



COVID-19 SAFETY PLAN

2020/2021

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We are pleased to continue to offer students admission to Granville College during the COVID-19 outbreak. By enrolling at Granville College, you will experience first-rate classroom and virtual learning combined with hands-on practical experience in a dynamic campus environment. We want you to succeed in your chosen career path and invite you to take the next step towards your future! This document contains everything you need to prepare for that experience.

The current COVID-19 (“coronavirus”) pandemic continues to greatly impact our world, with the situation rapidly evolving and changing around us. It is our hope that you and your loved ones are staying safe and healthy during this difficult time.

Granville College has also been impacted by the outbreak; however, please rest assured that campus administration is prioritizing the health, safety, and well-being of its students, staff, and the community. As we follow developments closely, we will continue to adhere to the advice and guidance set out by all levels of government and public health officials.

The health and safety of our college community is our top priority while we have gradually returned to campus in accordance with our ministry, provincial and federal governments, local health agencies, and the province’s re-opening framework. We are ensuring that our procedures are up to date and aligned with the Ministry of Health’s guidance. Important details about our Health and Safety guidelines can be found throughout **this document**.

We are committed to ensuring that all health and safety requirements are met across every space at our campus. We have created health and safety guidelines in accordance with the Government of British Columbia that are effectively displayed throughout our campus. Our Safety Plan outlines the safety and hygiene practices that will enable us to create a safe environment for everyone.

It is our sincere commitment to continue to keep all of our students, staff, and faculty safe and healthy during the current COVID-19 (“coronavirus”) outbreak. Our website <http://granvillecollege.ca> has a COVID-19 page where students, staff and faculty will find the college’s [COVID-19 SAFETY PLAN](#), COVID-19 Resources and related forms and documents, [International Student Resources](#), Policies, [Training Manuals](#) and Guidelines, as well as pertinent notices from our Ministry and Public Health Officer.

Please stay safe,

Theresa Sabo

Director of Operations

2.0 WORKPLACE RISK ASSESSMENT

2.1 ASSESSING THE CAMPUS: RECOMMENCING THE CAMPUS OPERATION

2.1.1 WORKPLACE ASSESSMENT

GENERAL:

All documents in support of this plan are attached in Appendices A through E to this plan. All documents have been posted to the College's shared drive and are accessible to all staff members. Documents relating to safety protocols and this safety plan have been included in student orientation packages. Signage has been posted throughout the College where appropriate, samples of which can be found in Schedule E of this plan.

RISK ASSESSMENT:

Granville College has involved all staff members in assessing workplace risks for working during the COVID-19 outbreak and having students return to the classroom. We have identified areas where staff and students may gather along with tasks and processes where staff members and students may work near one another. We have identified equipment, tools and materials that staff and students may share and we have identified surfaces that people may touch often.

Our campus accommodates students, faculty, staff, and visitors. Therefore, in assessing potential risks we have taken into consideration the needs and safety of all individuals who may be on campus and the need to (but not limited to):

- Prevent sick people from entering the campus.
- Implement sufficient physical distancing measures while considering individual accessibility needs.
- Ensure proper air ventilation throughout the campus.
- Facilitate good hygiene practices.
- Enhance environmental cleaning and disinfection practices.
- Establish policies to document existing and new practices implemented.
- Identify individuals who have been exposed to COVID-19 or who may be showing symptoms of COVID-19.
- Provide guidance, training and resources to staff, faculty, and students.

RISK REDUCTION:

In assessing risk and implementing new practices, Granville College has reviewed and assessed the protocols set out by the Province of British Columbia and the Ministry of Advanced Education, Skills and Training - Private Training Institutions Branch (PTIB) for students returning to the classroom, along with the Province of British Columbia and WorkSafe BC's protocols for Students and Employees returning to work and the Province of BC's Go Forward plan.

2.1.2 PROTECTION AND SAFETY MEASURES

First Level Protection (elimination)

GRANVILLE COLLEGE has limited occupancy of the College campus during COVID-19 to a maximum of 24 persons.

In order to reduce the number of people on campus, we have implemented work-from-home arrangements for the Director of Operations, the Administrative Assistant, and the Associate Director of Campus Administration, and we have implemented a combination of work-place and work-from-home arrangements for the Associate Director of Admissions. All staff have converted from on-campus staff meetings to virtual staff meetings. Current and prospective students are encouraged to have virtual meetings and interviews with administrators and admissions staff whenever possible and the College has contracted with PandaDoc to offer students and staff a safe and secure method of executing contracts and documents online rather than in person.

We have implemented measures to keep people at least two metres apart, wherever possible, when on campus, by reducing class sizes, and revising class and work schedules. In addition, we have implemented staggered start times to reduce the flow of traffic in and out of the campus and classrooms. In areas of the school where social distancing is not an option, we have implemented mandatory directives for wearing masks. These guidelines form part of the College's COVID-19 Health and Safety Policy.

- Attendance at the College is by appointment or invitation only.
- Visitors are asked not to bring friends or family with them for appointments, however an exception will be made where a minor student requires a parent or guardian to be in attendance.
- There is a limit of 2 people allowed to ride in the building elevators at one time. Masks are to be worn while in the elevator.
- No more than 2 people are permitted in the reception area at one time. Masks are to be worn while in this area.
- No more than 2 people are permitted in the front office at one time. An exception will be made where a minor student requires a parent or guardian to be in attendance. Masks are to be worn when there is more than 1 person in the office.
- No more than 2 people are permitted in the Instructors office at one time. Masks are to be worn while in this office if both parties are unable to maintain a distance of 2 metres or are moving around within the office.
- The College has set up classrooms to allow for effective virtual lectures to be delivered simultaneously or synchronously to limit the number of individuals in the classroom. Class sizes have been reduced to a maximum of 18, with 9 students (per classroom) able to attend on-campus for two days a week, while the remaining 9 students will receive live virtual instruction from home synchronistic with the on-campus cohort of students. Student groups will then switch for the following two days of the week so that the students who were attending on campus will receive live virtual instruction from home and the students who were at home will attend on campus.
- The College will communicate and collaborate with clinics and practicum hosts about the importance of adopting proper safety protocols and risk mitigation strategies when offering practicum learning or work opportunities.
- Class schedules have been staggered so that students in classroom 1 will arrive and leave one half hour earlier than students in classroom 2.
- Classroom desks have been reduced to 10 (9 student desks and 1 instructor desk) and have been placed 2 metres apart from each other.
- No more than 2 people are permitted in the coffee area at one time and must wear a mask while in that area.
- Students, staff, and faculty must all wear masks while moving within the campus.

Second Level Protection (engineering): Barriers and partitions:

We have reviewed and assessed the need for physical barriers and partitions and have determined that in areas in which people cannot keep physically distant they will be required to wear masks. This includes moving within the campus and classrooms, walking down the hallway, or going into the coffee area.

Proper use of a face mask and the need for physical distancing are included in the [COVID-19 Safety Training](#) for students, staff, and faculty.

Third Level Protection (Administrative): Rules and Guidelines

We have identified rules and guidelines for how staff members and students should conduct themselves and we have clearly communicated these rules and guidelines in our Health and Safety Policies which have been shared with all students, staff, and faculty. We have posted signage to remind everyone, including visitors, of the physical distancing, mask wearing, and hand washing (hygiene) protocols.

We have implemented the following rules and guidelines to assist in reducing the risk of person-to-person transmission. These guidelines form part of the College's Health and Safety Policies.

- All students, staff, faculty, and visitors must wash their hands at the designated hand washing stations each time they enter the campus, a classroom, or an office. Hand washing stations have been set up inside the entrance of the school, inside the entrance of each classroom and at the entrance of each office.
- All students, staff, faculty, and visitors must wear a mask while on the campus premises unless they are working alone in a room or are at their desk in a classroom and maintaining a distance of 2 metres from other people.
- Staff members are trained in the proper use of masks and are available to assess or assist fellow staff members, students, and visitors when necessary.
- Students, staff, faculty, and visitors are not permitted to congregate in the hallway, reception, or coffee area.
- Use of the coffee area is limited to 2 people and both people must be wearing a mask.
- Visitors to the campus will be limited to those who have scheduled appointments and have been advised they must provide and wear a mask at all times while on site.
- Visitors will be asked to sanitize their hands as they enter the campus.
- All students, staff, faculty, and visitors will be asked to complete the College's [Self-Assessment Form](#) prior to attending on campus. Anyone indicating on their Self-Assessment Form that they are at risk of having been exposed to COVID-19 will be directed to stay away from the campus for 14 days or until such time as they have been symptom free for 14 days.
- All staff, students and faculty will be directed to follow the procedures set out in the College's [COVID-19 Response Guide](#) with respect to reporting symptoms of or exposure to COVID-19.

Fourth Level Protection: Using masks

We have reviewed the information on selecting and using masks and students, staff, and faculty have been trained on how to use a mask properly.

We understand the limitations of masks to protect the wearer from respiratory droplets.

We have implemented guidelines on the use of masks while on campus which is included in the Third Level Protection section of this safety plan and forms part of the college's Health and Safety Policies. In addition, we

have implemented guidelines on effective cleaning and hygiene practices, which are included and form part of the College's [Health and Safety Policy](#), including the following COVID-19 Supplements:

[C19-02-1 - COVID-19 Health and Safety Policy Supplement - General.docx](#)

[C19-02-2 - COVID-19 Health and Safety Policy Supplement - Cleaning + Daily Cleaning Checklist.docx](#)

[C19-02-3 - COVID-19 Health and Safety Policy Supplement - Violence Prevention.docx](#)

[C19-02-4 - COVID-19 - Health and Safety Policy Supplement - Wearing a Mask and Hand Hygiene.docx](#)

Effective Cleaning and Hygiene Practices

We have reviewed the information on cleaning and disinfecting surfaces and have implemented cleaning protocols for all individual workstations, and common areas and surfaces, which is included in our Health and Safety Policies.

We maintain an adequate supply of disinfectant materials, cleaners, masks, and paper-towels on site.

- The building managers provide a nightly cleaning service to our office/campus and we have been advised all cleaning of common areas such as washrooms, hallways, elevators, and the building lobby follows the Province of British Columbia's COVID-19 cleaning protocols.
- All common touch areas within our campus such as the front entry door, office doors, classroom doors, coffee room counters, the campus lobby and shared office, classroom or break room equipment are cleaned daily by staff members using appropriate disinfectants and disposable cloths.
- Students, staff, and faculty are trained and understand the requirements for disinfecting all work areas, desks, and equipment after each use.
- Desks and work areas have been designated for use by specific people to allow for one user only to avoid cross-contamination.
- Where possible, people are assigned to a specific piece of equipment (such as computers, microscopes, stethoscopes, etc.) to allow for one user only to avoid cross-contamination.
- All common equipment (such as photocopiers, scanners, shredders, kettles, vending machines, etc.) are cleaned daily. Staff members and students have been instructed to also disinfect this equipment after each use.
- We have removed unnecessary equipment to simplify the cleaning process.

POLICIES

We have developed a series of Health and Safety Policies and Procedures to deal specifically with COVID-19. These have been made available to staff and faculty through our "shared drive" network; students are given an electronic copy during or prior to Orientation, or they can be found on our college website <http://granvillecollege.ca>. A hard copy is also available upon request. Our [Student Handbook](#) has been updated to include COVID-19 specific protocols.

We have developed a policy and procedure for dealing with people who object to or refuse to follow our protocols.

Policies, procedures, and protocols have been included in our student orientation packages and posted at the College along with reminder signage.

2.2.1 Overview

Since the onset of the COVID-19 outbreak, the classrooms and instructor's office have been re-arranged to meet current health and safety protocols and regulations. In addition, both the classrooms and the Instructors office have been cleaned out to allow for more space to accommodate hand sanitizing stations and more room for walking around to better enable physical distancing.

The reception area, front office and break room have also been cleaned out and the overall campus has been "decorated" with [signage](#) pertaining to health and safety protocols to act as a constant reminder to staff, students, faculty, and visitors to stay safe by keeping their distance, wearing masks, sanitizing their hands, cleaning equipment etc.

Physical changes have been made to the campus to ensure physical distancing and safety.

- Both classrooms (each normally capable of accommodating 20 or more students – with two students sharing a worktable/desk,) have been re-arranged to ensure all desks are at least 2 metres apart and only one student (or instructor) has been assigned to each desk/work station. Extra desks have been removed to allow for more space to better enable physical distancing while moving around the classroom.
- The Instructors office has been re-arranged to ensure the two instructor desks are more than 2 metres apart. Any extra workstations or tables have been removed to allow for more to better enable physical distancing.
- The front office has been restricted for use only by the Admissions representative.
- The kitchen/break room has been cleaned out to allow for extra space and to discourage socializing. A vending machine with healthy snacks has been placed in this area and students have been encouraged to eat their lunch or break time snacks at their desk.
- The reception area only has one chair in it for guests. Guests are instructed not to arrive for an appointment more than 5 minutes in advance.
- As there is only one hallway leading from the front door to the two offices and two classrooms, class start times and breaks have been staggered to reduce the number of students coming and going in the hallway, and mask wearing is mandatory while moving around the campus.

