)
- We have identified job tasks and processes where workers are close to one another, or members of the public, and have completed risk assessments for these areas.
- We have identified the equipment that staff and students share and encouraged removal of some common touch points where possible.
- We have identified surfaces that people touch often (doorknobs, elevator buttons, light switches) and have regular cleaning protocols in place.

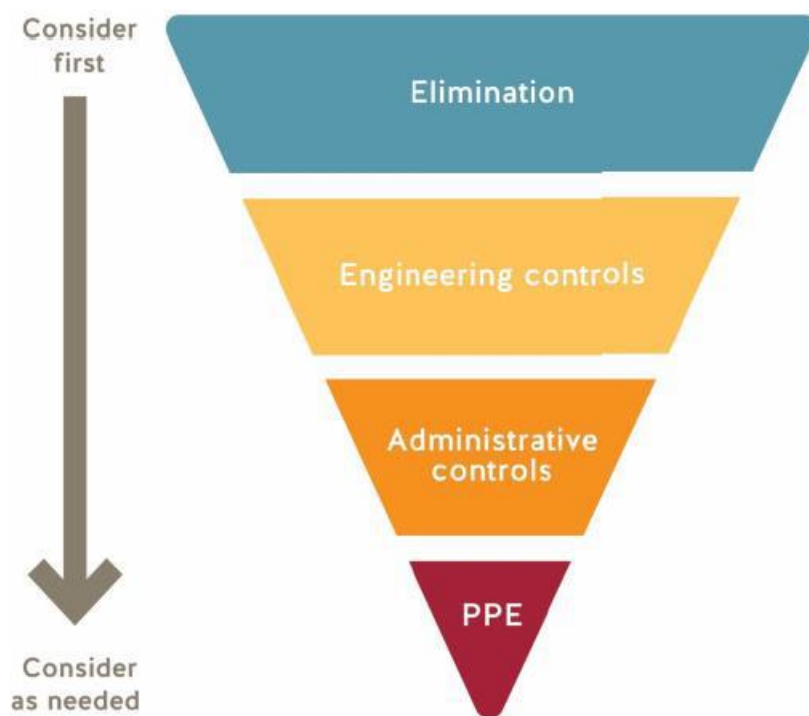
Step 2: Implement protocols to reduce risks

We have selected and implemented protocols to minimize the risks of transmission, and looked to the following for information, input and guidance:

- We have reviewed industry specific protocols on worksafebc.com to determine relevance to the campus environment.
- We have consulted frontline workers, supervisors, and the joint health/safety committee for input.

- We follow orders, guidance, and notices issued by the Provincial health Offices and others.
- We review guidelines from health and safety associations or other professional and industry associations.

Different protocols offer different levels on protection. Wherever possible, First College will use the protocol that offers the highest level of protection. We will consider controls from additional levels if the first level is not practicable, or does not completely control the risk. We have incorporated controls from various levels to address the risk at the workplace.



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 2m (6ft.) from co-workers, customers, and members of the public.

Second Level Protection (Engineering Controls): in situations where physical distancing cannot be maintained, install [barriers](#) such as plexiglass to separate people.

Third Level Protection (Administrative Controls): Establish rules and guidelines, such as posted [occupancy limits](#) in 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](#).

First Level Protection (Elimination): Limit the number of people at the campus and ensure physical distancing whenever possible

- We have established and posted an [occupancy limit](#) for all rooms throughout our premises. Limiting the number of people in the workplace is an important way to ensure physical distancing is maintained.
- In order to reduce the number of people at the campus, we have implemented work-from home arrangements for many staff and faculty. Students can complete coursework and access college services from home. We do virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, washrooms, and elevators.
- We have implemented measures to keep workers and others at least 2 metres apart wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place: Control measures for maintaining distance in at the campus:

- Staff are able to work from home where possible, staff with essential in-person job responsibilities must be on campus.
- Meetings in each department are encouraged to be virtual.
- Various formats for courses: Hybrid courses, with half of students online and half in class. Online and virtual courses, with all students online. All students have virtual access to complete coursework and access college services.
- Courses requiring on-campus attendance will have limited students allowed to attend, and protocols to follow on physical distancing and cleaning and disinfecting.

