

Capital College

READINESS PLAN

Dec 03, 2020

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Readiness Plan (International students)

The College ensures the health and safety of all staff, students and community by following the official guidelines set out by the Government of Canada, the Province of British Columbia; local health and safety authorities.

The readiness plan developed by the institution is intended to provide a comprehensive safety plan and support the return of international students. The intent is to mitigate risks associated with the COVID-19 pandemic and ensure compliance with government guidelines and orders..

The plan applies to international students.

The institution has a *Health and Safety Committee*, consisting of the Director, the on-site administrator and a faculty representative. They meet once a week and more often if required.

The institutional *readiness plan* will be updated as additional information is available and as regional and provincial and federal measures are amended.

Related / supporting institution documents (available at campus, by email and posted on website):

> Workplace BC Safety plan -

In accordance with WorkSafe BC guidelines, the College has outlined the planning of a COVID-19 Safety Plan.

Institution COVID-19 Safety Plan

The plan covers onsite protocols and the responsibilities of staff and students when on Campus.

COVID -19 Outbreak Response Plan.

The institution's plan for robust case management in the event of an outbreak to support outbreak response efforts.

> Travel & Quarantine Plan (template)

Documentation required by enrolled international students which require approval by the institution prior to coming to Canada.

References:

<u>WorkSafe BC guidelines</u> <u>B.C Post Secondary COVID 19 Go-Forward Guidelines</u> <u>Orders of the Provincial Health Officer,</u> <u>Guidance for Post-Secondary Institutions During the COIVD-19 Pandemic</u>

International students - guidelines procedures.

The institution ensures compliance with federal, provincial, and public health orders and safeoperating guidelines and supporting international student to come to Canada.

Reference:

Guidance for post-secondary institutions during the COVID-19 pandemic

	Overall Requirements	Pre-Arrival Requirements for Institutions		14-day Quarantine Requirements		Post-quarantine Requirements
1.	P/T and local health guidelines and protocols for Institutions, consistent with Government of Canada's <i>Guidance for</i> <i>post-secondary institutions during the</i> <i>COVID-19 pandemic</i> (https://www.canada.ca/en/public_ health/services/diseases/2019-novel- coronavirus-infection/guidance- documents/covid-19-guidance- secondary-institutions-during- pandemic.html) have been provided to Institutions.	 Pre-arrival requirements are communicated to international students and their co-arriving immediate family members <i>in advance</i> of travel to Canada. As a best practice, international students and their co-arriving immediate family members are encouraged to <i>download</i> <i>the Government of Canada's</i> <i>ArriveCAN</i> application prior to arrival at the border and complete the information required. 	1. 2. 3.	Institutions have developed and implemented restart plans that include <i>quarantine</i> <i>arrangements</i> for international students and co-arriving immediate family members that support the minimum requirements listed below. International students and co-arriving immediate family members are responsible for on-going self-monitoring and assessment of COVID-19 symptoms. As a best practice, the ArriveCAN application will be used built mediate back dec	1.	Institutions will continue to support international students and immediate family members after completion of their 14- day quarantine period. This includes offering mental and physical health supports, anti- racism and COVID-19 stigma supports, and mitigation of social
3.	Mechanisms are in place to assess and ensure read/iness of public health authorities and institutions to accept quarantining international students and co-arriving immediate family members. Health systems, including local public health authorities, have the capacity for COVID-19 outbreak response should this occur at the institution(s). Institutions have acceptable plans in	 Institutions provide appropriate transportation of international students and their co-arriving immediate family members to a 14-day quarantine location, consistent with Government of Canada recommendations (i.e. wearing a mask for onward domestic travel; travelling directly to place of quarantine); Mandatory 14-day quarantine by international students and co-arriving immediate family members is provided at: 	4.	will be used by international students and co- arriving family members within 48 hours after arrival in Canada, and for their daily symptom reporting; Appropriate <i>individual accommodation</i> options for the 14-day quarantine period are provided consistent with current Orders in Council under the <i>Quarantine Act</i> and guidelines of the Government of Canada, as well as the requirements of the institution's local and provincial/territorial public health authorities:		mugation of social barriers to support student compliance with individual COVID-19 infection control practices.
	place for robust case management and outbreak response (https://www.canada.ca/en/public- health/services/diseases/2019-novel- coronavirus-infection/health- professionals/interim-guidance- cases-contacts.html) in their communities, and these plans meet the requirements of local and P/T public health guidelines.	 the institution; or a private guarantine location that meets the requirements set out under 14-Day Quarantine Requirements, with arrangements made prior to arrival and assessed to be acceptable by the Government of Canada at the time and point of entry. 		 Confirmation that students are symptom free, and have a suitable isolation plan ensuring they will not be staying with vulnerable populations or living in a communal or group setting, and will have access to the necessities of life; Support for all quarantined individuals throughout the 14-day quarantine period, including but not limited to food, medical care and COVID-19 infection control information and training: 		
5.	Institutions have protocols for notification of local and P/T authorities of:			care and COVID-19 infection control information and training;		

