



Academy of Learning College – Richmond BC

COVID-19 Safety and Exposure Control Plan

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SCOPE

The Academy of Learning COVID-19 Safety and Exposure Control Plan applies to all people related to the Academy of Learning College that includes faculty, staff, and students who could be exposed to the virus while doing their assigned work. This Plan sets out provisions to reduce the likelihood of transmission among the larger Academy of Learning College community including suppliers, contractors, and visitors during Academy of Learning College activities. The plan will continuously be updated as needed in the light of governmental instructions in response to the COVID-19 pandemic.

STATEMENT OF PURPOSE

It is Academy of Learning College's commitment to providing a safe and healthy workplace for all of its stakeholders. A combination of preventative measures will be used to minimize worker exposure to the COVID-19 virus, including the most effective control measures available. Work procedures adopted at Academy of Learning College will be aimed to protect not only our employees and students but also other people who enter the facility. Academy of Learning College expects all employees, students, and related people to follow the procedures outlined in this plan to prevent and/or reduce exposure to the COVID-19. The college will comply with the WorkSafeBC Occupational Health and Safety Regulation.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced>

STRATEGIC GOALS

Academy of Learning College has established the following Strategic Goals to guide pandemic response.

1. Safety of students, staff, and faculty
2. Minimize the risk related to COVID-19 across the entire College
3. Follow the direction of AEST and MOH/PHO
4. Support essential learning activities
5. Support essential administrative activities

In order to achieve these goals, we have identified the following responsibilities. Academy of Learning College employees must review this safety and exposure control plan and understand the applicable responsibilities:

NOTES: These responsibilities may change as the situation evolves.

ACADEMY OF LEARNING COLLEGE:

- Support the implementation of the COVID-19 Safety Plan.
- Ensure Managers/Supervisors/employees are educated and trained to an acceptable level of competency and follow the directions.

- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as worker training materials, barriers, and signage required to implement and maintain the Plan) are readily available where and when they are required.
- Maintain records as necessary such as campus access and training.
- Ensure that a copy of the Plan is available to the manager, supervisors, and employees or it is accessible on-line.
- Ensure the Plan is reviewed and updated as necessary.
- Support the development of the Plan's related resources (such as check-lists, online training, FAQs, posters, draft Work Procedures).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training, and testing is in place.

RESPONSIBILITIES OF RELEVANT PARTY

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

Employer Responsibilities:

1. Make sure materials (gloves, alcohol-based hand rubs, washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required.
2. Ensure everyone is able to maintain physical distancing of at least 2 meters at all times at the campus.
3. Select, implement and document the appropriate site-specific control measures and risk assessments.
4. In the campus premises, post appropriate signage as required.
5. Arrange employees' education and training to an acceptable level of competency about the COVID-19 pandemic.
6. Make sure that all employees and students are using appropriate personal protective equipment (PPE) – e.g., gloves, gowns, eye protection, masks etc.
7. Conduct a periodic review of the plan's effectiveness and update as necessary.
8. Ensure COVID-19 Safety and Exposure Control Plan is online available and accessible to all employees, students and any other relevant person or entity.
9. Ensure risk assessments are completed and records maintained.
10. Address any health and safety concerns from employees.

Designated Supervisors Responsibilities:

- Assess the risk(s) related to COVID-19 and ensure employees are adequately instructed on the controls for the hazards.
- Ensure awareness and information resources are shared with employees and that they have been trained in care, maintenance and use of any PPE.
- Ensure physical distancing is maintained and employees follow all safe work practices.

Employee & Students (And Visitors) Responsibilities:

1. As per instruction, maintain physical distancing.
2. Realize the severity of hazards of the workplace and follow instruction.
3. Follow established work procedures as directed by the employer or supervisor.
4. Use any required PPE as per instructions.
5. Report any unsafe conditions or acts to the supervisors or instructor/staff (in the case of students/visitors).
6. Understand how exposure can occur and when to report exposure incidents.
7. Report COVID-19 symptoms, complete the BC self-assessment tool at the following link; <https://bc.thrive.health/> and if symptomatic, do not come to the college.
8. Students are not defined under the BC Workers' Compensation Act, however, it is recognized that they have a role in health and safety and are accountable for their actions, and must abide by institutional policies on COVID-19.