- Classrooms have spaced out and assigned seating for students in order to physically distance within the room.
- Campus facilities are restricted to those who need to access the campus. Alternating schedules are in place for those working on campus. Visitors to the campus, unless absolutely necessary, are prohibited.
- Occupancy limit is posted on every door to control the number of people in one room.
- In-person events (such as orientation or convocation) are conducted virtually.
- To reduce crowding in common areas, furniture has been removed or designated with a sign "do not use".
- Washrooms have designated floor markers to control spacing within line ups.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers cannot keep physical distance from co-workers, students, and others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers in a safe way so they don't introduce other risks to workers.
- Vaccination: We are encouraging our staff, faculty, and students to get vaccinated, with allowing the necessary time off work to visit a vaccination clinic, and encouraging vaccination via various channels (the On Campus Safety Procedures document, COVID webpage, social media, posters, Canvas, in class announcements, etc.)

Measures in place: Describe how barriers or partitions will be used in your workplace.

- Plexiglass barriers have been installed at the front desk area, bookstore, and in offices offering services to students.
- Masks and gloves are readily available to all staff.
- Staff, faculty, and students are required to wear masks at all times.
- Hand sanitizer (most containing ethyl alcohol) is purchased according to [official guidelines](#), and readily available throughout the campus along with sanitizer wipes or spray.
- HVAC filters in place at all campuses are of MERV-8 rating or higher, in order to reduce airborne particles and viruses.

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through combined training and signage.

Measures in place:

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of person-to-person transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace. If this information is in another document, identify that document here.

- Staff invited to campus for meetings have been advised to follow the safety protocol and wear a mask when inside, wash hands/use hand sanitizer.
- All staff, faculty, and students on campus are given a copy of and must read the document "COVID-19- On-Campus Safety Protocol and Training for Students and Employees of First College".
- All staff, faculty, and students must self assess for COVID-19 symptoms on a regular basis.
- We have signage posted throughout with communication on handwashing, cleaning, physical distancing, self assessing using the BC thrive Health app.
- It has been communicated that staff and faculty should wipe down touch surfaces before use- supplies are available for this.
- Staff and faculty on campus are required to check in each day they enter the campus.
- Risk assessments are completed for each department or course requiring physical presence on campus.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks, and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the [proper use of masks](#).

Measures in place:

- Wearing of masks is mandatory at all times, except during consumption of food and beverage. Masks can be medical/non-medical disposable, or made of cloth. Masks must cover both the nose and mouth of the wearer.
- Workers must complete mask training on the safe and proper use of masks.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed. Where handwashing facilities are not readily available, we have hand sanitizer stations available.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces- e.g.
- Washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers, and share utensils, and dishware.

Cleaning Protocols:

Provide information on your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g. which surfaces, equipment, and machines).

- Cleaning supplies are provided throughout the campus by facilities.
- Cleaning protocol posters have been posted throughout the building.
- Full time custodial coverage on campus for frequent cleaning of all areas.
- Disinfectants are purchased according to [official guidelines](#) for disinfects for use against Coronavirus.

Benzalkonium Chloride (Brand name: Lysol)

5% hydrogen peroxide (Brand name: Oxivir)

Sodium Hypochlorite (Brand name: Clorox)

- Classes are schedule with 1 hour break between. Example of a clean and disinfection between classes:

- At the end of the class, everyone from the class is required to leave promptly within 5 minutes so that the custodian can start to clean the room. Everyone must take their personal belongings and not leave garbage in the room.
- Tabletops, chairs and instructor computer- surfaces will be wiped clean and then disinfected with fogger. The door will be closed and locked for 20 minutes while the surfaces are wet from the disinfection solution. A period of time is required for surfaces to be wet while the disinfectant works. The solution will then slowly dry, and people can enter the room after the air has cleared.
- High touch surfaces such as doorknobs and light switches will also be cleaned and disinfected. Door to be unlocked 10 minutes before class starts, faculty and students are permitted to enter the room.

