



# FIRST COLLEGE

## KELOWNA CAMPUS

532 Leon Ave, Second Floor

Kelowna, BC V1Y 6J6

P. 778.478.6611 F: 778.478.6610 E: [info@firstcollege.ca](mailto:info@firstcollege.ca)

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## Coronavirus (COVID-19) Compliance Guidance on Campus

Updated April 27, 2021



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## OVERVIEW

On March 11, 2020, the World Health Organization declared the novel coronavirus, COVID-19, a pandemic, citing concern over alarming levels of spread and severity across the globe.

The novel coronavirus has caused a global outbreak of respiratory infections since its discovery in December 2019. For most, this coronavirus causes only mild to moderate symptoms including fever and cough, however, older adults and those with existing health problems are at greater risk for more severe symptoms such as pneumonia.

The situation regarding COVID-19 continues to evolve here in BC, Canada and other jurisdictions in the world. First College is working closely with the Private Training Institutions Branch (PTIB) - Ministry of Advanced Education, Skills and Training and other partners to support the response to this new illness as part of BC's health system.

The guidance provided in this document is intended to support everyone in a safe campus environment and reduce opportunities for transmission of COVID-19.



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## COVID COMPLIANCE

The safety of staff, faculty and students are of the utmost importance to First College and therefore, the following guidelines are provided to support everyone in a safe campus environment and to reduce the opportunity for the transmission of COVID-19.

- Staff, faculty and students are required to wear masks or face coverings when in common areas and when social distancing of 6 ft apart is not possible
- Staggered schedules and reduced class sizes to reduce contact
- Focus on individual or small group activities
- Space separation of desks throughout the classroom when possible
- Increased access to hand sanitizer stations
- Increased signage around the building to remind students of physical distancing and hygiene practices
- Increased cleaning, disinfecting, housekeeping and other maintenance routines of the campus
- Following provincial guidelines on self-isolation and quarantine practices
- If COVID questions arise, call 811 and follow provincial guidelines
- Daily temperature checks and COVID screening for staff, faculty and students before entering the campus by using the COVID Screening Form.



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## STRATEGIES TO REDUCE SPREAD OF COVID-19

The best way to prevent the illness is to avoid being exposed to the virus. Full campus cleaning and sanitization, proper personal hygiene, and social distancing (staying 2meters/6ft from other people) are among the most effective measure to limit the spread of the virus.

- **A student must wear a face covering over their nose and mouth when in an indoor common area or a classroom on campus.**
- **All staff and faculty members have to wear a face covering over their nose and mouth in indoor common areas.**
- **Visitors to indoor common areas continue to be covered by the face covering requirements in the Emergency Program Act Ministerial Order No. M012.**

First College is providing one face mask to students and staff per day. Wearing a mask is mandatory in public areas such as the College cafeteria, hall way and library. You could wear the face mask provided by the College or your own mask (cloth face covering).



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## COVID SCREENING 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 A).

From Appendix A - Covid Screening Form, if you have answered "Yes" to two of the sections from question 1 or "Yes" to any of questions from 2 to 4, please DO NOT enter the College at this time. You will be required to stay at home for one day, 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.

The College will keep records of known pre-existing conditions. If you develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), you should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the College.

Anyone that reports symptoms should be directed to stay home and seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response).



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## CAMPUS PLAN FOR CONFIRMED COVID-19 CASES

First College has a plan in place for limiting the spread of COVID-19, responding quickly to any suspected or confirmed case of COVID-19 on our campuses, and caring for those affected by the virus. This section is intended to provide information to our community on the specific steps that will be taken in the event of a confirmed positive diagnosis of a student or employee.

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.



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If an employee who has been on campus receives a confirmed positive COVID-19 diagnosis they should immediately notify 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. Faculty Director/Coordinator and Director 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.
2. 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.
3. 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.
4. The College will assist the local health authority, 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.





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## 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: _____		

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

If you have answered "Yes" to two of the sections from question 1 or "Yes" to any of questions from 2 to 4, please **DO NOT** enter the College at this time. You will be required to stay at home for one day, 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: \_\_\_\_\_