Overall Requirements	Pre-Arrival Requirements for Institutions	14-day Quarantine Requirements	Post-quarantine Requirements
 Any cases of SARS-CoV-2 infection during the14-day mandatory quarantine period. Public communications protocols have been established for COVID-19 outbreaks that may impact or implicate international students or their immediate family members. The P/T and local public health authorities have mechanisms in place to approve restart plans and verify continued adherence to the institutional requirements in this table. The institutional requirements in this table are maintained for as long as the institution appears on the P/T List. 		 Regular and robust institutional monitoring of quarantined individuals throughout the 14-day quarantine period for COVID-19 symptoms, general well-being, compliance with quarantine requirements, with emphasis on individual COVID-19 infection control practices; Promotion of reliable, accurate messages about COVID-19, including messaging around COVID-19, including messaging around COVID-19 related stigma (https://www.who.int/docs/default- source/coronaviruse/covid19-stigma- guide.pdf) and anti-racisms supports; and Mitigation of social barriers to support student compliance with individual COVID-19 infection control practices. 	

International Student - arrival planning

Important criteria/ requirements for travelling to Canada.

The Government of Canada's Quarantine Act requires that all new students to Canada (and accompanying family members) must quarantine for 14 days upon arrival, prior to joining inperson classes. This means that students must stay on their own, and avoid contact with others for 14 days.

Please note, students may be denied entry into the country, or may be denied entry to/dismissed from the Institution with no refund if they do not have a quarantine plan or follow protocols. Any noncompliance with the 14-day mandatory quarantine under the federal Quarantine Act means that students may be subject to fines and penalties established by the government of Canada and government of BC, and could result in reporting of quarantine breaches to the Canadian Border Services Agency.

At the federal level, RCMP and local and provincial police can ticket travelers who break quarantine under the Contraventions Act, or charges can be laid against a traveller for breaking quarantine.

<u>Communication with to students/co-arriving family members, in advance of their travel to</u> <u>Canada, and responsibilities.</u>

The institution will case manage students/co-arriving family members, in advance of their travel *to Canada*. The Institution will set out the requirements to adhere to the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.

Steps:

1. Once the student is enrolled in an approved program and has received notification that their study permit has been approved, every international student (ISC) will be allocated a college representative (position title international student coordinator).

2. The International student coordinator will provide information and support for international students and co-arriving family members in advance of their travel to Canada.

3. The International student coordinator will work with the student to ensure they have arranged medical insurance and related requirements to study in Canada under the study permit.

4. The International student coordinator will also communicate to students/co-arriving family members their requirement to adhere to the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.

5. Working with the institution's international student coordinator, no less than two weeks prior to arrival, students must outline how they are travelling to Canada, their arrival date/ time (travel plan) and quarantine plan.

Students will receive the institution's *Covid-19 Safety Plan*; *Readiness plan* and *Travel & Quarantine Plan* (template) prior to arriving in Canada and must develop and agree to the terms and conditions:

- Prepare to adhere to the Quarantine Act
- Agree to the requirements of the <u>mandatory quarantine</u>
- Secure accommodations for the 14-day quarantine period
- Secured suitable private transportation from the airport to their accommodation.
- Have the financial means and ability to pay for related costs accommodation, transportation, food.
- Cooperate with the institution's international student coordinator.



Travel & Quarantine Planning

The student is encouraged to work with their International Student Coordinator to develop their *Travel & Quarantine Plan*.

As needed, the institution will coordinate arranging a hotel or approved accommodation for selfisolation; taxi pickup and drop-off at the hotel/ approved accommodation; help with arrangements for food and supplies during quarantine.

The key considerations are that students and co-arriving family members:

- Have access to supplies such as prescriptions and food;
- Will not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
- Have suitable quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place.
- Have a compliant transportation plan from the airport to their accommodation.

A final signed copy of *Travel & Quarantine Plan* needs to be submitted and approved by the institution Director no less then two weeks before traveling to Canada.