Step 3: Develop policies

We have developed the necessary policies to manage the campus, including policies around who can be on campus and how to address illness that arises on campus, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that anyone showing symptoms of COVID-19 are prohibited from the campus:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by public health to self-isolate
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must [self isolate for 14 days and monitor for symptoms](#).
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#) for use during COVID-19 pandemic.
- We have a working alone policy in place.
- We have a work from home policy in place.
- Ensure workers have the training and strategies required to assess risk of violence as customers and members of the public adapt to restrictions or modifications in the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses staff, faculty and students who may start to feel ill at work. It includes the following:

- Sick staff, faculty, or students should report to first aid at the front desk, even with mild symptoms.
- Any individual reporting symptoms should be asked to wash or sanitize their hands, provided with an N95 mask, and isolated in the first aid health and wellness room. Any staff assisting the ill person will wear PPE as well. The college administration will record the ill person's name, phone #, and student ID if applicable.
- Mild symptoms- send them home immediately, COVID safety response team follows up with them. The [BC COVID-19 Self-Assessment Tool](#) should be consulted, or the individual should call 811 for further guidance on testing and self-isolation.
- Severe symptoms indicating an emergency- immediately designate a staff member to call 911, and if possible, place the ill person in Health and Wellness counselling office on the cot to lie down. 911 will advise about the next steps over the phone based on the situation, and emergency responders will take care of the person when they arrive.
- Clean and disinfect surfaces that the ill worker has come into contact with.
- Fill out an internal incident report form with all relevant details, submit to Campus

Operations.

Step 4: Develop communication plans and training

We ensure that everyone entering the campus, including workers from other employers, knows how to keep themselves safe while at your workplace.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor the workplace and update the plans as necessary

The COVID-19 situation will change over time, as employees and students return to campus. First College will continue to monitor and identify any new areas of concern. If it seems like something isn't working, the college will take steps to update policies and procedures.

College staff will be involved in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committee or worker health and safety representatives (or other workers).

Step 6: Assess and address risks from resuming operations

We will continue to identify and manage risks as the campus resumes operations and staff, faculty and student return.

- We have a training plan for new staff and faculty.
- We have a training plan taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for equipment and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.
- Our campus facilities is maintained on a daily basis by custodians and building workers.
- Any arising safety concerns are brought to the facilities department and immediately addressed.

INTERNATIONAL STUDENTS: INCOMING RESPONSE PROCEDURE

First College following the guidelines outlined by the Ministry of Advanced Education & Ministry of Health and monitoring for changes, ensures the safety of its incoming international students both in advance of travel to Canada as well as on arrival. As nearly the entirety of the college's demographic is international, these policies apply widely and remain the focus of the institution.

Pre-Arrival: Planning your travel to Canada

Upon registering with First College, students are provided with the First College 14 Day self-quarantine plan (see appendix A) with the Covid-19 Safety Package (see appendix C). This plan outlines the responsibilities of the student upon successful arrival into Canada and the necessary procedures the College will provide to them in terms of duty of care.

- Notify your Student Advisor of your intention to travel to Canada.
- Your Student Advisor will contact you to confirm your travel itinerary and review your quarantine plans.
- Once your itinerary is finalized, please send a copy to your Student Advisor.
- We will acknowledge receipt of your travel plans prior to the start of your journey. If required, a letter of support for travel will be issued once we approve your travel and quarantine plans.
- You must complete the Federal ArriveCAN application for approval prior to boarding your flight to Canada. Download the ArriveCAN app: iPhone or Android.

Note: Even if you meet all the conditions above, entry into Canada will be at the discretion of a Canada Border Services Agency (CBSA) officer.

Arrival: Quarantine/Self-isolation

All students who have:

Symptoms of COVID-19

Travelled outside Canada

Been in close contact with a person infected by COVID-19

must self-isolate for 14-day in accordance with guidelines from the BC Centre of Disease

Control (BCCDC). Students must book and pay for a 3-night hotel stopover at their first arrival destination before they arrive in Canada. For the remainder of their 14-day quarantine, students must organize a stay at the original hotel, another hotel, or private residence. Please note that it is not necessary to stay in the original hotel after the 3-night stopover.

First College will monitor students in mandatory quarantine on a weekly basis, by check-ins with the students themselves, to ensure that protocol is followed for the full two weeks. All wellness checks are recorded and held by the institution for Ministry reporting. During these wellness checks, students are monitored for symptoms and provided with information on testing centres available to them locally. Notes on the student's condition are scrupulously maintained, and any anomalies are immediately reported.

Students will be reminded frequently that following these actions is mandatory under the emergency order, and that there are penalties for its non-compliance. At a minimum, they may be prohibited from accessing campus. Students will be reminded of the penalties of violation of the [Quarantine Act](#), which include up to 6 months in prison and/or \$750,000 in fines.