SUPERVISOR'S ROLE

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

Academy of Learning College has designated three supervisors and their complete contact information will be provided to each student and employee.

WorkSafeBc's describes following responsibilities of supervisor for workplace health and safety:

These responsibilities include:

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

UNDERSTANDING THE RISK

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. Illness due to COVID-19 infection is generally mild. As with many other respiratory infections, the likelihood of severe illness is much higher in the elderly and among those with chronic medical conditions. COVID-19 has become an established human pathogen, and a certain level of transmission is now expected. The goal of COVID-19 prevention measures in Canada is to minimize societal disruption, protect the most vulnerable, and maintain adequate health services.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia.

IMPORTANT CONSIDERATIONS:

- Academy of Learning College is aware of the level of community transmission in order to implement interventions that are proportionate to current local risk. The College will follow advice from local public health authorities, which can change based on the level of transmission.
- COVID-19 is spread by people who are infected with COVID-19. Isolating away from others when infected is very effective at mitigating risk.
- The risk of transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Frequent cleaning of high-touch surfaces and following consistent hygiene practices help mitigate this risk.
- The risk of person-to-person transmission is increased the closer people come to other people infected with COVID-19, and the amount of time spent in close proximity. Reducing the number and duration of close contacts helps reduce the risk during times of high community transmission of COVID-19.

RISK REDUCTION AND PREVENTION MEASURES

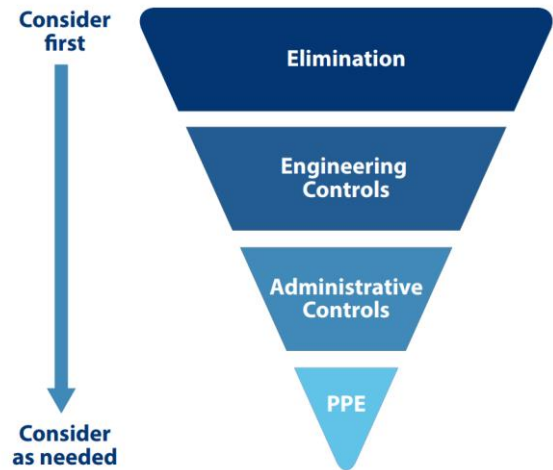
Academy of Learning College is adopting a 4-tiered model to mitigate the risk of COVID-19:

First Level Protection: Elimination

Academy of Learning College encourages safe physical distancing between staff/students and has minimized contact through the arrangement of rooms and furniture. Classrooms have distanced and assigned seating, and students with multiple classes together are assigned to sit next to each other as much as possible.

In order to reduce the number of people on-site, we have arranged the following measures in place:

- Established and posted occupancy limits for common areas such as classrooms, labs, elevators etc.
- Some staff work from home remotely
- Meetings are done on a conference call
- Revised work schedule so that people working in the same office are not on site at the same time
- Limiting visitors to "by appointment only"
- Programs are delivered in blended mode. Only classes which require face-to-face components such as skills training are offered on-site.
- Everyone must complete "Academy of Learning College Campus Access Screening Questionnaire", get temperature checked, and wear mask before entering the premises.



Second Level Protection: Engineering Controls

Academy of Learning College has created physical barriers such as plexiglass have been installed in high-traffic areas where high traffic face-to-face contacts with verbal communications are expected, such as the front desk in reception.

The college has installed the following items to act as sneeze guards and a reminder of "physical distancing and good hygiene practice" for each of the front office desks.



Third Level Protection: Administrative Controls

Policies and guidelines have been established at the administrative level regarding enhanced cleaning protocols, best practices, and safety rules for staff and students, increased hygiene stations, etc.

Staff are required to complete Academy of Learning College Campus Access Screening Questionnaire, wear a mask, use hand sanitizer available in the lobby and elevator, and take temperature before entering the premises.

If they have any symptoms listed in the questionnaire (flu-like symptoms unrelated to seasonal allergies), they must call their supervisor and not come into work to reduce transmission. If they think they have been exposed to COVID-19, they are advised to contact 8-1-1.

Even if they answered NO to all of the questions in the questionnaire, they are required to follow the direction and recommendations provided by the BC Public Health Officer and WorkSafeBC.