2.2.2 Communication Plan

Our website <http://granvillecollege.ca> has a COVID-19 page which is dedicated to all health and safety practices and protocols with respect to COVID-19, implemented by the College or our Provincial Health Officer. Staff, students, and faculty are advised to refer to this webpage to keep up to date with College and Public Health notices. The Director of Operations and/or the Associate Director of Campus Administration communicate with staff, students, and faculty regularly through email when there has been a new Order from the Public Health Officer or if any of the policies or guidelines for COVID-19 are updated through the College's [COVID-19 Safety Plan](#). Our COVID-19 page on our website also contains [resources](#) and guidelines for International Students and overall resources available through Federal and Provincial Government apps or websites.

All students, staff and faculty have been trained in the College's COVID-19 specific Health and Safety Policies and COVID-19 [Response Guidelines](#). This was accomplished through ZOOM conferencing and by publishing our protocols on our shared drive and website and having each student and staff member [acknowledge in writing](#) that they have read and understood the protocols and their specific duties with respect to implementation.

We have developed a [COVID-19 Symptom and Exposure Reporting Form](#) and a [COVID-19 Report Monitoring and Case Management Form](#) and a [COVID-19 Self-Assessment Form](#) for assessing, reporting, and monitoring symptoms. In addition, we have set up email templates for consistent monitoring of staff and students who have been directed to self-isolate.

We have posted Maximum Occupancy signage on the front door of the College and on the door of each room within the College. We have also posted signage on the front door of the College indicating who is restricted from entering.

We have posted signage next to equipment (copier, etc.) to remind people to clean the surface after each use. Staff members have been trained to monitor students and each other to ensure policies and procedures are followed. ([Campus Signage](#))

2.2.3 Personal Protective Equipment

Personal protective equipment (PPE), such as non-surgical masks and non-surgical type gloves are made available and are to be used on the basis of risk exposure and in compliance with federal, provincial and municipal occupational health and safety guidelines for COVID-19 and in accordance with the health and safety policies of Granville College. GRANVILLE COLLEGE has arranged for PPE's for all students, staff, faculty, and visitors for use at the campus.

2.2.4 Government Resources and Guidelines

GOVERNMENT OF CANADA AND PROVINCE OF BRITISH COLUMBIA

Both Federal and Provincial Guidelines with respect to COVID-19 (Coronavirus) can be found using the following links <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data>.

2.2.5 Safety Measures

Maintaining a safe learning environment is of the utmost importance. All students, staff, and faculty have been asked to use our [COVID-19 Self-Assessment Form](#) or the BC Government's Self-Assessment Checklist [BC COVID-19 Self-Assessment Tool](#) to perform a daily screening before arriving on Campus. In the event any student, staff, or faculty member is experiencing any symptoms, they have been advised to report this to an instructor or staff member, to stay home and to seek medical attention as required. If any student, staff, or faculty are experiencing symptoms of COVID-19 or has been exposed to any person with symptoms of COVID-19, they will be directed to follow the reporting procedures set out in the College's [Health and Safety Policy](#) and in accordance with our [COVID-19 Response Guide](#). In the event any student, staff, or faculty member reports symptoms of or exposure to COVID-19 while on campus, they will be moved to a designated isolation room within the campus and then sent home and directed to go into isolation until such time as they are symptom free for at least 14 days. In the event

the reporting person is experiencing severe symptoms, a member of the College staff will be directed to contact 911 emergency services. Once symptoms or exposure have been reported, all students, staff, and faculty will be directed to return home for 14 days or until such time as they are symptom free for 14 days. Once staff, faculty and students have been sent home, the campus will be temporarily shut down and cleaned thoroughly in accordance with health and safety standards.

Social distancing is required, and all members of the campus community have been advised to adhere to social distancing practices by keeping 2 metres apart from others whenever possible while on campus. If physical distancing is not possible, all students, staff, and faculty have been advised they must wear a mask and/or face covering.

Students, staff, and faculty are encouraged to follow all Provincial Standards, Guidelines, and Protocols while off campus to ensure their continued safety and to assist in keeping our campus environment safe.

2.2.6 Sanitation: Cleaning and Safety Practices

Hand sanitizing stations have been set up at the campus inside the entrance, in each office and in both classrooms. Students, staff, faculty, and visitors are directed to sanitize hands when they enter the campus and when they enter an office or classroom. Students, staff, faculty, and visitors are directed to sanitize their hands before and after eating, after using the washroom, before and after using any equipment, and at other times, as necessary, throughout the day. All classes have scheduled washroom and hand-washing breaks. New campus routines have been put in place to encourage as much social distancing as possible. This includes seating assignments, coordination of class movement throughout the campus, class schedules, and restrictions on the number of people allowed in each area, room, office, and classroom. Enhanced health and safety measures have been added to all aspects of Campus routines, based on guidance from public health agencies and WorkSafe BC. Custodial staff use hospital-grade disinfectants for daily cleaning and disinfecting throughout all common areas of the building, including high-touch surfaces. Shared work or learning spaces have been eliminated and equipment and common areas are cleaned and disinfected before and after use by each user and at the end of each class by staff and faculty.

2.2.7 Scheduling Plan

Granville College has limited the number of staff and students allowed in classrooms and the overall number of people allowed on campus. We are offering a blended learning environment for all students and have implemented staggered and rotating class starts to reduce the number of students and staff present at the campus at any one time, and to reduce crowding during ingress and egress to the Campus.

As set out in section 2.1.2 above, the College has set up classrooms to allow for effective virtual lectures to be delivered simultaneously or synchronously with on-campus learning to limit the number of individuals in the classroom. Class sizes have been reduced to a maximum of 18, with 9 students (per classroom) able to attend on campus for two days a week, while the remaining 9 students will receive live virtual instruction from home which will be delivered synchronously with the on-campus cohort. Student groups will then switch for the following two days of the week so that the students who were attending on campus will receive live virtual instruction from home and the students who were at home will attend in-class.

2.2.8 Space Arrangements

Classrooms

- On campus class sizes have been reduced to allow for regulated distancing practices and to reduce the number of students sharing equipment.
- All desks have been moved to ensure there is at least 2 metres between the seating of each student and/or the instructor.
- Extra desks have been removed or placed at the back of the classroom to accommodate equipment set ups which allow for distancing between students when using equipment or practicing hands-on skills. Signs have been posted reminding students to sanitize equipment after each use.
- Hand sanitizing stations have been set up at the door of each classroom.

Instructor Office

- The Instructor office has been limited to two desks. One for each classroom instructor.
- The desks have been moved to allow for 2 metres between the occupants
- Excess furniture, equipment, supplies, etc. have been removed and put into storage to allow for more space to move around the office for the purposes of physical distancing.

Reception Area

- Chairs in the reception area have been reduced to 1 and visitors have been advised not to bring guests with them while on site. An exception will be made for minors who require a parent or guardian to be present.
- The campus entrance will be kept locked and visitors, students and staff will be allowed onsite by invitation only. All persons coming onsite must complete the [COVID-19 Self-Assessment](#) form and must sanitize their hands when entering and leaving the campus.

2.2.9 Staff Protocols

Employee Self-Monitoring.

Prior to arriving each day for work, Students and Employees are asked to conduct a wellness check looking for the following symptoms:

- ✓ Fever greater than 100.4° F,
- ✓ Cough,
- ✓ Shortness of breath,
- ✓ Chills,
- ✓ Muscle or body aches,
- ✓ New loss of taste or smell,
- ✓ Sore Throat,
- ✓ Nausea or vomiting, and/or
- ✓ Diarrhea.

If Students and Employees exhibit any of the preceding signs or symptoms which cannot be attributed to any other illness or chronic conditions, they must report their symptoms to a staff member or the Director of Operations. Students and Employees reporting symptoms while on campus will be immediately isolated within the campus and staff will follow the college's [COVID-19 Health and Safety Policy](#) and [COVID-19 Response Guide](#). If

the reporting person is experiencing severe symptoms, a staff member will contact 911 emergency services. The reporting person will be directed to return home (if symptoms are not severe) and self-isolate until such time as they are symptom free for 14 days, and to seek medical advice if their symptoms intensify.

In the event an employee tests positive for COVID-19, they must report this event to the Director of Operations. Students and Employees who have tested positive for COVID-19 will be asked to self-isolate until such time as they are free from symptoms for at least 14 days and have produced a negative COVID-19 test result.

In the event a student or employee reports having tested positive for COVID-19; having symptoms of COVID-19; or having been in contact with somebody who is displaying symptoms or who has tested positive for COVID-19, the Director of Operations will assess the level of contact that person has had with the other students, staff, and faculty while on campus and determine the course of action to be taken with respect to isolation and/or working from home- in accordance with the college's [Health and Safety Policy](#) and its [COVID-19 Response Guide](#)

2.2.10 Technology

In order to offer students, the most effective hybrid method of program delivery, the College has set up a live virtual classroom setting as follows:

As of September 2020 Classroom 1 has been outfitted with a Logitech Group Video Conferencing System which includes a video camera in the middle of the classroom capable of panning 90 degrees. This allows the Instructor to move around the front half of the classroom while being followed by the camera. It also allows the instructor to set up a station at the front of the classroom to demonstrate hands-on skills – all of which can be seen by those students attending the session virtually (from home).

In addition to the panning video camera, the classroom has been outfitted with a 65" Hitachi Dolby DigitalPlus SMART TV which allows the instructor to see each of the students who are attending the session virtually (from home) and for students to participate in lessons in real time from home with their on-campus classmates.

Classroom 2 will be outfitted in the same way as Classroom 1 later in the Fall of 2020, prior to the next start date for the program scheduled for that classroom.

The College has contracts with ZOOM for unlimited video conferencing services and with PANDA DOC for unlimited document signing and authenticating services.

Information will be communicated to students in a variety of ways using ZOOM meetings, emails, one-on-one telephone discussions, text messaging, in-class sessions, etc. Communications between staff and faculty members will be done by telephone, email or through virtual meetings using ZOOM conferencing. Students who are not on campus will be participating through live virtual classroom settings and will therefore receive information at the same time as on campus students. Instructors and students communicate by telephone, text messages or email outside of class hours.

Instructors will spend additional time at the beginning and end of each virtual class session to ensure students are transitioning effectively to the elements of the course that have been added to their learning experience. The additional practice activities that would normally be presented in the physical classroom will be demonstrated

during live virtual class sessions and students will be given time during their on campus hours to practice and develop those skills and get one-on-one assistance from an instructor.

Instructors and staff will assist students with both technical and course content matters. The College has extra laptops which may be signed out by students in the event a student is having technical issues with their home computers or in the event they do not have a home computer to continue their live virtual sessions.

Mid-term and final exams have been set up to be done virtually, where necessary, and campus staff are available to assist the Instructor in invigilating live virtual exam sessions.

2.2.11 Workplace Monitoring

All staff and students are advised to report:

1. If they have been in contact with anybody who has tested positive for COVID-19; and
2. If they are experiencing any symptoms of COVID-19 as set out in Section 2.2.9 above and/or in accordance with Ministry of Health and Provincial guidelines.

In the event somebody within the campus population reports experiencing symptoms of or exposure to COVID-19, all staff and students will follow the procedures set out in the [Health and Safety Policy](#) and its [COVID-19 Response Guide - Symptoms or Exposure to COVID-19](#) with respect to seeking medical attention and returning home and isolating.

Any time a student or staff member has been directed to return home and/or isolate for a 14-day period, the Director of Operations will:

- Record the names and contact information of the reporting person and all staff and students directed to return home.
- Follow up with all staff and students every five days to monitor their current health and any symptoms they may be experiencing and to offer assistance or resources, if requested or deemed necessary.
- Monitor and manage all incident reporting, correspondence, directives, etc. of each reported incident.
- Release the names and contact information of any student or staff member who has reported symptoms or who may have been exposed to COVID-19 to any Public Health official or designate, as required for the purposes of contact tracing.
- Determine when it is safe for each student or staff member to return to the campus in accordance with the College's Health and Safety Policy and COVID-19 Response Guide.

Any student or staff member who is experiencing symptoms of COVID-19 or has been exposed to COVID-19 who does not report the incident to the College forthwith, will be considered to be endangering the health, safety and well-being of the college population and may be subject to immediate dismissal from their program of study or their employment with the College.

2.3 RETURN-TO-CAMPUS FRAMEWORK

Granville College returned to variable/blended on-campus learning in June 2020 using a hybrid method of program delivery (as set out in various sections of this plan) by slowly integrating off-campus and on-campus delivery methods which met with BC Provincial and Workplace BC guidelines and standards.

During the months of March, April, and May 2020 classes were delivered through ZOOM conferencing with both instructors and students working from their respective homes. Administrators and Instructors attended on-campus during that time only to perform administration duties which required materials or equipment which could not be found in or moved to their homes. Instructors and Administrators worked on-campus in shifts to avoid more than two people being on site at the same time.

In June 2020 one cohort (Classroom 1) of 8 students was introduced back to partial on-campus instruction for one or two days a week, for 4 hours a day. This introduction was implemented to ensure protocols and guidelines which had been put in place were sufficient to keep students, staff, and faculty safe. For the remainder of the week instruction was delivered through ZOOM conferencing.

At the end of July 2020, a second cohort (Classroom 2) of 8 students was introduced back to on-campus instruction for one or two days a week, for 4 hours a day. This class attended on campus on days Classroom 1 students were learning from home in order to limit the number of people on campus to under 10 at any given time.