Continual Care

All international students, once completing their isolation, are monitored for symptoms by the institution and documentation is provided indicating contact information for Interior Health Authorities. Students are educated through consistent updates to the College's website for COVID-19, which outlines the various support services in place including mental, physical and social care. All students who exhibit symptoms are instructed to immediately inform the institution and to follow Ministry guidelines for care and isolation.

CONTINUOUS MONITORING DURING STUDT: RESPONSE PROCEDURES

Though First College continues at this time to offer its courses solely online, all care is given to continually monitor student wellbeing in their homes or other places of residence. Health and consistent updates on the college website. Students are required to report if they are developing symptoms of COVID-19, and when these symptoms are announced, college efforts are mobilized to protect the community.

Verification and Assessment

When COVID-like symptoms, or COVID itself, is communicated to the institution via staff, faculty or other, all student correspondence is re-directed to the Student Service Department for centralized response efforts. All students who self-report or who are identified by instructors as visibly exhibiting symptoms are recorded for continual assessment and to inform others, including Provincial health authorities, family and other stakeholders as necessary.

Students who claim COVID are followed up immediately by Student Service Department via telephone who then direct them to the nearest testing centre for assessment. Via eHealth (or other measure when not available), students are required to submit either positive or negative results, as intentionally false claims of COVID-19 are met with behavioral misconduct measures. Once a case has been confirmed or denied, all College staff and faculty members are informed regarding the update. This list is reported on at various administrative meetings

Negative Results

In the case of a negative result for COVID-19 testing, students are instructed to visit a local medical practitioner for regular treatment and are invited to access all college deferral and appeals processes that are available for those suffering from common ailments. The Student Service Department then follows up with a courtesy check-in to ensure the student's physical and mental wellbeing.

Positive Results and Accommodations

In the case of positive result for COVID-19 testing, both continuing and already isolated students (whether due to recent arrival or other) are directed immediately to self-isolate and are provided with the College's isolation plan. Covid Screen Check are provided daily by the Student Service Department, and the student's record is updated to ensure that all relevant stakeholders are made aware of the outcome.

These include:

- The student's immediate family and emergency contacts as identified on their intake form
- All instructors for classes the student is currently taking
- College administration
- Provincial health authorities through continuing reporting measures

The Student Advisor, under direction from the student's medical practitioner, then offer individualized Accommodations plans to ensure equitable treatment across the institution while the student recovers, which current estimates regarding timeline indicate are anywhere from between two to six weeks. These Accommodations, dependent on the severity of the symptoms, may include exam deferrals, attendance appeals, grade appeals and late withdrawals among others.

Non-Compliance to Quarantine Act

While the Student Service Department connects with the student to confirm their physical wellbeing, questions about courses and interaction with the institution, all incoming students are also contacted a minimum of twice, as well as checking for feelings of anxiety, frustration and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.

Violations of the Quarantine Act are taken seriously by First College. If a student is found to be non-compliant to quarantine measures, specific information regarding the situation will be gathered. The time and location at which the incident occurred, and any supporting

evidence will be collected. The Student Advisor will immediately report the violation incident to the local bylaw officer to ensure compliance.

The Kelowna RCMP enforces the Quarantine Act. For violations, call the Kelowna RCMP nonemergency line at (250) 762-3300.

PROTOCOL IN CASE OF CLUSTER OR OUTBREAK OF COVID-19 ON CAMPUS

Staff, students, visitors, and volunteers who will access the College for work or education must be screened for symptoms each day at Information Centre that they enter the College, using the attached tool (see Appendix B).

Please notes: From Appendix B - Covid Screening Form, if you have answered “Yes” to any of questions from 1 to 4, please DO NOT enter the College at this time, the Student Service Department (for students, volunteers and visitors) or the Director Office (for staff) will contact you to follow up. If you have answered “No” to all the questions, you may attend College. Please submit this form to the First College Information Centre when you enter the College.

Ensure that any students/faculty/staff/visitors who report symptoms of illness are not permitted on campus. If an individual falls ill while on campus, they must report to First Aid at the Information Centre, put on an N95 mask, provide their name, phone number, and student ID if applicable. They are required to leave the campus immediately and consult 811 for further guidance.