Spray bottles of 70% alcohol are available as a cleaner to sanitize workspace, tools, most frequently touched surfaces throughout the day. Staff must sanitize light switches, door handles, microwave touchpads/handles, water dispensers, lab equipment, etc. in the morning, mid-day, and at the end of the

day by wiping down these surfaces using the alcohol spray bottle and disposable paper towel.

The doors will remain open with door stoppers to reduce the chance to contaminate door handles and prevent people from touching them.

All communications are done in writing by email, so messages are communicated clearly and accurately. In addition, staff can access all the rules and guidelines as well as the forms such as the Campus Access Screening Questionnaire in the designated folder for COVID-19 in the College server.

Fourth Level Protection: Non-medical masks or PPE

When physical distancing is difficult to maintain, such as in elevators and stairwells, staff and students are required to wear non-medical masks. Academy of Learning College has made it mandatory for everyone entering the premises must wear a mask. It is mandatory for all visitors, students, instructors, and staff.

HOW IT SPREAD AND HOW TO STOP SPREADING:

COVID-19 spreads from an infected person to others through respiratory droplets and aerosols created when an infected person coughs, sneezes, sings, shouts, or talks. The droplets vary in size from large droplets that fall to the ground rapidly (within seconds or minutes) near the infected person to smaller droplets, sometimes called aerosols, which linger in the air under some circumstances.

According to BCCDC, efforts to stop the spread of COVID-19 should focus on reducing droplet contact.

- Keep practicing physical distancing
- Stay home if you are sick and limit your contact with others
- Wash your hands often with soap and water or an alcohol-based hand sanitizer containing at least 70% alcohol
- Cough and sneeze into a tissue or the bend of your arm
- Avoid touching your face with unwashed hands
- Clean and disinfect surfaces and objects
- Wear a mask or face covering when needed

Resource: Government of Canada - Coronavirus disease (COVID-19): Prevention and risks-How COVID-19 spreads (<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>)

COVID-19 VULNERABLE POPULATIONS:

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

- Older adults (increasing risk with each decade, especially over 60 years).
- People of any age with chronic medical conditions (e.g., lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, stroke, or dementia).

- People of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) or taking medications which lower the immune system (e.g., chemotherapy).
- People living with obesity (BMI of 40 or higher).

Resource: Please see the Government of Canada poster below on next page.



Vulnerable populations and COVID-19

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

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

Vulnerable populations may include

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

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

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

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

For example, anyone who has:

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

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

How organizations can support vulnerable populations during COVID-19 outbreaks

Take the time to learn the facts:

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

Take time to get prepared:

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

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

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

Suggestions for supporting vulnerable populations during COVID-19 outbreaks

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

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

Consider supporting alternatives such as:

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

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

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

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

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

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

Specific Activity Risk Assessments

Following the guidance of the PHO for BC Post-Secondary Institutions, Academy of Learning College suspended as much face-to-face activity as was possible and temporarily moved to online program delivery and business models.

In response to this guidance, Academy of Learning College has transitioned all students in traditional

mode (in-class) classes to its existing online learning site that is supported by this Plan. It takes into account existing risk management guidance and expectations from PHO and WorkSafeBC and will continue to be updated as this guidance changes, including a full review on the release of anticipated Post-Secondary sectoral guidance when it is published.

Academy of Learning College will not be returning to pre-COVID-19 full levels of face-to-face classes and programs until recommended to do so by PHO and AEST. College is taking the following approach:

- Theory Courses will continue to be conducted online through Academy of Learning College’s online learning site wherever possible.
- Work Experience/Lab components and practicum training that require face-to-face instruction will be delivered on our site following safety protocols put in place.

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guidelines. Using this guideline as a reference, College determines the risk level to workers, depending on their potential exposure in the workplace.