In early September 2020, classroom technology (outlined in section 2.2.10 above) was set up in Classroom 1 in preparation for the introduction of the College's October 26th intake of 16 students to the Veterinary Technician Assistant Program. During the month of September 2020 the equipment was set up and tested, and training for all Instructors took place on September 25th by the supplier of the equipment. Once implemented, the October 26 intake of students will be split in half, rotating the two groups of eight students off and on campus as outlined earlier in this document.

Prior to the January 2021 intake of Classroom 2 students, the College will set up Classroom 2 in the same manner as it has set up Classroom 1 to accommodate the virtual classroom model. When the January 2021 program starts, students will also be split into two groups, with one group learning on-campus for two days while the other group learns from home through live virtual lessons, and then the groups will switch for two days.

Classroom 1 students will arrive and leave one half hour earlier than Classroom 2 students and all lunch and coffee breaks will be staggered to ensure large groups are not migrating or congregating in common areas of the campus or the building.

Mask wearing, hand sanitizing and social distancing will be monitored at all times by Instructors and staff members and peer monitoring among students will be encouraged.

Student Support and Resources

Many students will need extra support and guidance in managing their studies and well-being during the COVID-19 pandemic. The College will strive to ensure students have the support they need to thrive and succeed.

The College will continue to offer support services and keep communication lines open between staff and students, via e-mail, telephone, and video calling (such as Zoom). Students will continue to be encouraged to reach out to their immediate Instructor as their first point of contact for any questions, concerns, issues, difficulties, etc. they have as they relate to their studies. Staff will be expected to provide assistance and guidance however possible within their authority to resolve student inquiries and issues, or direct students and issues to more appropriate staff or Campus Management for resolution.

Mental and Emotional Health

The mental and emotional health and well-being of our students is just as important as their physical health. The College will strive to ensure that students are looking after their mental and emotional health while they study via the online or live virtual model during the COVID-19 pandemic.

Staff will continue to liaise and communicate regularly with their students, ensuring that students have what they need to effectively study, including staff support. Staff will continue to pay attention during interactions with students and look for signs of mental and emotional stress potentially affecting mental and emotional health due to the modified learning environments. If staff perceive such signs, staff are instructed to try and offer minor emotional support to students, including words of encouragement, active listening, etc.

Staff are advised, however, not to get too involved in students' lives beyond the classroom and the student-staff relationship, and the College cannot be involved in such matters. If staff detect major mental or emotional trauma that is beyond the scope of the school, staff have been instructed to notify the Director of Operations or the Associate Director of Campus Administration, who may intervene and re-direct the student(s) to third-party professional services.

Faculty, staff, and students who may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic, may want to make use of the following online resources:

- Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

Problem Solving and Conflict Resolution

Prior to resuming or commencing their studies at Granville College, students are made aware of the changes which are now in effect with respect to COVID-19 protocols and with the hybrid in-class and virtual learning environment.

As with any major change in general, some students may be resistant to or hesitant about the transition to online, in-person, or live virtual learning. Further, students may be resistant to or hesitant about the many enhanced

health and safety protocols that will be implemented at the campus. As a result, these students may require extra support and attention.

Staff and Instructors in particular, will attempt to work with the student and de-escalate any issues that may arise. If these issues cannot be resolved at the staff level, staff will seek guidance from Campus Management as necessary for issue resolution.

Mental health support services are available virtually through various medical facilities and services throughout British Columbia. The following link contains options that students can use should they require mental health support:

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

2.4 INTERNATIONAL STUDENT POST-ARRIVAL QUARANTINE PLAN

Overview

Currently, in accordance with Canada's *Quarantine Act*, **new international students coming into Canada will be required to take a COVID-19 test before leaving the airport to spend 3 nights in quarantine at a federal government authorized hotel, which the traveler must pre-book and pay for, while awaiting test results. With a clear test result, travellers will proceed to the quarantine site identified in their quarantine plan to continue their mandatory 14-day quarantine period. Ten days into the quarantine, the student will use a take home test provided at their arrival in Canada. A further clear result will be required before leaving quarantine at 14 days.**

Details on these requirements and a list of federal government authorized hotels are available online at:

[Government of Canada expands restrictions to international travel by land and air - Canada.ca](#)

Prior to leaving their home country, the College will assign the student a Student Support Contract person (SSC) who will maintain regular communication with the student, ensuring compliance with their requirements and that their needs are being met. This communication will primarily be via e-mail, telephone, and/or video calling. The Student Support Contact will notify the regional health authority should any issues arise with respect to compliance to the post-arrival quarantine plan (in accordance with the College's [International Student Self-Isolation Case Management Guidelines](#)

Prior to travel, students must complete the [International Student Travel Information Form](#). A copy of this form will be kept by the College and a copy must accompany the student during his/her travels to Canada. It is likely customs officials will require some of the information on that form so you may want to keep it with your passport.

During the 14-day quarantine/self-isolation time, students may begin attending classes virtually, provided they have a computer or laptop with high-speed internet access to do so.

New students into Canada must use the airport transport service offered by their place of accommodation, or another service that has been pre-arranged and approved by the College, to travel from the airport to the accommodations where you will be self-isolating. Each place of accommodation will have their own health and safety protocols, which they will communicate to incoming students.

Students will receive information and guidance regarding expectations and managing their day-to-day activities during their 14-day self-isolation period. The College will assign a Student Support contact who will maintain regular communication with the student, ensuring compliance with their requirements and that their needs are being met. This communication will primarily be via e-mail, telephone, and/or video calling.

Mental health support services are available virtually through various medical facilities and services throughout British Columbia. The following link contains options that students can use should they require mental health support:

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

2.4.1 Mandatory COVID-19 Testing if experiencing symptoms.

Students MUST be tested for COVID-19 if they experience symptoms during their quarantine period.

Public Health recommends having this testing done at the nearest COVID-19 assessment centre.

[BC Centre for Disease Control \(BCCDC\) Testing](#)

2.4.2 Self-Isolation/Quarantine Compliance

Students cannot break their quarantine for any reason at any time.

If students break their self-isolation/quarantine at any time for any reason, they MUST report that they have done so immediately to their assigned student support contact. The Government of Canada will use its authority under the *Quarantine Act* to ensure compliance with the order. Failure to comply with this order is considered an offense under the Act.

The Student Support Contact will notify the Regional Health Authority should any issues arise with respect to compliance by the student with the self-isolation/quarantine mandate. In addition, any student experiencing symptoms of or exposure to COVID-19 who does not report the incident to the Student Support Contact forthwith, will be considered to be endangering the health, safety and well-being of others and may be subject to immediate dismissal from their program of study.

Students who do not comply with the self-isolation/quarantine requirements per the *Quarantine Act* may face a fine of up to \$750,000 and/or imprisonment for six (6) months. Additionally, anyone who causes a risk of imminent death or serious bodily harm to another while willfully disobeying the *Quarantine Act* and its regulations may face a fine of up to \$1,000,000 and/or imprisonment for up to three (3) years. Random inspections will be conducted by the Government of Canada to ensure compliance.

Students must follow the self-isolation/quarantine guidelines outlined by Public Health authorities. Students must download the COVID Alert app onto their smartphones, in addition to the "[ArriveCAN](#)" app which must be downloaded prior to their arrival in Canada.

If Symptoms Develop During Self-Isolation/Quarantine after their arrival to British Columbia, Canada

If a student presents symptoms of COVID-19 while in self-isolation or at school, they must take the following steps:

- The student must quarantine immediately in their bedroom or another room in the place of accommodation.

- The student must inform the student support contact and accommodation contact immediately. Campus Management will contact the host or point of contact at the accommodation, instead of the student, to ensure objective communication regarding the student's situation.
- The student, with assistance from the College, must contact the local public health authority and follow the instructions and advice provided by that public health authority. This could include continuing self-isolation or going to a medical facility such as a hospital.
- A deep and thorough cleaning of all areas the student has visited will be performed. This will include deep cleaning and disinfecting high-touch surfaces and accessible areas.
- The College will immediately contact local Public Health authorities to report the case and/or outbreak.
- Assigned school staff will continue to closely monitor the student, accommodation contact, and all others who may be at risk of having contact with the affected student.
- The College will continue to enforce the enhanced health and safety protocols at the College and during any College-related student activity on- or off-campus.
- Once the student has been cleared by local public health authorities and has completed at least 14 days of quarantine, the student will need to contact the College and speak to the Director of Operations or the Associate Director of Campus Administration and confirm that they are able to return to school.

The HealthLink BC Directory below provides listings for health services provided by the provincial government, provincial health authorities, and non-profit agencies across the province.

<https://www.healthlinkbc.ca/services-and-resources/find-services>

Students can search for walk-in clinics, emergency rooms, hospitals, mental health programs, home care programs, pharmacy services, laboratory services, and more. Search by keyword. For help searching the directory, call 8-1-1 any time of the day, any day of the week to speak with a health service navigator.

An International Student Resources Guide can be found on the Granville College website at [International Student Resource Guide.docx](#)

If Symptoms Develop During Self-Isolation after their arrival to British Columbia, Canada

If a student presents symptoms of COVID-19 while in self-isolation or at school, they must take the following steps:

- The student must quarantine immediately in their bedroom or another room in the place of accommodation.
- The student must inform the student support contact and accommodation contact immediately. Campus Management will contact the host or point of contact at the accommodation, instead of the student, to ensure objective communication regarding the student's situation.
- The student, with assistance from the College, must contact the local public health authority and follow the instructions and advice provided by that public health authority. This could include continuing self-isolation or going to a medical facility such as a hospital.
- A deep and thorough cleaning of all areas the student has visited will be performed. This will include deep cleaning and disinfecting high-touch surfaces and accessible areas.
- The College will immediately contact local Public Health authorities to report the case and/or outbreak.

- Assigned school staff will continue to closely monitor the student, accommodation contact, and all others who may be at risk of having contact with the affected student.
- The College will continue to enforce the enhanced health and safety protocols at the College and during any College-related student activity on- or off-campus.
- Once the student has been cleared by local public health authorities and has completed at least 14 days of quarantine, the student will need to contact the College and speak to the Director of Operations or the Associate Director of Campus Administration and confirm that they are able to return to school.

The HealthLink BC Directory below provides listings for health services provided by the provincial government, provincial health authorities, and non-profit agencies across the province.

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<https://www.healthlinkbc.ca/services-and-resources/find-services>

An International Student Resources Guide can be found on the Granville College website at [International Student Resource Guide](#).

2.4.3 International Student Resource Guide

Granville College Contact Information

Director of Operations	Theresa Sabo	250-619-2637	finance@granvillecollege.ca
Chief Operating Officer	Chamara Perera	1-647-830-6305	chamara@aoltoronto.com
Chief Executive Officer	Lovjeet Sawhney	1-437-221-1101	lovjeet@aoltoronto.com
Admissions Representative	Winson Leow	778-846-8851	winson@granvillecollege.ca

COVID-19 SELF-ASSESSMENT AND RESOURCES

Use the [BC COVID-19 Self-Assessment Tool](#) to find out if you or your family members need further assessment or testing for COVID-19. The Self-Assessment Tool is available online or as an App from the Apple Store or Google Play Store. This resource is available 24 hours a day.

Learn about resources for British Columbians to support workers, families, and businesses during the pandemic. Find information on preparing, containing, and breaking the chain of COVID-19 transmission. See the [Government of B.C.'s COVID-19 Provincial Support and Information](#) page.

Students should add the following APPS to their mobile phone:

[BC COVID-19 Support](#)(Medical)

[BC COVID-19 Safety Plan](#)(Doing your part to keep us all safe)

[ArriveCAN](#) (Travel)

[COVID Alert](#)(Let's protect each other)

TAXI AND RIDE SHARING SERVICES (FROM VANCOUVER INTERNATIONAL AIRPORT)

Taxis and wheelchair-accessible vehicles are available at taxi stands located on Level 2 of the Domestic and International Arrivals Area at YVR. Taxi operators can accommodate wheelchairs and mobility aids. Below is a list of taxi operators who are licensed to pick up passengers from YVR. Taxis serving the South Terminal include Richmond Taxi, Garden City Cabs and Kimber Cabs:

- Black Top & Checker Cabs (604-731-1111)
- Bonny's Taxi (604-435-6655 / 604-434-8000)
- Coquitlam Taxi (604-433-6666)
- Delta Surrey Green Cab (604-594-1111 / 604-943-1111)
- Garden City Cabs (604-233-1111)
- Guildford Cab (604-585-8888)
- Kimber Cabs Ltd. (604-238-8888)
- Maclure's (604-831-1111)
- Newton Whalley (604-581-1111)
- North Shore Taxi Ltd. (604-987-7171 / 604-922-2222)
- Pacific Cabs (604-596-6666)
- Richmond Taxi (604-272-1111)
- Royal City Taxi (604-526-6666)
- Sunshine Cabs Ltd. (604-929-1221)
- Vancouver Taxi (604-871-1111)
- Yellow Cabs (604-681-1111)

Lyft and Uber are both authorized providers of Ride App services at YVR. Directions are then available in the app.

There are three pickup areas at YVR:

- International Arrivals, Level 2.
- Domestic Arrivals, Level 2.
- South Terminal.

ACCOMMODATIONS

Students must pre-book a room for the first three days of their arrival at a Federal Government Authorized Hotel prior to leaving their home country. A current list of government-authorized hotels in Vancouver can be found online at: [Government of Canada expands restrictions to international travel by land and air - Canada.ca](https://www.canada.ca/en/government/public/government-of-canada-expands-restrictions-to-international-travel-by-land-and-air-2020-09-24.html)

If the COVID-19 test you receive at the airport upon your arrival is clear, you may proceed to the self-isolation/quarantine accommodations noted in your quarantine plan.