The College will keep records of known pre-existing conditions. If you develop symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), or individuals who think they may have been exposed to COVID-19, or are experiencing symptoms of COVID-19 must complete the [BC self-assessment tool](#) and follow the recommendations of the assessment, which may require:

- a. Calling 811 for further screening
- b. Self-isolation for 14 days
- c. Self-monitoring for symptoms and return to normal activities

Individuals who test positive for COVID-19 must be isolated for a minimum of 14 days.

Close contacts to a case will also need to quarantine for 14 days past their last contact with the positive case. Close contacts should be tested any time during their 14-day quarantine if they begin to show any symptoms. Otherwise, a close contact should be tested at the end

of their quarantine. If they are tested at the beginning of the 14-day quarantine, the individual will still need to quarantine the full 14 days as the virus could still be in the incubation phase. Health authorities will notify both the positive case and any close contacts as to when their isolation or quarantine should end. A representative from the health authority will call daily to monitor the individual's health.

According to the Health Authority, a close contact is someone in the same household or who has been within 6 feet for 10-15 minutes or more to an infected individual. When the health authority is notified of a positive case, their contact tracers immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc.

The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer calls or otherwise personally notifies each contact to let them know that they have been exposed to a positive case. Those exposed to the diagnosed individual would not include everyone who had a class with the individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.

Self-isolation

Individual in self-isolation will remain in contact with Student Service Department members assigned to their case. Individual in self-isolation is prohibited from entering campus. If a person has been diagnosed with COVID-19, they are prohibited from entering the campus while contagious and under isolation orders. [BC CDC guidelines](#) for ending isolation recommend that those diagnosed with COVID-19:

- a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
- b. That fever is gone without using fever-reducing medications and,
- c. The individual must be feeling better (improvement and reduction in symptoms).

First College requires that a student submit a medical clearance certificate to studentservice@firstcollege.ca for approval prior to resuming attendance on campus.

If an employee who has been on campus receives a confirmed positive COVID-19 diagnosis they should immediately notify both their supervisor (Faculty Director or Coordinator) and Director. If a student receives a confirmed positive diagnosis of COVID-19 they should notify student service department ASAP.

Once a diagnosis is reported the College, the following steps will be taken:

1. The College Director will communicate directly with the Public Health Office; through the Interior Health Authority Office; in the case of any suspected, confirmed, and/or positive case of COVID-19 related to the campus, its staff and/or students. First College will also communicate the same to the Ministry should this be required.
2. The Student Advisor at Student Service Department will contact the individual to confirm the diagnosis. The individual should be advised that their disclosure is appreciated, that they will not be discriminated against or face retaliation because of the diagnosis, and that while information about the diagnosis may be shared with others, they will not be identified by name.
3. The individual must be instructed to stay home for at least 14 days (or longer, if recommended by their health care provider or the health authority). The individual should contact their supervisor to make arrangements to work from home or to progress in their coursework online if possible.
4. In order to identify the scope of the risk immediately, the health authority will interview the individual to determine who they may have come into close contact during the 14-day period prior to the positive test. The individual should also be asked to identify all areas on the campus where he/she was physically present during the incubation period.
5. The College will assist the local health authority (Interior Health), if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus. The health authority, in coordination with the College, shall notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area. Close contacts shall be

instructed that, out of an abundance of caution, the College is requesting that they not return to campus for at least 14 days since the last point of contact. The contacts should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The contacts should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.

Covid-19 Case Management & Outbreak Response

First College uses both text message, email and social media posts for communicating emergency notifications, timely warnings, campus closures, and other types of information. To ensure that incoming international students will be able to receive messages through this system, the student service department checks in regularly to ensure that students have secured a local phone number and that it is updated in First College Student database.

In event of a campus closure, we will also post signage at the entrance to the campus space and add a notification prominently on the First College website. In the event of an outbreak within the First College community, the following steps will be taken to support effective case management and outbreak response, aligned to the needs and requirements of local and provincial public health guidelines:

1. In the event of an outbreak of COVID-19 within our community, we will immediately issue a communication to all students, faculty, and staff. The College Director is responsible for this communication. Details will include reference to the COVID-19 support app for testing locations and campus closure details. First College will immediately close the campus and confirm transition to remote instructional delivery temporarily, removing any in-person component. A full-scale cleaning and disinfection protocol of the campus space will be implemented in compliance with the BC Centre for Disease Control's recommendations for Cleaning and Disinfecting for Public Settings.
2. The campus will immediately communicate directly with the Public Health Office through the local Interior Health Authority Office, with the outbreak advised both by telephone and confirmation email to the Medical Health Officers covering the Kelowna Area.