	Low risk: Workers who typically have no contact with pandemic influenza-infected persons	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces	High risk: Workers who may have contact with infected patients, or with infected persons in small, poorly ventilated workspaces
Hand hygiene	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)	Yes (washing with plain or antimicrobial soap and water; or use of hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases-e.g., when working directly with pandemic influenza patients
Apron, Gown, or similar body protection	Not required	Not required	Yes, in some cases- e.g., when working directly with pandemic influenza patients

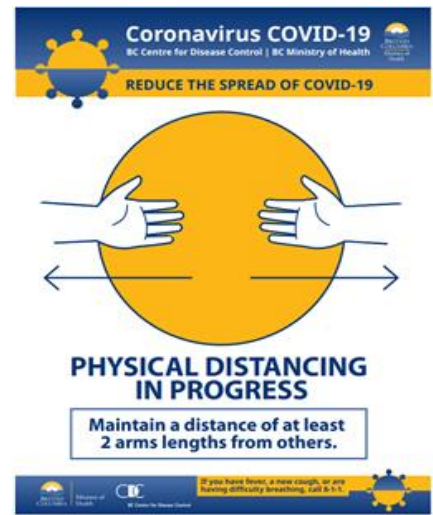
	Low risk: Workers who typically have no contact with pandemic influenza-infected persons	Moderate risk: Workers who may be exposed to infected persons from time to time in relatively large, well ventilated workspaces	High risk: Workers who may have contact with infected patients, or with infected persons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

RISK CONTROL:

The BC OHS Regulation listed above to implement infectious disease controls in the following order of preference are adopted by Academy of Learning College discussed in previous pages.

Controls used to mitigate the risks of exposure include:

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



EFFECTIVE CLEANING AND HYGIENE PRACTICES

- Designated staff is scheduled each day and is responsible for cleaning.
- Staff is advised that they must clean the college following a usual cleaning routine, and use 70% alcohol spray bottle to sanitize the following surfaces when opening and closing:
- Doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, the contact surface of office tools (such as a printer, staplers, stamps etc.) microwaves and water dispenser buttons and handles, lab equipment (when lab classes are scheduled) are also cleaned.
- Staff is advised that they must wash hands and use hand sanitizer to enter the campus and after each break before returning to work.

Resources: Please see the Ministry of Health poster below.

Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

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

IMPORTANT NOTES:

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

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

Agents effective against coronavirus:

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

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

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

¹ Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37:8 (2008): 649-652.
² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.pipcnetwork.ca/wp-content/uploads/IPC/Net_Home_and_Community_Care_Guidelines_2014.pdf

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

Ministry of Health

BC Centre for Disease Control

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

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

and prevent their spread.

Recommendations:

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

should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

Disinfection

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

Ministry of Health

BC Centre for Disease Control

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

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

Robust Case Management in The Event of An Outbreak

In the case of outbreak;

To help and support robust case management of an outbreak at the college, Academy of Learning College adheres to the following protocols.

- The College maintains and keeps on-site records of all staff, students and visitors. College keeps scanned copy of daily campus access questionnaire form collected from everyone who accessed the campus.
- As per instruction of health authority, all health reporting guidelines will be adhered to.
- The College will be in full compliance with federal, provincial, and public health orders and safe-operating guidelines.

Step by step response:

In the case of an outbreak at the Academy of Learning College when any faculty member, staff, or students develops symptoms while at the institution, Academy of Learning College will take following steps;

- In the case of an outbreak, the symptomatic individuals will be separated from others in a supervised area.
- Depending upon symptomatic person's situation, mild or severe, arrangements will be made to have the individual return to the place of his/her residence or to the hospital.
- If needed, arrangements for transportation will be coordinated by the College.
- The College will immediately contact the health authority to manage case(s) of COVID-19.
- As per instructions from the health authority, the college will provide all required documentation, records, and related information.
- Designated employee responsible for facility cleaning will clean and disinfect the space where the individual was separated and any areas used by them while on campus (e.g., classroom, bathroom, common areas).
- Employees and students who have been in contact with an affected person or who was working/studying in at the campus will be notified immediately and may need to isolate for 14 days.
- As required the community will be notified as directed by the Health Authority.
- Confidentiality will be maintained, and the content of the message will be consistent with provincial and local public health advice.
- The College will review workplace practices relating to COVID-19 and other health and safety matters.
- As new information comes from the authorities; it will be communicated to all related parties.
- The Director of Academy of Learning College will ensure that any/all recommendation from the Health Authority is implemented at the College.

Follow-up Support

1. Anyone feeling sick or unwell, and have a common cold or flu etc. regardless, if they have cough and flu-like symptoms, they should self-isolate and get tested, if symptoms persist, the individual

will be instructed to contact 8-1-1 or their local health care provider for further direction.