The following Vancouver hotels offer rooms to international students.

GEC (two locations):

- GEC Granville (suites): 718 Drake Street, Vancouver
- GEC Pearson (furnished apartments with kitchens): 7657 Cambie Street, Vancouver
- Rates: from \$93 per night, plus tax (GEC Granville) and from \$1,800 per month (GEC Pearson)
- Free self-isolation promotion for GEC's long-term students
<https://my.gecliving.com/inquiry/self-isolation-package>
- GEC information for self-isolating guests
<https://resources.finalsite.net/images/v1593472195/uwoca/drzvygiiigpiczutyrzl/GECGranvilleInformationforSelf-IsolatingGuests.pdf>
- To book, visit the website

Ramada Limited Vancouver Downtown

- 435 West Pender Street, Vancouver
- Free breakfast to-go bag daily
- Mini-fridges available upon request, for a fee
- Rate: \$89 per night, plus tax
- To book, email info@ramadadowntownvancouver.com

Executive Hotel

- 1379 Howe Street, Vancouver
- Rate: \$95 per night, plus tax
- To book, email sandy@executivehotels.net

Le Soleil

- 567 Hornby Street, Vancouver
- Rate: \$95 per night, plus tax
- To book, email sandy@executivehotels.net

Blue Horizon Hotel

- 1225 Robson Street, Vancouver
- Rate: \$99 per night, plus tax, for students staying for more than ten nights

- To book, email info@bluehorizonhotel.com

Coast Coal Harbour

- 1180 West Hastings Street, Vancouver
- Rate: \$130 per night, plus tax
- Food & Beverage: Hotel will provide discounted rates of \$10 for breakfast, \$15 for lunch and \$25 for dinner, subject to applicable taxes and fees.
- To book, visit their website.

Executive Suites Hotel Metro Vancouver

- 4201 Lougheed Highway, Burnaby
- Rate: \$100 per night, plus tax
- Price includes kitchenette including mini-fridge and microwave. Also included are continental breakfast, complimentary local calls, in-house daily meal delivery option, complimentary parking, and airport transfer credit.
- To book, email reservations@executivehotel.net. Be sure to include hotel location when booking.

Executive Hotel Vintage Park

- 1379 Howe Street, Vancouver
- Rate: \$150 per night, plus tax
- Price includes flatscreen TV, mini-fridge, microwave, sink counter with dinnerware. Also included are continental breakfast, complimentary local calls, and in-house daily meal delivery option.
- To book, email reservations@executivehotel.net. Be sure to include hotel location when booking.

Sandman Hotel Vancouver City Centre

- 180 West Georgia Street, Vancouver
- Rate: \$69 per night, plus tax
- Features rooms with mini fridges and microwaves. Complimentary taxi fare one way from airport to hotel. Housekeeping – no contact. Guests will be provided with extra linens and towels. Refresh and waste removal will be conducted outside the guest room door upon request.
- To book, email mod_vancouver@sandman.ca

The Westin Wall Centre, Vancouver Airport

- 3099 Corvette Way, Richmond
- Rate: \$129 per night, plus tax
- Price includes local and toll-free calls, complimentary press reader with access to thousands of newspaper and magazines. Housekeeping as needed and special services upon request
- To book, email reservations@wallcentre.com. Be sure to include hotel location when booking.

Please note: These hotels include free Wi-Fi. Every hotel except the Ramada Limited includes a mini fridge at no extra charge.

If you are self-isolating, hotels will require you to stay in your room. Hotel staff, including housekeeping, will not be allowed to enter your room.

MEAL DELIVERY SERVICES

1. Apps for Food delivery
 - a. Doordash.com
 - b. Ubereats.com
 - c. Skipthedishes.com

MEAL KIT DELIVERY

- Goodfood.ca
- Hello fresh.ca
- Spud.ca

d.

MAJOR GROCERY STORES OPENED AS (ESSENTIAL SERVICES)

Many grocery stores have now adjusted their hours to accommodate staff and sanitization needs during the coronavirus pandemic. If you need groceries, these are the up-to-date hours for Vancouver's more notable grocery chains.

Please keep in mind, it is never a bad idea to call and check in with your local store if you are questioning whether they will be open or not as policies may change over the next few weeks.

Choices Markets

Address: 1045 Commercial Drive, Vancouver
Phone: 604-678-9665
Hours: 8 am to 8 pm

Address: 1202 Richards Street, Vancouver
Phone: 604-633-2392
Hours: 8 am to 8 pm

Address: 3493 Cambie Street, Vancouver
Phone: 604-875-0099
Hours: 8 am to 8 pm

Address: 2627 W 16th Avenue, Vancouver
Phone: 604-736-0009
Hours: 7 am to 8 pm

Address: 1888 W 57th Avenue W, Vancouver
Phone: 604-263-4600
Hours: 8 am to 8 pm

Costco

Address: 605 Expo Boulevard, Vancouver
Phone: 604-622-5050
Hours: Monday to Friday from 9 am to 8:30 pm, Saturday 9 am to 6 pm, Sunday 9 am to 5 pm

Fresh St. Market

Address: 1423 Continental Street, Vancouver
Phone: 604-265-1311
Hours: 8 am to 7 pm
Senior/vulnerable individual shopping hour: Wednesday and Friday 7 to 8 am

IGA

Address: 3515 West 4th Avenue, Vancouver
Phone: 604-732-3950
Hours: 8 am to 8 pm

Address: 2286 West Broadway, Vancouver
Phone: 604-731-5750
Hours: 8 am to 8 pm

Address: 489 Robson Street, Vancouver
Phone: 604-684-5714
Hours: 8 am to 8 pm

Address: 110 – 909 Burrard Street, Vancouver
Phone: 604-605-0612
Hours: 8 am to 8 pm

Nesters Market

Address: 333 Abbott Street, Vancouver
Phone: 604-688-7550
Hours: Monday to Friday 9 am to 8 pm, Sunday 10 am to 8 pm
Senior/vulnerable individual shopping hour: Monday to Friday 8 to 9 am, Sunday 9 to 10 am

Address: 288 E Broadway, Vancouver

Phone: 236-477-0821

Hours: Monday to Friday 8 am to 8 pm, Saturday and Sunday 9 am to 8 pm

Senior/vulnerable individual shopping hour: Monday to Friday 7 to 8 am, Saturday and Sunday 8 to 9 am

Address: 990 Seymour Street, Vancouver

Phone: 604-682-3071

Hours: Monday to Friday 8 am to 8 pm, Saturday and Sunday 9 am to 8 pm

Senior/vulnerable individual shopping hour: Monday to Friday 7 to 8 am, Saturday and Sunday 8 to 9 am

Address: 4475 Main Street, Vancouver

Phone: 604-709-8014

Hours: 9 am to 8 pm

Senior/vulnerable individual shopping hour: 8 to 9 am

Real Canadian Superstore

Address: 3185 Grandview Highway, Vancouver

Phone: 604-436-6407

Hours: 8 am to 8 pm

Senior/vulnerable individual shopping hour: 7 to 8 am

Address: 350 SE Marine Drive, Vancouver

Phone: 604-322-3702

Hours: 8 am to 8 pm

Senior/vulnerable individual shopping hour: 7 to 8 am

Safeway

*(*some store hours may vary)*

Address: 1766 Robson Street, Vancouver

Phone: 604-683-6155

Hours: 8 am to 8 pm

Address: 2733 W Broadway, Vancouver

Phone: 604-732-5226

Hours: 8 am to 8 pm

Address: 2315 W 4th Avenue, Vancouver

Phone: 604-737-9803

Hours: 8 am to 8 pm

Address: 2315 W 4th Avenue, Vancouver

Phone: 604-737-9803

Hours: 8 am to 8 pm

Address: 1780 E Broadway, Vancouver

Phone: 604-873-0225

Hours: 8 am to 8 pm

Address: 8475 Granville Street, Vancouver

Phone: 604-261-1204

Hours: 8 am to 8 pm

T & T Supermarket

Address: 179 Keefer Place, Vancouver

Phone: 604-899-8836

Hours: 8:30 am to 10 pm

Address: 100, 2800 E 1st Avenue, Vancouver

Phone: 604-254-9668

Hours: 9 am to 9:30 pm

Address: 2206 Kingsway, Vancouver

Phone: 604-559-8586

Hours: 9 am to 10 pm

Address: Marine Gateway, 458 SW Marine Drive, Vancouver

Phone: 604-428-8813

Hours: 8 am to midnight

Anti-racism support. For International Students who may require support with respect to issues surrounding racism, the following is a link which may be helpful:

<https://vancouver.ca/people-programs/anti-racism.aspx>

Spiritual and Religious Communities. For International Students who would like to practice their spiritual and/or religious beliefs, the following is a link which offers a directory of places of worship in the Vancouver and surrounding area.

C:\Users\Theresa\Desktop>List_of_places_of_worship_in_the_Lower_Mainland.html

Information about COVID-19 testing, contact tracing in Greater Vancouver area

General Information

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

Testing Information

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

Testing Results

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

Contact Tracing

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

Mental Health for International Students who may be experiencing emotional and/or mental health issues, the following information and links may assist. Please contact your Student Support Contact if you are unable to find the appropriate support.

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

International Student Mentorship and Activities Program

For International Students who would like to learn more about their new community, or join in some online activities or workshops, please get in touch with your assigned Student Support Contact person.

Your SSC can:

- Match you up with a current student who can act as your mentor during your COVID-19 Self-Isolation.
- Answer any of your questions with respect to what the community offers people of your age group.
- Tell you about any of our current extra-curricular online activities (online game nights, movie nights, etc).
- Sign you up for one of our online workshops about Canadian culture and community.

Please do not hesitate to contact your SSC even if you just need somebody to talk to.

2.4.4 International Embassies

Link for Foreign Representatives in Canada: Consular Offices' Addresses

<https://www.international.gc.ca>



COVID-19 International Student Self-Isolation/Quarantine Guidelines And Case Management

How is Granville College working to ensure self-isolation for International Students?

- Ensuring International Students are aware of the travel restrictions and mandatory hotel stopover prior to their enrollment in a program of study.
- Ensuring International Students are aware of the mandatory 14-day self-isolation regulation prior to their enrollment in a program of study.
- Providing resources for transportation, accommodations, food, and physical/mental/emotional healthcare needs.
- Assigning a Student Support Contact prior to departure from the Student's home country.
- Maintaining Case Management communications and records for pre-arrival, arrival, and self-isolation periods.

What will be the expectations of the International Student and the Student Support Contact?

1. **Two weeks prior to traveling to Canada.**
 - a. International Students will be assigned a Student Support Contact (SSC) who will communicate by email or zoom conferencing with the student to establish a rapport, to ensure they are aware of the self-isolation regulations, and to answer any questions they may have with respect to their travel and self-isolation.
 - b. The student and the SSC will review and complete [the International Student Travel Information Form](#) to ensure all required travel, accommodation, and contact information is complete and available to both the student and the SSC.
 - c. The student will be advised to download the ArriveCAN app to submit their travel information for arriving in Canada and the BC Covid-19 App to monitor all current COVID-19 alerts and travel advisories prior to leaving their home country.
2. **Arrival in Canada.** The student will follow all federal government restrictions and guidelines for entering into Canada, including:
 - a. The student will be required to take a COVID-19 test before leaving the airport to spend 3 nights in quarantine at a federal government-authorized hotel, which the traveller must pre-book and pay for prior to leaving their home country. The student must stay in this hotel to await test results. Once the student is checked into the hotel, they must contact the assigned SSC by telephone or email to advise they have arrived in Canada and they are safely checked into their quarantine hotel.
 - b. Once the student has received a clear test result, they must contact their assigned SSC by telephone or email and then proceed to the self-isolation accommodation listed in their quarantine plan.
3. **Day four and day seven of Self-Isolation.** The SSC will contact the student by email, telephone, or zoom conferencing to check in and confirm the student is continuing to follow the quarantine requirements. During this contact, the SSC will also ensure the student has all the necessary resources to make certain their self-isolation continues to be a physically and emotionally safe experience. The SSC will go through the following with the student:
 - a. Has the student continued to follow the self-isolation regulations?
 - b. Has the student been successful in getting meals and personal items safely to their self-isolation accommodations? Do they require any medications or pharmaceuticals? If so, do they know where and how to obtain those items safely during self-isolation?
 - c. Is the student feeling emotionally safe and secure during self-isolation? If not, do they know where to find assistance online?
4. **Day ten of Self-Isolation.** The student will use a take-home test provided at their arrival in Canada. A further clear result is required before leaving quarantine at 14 days. The SSC will contact the student by email, telephone, or zoom conferencing to check in and confirm the results of the COVID-19 test.
5. **Day 14 of the Self-Isolation Period.** The SSC will contact the student to determine the Student has effectively self-isolated and is negative for COVID-19. If the student's COVID-19 test is clear and all other self-isolation and quarantine regulations have been followed, the SSC will invite the student to the campus for a tour of the facility and introduction to their instructor prior to starting their program of study.

What will happen if the International Student experiences symptoms of or exposure to COVID-19 during isolation?