3. Guidance received from the Public Health Office will be immediately implemented within our response plan and included in communications to the campus community.
4. Daily communications to the campus community will continue to advise status and to support our community's understanding of the situation and any actions that may be required. Website information including frequently asked questions will be updated to reflect new requirements and/or guidelines.
5. The timeline for the re-opening of campus will be determined by First College and the local BC Medical Health Office.

First College protocols to notify local and provincial public health authorities

The following steps will be taken to notify public health authorities of any compliance issues within the 14- day quarantine period:

1. The Student Service Department is responsible for monitoring any instances of non-compliance, triggering a notification directly to the Public Health Office. The compliance issue will be advised both by telephone and confirmation email to the Medical Health Officers covering the Kelowna area.
2. Guidance and/or requirements received from the Public Health Office will be immediately actioned.
3. In the likely event that a student and/or accompanying family members are required to extend their quarantine, First College will continue to offer relevant assistance. First College acknowledges that the student may no longer be eligible to study in Canada should the student and/or their accompanying family face consequences related to non-compliance.

Weekly updates quantifying the number of international students arriving and in quarantine will be provided through the Institutional Reporting template provided and sent to EQA@gov.bc.ca.

MASK POLICY

Masks are required to be worn at all times while inside on campus. An adequate mask must have 2 or more layers of tightly-woven fabric, or be a commercially produced three-layer disposable non-medical mask. The mask must fit securely, without gaping, over the nose and mouth with ties or ear loops.

Indoor Mask Exceptions

- Anyone who is unable to wear a mask due to health conditions, including physical, behavioral, psychological or cognitive will be required to take virtual classes;
- Anyone unable to put on or remove a mask without the assistance of another person;
- Where communication requires that a person be able to see the speaker's mouth;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- Persons consuming food or beverages provided they adhere to the First College COVID-19 Safety Plan
- First College faculty or staff or other persons assisting with a health or safety emergency;
- Where an exception has been approved and provided in writing by the Student Service Department, after consultation with the First College COVID-19 Safety Plan.

Ensuring Compliance

- All students at any First College campus must conform to all COVID-19 Policy Rules, including the wearing of masks
- The Director and Student Service Department Members has the responsibility to ensure that students follow First College rules and safety protocols
- Notices detailing applicable First College rules and safety protocols will be posted at all entrances, classrooms and communal areas
- All faculty, staff and students are encouraged to bring concerns regarding any First College rules or safety protocols or incidents of non-compliance to the attention of the Student Service Department.

- For support in investigating incidents of non-compliance or similar concerns by faculty and staff, as with other conduct concerns, please contact the Student Service Department.
- Failure to follow these COVID-19 Policy Rules or safety protocols by student workers may result in discipline up to and including the termination of employment.
- Failure to follow these COVID-19 Policy Rules or safety protocols by students may result in discipline according to the First College Student Code of Conduct, including suspension and / or expulsion. Non-compliance should first be addressed with a warning. Students who continue non-compliant behavior will be removed from campus.
- For support regarding the application of the First College Student Code of Conduct, staff and faculty can contact the Director Office.

STUDENT RESOURCES

1. Counselling Service on Campus with Student Advisor (Available by Phone at 778.478.6611)
2. Personal Counselling includes:
 - Connect Counseling & Therapy Society, #204-347 Leon Street, 250-860-3181
-Providing affordable general counseling
 - Stepping Stones Counseling, 1893 Ethel Street, 250-763-7414
-Providing specialized social work counseling.
 - Okanagan Clinical Counseling Services #206 – 1634 Harvey Road, 250-718-9291
-Providing online counseling, sexual assault counseling, other victim assistance counseling, other languages offered, student counseling and subsidized counseling.
 - Ki-Low-Na Friendship Society, 442 Leon Avenue, 250-763-4905
-The only Aboriginal organization that also provide immigrant services like ESL classes
 - Access Resources, 981 Borden Avenue, 250-763-2217
-Providing resources for the Ministry of Social Development and Social Innovation, BC Aboriginal Network, BC Coalition of People with Disabilities, BC Family Net, Persons with Disabilities-Service Canada, Public Guardian Office, Inclusion BC, BC Human Rights Coalition and BC Housing.