ArriveCAN app and the BC COVID-19 App.

Students will also be required to complete a <u>BC Self-Isolation Plan</u> (the plan should be completed and submitted online before, or when they arrive, in BC) and the federal **ArriveCan** application within 48 hours of travel (download ArriveCan on your mobile device through the <u>Apple App Store</u> or Google <u>Play Store</u> prior to travel).

We also recommend they download the <u>BC Covid-19 app</u> for up to date information

During the 14-day quarantine period, and in their *Travel & Quarantine Plan* students must agree to:

- Go directly to their quarantine accommodation from the airport using private transportation.
- Stay at the place of quarantine at all times. They are only permitted to leave your place of quarantine if you need to seek medical attention
- Monitor for any symptoms of COVID-19, including fever, cough, difficulty breathing, loss of smell and fatigue
- Comply with all the orders of the BC Provincial Health Officer
- Communicate with the institution coordinator during daily check-ins

The student coordinator will be in contact with the student each day of the 14-day quarantine period (by email, video call and phone call); and offer support as needed.

A contact record will be kept including notes on any issues, supports required or concerns. That will also include recording any symptoms, general well-being, and compliance with quarantine requirements.

If there are any indications that the student or co-arriving family members are not adhering to the quarantine period requirements, the institution has an obligation to report non-compliance to the authorities

. If a student develops symptoms of illness while in quarantine, they must:

- Isolate from others as soon as you notice your first symptoms
- Call 811 or consult with <u>HealthLink BC</u> to discuss your symptoms and travel history, and follow their instructions carefully
- Contact their institution coordinator

For more information on quarantine, students can consult the following resources:

- <u>Government of BC: Self-Isolation on Return to BC</u>
- <u>BC CDC: Self-Isolation for Travellers Returning to Canada</u>

Government of Canada: For travellers without symptoms of COVID-19 returning to • **Canada** (translations available in Arabic, Simplified Chinese, Hindi, Korean, Punjabi, Spanish, and more)

Government of BC: BC Provincial Health Officer Orders

Sample of isolation plan:



Support for Travellers Self-Isolation Plan

PRIMARY CONTACT INFORMATION

First Name (primary contact)	Last Name (primary contact)	Date of	Birth (yyyy / mm / dd)
Phone Number	Email (optional)		1
Home Address	City	Province or Territory	

TRAVEL INFORMATION

Are There Additional Travellers in Your Group?	ADDITIO	NAL TRAVELLERS (please list all add	itional travellers)
Yes No Number of additional If Yes → travellers in your groups	First Name	Last Name	Date of Birth (yyyy / mm / dd)
If Yes travellers in your group:			
Arrival Date (yyyy / mm / dd)			10. 25
			1 1
Arrival By Air Sea Ground			
Airline / Flight Number (If applicable)			
Arrival From (City, Country)			

SELF ISOLATION PLAN

Do you have accommodation arranged for your self-tsolation period? Yes 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?	225
Private Residence With Family Commercial (ho	tel)
Do you need accommodation assistance to self-isolate from anyone wh diabetes, cancer, immune suppression or is taking prednisone medicati Yes No	
diabetes, cancer, immune suppression or is taking prednisone medicati Yes No	on?
diabetes, cancer, immune suppression or is taking prednisone medicati	on?
diabetes, cancer, immune suppression or is taking prednisone medicati Yes No Are you able to make the necessary arrangements for your self-isolation	n period? (e.g. food, medication, child care, cleaning supplies, pet care).

CERTIFY DECLARATION

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

Airport arrival and transportation

The student / co-arriving family members must have an approved *Travel & Quarantine Plan* from the institution, notification of their Canadian study permit being approved, suitable medical insurance and have completed the requirement of the ArriveCAN app and the BC Covid-19 App. prior to arrival.

On arrival the student will clear immigration and customs. If possible they should text, email or phone their international student coordinator so the arrival can be recorded. Once entering Canada they should;

- Go directly to their quarantine accommodation from the airport using private transportation. They must avoid public transportation (other than taxi). They must wear a mask at all times and maintain at least 2 meters distance from others.
- Stay at the place of quarantine at all times. They are only permitted to leave the place of quarantine if they need to seek medical attention
- Communicate with the institution coordinator if there are any problems related to airport arrival, transport or their arranged accommodations.

The coordinator will assist to resolve any related issues.

The coordinator will be checking in with the student each day of their quarantine (by email, video call and or phone call).