6. **Report Symptoms or Exposure to COVID-19 immediately.** If the Student experiences symptoms of or exposure to COVID-19 they are to report this event to their SSC immediately.
7. **Arrange for COVID-19 test.** Once reported, the student must arrange for a COVID-19 test to confirm whether or not they are positive for COVID-19.
8. **If the COVID-19 test is negative.** The student will be asked to monitor their symptoms and continue self-isolation until the end of the 14-day period. At the end of the 14-day self-isolation period the student will be asked to take another COVID-19 test to evidence they are negative for the COVID-19 virus.

9. ***If the COVID-19 test is positive.***
 - a. The Student Support Contact or the student will immediately contact local Public Health to report the case and provide information with respect to contact.
 - b. **IN THE EVENT THE STUDENT IS EXPERIENCING SEVERE SYMPTOMS**, they will be directed to call 9-1-1 on their mobile phone for emergency services.
 - c. The Student Support Contact will document and monitor all reports of symptoms of or exposure to COVID-19, in accordance with the [COVID-19 Response Guidelines](#)
10. ***Failure to Report symptoms or exposure.*** Any student who is experiencing symptoms of or has been exposed to COVID-19 and does not report the incident to the Student Support Contact forthwith, will be considered to be endangering the health, safety and well being of others and may be subject to immediate dismissal from their program of study and the incident reported to IRCC.
11. ***Case Management of International Student Self-Isolation.*** The Student Support Contact will document and monitor all communications and incidents with respect to the International Student using the [International Student Case Management Reporting Form](#).

Be Kind. Be Calm. Be Safe.

APPENDIX A

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HEALTH AND SAFETY POLICY	April, 2020
Name of Policy	Implementation Date
All Positions	September, 2020
Position(s) Responsible	Date of Last Revision

Granville College acknowledges it has a statutory duty to take all reasonable precautions to protect Students and Employees, contractors, volunteers, visitors, and all other individuals on-site. Protecting Students and Employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all Students and Employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our students and Students and Employees and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. Granville College will act in compliance with all applicable workplace health and safety legislation.

Guidelines

Communication

Granville College encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Students and Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by college administration. (Insert appropriate authority) will initiate an investigation on each reported or potential hazard.
- Students and Employees should inform their supervisor or college administration of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous, if so desired.

Responsibilities

Campus Administration will:

- Supply an effective strategy to manage the occupational health and safety concerns of the company.
- Allocate and govern resources properly to achieve the health and safety requirements of Students and Employees, and that policies comply with the company's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.

- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

Staff and Instructors will:

- Help develop, implement, and enforce company policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of Students and Employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to Students and Employees.
- Be accountable for the health and safety of Students and Employees under their supervision.
- Ensure that machinery and equipment are safe, and that Students and Employees work in compliance with established safe work practices and procedures.
- Ensure that Students and Employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

College administration will:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends and identify problem areas and solutions.

Students and Employees will:

- Comply with occupational health and safety policies and procedures.
- Notify campus administration of any health and safety concerns, so they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law, safe work practices, and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or college administration.

All staff will:

- Complete required occupational health and safety training.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.

- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.

All Staff, Instructors and Campus Administrators will:

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies and assist with the implementation of improvements.
- Attend regular committee meetings.

Reporting Structures

Any concerns or near-misses must be reported to the campus administration. Students and Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

If an emergency occurs, Students and Employees must immediately report the incident campus administration. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of Students and Employees, visitors, and property.

An emergency is any number of unsafe conditions that pose a threat to people or property. This includes fire or smoke; natural disaster or severe weather; chemical, biological, or radiological incidents; and structural failures.

HEALTH AND SAFETY POLICY

COVID-19 Supplement - GENERAL

April, 2020

Name of Policy

Implementation Date

All Positions

September, 2020

Position(s) Responsible

Date of Last Revision

Granville College is committed to providing a safe and healthy working and learning environment for all students, staff, and faculty.

Considering the COVID-19 outbreak, special steps have been taken to protect the health and safety of students, staff, and faculty at the College. These steps align with the recommendations made by the Province of BC and WorkPlace BC and will remain in place until such time as the College is advised otherwise.

In order to implement safe practices,

- The number of people on site has been limited during the COVID-19 pandemic.
- No one may enter the College unless scheduled or invited to be on site.
- Masks or facial coverings must be worn on site and must cover both the nose and mouth.
- Students, staff, faculty, and visitors must complete a COVID-19 Self-Assessment Form and be approved for entry to the College by a person authorized by the College.
- The College, at its discretion, may require Self-Assessment Forms and Acknowledgment Forms to be completed more than once.
- Cleaning and sanitizing practices have been put into place, specific to the overall building where the Campus is located and the Campus itself.
- The College, at its discretion, may refuse entry to any person at any time.

Procedure for Entering the College:

- Attendance at the College is by appointment or invitation only.
- Visitors are asked not to bring friends or family with them for appointments, however an exception will be made where a minor student requires a parent or guardian to be in attendance.
- All staff members, students, and visitors must wash their hands at the designated hand washing stations each time they enter the campus, a classroom, or an office. Hand washing stations have been set up inside the entrance of the school, inside the entrance of each classroom and at the entrance of each office.
- All students, staff, faculty, and visitors must wear a mask while on the campus premises unless they are working alone in a room or are at their desk in an office or classroom and maintaining a distance of 2 metres from other people.
- Students, staff, faculty, and visitors are not permitted to congregate in the hallway, reception, or coffee area.
- Visitors to the campus will be limited to those who have scheduled appointments and have been advised they must provide and wear a mask at all times while on site.
- Visitors will be asked to sanitize their hands as they enter the campus.
- All students, staff, faculty, and visitors will be asked to complete the College's [COVID-19 Self-Assessment Form](#) prior to attending on campus. Anyone indicating on their Self-Assessment Form that they are at high risk of having been exposed to COVID-19 are directed to follow the procedures set out in the College's [COVID-19 Response Guide](#).

- All students, staff, faculty, and visitors will be asked to complete the College's [COVID-19 Self-Assessment Form](#) prior to attending on campus. Anyone indicating on their Self-Assessment Form that they are at high risk of having been exposed to COVID-19 are directed to follow the procedures set out in the College's [COVID-19 Response Guide](#).

Procedure while on site at the College:

- There is a limit of 2 people allowed to ride in the building elevators at one time. Masks are to be worn while in the elevator.
- No more than 2 people are permitted in the reception area at one time. Masks are to be worn at all times while in this area.
- No more than 2 people are permitted in the front office at one time. An exception will be made where a minor student requires a parent or guardian to be in attendance. Masks are to be worn when there is more than 1 person in the office.
- No more than 2 people are permitted in the Instructors office at one time. Masks are to be worn while in this office if both parties are unable to maintain a distance of 2 metres or are moving around within the office.
- The College has set up classrooms to allow for effective virtual lectures to be delivered simultaneously or asynchronously to limit the number of individuals in the classroom. Class sizes have been reduced to a maximum of 18, with 9 students (per classroom) able to attend in-class for two days a week, while the remaining 9 students will receive live virtual instruction from home. Student groups will then switch for the following two days of the week so that the students who were attending in-class will receive live virtual instruction from home and the students who were at home will attend in-class.
- Class schedules have been staggered so that students in classroom 1 will arrive one half hour earlier and leave one half hour earlier than students in classroom 2.
- Classroom desks have been reduced to 10 (9 student desks and 1 instructor desk) and have been placed 2 metres apart from each other.
- No more than 2 people are permitted in the coffee area at one time and must wear a mask while in that area.
- Students, staff, and faculty must all wear masks while moving within the campus.

Procedure for at Home Virtual Learning and Work-at-Home: (See also the [Work From Home Policy](#))

1. The Director of Operations and the Associate Director of Campus Administration will work from home as often as possible. Attendance at the campus for these two positions is limited to "as needed" only.
2. Staff meetings will be held as necessary using a virtual method with "attendance" expected as though the meeting was being held in person.
3. Students attending class virtually will have attendance taken as though the student was on campus learning.
4. Class start times have been staggered so that each class start time is 30 minutes different from any other. Students learning from home are expected to be online on time and for the duration of the class.

Enhanced Cleaning Procedures

Enhanced cleaning procedures have been put in place to ensure workstations, common areas and high touch areas are cleaned regularly and after use when applicable. Cleaning procedures are included in the Training Manual and set out in the section of the Health and Safety Policy– COVID-19 Supplement entitled Cleaning.

Procedures for Reporting and Responding to Symptoms of or Exposure to COVID-19(See the [COVID-19 Response Guide](#))

1. **Immediately report symptoms or exposure.** Any person who is experiencing symptoms of or exposure to COVID-19 must immediately report it to the Director of Operations (Terri) at 250-619-2637 or to an onsite College staff member and complete the [COVID-19 Symptom and Exposure Reporting Form](#)
2. **Isolate symptomatic person.** If the reporting person is on campus at the time of reporting they will be directed to wash or sanitize their hands and wear a face mask and other PPE as required to reduce spread. This person will also be directed to quarantine in a secured area of the campus, away from others and to complete the College's COVID-19 self-assessment form.
3. **Contact Emergency Services if required.** If the symptomatic person or exposed person is on campus and is exhibiting severe symptoms (ex: chest pain, difficulty breathing), a staff member or instructor will call 911 for assistance.
4. **Direct symptomatic/exposed person to immediately return home.** The symptomatic or exposed person will be directed to **RETURN HOME** via private transportation arranged by themselves or the College as required. Once home, they must **GO INTO QUARANTINE** and may not return to the campus until they have been symptom free for at least 14 days. If the symptomatic or exposed person receives a positive COVID-19 test, they may not return to the campus until such time as they are symptom free for at least 14 days AND provide documented proof of a current negative COVID-19 test.
5. **Direct all other staff and students to immediately return home.** All other staff and students who may have been in contact with the symptomatic or exposed person will be directed to return home until such time as they are assured to be symptom free for a period of 14 days. During this time, all classes will continue virtually and students will be expected to be in attendance online.
6. **Contact local Public Health.** The Director of Operations, or a designate, will contact Public Health to report the incident. The symptomatic or exposed person will be asked to contact their local health unit and/or family doctor to report their case and receive personal medical attention if required, at which time they may be instructed to get tested for COVID-19 at a local assessment centre.
7. **The College will temporarily shut down for cleaning and disinfection.** Once a person reports they are symptomatic or have been exposed, the College will shut down for the rest of the day for deep cleaning and disinfection of all affected areas and equipment. All records relating to any cases of infection on campus and witness information will be retained.
8. **Monitoring after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a designate, will document and monitor all reports of symptoms of or exposure to COVID-19, recording the name and contact information of the reporting person and recording the names and contact information of all staff and students on campus at the time of the reporting or who have been in contact with the reporting person in the previous 14 days. If and when required by a Public Health official, the College administration will release the names and contact information collected.
9. **Communications after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a designate, will follow up with all staff and students after a person has reported symptoms of or exposure to COVID-19 to ensure any affected staff and/or students have complied with the 14-day stay at home or isolation period and will advise all staff and students when it is permissible for them to return to the campus. In any event, any staff members or students returning to the campus must first complete and sign the Granville College COVID-19 Self-Assessment Form showing they have been symptom free for at least 14 days.
10. **Failure to Report symptoms or exposure.** Any student or staff member who is experiencing symptoms of COVID-19 or has been exposed to COVID-19 who does not report the incident to the College forthwith, will be considered to be endangering the health, safety and well being of the college population and may be subject to immediate dismissal from their program of study or their employment with the College.

Health and Safety Policy	
Covid-19 Supplement – CLEANING	June, 2020
Name of Policy	Implementation Date
All Positions	September, 2020
Position(s) Responsible	Date of Last Revision

Granville College is committed to providing a safe and healthy working and learning environment for all staff and students. Considering the COVID-19 pandemic, special procedures have been implemented for maintaining a clean and hygienic work environment.

The College relies on assurances from the building managers that the office and campus common areas, such as hallways, washrooms, elevators and building lobby are cleaned nightly in accordance with recommendations for COVID-19 cleaning standards from the Province of BC public health officer.

Procedure for Special Cleaning the overall Campus:

- Special cleaning procedures will be carried out daily by Instructors and Staff.
- Special cleaning procedures are carried out using appropriate disinfectant agents and disposable cloths.
- High-touch surfaces are to be cleaned periodically throughout the date and after each use wherever possible.
- Supplies of disinfectant materials, cleaners, masks, paper towels, along with other cleaning supplies, are monitored and purchased as needed to ensure an adequate supply for use by staff and students.
- Furniture and equipment (desks, chairs, microscopes etc.) assigned to a specific person will be used solely by that person and cleaned at the end of each day, wherever possible, to reduce the risk of cross-contamination.
- Furniture and equipment which are in common use by the general campus population must be cleaned after each use. A spray bottle and disposable cloths or paper towels will be kept each classroom, office, or common area to provide ease of accessibility.
- Signage and checklists are posted to educate and remind people of the special cleaning protocols in place at the College.
- Staff members are responsible for cleaning the kitchen counters, small appliances, doorknobs, desks, and other equipment at the end of each day, prior to leaving the campus.
- Staff members have been trained to correctly use cleaners and equipment and to assess the use of these items by others.
- Staff members routinely educate students and others on the correct usage of cleaners and equipment.
- All Instructors and Staff members are to complete the DAILY CLEANING CHECKLIST

Health and Safety Policy	
COVID-19 Supplement – Violence Prevention	August, 2020
Name of Policy	Implementation Date
All Positions	August, 2020
Position(s) Responsible	Date of Last Revision

Granville College is committed to providing a safe and healthy working and learning environment for all staff and students.