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Appendix A - B.C. Quarantine Plan for First College Students

Under the [Quarantine Act](#), all international travelers entering B.C. are required by law to self-isolate for 14 days and complete a [Quarantine Plan](#). You should have this plan ready to show a border services officer when you arrive in Canada. If you do not show them this document, you may not be allowed into Canada. Much of the information that you will be required for the plan is listed below.

IMPORTANT NOTE: As of February 12, 2021, the Government of Canada has announced specific new quarantine measures to help contain the spread of COVID-19 which are applicable to all international students entering Canada. "All travellers arriving to Canada by air, as of February 22, 2021, with some exceptions, will be required to take a COVID-19 molecular test when they arrive in Canada before exiting the airport, and another toward the end of their 14-day quarantine period."

With limited exceptions, air travellers will also be required to reserve, prior to departure to Canada, a 3-night stay in a government-authorized hotel [[see the approved list here](#)]. Finally, at the same time on February 22, 2021, all travellers, whether arriving by land or air, will be required to submit their travel and contact information, including a suitable quarantine plan electronically via ArriveCAN before crossing the border or boarding a flight."

Upon arrival, you must contact First College to let the institution know that you are in Canada. We will update your contact information and will be phoning you for wellness checks throughout your quarantine to ensure your safety. Once you are at your approved hotel, please immediately call us at 778-478-6611 or contact your Student Advisor. After your 3-night approved hotel stay, you can then move on to your chosen place of isolation which you must update on ArriveCAN.



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WHAT DOES QUARANTINE MEAN? HOW CAN I SELF-ISOLATE?

- Quarantine means you must not leave your chosen temporary accommodation and stay there for 14 days from the date you arrived.
- To self-isolate, you must avoid physical contact with other people and should not use public transport

DURING TRANSIT: PREVENTATIVE MEASURES

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
- If necessary, wear gloves

HOW DO I GET FROM YVR AIRPORT TO MY TEMPORARY ACCOMMODATION?

1. Join the free YVR airport Wi-Fi.
2. Use the Ride App (Uber/Lyft) or Taxi signs and head towards International Arrivals Level 2.

Important: You must not use public transport. Do not use the bus or the Skytrain.

At this time, you must book and pay for a 3-night hotel stopover before you arrive in Canada. For the remainder of your 14-day quarantine, you must organize a stay at the original hotel, another hotel, or private residence. Please note that it is not necessary to stay in the original hotel after the 3-night stopover. To ensure you have a room, please book in advance.



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GROCERIES

You can organize a grocery delivery online from various stores. Head to their website, add your chosen items to the cart and organize a contactless delivery to your temporary accommodation.

Supermarkets that deliver:

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

You can also organize a contactless delivery from local restaurants through:

- Skip the Dishes
- Doordash

WHAT IF I NEED TO PICK UP MEDICATION?

You can organize a prescription delivery through the following pharmacies:

- London Drugs
- Rexall

WHAT IF I SHOW SYMPTOMS OF COVID-19?

If you are showing symptoms of COVID-19 and are unsure whether to seek medical care or get tested, contact your health care provider, call 8-1-1 or use the [BC COVID-19 Self-Assessment Tool](#). For testing information or results, visit the [BC Centre for Disease Control](#).

ENDING YOUR ISOLATION

On completion of your 14-day quarantine period, you must visit an authorized BC Medical Clinic for a health check to ensure that you are symptom free and receive a medical note clearing you - see [here](#) to search for a clinic near you. Your Student Advisor will follow up with you to make sure you have been cleared.



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APPENDIX B - Covid Screening Form

STUDENTS/STAFF/VOLUNTEER/VISITOR MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF
ATTENDANCE IS PERMITTED

Risk Assessment: Initial Screening Questions

1.	Do you have any of the below symptoms:	CIRCLE ONE	
	Fever	YES	NO
	Cough	YES	NO
	Shortness of Breath / Difficulty Breathing	YES	NO
	Sore throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle/ Joint aches	YES	NO
	Headache	YES	NO
	Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you had close unprotected* contact (face-to-face contact within 2 metres) with someone who is ill with a cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close unprotected* contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO
5.	Temperature taken: _____ (Lower than 38 °c)		

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of questions from 1 to 4, please DO NOT enter the College at this time, the Student Service Department (for students, volunteers and visitors) or the Director Office (for staff) will contact you to follow up. If you have answered "No" to all the above questions, you may attend College. Please submit this form to the First College Information Centre when you enter the College.