Accommodation / procedures and supplies.

International students (and co- arriving family members) who want to travel to Canada must understand, agree to; and meet all the requirements:

- Ensure secure accommodations for the 14-day quarantine period
- Have the financial means and ability to pay for related costs accommodation, transportation, food.
- Cooperate with the institution's international student coordinator.

Students (and co- arriving family members) must:

- Have access to supplies such as prescriptions and food;
- Not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
- Have quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place.

Working with the institution's international student coordinator, they must inform the institution where they are staying for the quarantine period, contact details and how they will receive provisions. They must show evidence of the aforementioned requirements.

These points are covered in the *Travel & Quarantine Plan* which can be developed with the help of the international student coordinator and be submitted for review and approval by the Director of the Institution.

Monitoring throughout the quarantine period

Every international student (and co- arriving family members) will work with a college representative (position title: international student coordinator).

When possible the International student coordinator will speak first language. The International student coordinator will be provided with specialized training so as to help and support the student. They will also have a good understanding of community supports, resources and contacts.

The International student coordinator will support and monitor the student (and co-arriving family members) during their quarantine, and help/support the student transition into the College and their studies after quarantine.

The college will provide and review a comprehensive checklist for international students to go through to ensure that they can meet the Quarantine Act requirements.

The International student coordinator provides information and support for the student and coarriving family members. The International student coordinator will communicate to students/coarriving family members, *in* advance of their travel to Canada, their requirement to adhere to the order under the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.

Information about COVID-19 testing, contact tracing, and care will be provided. For example: <u>http://www.vch.ca/covid-19/covid-19-testing</u>

The international student coordinator will support and monitor the student for compliance (and co-arriving family members) during their quarantine; and help/support the student transition into the College and their studies after quarantine.

The international student coordinator will check in daily with students (+ co-arriving family members) during their quarantine period and offer support as needed.

The mechanisms include emails, video calls and phone calls. The methodology used will include random contact times each day and no pattern of contact. For example a phone call may be followed by a video call at a different unscheduled time. The International student coordinator may also make contact more than once a day. A contact record will be kept including notes on any issues, supports required or concerns. That will also include recording any covid-19 symptoms, general well-being, and compliance with quarantine requirements.

If there are any indications that the student or co-arriving family members are not adhering to the quarantine period requirements, the institution has an obligation to report non-compliance to the authorities:

1. The health authority will be notified of any compliance issues within the 14-day mandatory quarantine period.

2. The student coordinator will notify the institution director regarding individuals who are not in compliance of the 14-day mandatory quarantine period.

2. The Director will contact the health authority and notify them of the specific details regarding the non-compliance.

3. The Institution will take direction from the Public Health Authority.

To comply with the requirements and reduce the likelihood of non- compliance students / family members must follow the protocols set out in the plan which includes such things as staying at the approved accommodation the whole time (14 days).

How should students quarantine?

Students/ family members should follow the guidelines below:

- Stay at the approved location the whole time (14 days).
- Arrange for food and essential items to be delivered and dropped off at the door.
- Do not have face to face contact with others.
- Do not go to school, or public areas.
- Do not have visitors.
- Practice frequent hand hygiene and cough or sneeze into elbow or tissue.
- During the period of self-isolation, self-monitor daily for fever, cough or worsening symptoms. Check temperature daily (if possible). The <u>BC self-assessment tool</u> will help assess symptoms.
- Worsening symptoms, call 8-1-1 or family doctor
- Symptoms are not improving at 5 or more days after initially started feeling unwell, call 8-1-1 or family doctor
- If at any time unwell and are worried this might be an emergency (e.g., severe difficulty breathing or chest pain), call 9-1-1.

Keep busy with interests - writing, reading, online studies, hobbies (i.e. music).

Keep to a daily routine. Exercise when possible.

Individuals should plan ahead and prepare. They should reach out to friends or relatives for help with buying groceries, other shopping or picking up medication. Alternatively, order groceries and medication by phone or online.

The International student coordinator will contact the individual for updates and provide support.

Community and culture during isolation

14 days self insolation is not easy and we encourage students to keep in contact with friends and family.

The Student (and co- arriving family members) should have pre arrival contact with the International student coordinator a few days prior to travel.

The International student coordinator has a good understanding of community supports, resources and contacts. That person will help to integrate the student into its community and culture; during and proceeding quarantine.

If a student (and co- arriving family members) are having a difficult time, there are services set up to support them. The International student coordinator will link students (and co- arriving family members) to support networks.