During the COVID-19 pandemic, some people may object to infection containment protocols in place at the College.

Procedure:

1. The College creates and implements safety protocols, posts notices and trains staff in accordance with its COVID-19 Safety Plan with the expectation that any person entering the College will abide by the protocols in place at the College.
2. In the event a person attends at the campus who refuses to abide by the protocols, that person will be asked to leave the College immediately.
3. In the event a person refuses to abide by the protocols and refuses to leave the College, the staff member dealing with the person will call another staff member to assist. Together, these staff members will again request that the person leave the College.
4. In the event that the person still refuses to leave the campus, one staff members will stay with the person refusing to leave and the other staff member will place an urgent call to 911 to request police assistance.
5. Both staff members then stay with the person until police assistance arrives.
6. Once the person has left the College or been escorted by police from the College, the staff members will disinfect any surfaces the person touched while on site.
7. The staff members will produce a memorandum to the College Director outlining the incident. The memorandum is signed and dated by both staff members and immediately forwarded to the College Director.
8. The College Director will follow up with the person, if possible, to advise that they are not permitted to enter the College or to set conditions of return.

Health and Safety Policy

COVID-19 Supplement – Wearing a Mask and Hand Hygiene

August, 2020

Name of Policy

Implementation Date

All Positions

August, 2020

Position(s) Responsible

Date of Last Revision

Granville College is committed to providing a safe and healthy working and learning environment for all staff and students.

Considering the COVID-19 pandemic, special procedures have been implemented for maintaining a clean and hygienic work environment including the requirement for wearing a mask and for frequent hand washing/sanitizing.

Procedure for Wearing a Mask:

- Students, staff, faculty, and visitors entering the College must wear a mask or appropriate face covering.
- Students, staff, faculty, and visitors are to keep their masks on at all times while on campus unless they are working at an assigned workstation and are no less the 2 metres away from another person.
- Students, staff, faculty, and visitors must wear a mask once they get up from a workstation and start to walk around in the event they cross paths with another person on campus
- Signage for proper placement of masks are posted throughout the campus.

Procedure for Hand Hygiene:

- Students, staff, faculty, and visitors entering the College must sanitize their hands upon entering the reception area using the hand sanitizer supplied.
- Students, staff, faculty, and visitors must sanitize their hands upon entering an office or classroom using the hand sanitizer supplied.
- All people on site are encouraged to sanitize their hands frequently throughout the day.
- Signage for proper use of hand sanitizers and cleaning are posted throughout the campus and, where applicable, at each hand sanitizing station.

APPENDIX B

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WORK FROM HOME POLICY	
For Students and Employees	August, 2020
Name of Policy	Implementation Date
All Positions	August, 2020
Position(s) Responsible	Date of Last Revision

In the best interest of students who wish to pursue and complete their studies and training during this difficult time, the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills and Training has authorized the College to continue delivering our training through online and distance learning until it is deemed safe to return to normal or modified in-person operations by federal, provincial, and/or municipal public health experts. Staff should rest assured that whether the College is closed or open in any capacity, the College will be working to ensure they have what they need to succeed, including support, guidance, and resources.

The “Work from Home (WFH) Policy” provides guidance to Students and Employees working and conducting business from home or a remote location, currently and/or in the future. Please note that this policy may change as conditions and/or business requirements change, and staff will be expected to adapt and adhere to these changes, as necessary.

Staff are expected to review this policy carefully and regularly as it may change, and staff should consult with Campus Management should they have any questions or concerns.

GENERAL GUIDELINES FOR ALL STUDENTS

1 Class hours

1.1 Scheduling

All students should be prepared to attend class from their remote location during their regular class hours as if the Campus were still open unless Campus Management modifies class hours based on current needs.

1.2 Productivity requirements

During class hours, students are expected to be productive and complete all assigned work, assignments and projects. If, for or any reason, a Student is unable to attend any assigned on-line or live virtual classes, or if they are unable to complete assignments, homework or projects, it is the Students responsibility to advise their instructor and arrange to make up the time or assigned work within a reasonable and agreed to amount of time.

2 Absenteeism and time off

The absence and time off policy remains unchanged. Students who will be absent or who may require time off from class for any reason should follow the usual procedures or seek guidance from Campus Management as required.

3 Professionalism and contact with students, clients, and third parties

3.1 Professionalism

All students should continue to work and conduct themselves in a professional manner as they would on-campus. This includes maintaining a presentable appearance, behaving professionally, and working in a dedicated space. Students should create or set aside a dedicated space in their remote location that is free of excessive noise and distractions.

4 Use of College property off-site

Any Student who has signed out any College property, such as laptops, are responsible for maintaining their condition and professional use. They are not to be used for personal purposes. Students who encounter technical issues with College property should seek assistance from their Instructor. Students will be responsible for any damages from the intentional misuse of College property.

5 Modes of communication

Student should communicate with their Instructors, classmates and campus administration staff using methods approved by the College, including e-mail, telephone, fax, and paper correspondence. Other methods of communications should be approved by Campus Management.

5.1 Approved third-party communication software

The College has approved the use of Zoom software for voice and video calls and conferencing in place of in-person interaction, wherever possible. Staff are authorized to conduct “face-to-face” interactions with students as required for the College or on-line and live virtual class sessions.

6 Privacy and restricted information

Students communicating with instructors, classmates or campus administration, for any reason, through any mode of communication, including those listed in section 1.5, must be mindful of privacy concerns and must exercise due diligence in protecting all sensitive and confidential information as required of the College by the *Freedom of Information and Protection of Privacy Act (FIPPA), 1990*.

GENERAL GUIDELINES FOR ALL STAFF MEMBERS

1 Working hours

1.1 Scheduling

All staff members should be prepared to work and conduct business from their remote location during their regular work hours as if the Campus were still open. For example, if your work schedule was 8:30 am–4:30 pm Monday through Friday, you should continue to work that schedule from your remote location. If, for any reason, staff members need to change their working hours, they should inform and obtain approval from Campus Management, and communicate this information to their teams. Staff may also be requested by Campus Management to modify working hours based on business needs.

1.2 Work requirements

During work hours, staff are expected to be productive and conducting business. Staff should be mindful of their breaks and meal periods as they would if they were on-site. When not taking a break or meal period, staff should be readily available to assist students, clients, and colleagues as the College is operating. If staff members are aware in advance, they will not be available at certain times during the day, they should exercise due diligence to communicate this to affected parties, including students and clients.

2 Absenteeism and time off

The absence and time off policy remains unchanged. Staff members who require time off from work for any reason should follow the usual procedures or seek guidance from Campus Management as required.

3 Professionalism and contact with students, clients, and third parties

3.1 Professionalism

All staff members should continue to work and conduct business in a professional manner as they would on-campus. This includes maintaining a presentable appearance, behaving professionally, and working in a dedicated space. Staff should create or set aside a dedicated space in their remote location that is free of excessive noise and distractions and that appears professional in nature, similar to their workspaces on-site.

3.2 Contact with students, clients, and third parties

When dealing with students, clients, colleagues, or any third party, regardless of method of contact, staff should carry themselves professionally as they would in-person on-site.

4 Use of College property off-site

All staff members who have been given and/or are using College property, such as laptops or telephones, to use off-site are responsible for maintaining their condition and professional use. They are not to be used for personal purposes. Staff who encounter technical issues with College property should seek assistance from the IT contractor or Campus Management, as necessary. Staff members will be responsible for any damages from the intentional misuse of College property.

5 Modes of communication

Staff members should communicate with their students, clients, colleagues, or any third party via methods provided and approved by the College, including College-assigned e-mail, telephone, fax, and paper correspondence. Other methods, such as personal phone or e-mail, may not be used unless approved by Campus Management.

5.1 Approved third-party communication software

The College has approved the use of Zoom software for voice and video calls and conferencing in place of in-person interaction. Staff are authorized to create a Zoom account associated with their College-assigned e-mail address to conduct “face-to-face” interactions as required for the College.

6 Privacy and restricted information

Staff communicating with students, clients, colleagues, or any third party, for any reason, through any mode of communication, including those listed in section 1.5, must be mindful of privacy concerns and must exercise due diligence in protecting all sensitive and confidential information as required of the College by the *Freedom of Information and Protection of Privacy Act (FIPPA)*, 1990 and the *Private Training Act (PTA)*. This includes protecting any sensitive or confidential information that is provided to any staff or the College, and/or stored in the College’s records in any location and restricting any release of sensitive or confidential information only to the associated person(s) and upon provision of their consent or approval.

APPENDIX C

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COVID-19 SAFETY TRAINING MANUAL

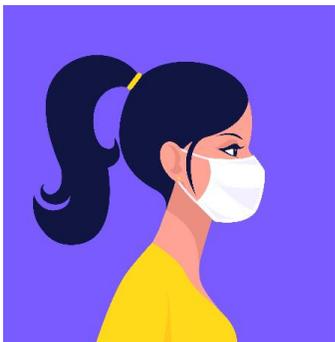
COVID-19 Safety Protocols are in place at the College. At this location we:

- Limit person capacity in each area of the College
- Wear masks properly
- Wash our hands often
- Stay home if we are sick
- Report symptoms or exposure to COVID-19
- Follow physical distancing protocols
- Follow cleaning and disinfecting protocols

FACE:

Remember, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practice physical distancing and stay home if you are sick.

- DO wear a non-medical mask or face covering when on site at the College.
- DO ensure the mask is made of at least two layers of tightly woven fabric.
- DO ensure the mask or face covering is clean and dry.
- DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your reusable mask with hot, soapy water and let it dry completely before wearing it again.
- DO store reusable masks in a clean paper bag until you wear it again.
- DO discard disposable masks in a plastic lined garbage bin after use.
- DO wear your mask properly.
 - Reasonably snug fit against skin all around
 - Nose covered to the bridge
 - Mask tucked under chin
 - Hair off your face



DO !

DON'TS



- DON'T reuse masks that are moist, dirty or damaged.
- DON'T leave your nose or chin uncovered
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

HOW TO WASH YOUR HANDS PROPERLY



WET YOUR HANDS WITH WATER



APPLY ENOUGH SOAP TO COVER ALL HAND SURFACES



RUB HANDS PALM TO PALM



LATHER THE BACKS OF YOUR HANDS



SCRUB BETWEEN YOUR FINGERS



RUB THE BACKS OF FINGERS ON THE OPPOSING PALMS



CLEAN THUMBS



WASH YOUR FINGERNAILS AND FINGERTIPS



RINSE HAND

HOW TO USE HAND SANITIZER PROPERLY



Apply sanitizer



Rub hands palm to palm



Rub the back of each hand



Rub between fingers



Rub the backs of fingers



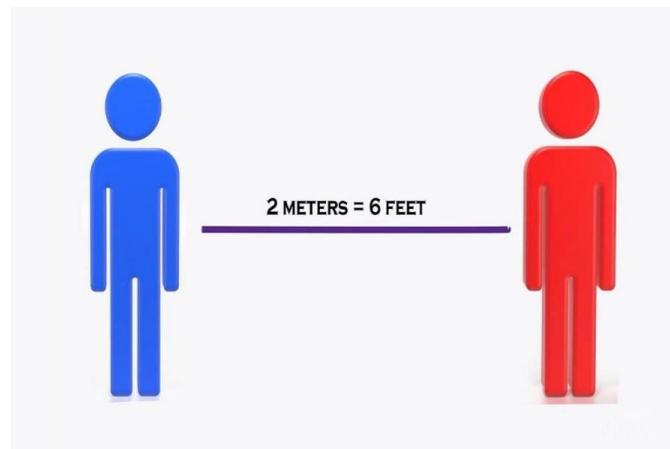
Clean thumbs



Rub fingernails and fingertips

DISTANCING:

At the College, we practice Physical Distancing by staying at least 2 metres or six feet away from other people whenever possible.



Physical Distancing is not the same as Social Distancing. In fact, we encourage our staff and students to be social with each other while onsite at the College. After all, College is where lifelong friendships are formed!

Some Physical Distancing rules to keep in mind:

- If there are already two people in the elevator when you arrive, wait for the next car.
- If there are people waiting in the hallway when you get to the College, it means the reception area is already at capacity. Please wait patiently in the hallway at least 2 metres from the next person until you are instructed to enter the College.
- Wait outside the washroom if there are already people inside. When someone exits, it's your turn!
- Do not stop in the hallways to chat with anyone. The hallways inside the College are "no stopping" areas.
- Pay attention to the maximum capacity signage posted at the campus. If a room is already at capacity, wait outside until someone exits.
- Desks in classrooms have been placed 2 metres apart. When you enter a classroom, wash your hands, and then go directly to your desk. Stay there until it is time to leave the room. Keep a distance of 2 metres from others when leaving the room.

MAXIMUM CAPACITY:

Various areas of the College have a defined maximum person's capacity. Signage is posted at each location identifying the capacity for that area. If an area is already at maximum capacity, wait patiently until someone exits the area before entering.