NAME: _____ DATE: _____ Signature: _____

First College Covid-19 Safety Package (Appendix C)

Welcome to First College! We are looking forward to meeting you soon at our Campus!

Like all countries globally, Canada is doing its best to stop the propagation of the COVID-19 virus. Therefore, all international students must follow strict health protocols to enter the country to continue their education. You 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.

Enclosed, you will find First College COVID-19 Safety Plan; please print it, read it, and bring you as part of your travel package. Failure to abide by these guidelines may prohibit you from accessing First College.

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

DOCUMENT CHECKLIST

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.

Applicable for all students:

- ☐ Passport
- ☐ Study Permit or Permit Confirmation Document (if applicable)
- ☐ Letter of Acceptance
- ☐ Accommodation Letter (if applicable)
- ☐ Proof of Medical Insurance
- ☐ Proof of Financial Support
- ☐ Signed Copy of This Document
- ☐ Proof of A Negative Laboratory Test Result for COVID-19 (PCR or LAMP)
- ☐ Proof of Government-approved Hotel Booking Confirmation
- ☐ [Download the ArriveCAN App](#) on your mobile device (available for iPhone and Android) and complete the pre-arrival forms on the app
- ☐ [Download BC COVID-19 App](#) for all the updates, critical alerts, self-assessment tool, and resources from public health

TRAVEL & SELF-ISOLATION PLANS FOR INCOMING STUDENTS

All students who plan to travel to Canada are required to

- Notify First College and submit the self-isolation plan prior to their date of travel
- Submit the information electronically through [the ArriveCAN](#)

Before completing the form below, you should review [public health measures for travelers to Canada](#) and our COVID-19 Safety Plan for important information to help you create a successful plan to travel to Canada and quarantine for 14 days upon arrival as required by the Government of Canada.

PERSONAL INFORMATION		
FULL NAME (LAST NAME, FIRST NAME)		
LOCAL PHONE NUMBER		EMAIL ADDRESS
STUDENT ID		YOUR CLASS STARTING DATE (DD/MM/YYYY)
PASSPORT NUMBER	PASSPORT COUNTRY OF ISSUE	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

First College Covid-19 Safety Package (Appendix C)

TRAVEL & ISOLATION PLANS		
ARRIVAL DATE (DD/MM/YYYY)	THE COUNTRY YOU ARE ARRIVING FROM	AIRLINE & FLIGHT NUMBER, OR LAND BORDER CROSSING
SELF-ISOLATION ADDRESS IN B.C.		
UNIT NUMBER, STREET		CITY
PROVINCE	COUNTRY	POSTAL CODE
TYPE OF SELF-ISOLATION ACCOMMODATION		
IF OTHER, PLEASE SPECIFY YOUR TYPE OF SELF-ISOLATION ACCOMMODATION		
TRANSPORTATION TO SELF-ISOLATION ACCOMMODATION		
IF OTHER, PLEASE SPECIFY HOW YOU WILL TRAVEL TO YOUR SELF-ISOLATION ACCOMMODATION		
GUIDE & GOVERNMENT REGULATIONS		
<input type="checkbox"/> I have carefully reviewed and understand the First College COVID-19 Safety Plan. <input type="checkbox"/> I have carefully reviewed and understand all of the government regulations on self isolation on return to B.C. (bit.ly/2SX3ntz) including the penalties of violation of the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines. <input type="checkbox"/> I have obtained proof of a negative laboratory test result for COVID-19 from either a molecular polymerase chain reaction (PCR) or Loop-mediated Isothermal Amplification (LAMP), which was conducted within 72 hours prior to my scheduled departure to Canada (bit.ly/35FTPtL). <input type="checkbox"/> I have submitted my information electronically through the ArriveCAN app (bit.ly/3ezV292). <input type="checkbox"/> I am entering Canada with medical insurance that provides coverage for COVID-19 during the period of mandatory quarantine upon entry. <input type="checkbox"/> I have access to sufficient funds to cover any and all additional COVID-19-related costs, including testing.		
* During the mandatory 14 days quarantine period, you will be contacted on a daily basis by your student advisor and homestay family (if applicable) to monitor your physical and mental well-being.		
STUDENT NAME	SIGNATURE	DATE (DD/MM/YYYY)