There are many services in the community which students can access; online, by phone and email.

• Resources are available to support the mental health and well being of students and staff including Here2Talk offering mental-health counselling available 24/7.

• The Province also offers a range of virtual mental health programs and services to support mental health and wellness. For example:

Health Link BC (24/7)

- • Call 811 toll-free in B.C.
- For the deaf and hard of hearing (TTY), call 711,
- For mental health support: here2talk.ca/home
- • *Translation services are available in more than 130 languages.

After the 14-days quarantine has passed, if students (and co- arriving family members) have no symptoms, they can integrate into the community and attend the College. The coordinator will assist as needed.

Students (and co- arriving family members) should continue to follow and respect health regulations and directives, including physical distancing from other people in public and washing or sanitizing hands often.

They should avoid malls, crowded spaces, and sports where physical distancing is difficult.

General information for social contacts and activities:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/prevention-risks/going-out-personal-social-activities-during-pandemic.html

Stigma and anti-racism supports, mental health and cultural/religious considerations

Students (and co- arriving family members) should also understand that during the pandemic there can a higher level of racism, as well as related stigma, mental health pressures and cultural/religious considerations.

The International student coordinator has a good understanding of these issues. The Institution will check in daily with students (co-arriving family members) during their quarantine period and offer support as needed. A contact record will be kept including notes on any issues related to stigma, mental health pressures and cultural/religious considerations.

If any of these issues or concerns exist, students (and co-arriving family members) should reach out to their International student coordinator for advice and support. There are also many services / supports in the community which students can access. The institution will help.

For more information on quarantine, students can consult the following resources:

- Government of BC: Self-Isolation on Return to BC
- <u>BC CDC: Self-Isolation for Travellers Returning to Canada</u>
- <u>Government of Canada: For travellers without symptoms of COVID-19 returning to</u> <u>Canada</u> (translations available in Arabic, Simplified Chinese, Hindi, Korean, Punjabi, Spanish, and more)

Government of BC: BC Provincial Health Officer Orders

<u>COVID-19 testing, contact tracing and care.</u>

Information about COVID-19 testing, contact tracing, and care will be provided. For example: http://www.vch.ca/covid-19/covid-19-testing

For additional information on COVID-19 testing, contact tracing, and care students can consult the following resources: (resources are updated as needed)

COVID-19 Testing: http://www.vch.ca/covid-19/covid-19-testing

City of Vancouver Public Health

- To report a public health issue call **311 (60**4-873-7000 outside Vancouver)
- For non-medical information regarding COVID-19 call 1-888-COVID19
- Vancouver Coastal Health: call 604-736-2033 or 1-866-884-0888

• • For all medical emergencies call 911

Health Link BC (24/7)

- • Call 811 toll-free in B.C.
- For the deaf and hard of hearing (TTY), call 711,
- For mental health support: here2talk.ca/home
- • *Translation services are available in more than 130 languages.

BC Ministry of Health (Service BC)

Call centers are open 7:30am-5:00pm Monday to Friday

- • Vancouver: 604-660-2421
- • Toll Free: 1-800-663-7867
- • Text: 1 604 660-2421

Health Canada

- • Email: Info@hc-sc.gc.ca
- • Telephone: 613-957-2991
- Toll free: 1-866-225-0709

Health insurance providers offer remote access to doctors as well as mental health support services if needed.

Note: the institution does not provide on-campus or off campus housing for students; however, we can assist students in developing and arranging their accommodation plans, if needed. A updated list of accommodation options will be provided to the student.

Preparation for travel

Students should not forget their general personal items and documentation (to be carried with them):

- ✓ Passport
- ✓ Study Permit or Study Permit Approval Letter
- ✓ Letter of Acceptance and Custodianship document (if under 18)
- ✓ Quarantine plan two copies.
- ✓ Proof of health insurance/insurance information

After quarantine

After the 14-days quarantine has passed, if students have no symptoms, they may now attend the College. The International student coordinator will assist.

Students should continue to follow and respect health regulations and directives, including physical distancing from other people in public and washing or sanitizing hands often.

They should avoid malls, crowded spaces, and sports where physical distancing is difficult.

General information for social contacts and activities:

https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/prevention-risks/going-out-personal-social-activities-during-pandemic.html

If a student feels sick at any time, they should stay at home. Use the self assessment tool at https://sharedhealthmb.ca/covid19/screening-tool/. Follow directions and seek medical attention or contact public health authorities.