The maximum capacities for this College are:

Elevator	2 people
Reception area	2 people
Offices	2 people
Coffee Area	2 people
Classrooms	10 people
Entire Campus	24 people

DISINFECTING:

- Cleaning removes dust, debris, and dirt from a surface by scrubbing, washing and rinsing.
- Sanitizing reduces the bacteria on a surface.
- Disinfecting destroys or inactivates both the bacteria and on hard, nonporous surfaces. Disinfecting hard, nonporous surfaces is one of the most reliable ways to help lower the risk of spreading germs from surfaces by touch.¹

At least once a day, all hard, nonporous surfaces at the College need to be wiped with a disinfectant and a disposable cloth. These surfaces include:

- Door handles
- Light switches
- Counter tops
- Desks
- Chairs

Equipment needs to be disinfected after each use. Equipment includes:

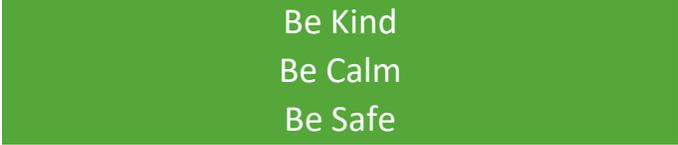
- Door handles
- Light switches
- Counter tops
- Desks
- Chairs
- Phones
- Copiers
- Microscopes
- Computers
- Keyboards
- Keypads
- Kettles
- Shredders
- Vending Machines
- Pens/Keys

ASSESSING COMPLIANCE:

It is important to continually assess yourself to ensure you are following the safety protocols in place at the College.

- Is your mask covering your chin and the bridge of your nose?
- Are you cleaning your hands when you enter a room?
- Are you maintaining a two-metre distance between you and other people?
- Are you respecting the maximum capacity in each area of the College?
- Are you remembering to disinfect equipment after you use it?

During this COVID-19 pandemic, we can expect people to feel anxious and this sometimes causes emotional behaviours. Please



Be Kind
Be Calm
Be Safe

REPORTING SYMPTOMS OR EXPOSURE TO COVID-19

Please follow the COVID-19 Reporting Guide on the following page.



COVID-19 RESPONSE GUIDE – SYMPTOMS OR EXPOSURE TO COVID-19 MONITORING AND CASE MANAGEMENT

How is Granville College working to prevent the spread of COVID-19?

- Completing mandatory health self-assessment forms before entry and enforce this protocol with students and visitors.
- Mandating the use of personal protective equipment (PPE), including face masks and hand sanitizer.
- Providing and utilizing disinfectants and hand sanitizers for every workstation, classroom, and common area.
- Enforcing physical distancing by restricting maximum capacities in areas of the campus, including classrooms, common areas, and elevators.
- Increasing cleaning, disinfection, and sanitization in work areas, classrooms, common areas, and other accessible areas.
- Posting prominent signage conveying health and safety information throughout the campus.
- Maintaining records of any reported cases of COVID-19 and all students and staff who have recently travelled abroad.

What will happen when symptoms or exposure to COVID-19 has been reported by a student or staff member?

1. **Immediately report symptoms or exposure.** Any person who is experiencing symptoms of or exposure to COVID-19 must immediately report it to the Director of Operations (Terri) at 250-619-2637 or to an onsite College staff member.
2. **Isolate symptomatic person.** If the reporting person is on campus at the time of reporting they will be directed to wash or sanitize their hands and wear a face mask and other PPE as required to reduce spread. This person will also be directed to quarantine in a secured area of the campus, away from others.
3. **Completion of BCCDC Self-Assessment Form.** The person who is experiencing symptoms of or exposure to COVID-19 will be directed to complete the BCCDC Self-Assessment Form [BC COVID-19 Self-Assessment Tool](#) and schedule a COVID-19 test if directed.
4. **Direct symptomatic/exposed person to immediately return home.** The symptomatic or exposed person will be directed to **RETURN HOME** via private transportation arranged by themselves or the College as required. Once home, they must **GO INTO QUARANTINE** and may not return to the campus until they have been symptom free for at least 14 days.
5. **Direct all other staff and students to immediately return home.** All other staff and students who may have been in contact with the symptomatic or exposed person will be directed to return home until such time as they are assured to be symptom free for a period of 14 days. During this time, all classes will continue virtually and students will be expected to be in attendance online.
6. **Contact Regional Public Health.** The Director of Operations, or a designate, will contact the Regional Health Authority to report the incident. The symptomatic or exposed person will be asked to contact their local health unit and/or family doctor to report their case and receive personal medical attention if required, at which time they may be instructed to get tested for COVID-19 at a local assessment centre.
7. **The College will temporarily shut down for cleaning and disinfection.** Once a person reports they are symptomatic or have been exposed, the College will shut down for the rest of the day for deep cleaning and disinfection of all affected areas and equipment. All records relating to any cases of infection on campus and witness information will be retained.

How will reports of symptoms or exposure or outbreaks be monitored and managed ?

8. **Monitoring after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a designate, will document and monitor all reports of symptoms of or exposure to COVID-19 using the College's COVID-19 Report Monitoring and Case Management Form which will record:
 - The name of the reporting person and all persons who had been in contact with the reporting person.
 - The date of the incident.
 - The current health status of the reporting person.
 - Each email correspondence sent to (or received from) the reporting persons and other persons affected.
 - Confirmation of COVID-19 test results and the Granville College COVID-19 Self-Assessment form.
 - Any notes or comments applicable to the case management.
 - The return date of the reporting person and all other persons affected.
9. **Communications after a report of symptoms of or exposure to COVID-19.** The Director of Operations, or a Student Support Person will communicate with all persons who have been directed to stay home and self-isolate after a report of symptoms of or exposure to COVID-19, as follows:
 - a. **Initial Directive to Stay Home and Self-Isolate.** Once a student or staff member reports symptoms of or exposure to COVID-19, the Director of Operations, or an assigned Student Support Person (SSP) will direct the reporting person by email to stay at home, isolate, and monitor their symptoms (Step 1 Email). In

addition, any staff or students who were exposed to the reporting person will also be emailed a directive to stay home, isolate, and monitor symptoms.

- b. **Day five of Self-Isolation.** The SSP or the Director of Operations will contact the student or staff member by email to enquire as to the status of their health. This enquiry will require the reporting person reply to the email after answering the questions posed in the email. At this time, if the student or staff member requires any further assistance the SSP or the Director of Operations will assess their needs and provide guidance and/or resources.
- c. **Day ten to thirteen of Self-Isolation.** The SSP or the Director of Operations will contact the student or staff member by email to check in to confirm they have continued to self isolate, that their symptoms have either gone away or have greatly improved, and to give instructions on what will be required for the student or staff member to return to the campus.

What will happen if a person does not report symptoms or exposure to COVID-19

10. **Failure to Report symptoms or exposure.** Any student or staff member who is experiencing symptoms of COVID-19 or has been exposed to COVID-19 who does not report the incident to the College forthwith, will be considered to be endangering the health, safety and well being of the college population and may be subject to immediate dismissal from their program of study or their employment with the College.

Be Kind. Be Calm. Be Safe.

COVID-19

General Information

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

Testing Information

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

Testing Results

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

Contact Tracing

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

SAFETY TRAINING ORIENTATION ACKNOWLEDGEMENT

Name

Program

Start Date

Training/Orientation Presenter Name

Training/Orientation Date

I CONFIRM:

- I have been given information about the campus location and the safety protocols that are in place
- I have been given information about all relevant College Policies and Procedures
- I have been given a copy of the COVID-19 Safety Plan
- I have been given a copy of the COVID-19 Safety Policies
- I have been given a copy of the COVID-19 Safety Training materials
- I have had an opportunity to read the College Policies and Procedures, Safety Plan and Policies, and the Safety Training materials.
- I understand the processes I am expected to follow at the College
- I agree to report any symptoms or exposure to COVID-19 forthwith upon knowing this information
- I know how to access information if I have questions about my program or my job at Granville College
- I have been given access to all materials necessary for me to be successful in my program or job
- I agree to follow the policies, procedures, and protocols in place at Granville College and to act in a safe and reasonable manner to ensure my safety and the safety of all students, staff, and faculty at the college.

Student or Employee Signature

Date

APPENDIX D

3.4 Appendix D: FORMS	52
Granville College Self-Assessment Form	53
Symptom and Exposure Reporting Form	54
911 Protocol	55
COVID-19 International Student Self-Isolation Monitoring Form	56
COVID-19 Report Monitoring From	57
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Granville College Self-Assessment Form

_____ Name	_____ Date
_____ Personal email	_____ Home Country
_____ Current Address	_____ Phone Number
Please indicate why you are entering the College:	
<input type="checkbox"/>	I am a student attending class
<input type="checkbox"/>	I work here
<input type="checkbox"/>	I have an appointment
_____ Emergency Contact:	and _____ Ph. #

Please answer each of the following questions by circling either “Yes” or “No”

- | | | |
|---|-----|----|
| 1. Do you have a fever or have you felt hot or feverish anytime in the past two weeks? | Yes | No |
| 2. Do you have any of these symptoms: Dry cough? Shortness of breath? Difficulty breathing? Sore throat? Runny nose? Sneezing? Muscle aches or headache? Loss of taste or s | Yes | No |
| 3. Have you experienced a recent loss of taste or smell? | Yes | No |
| 4. Have you been in contact with anyone confirmed to have COVID-19 or any person who is required to self-isolate because they have a risk of COVID-19? | Yes | No |
| 5. Have you returned from travel outside of Canada or had close contact with anyone who returned from travel outside Canada in the last 14 days? | Yes | No |
| 6. Have you returned from travel within Canada from a location known to be affected by COVID-19? | Yes | No |
| 7. Have you travelled outside of the Greater Vancouver area in the last 14 days | Yes | No |

Please acknowledge that you:

- | | | |
|---|-----|----|
| 8. Have read the Granville College COVID-19 Safety Plan | Yes | No |
| 9. Will maintain a physical distance of two metres from other people while on site and will follow all COVID-19 protocols as set out in the Safety Plan and in particular that you will follow the protocols related to hand hygiene, equipment cleaning, physical distancing and wearing a mask or other facial covering at all times during attendance at the College | Yes | No |

Please provide the following information:

_____ Signature	_____ Emergency Contact Phone Number
--------------------	---

By completing this form and signing above, I hereby confirm that the information I have given above is true and that I will comply with the COVID-19 Safety Protocols in place at the College.

COVID-19

Symptom and Exposure Reporting Form

Name and Signature	Date
Current Address	Phone Number
Emergency Contact	Emergency Contact Phone #

Please indicate which of the following you have experienced:

- | | Yes |
|---|--------------------------|
| 1. I have tested positive for COVID-19 | <input type="checkbox"/> |
| 2. I have more than two symptoms of COVID-19 | <input type="checkbox"/> |
| 3. I have been in contact with a person who has since tested positive for COVID-19 | <input type="checkbox"/> |
| 4. I have been in contact with a person who was showing symptoms of COVID-19 | <input type="checkbox"/> |
| 5. I am a classmate or fellow worker of somebody who has reported being in contact with a person who has tested positive for COVID-19 | <input type="checkbox"/> |
| 6. I am a classmate or fellow worker of somebody who has reported being in contact with a person who was showing symptoms of COVID-19 | <input type="checkbox"/> |

Please write a brief description of the circumstances which lead you to report this incident:

Procedure Checklist (please follow the [COVID-19 Response Guide](#))

1.	Ensure the Report form above is complete		
2.	Isolate Symptomatic person – ensure they disinfect their hands and wear a mask		
3.	Contact Emergency Services 911 if the symptoms appear severe		
4.	Direct all staff and students to return home and isolate until further notice		
5.	Contact Public Health BC 811		
6.	Close campus and arrange for deep cleaning and disinfection of all affected areas, equipment and common areas.		

911 Protocol

In the event of an emergency, a staff member should call 911 to request assistance.

GENERAL:

1. Dial 911
2. When an operator answers, advise of the type of assistance needed (police, fire, ambulance).
3. Confirm the location of the College for the operator
570 Dunsmuir Street
Suite 725
4. Answer the operator's questions.
5. Stay calm.
6. Stay on the line until help arrives.

WHEN REQUESTING POLICE ASSISTANCE:

7. Give a brief description of what is happening.
For example, *"We have an unwanted person on site who is refusing to leave the College."*
8. Answer the operator's questions.
9. Stay calm.
10. If possible, stay on the line until help arrives.

WHEN REQUESTING AMBULANCE ASSISTANCE:

11. Give a brief description of what is happening.
For example: *"We have a student who is complaining of shortness of breath and chest pains."*
12. Answer the operator's questions.
13. Stay calm.
14. Stay on the line until help arrives.

COVID-19 INTERNATIONAL STUDENT MONITORING AND CASE MANAGEMENT

 Name of International Student	Initial Contact - 2 weeks prior to departure	International Student Travel Information Form	Date of Arrival	Contact made on arrival	Day 3 Confirmation of Negative COVID-19 Test	Day 4 Contact with Student	Day 7 Contact with Student	Day 10 Contact with Student	Negative COVID-19 Result Received	Completed/Signed Self-Assessment Form Rec'd	Return to Campus Directive Sent	Notes
Name of Student Support Contact												
Email address of Student												
Telephone number of Student												

Daily Cleaning Checklist

Date: _____

RECEPTION

- Doorknobs/Light Switches
- Guest Chairs
- Counter tops
- Telephone/Keyboards/Keypads

CLASSROOM 1

- Doorknobs/Light Switches
- Desks/Tabletops
- Chairs
- Keyboards/Equipment

CLASSROOM 2

- Doorknobs/Light Switches
- Desks/Tabletops
- Chairs
- Keyboards/Equipment

OFFICE - FRONT

- Doorknobs/Light Switches
- Desks/Tabletops/Chairs
- Telephone/Keyboards/Keypads

OFFICE – INSTRUCTOR

- Doorknobs/Light Switches
- Desks/Tabletops/Chairs
- Telephone/Keyboards/Keypads

COFFEE ROOM

- Doorknobs/Light Switches
- Counters/Tabletops/Chairs
- Sink/Taps/Cupboard doorknobs/Fridge Door handle
- Coffee Machine/Kettle/Etc.