2. The affected individual will be instructed that while self-isolating, he/she should monitor daily for fever, cough and worsening of symptoms and check temperature each day in accordance with the BC self-assessment tool will help assess symptoms. For self-assessment tools, click on the link; <https://bc.thrive.health/>
3. If individual(s) have worsening symptoms at any time OR the individual(s) is/are not feeling better 5 or 6 days after they initially started feeling unwell, they should call 8-1-1; a family doctor; or an Urgent and Primary Care Centre.
4. If at any time they are feeling very unwell and are worried this might be an emergency (e.g., severe difficulty breathing or chest pain), they should call 9-1-1.

Return to work and or classes;

Once the person is no longer showing signs of Covid-19, completed the 14 days of quarantine, and has been tested, and is feeling no effects of Covid-19, he/she can return to work and/or school. This return can only occur if the person has followed these steps outlined by health authorities and followed B.C. Health Guidelines as they pertain to Covid-19. Test results will ask to be shared with the college to ensure compliance. Vancouver Coastal Health Authority staff will be consult at this stage to get guidelines to ensure the safety of all involved.

A complete Academy of Learning College's Exposure Control Plan can be found at the following link;

<https://www.academyoflearning.com/wp-content/uploads/2021/08/COVID-19-Safety-and-Exposure-Control-Plan.pdf>

Detailed information about self-isolation can be accessed at the following link;

<http://www.vch.ca/covid-19/about-covid-19/self-isolation>

Detailed information case management and contact associated with COVID-19 can be found at the following link;

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>

REPORTING PROTOCOLS OF COMPLIANCE ISSUE

Academy of Learning College protocols to notify local and provincial public health authorities of any compliance issues within the 14-day mandatory quarantine period would be as follows;

Step 1: Contact to HealthLink BC by calling 8-1-1 to share info and get advice.

Step 2: Vancouver Coastal Health would be contacted right away to share info and get further instructions.

Step 3: If need be, local RCMP would be contacted as well.

Health Monitoring:

- Academy of Learning College has designated two employees who will be the staff members responsible for checking in with the student affected. Contact information of designated employees will be provided to students through communication.
- Students in 14-days mandatory quarantine periods will be advised to remain in contact with any one of two designated members. Students are prohibited from entering into campus while in 14-days mandatory quarantine. Students will be asked and encouraged to contact the college at any time by phone or email, if they need so.
- Any one of designated employee will make contact with the student by phone and/or email on daily basis over the 14-day quarantine period.
- Student will be advised to have COVID-19 Testing before returning to the school.
- If a student reports any worsening of conditions or mental wellness concerns, BCEHS will be contacted immediately.

SUPPORT DURING DIFFICULT TIMES

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

Employees: Academy of Learning College provides support to regular employees.

In addition, mental health and anxiety support is available to all everyone through www.anxietycanada.com and www.bouncebackbc.ca

Students: Email and telephone support are available to all Academy of Learning College students. They may contact any of three student supervisors 24/7 by 604-961-6090, email admissionsrichmond@telus.ca to book an appointment.

Academy of Learning College will keep following records specific to this plan for 1 year or in accordance with government guidelines:

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

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



British Columbia COVID-19

Powered by  thrive health

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



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



[Self-Assessment Tool](#)

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

**- Academy of Learning College International Student
Travel and Self-isolation Guide.**

(Please see a separate Document on International Student
Travel and Self-Isolation)

BC Government Signages



WASH YOUR HANDS HERE

With soap and water for 20-30 seconds.

SANITIZE YOUR HANDS HERE



Please help yourself hand sanitize.

FACE MASK REQUIRED INSIDE (MANDATORY NOW)



DAILY HEALTH CHECK REQUIRED



British Columbia COVID-19

Powered by  thrive health

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



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



[Self-Assessment Tool](#)

⊕ Also available in 中文, हिन्दी,
ਪੰਜਾਬੀ, 한국어, عربي, فارسی

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

PPE REQUIRED INSIDE

What you will need for the following activity:

Face Mask

Gloves



Safety Glasses

Face Shield



THIS ROOM'S OCCUPANCY LIMIT IS :

KEEP YOUR DISTANCE INSIDE



Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address /room/space:

Occupancy limit: _____ **people**

Thank You for Keeping the Community Safe

ACADEMY OF
LEARNING COLLEGE
RICHMOND BC