Cleaner's Initials



INTERNATIONAL STUDENT TRAVEL INFORMATION

All International Students travelling to Canada must follow all Government of Canada Travel and Quarantine Regulations

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

This form must be completed prior to departure from your home country. Once copy must be sent to Granville College and one copy must accompany the student while travelling. Some information on this form will be required by customs when you arrive in Canada

INTERNATIONAL STUDENT INFORMATION

Full Name of Student		Cell Phone in Canada
Name of Person(s) Accompanying Student to Canada		Email Address of Student
Name of Emergency Contact		Cell Phone for Emergency Contact
Program of Study at Granville College		Program Start Date
Name of government authorized Quarantine Hotel in Vancouver		Booking Confirmed (Y/N)
Name and Address of Isolation Residence or Hotel in Vancouver		Contact Number
Name of Airline for Arrival in Vancouver	Flight Number	Arrival Date/Time in Vancouver
Passport Number	Date of Expiry	Home Country/Citizenship
Name and Type of Transportation to Isolation Residence or Hotel		Contact Number

GRANVILLE COLLEGE INFORMATION

Student Support Contact at Granville College	Contact Cell Number
570 Dunsmuir Street, Suite 725, Vancouver BC V6B 1Y1	
Granville College Campus Address	Contact Email Address

Please refer to the International Student Resource Guide for transportation, accommodation, medical and food requirements

Prior to arriving at your Isolation Residence in Vancouver, you should arrange for food/meal delivery

Make sure you have made yourself familiar with local health units, hospitals, clinics, etc. in the area of your Isolation Residence

IN CASE OF A MEDICAL OR SAFETY EMERGENCY – DIAL 911 on your cell phone

APPENDIX E

3.5 Appendix E: COVID-19 SIGNAGE	60
Front Door “STOP” Sign	61
Handwashing Sign	62
Disinfecting Reminder Sign	63
Physical Distancing Sign	64
Handwashing Reminder Sign	65
Mask Reminder Sign	66
Classroom 1 Maximum Capacity Sign	67
Classroom 2 Maximum Capacity Sign	68
Coffee/Break Room Maximum Capacity Sign	69
Office Maximum Capacity Sign	70
Campus Maximum Capacity Sign	71
Reception Maximum Capacity Sign	72



You must be scheduled to be on site before entering the College. If you are not scheduled to be on site, please call us to make an appointment.

You must wear a mask or other facial covering while on site at this College.

You must clean your hands immediately upon entering the College using the supplies provided.

HOW TO PROPERLY USE HAND SANITIZER



Apply sanitizer



Rub hands palm to palm



Rub the back of each hand



Rub between fingers



Rub the backs of fingers



Clean thumbs



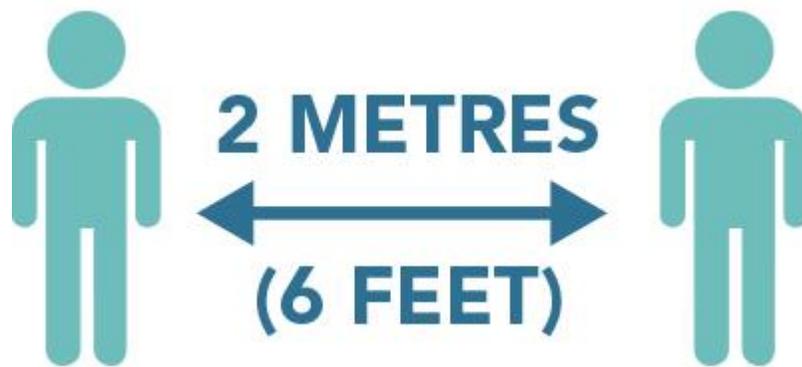
Rub fingernails and fingertips



DON'T FORGET!!

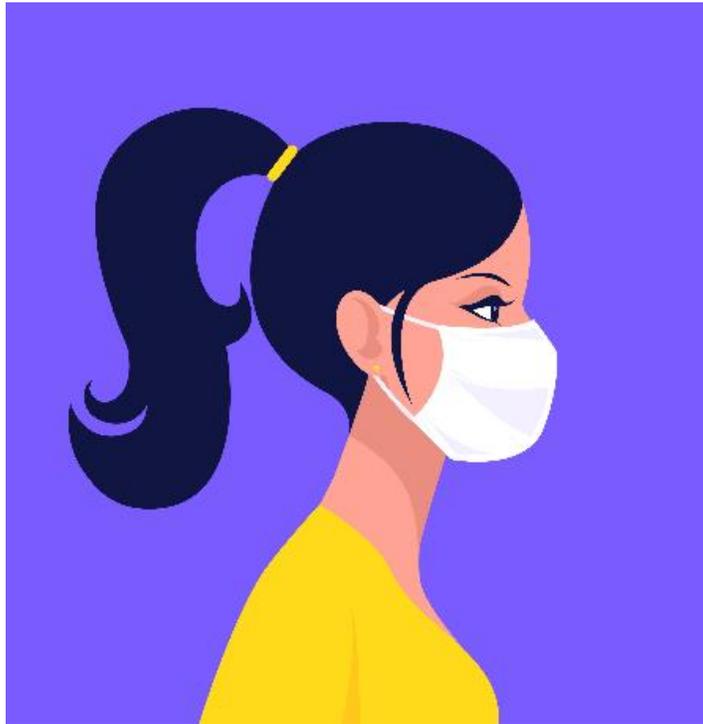
PHYSICAL DISTANCING REQUIRED

Stay 2 metres apart





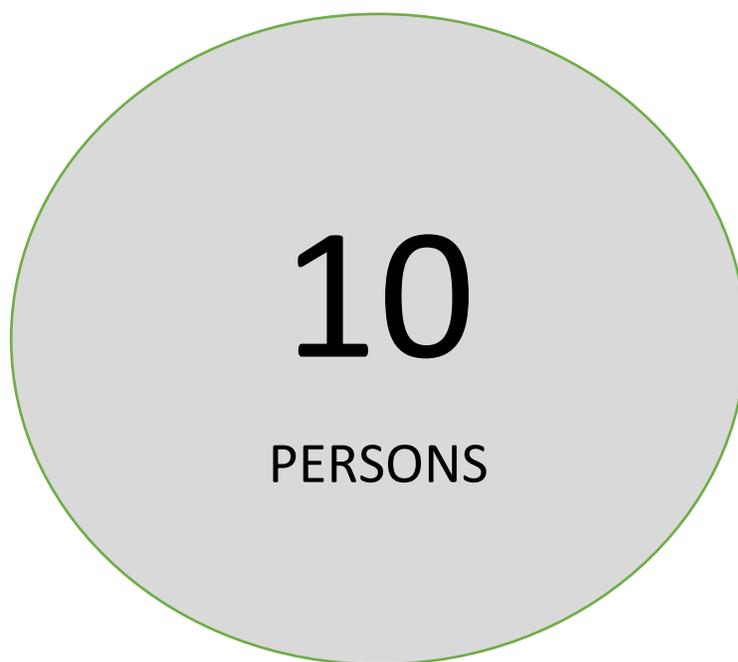
**Please Sanitize
Your Hands
Here**



Please make sure you wear your mask properly.



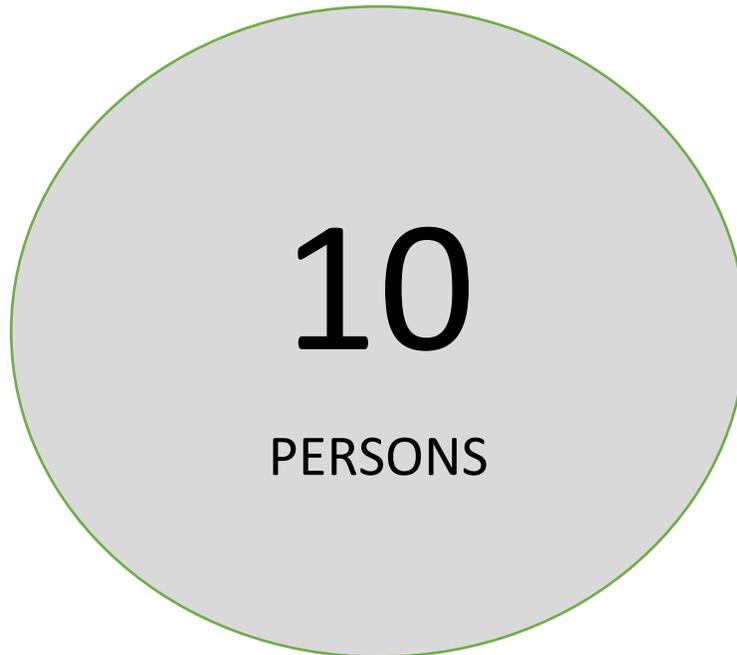
ROOM: Classroom 1



MAXIMUM CAPACITY
IN THIS SPACE

MASK REQUIRED UNLESS SEATED

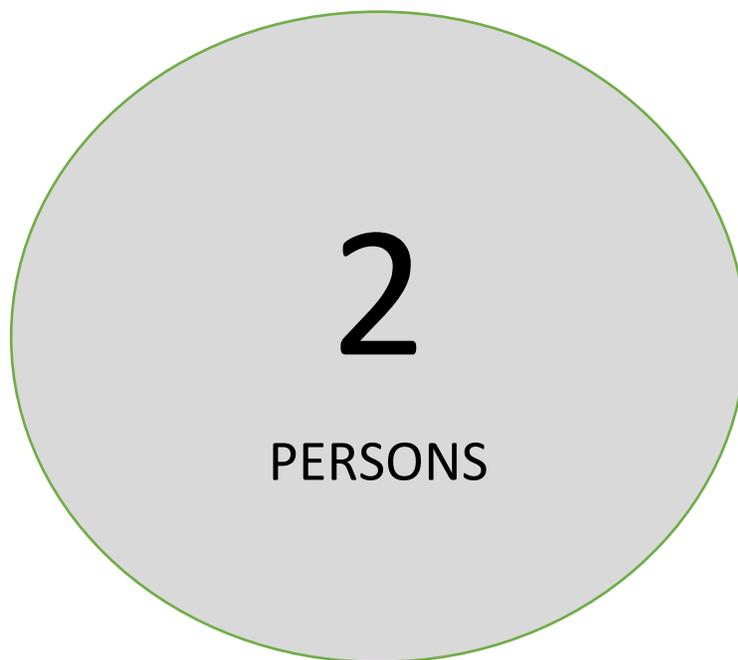
ROOM: Classroom 2



MAXIMUM CAPACITY
IN THIS SPACE

MASK REQUIRED UNLESS SEATED

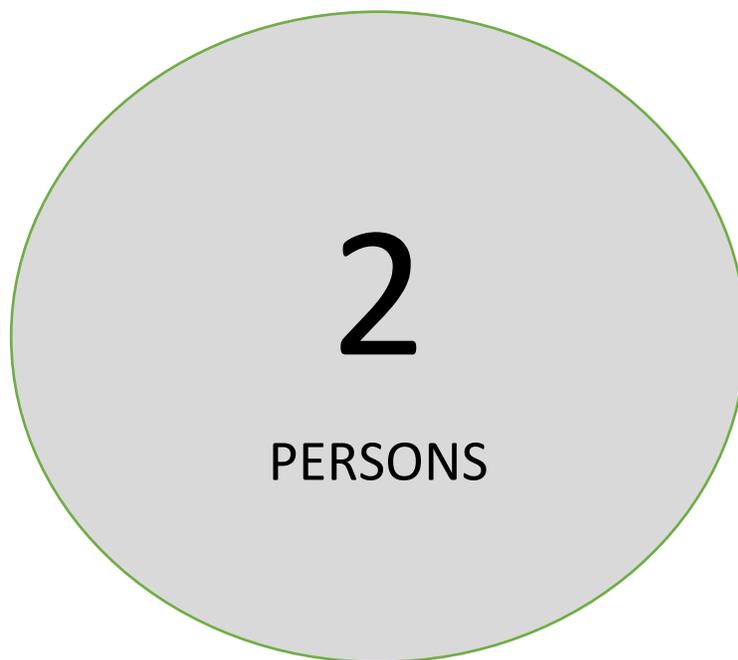
ROOM: Coffee Area



MAXIMUM CAPACITY
IN THIS SPACE

MASK REQUIRED

ROOM: Office



MAXIMUM CAPACITY
IN THIS SPACE

MASK REQUIRED

GRANVILLE COLLEGE CAMPUS



MAXIMUM CAPACITY
IN THIS COLLEGE

MASK REQUIRED

ROOM: Reception Area



MAXIMUM CAPACITY
IN THIS SPACE

MASK REQUIRED