



UNIVERSITY  
CANADA WEST

# UCW COVID-19 *Safety Plan*

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## UCW COVID-19 Safety Plan

Since the onset of COVID-19, UCW has placed the safety of our students, faculty, staff and communities at the forefront of our response. This has meant providing support to our students and employees while working to ensure we continue to support critical business functions. It has also provided opportunities for us to re-imagine how we can continue to deliver quality instruction to our students and to support faculty in this transition.

We have been working to adapt our teaching, learning and service delivery methods to ensure students can continue to progress in their academic journey. UCW's Occupational Health and Safety team has assessed classrooms, labs and offices, to ensure that we can offer and practice safe operating procedures and guarantee close adherence to public health and safety guidelines, as well as WorkSafeBC standards for post-secondary institutions.

The UCW Academic Department is working with faculty for the Winter 2022 Term with hybrid learning delivery to provide students with full 24/7 access to course materials online to help them prepare for face-to-face classroom sessions, where instructors will guide students to a deeper understanding of what they have learned online through applications in case studies, simulations, debates and discussions.

Outside of the classroom, the Registrar's Office, Finance Department, Learning Strategist, Student Affairs, Library and Academic Advising will continue to offer students support for needed services and advice. This will ensure that students build connections with each other and the Health Ambassadors. It will provide them with the opportunity to learn the soft skills employers are looking for. Staff will also make referrals for students to connect with important academic resources, such as library resources, writing coaches, math tutors, academic advising and our learning strategists to help them learn strategies for academic success.

The health and safety of the UCW community is our top priority. After working closely with public health authorities and the provincial government, we have updated our plans for a return to campus that aligns with public health and government guidelines for a safe and healthy community.

## Recovery Plan

### Compliance

This recovery plan complies with the:

- [COVID-19 Return-to-Campus Guidelines](#) (Dec 21, 2021) from WorkSafeBC
- [Face Coverings COVID-19](#) (Dec 3, 2021) Order of The Provincial Health Officer

### Face Masks Requirements – Students, Faculty and Staff

1. Students, faculty, staff and visitors must wear a face covering at all times while on-campus.
2. A face covering must be worn in a manner that covers both the nose and mouth.

### Exemptions From Use of Face Coverings

- 1) Upon a medical note and previous evaluation from the Health and Safety department, students will be exempt from wearing a face-covering because of:
  - (i) A psychological, behavioural or health condition, or
  - (ii) A physical, cognitive or mental impairment.
- 2) If the student is unable to put on or remove a face covering without the assistance of another person.
- 3) While eating and drinking.
- 4) If the face covering is removed temporarily for the purposes of identifying the student.
- 5) While communicating with a person with a disability or diverse ability for whom visual cues, facial expressions, lip-reading or lip movements are essential.
- 6) Faculty may remove their masks while speaking in class, as long as they keep a two-metre distance from students at all time. Walking by students maskless is not permitted.
- 7) Students are allowed to take their masks off provided that only one student presents at a time, and is at least two metres away from other students.

### Communicable Disease Plan

The UCW Communicable Disease Plan is designed to promote the health and safety of UCW students and employees by providing information that can be used to prevent the contraction and spread of communicable diseases and the appropriate response to a communicable disease outbreak.

Universities' communicable disease prevention, mitigation and response activities are guided by the Communicable Disease Safety Plan. In the event of an emergency, University Canada West will work with the local health authority, notify the UCW community of the emergency, take actions to protect the health and safety of students, faculty, staff and visitors, as well as provide additional guidance if necessary.

## Mental Health Support

Students, faculty and staff may be anxious or experiencing increased stress about returning to campus. Mental health supports are critical for everyone's health and well-being as part of in-person activities on-campus. Communication plans are in place to raise awareness of these supports, including:

- [keep.meSAFE](#) is available for all students and helps them manage their mental health so they can fully participate in academic life and complete their studies.
- [Here2Talk](#), a free and confidential 24/7 mental health counseling and referral service, and the new Capacity to Connect program, which provides faculty and staff at post-secondary institutions with easy access to the tools and skills they need to provide intervention and help for students who are struggling with their mental health and wellness.
- [The Canadian Association for Suicide Prevention \(CASP\)](#) provides information and resources to communities to reduce the suicide rate and minimize the harmful consequences of suicidal behavior.
- The [KUU-US Crisis Line Society](#) is a culturally aware crisis support available 24/7 to Indigenous people in BC.
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- [Let's Talk About Suicide: Raising Awareness and Supporting Students](#) is a facilitator's guide to working with faculty and staff through detailed training on suicide awareness and response in a sensitive and respectful way.

## Workplace Risk Assessment

Area	Potential Risk Level	Mitigation Measures
Classrooms	Low	Hybrid learning delivery
		Plexiglass barriers on instructors' desks
		Masks are mandatory
Offices	Low	Plexiglass barriers
		Masks are mandatory
Student Lounges	Medium	Regular sanitization
Library & Learning Commons	Low	Masks are mandatory
Elevators/Hallways	Low	Masks are mandatory
Student Hub	Low	Masks are mandatory
Study Pods	Low	Masks are mandatory



Meeting Rooms	Low	Masks are mandatory
Computer Lab	Low	Masks are mandatory
Staff/Faculty Lounge	Medium	Regular sanitization
Reception/Lobby	Low	Plexiglass barriers
		Regular sanitization



## Workplace Management

Policy and Procedures	Details
Health and Safety Policy	Appendix A
Safety Plan for Academic Services	Appendix B
Safety Plan for Staff and Other Departments	Appendix C
Student Health Ambassador	Appendix D
Screening Form for Entry to UCW Campuses	Appendix E
UCW COVID-19 Response Guide	Appendix F
Isolation Accommodations	Appendix G

Our workplace COVID-19 guidelines ensure that faculty, staff and others who show symptoms of COVID-19 will be prohibited from entering the workplace.

## Implementation of Guidelines

UCW COVID-19 Guidelines	
Anyone directed by Public Health to self-isolate	Persons will be asked to return to their residences for the self-isolation period
Anyone arriving from outside of Canada and who has had contact with a confirmed COVID-19 case	Must self-isolate for 14 days and monitor for symptoms: see all requirements <a href="#">here</a>
Anyone arriving from outside of Canada, fully vaccinated and who has not had any known contact with a confirmed COVID-19 case	Fully vaccinated individuals must take a COVID-19 test on arrival in Canada and self-isolate until they receive a negative test result  Not fully vaccinated individuals or those with non-approved vaccines must quarantine for 14 days
Visitors are prohibited or limited in the workplace	Visitors will only be allowed if the visit is necessary, and an appointment is made prior to the campus visit
Staff	Implemented a work-from-home policy (when needed)
	Sick staff on-campus must report to their line managers
	Sick staff will be asked to go home and self-isolate according to the self-assessment tool available <a href="#">here</a> or call 811 for further guidance
	Clean and disinfect any surfaces the ill staff has come into contact with

## Protection and Safety Measures

Level	Measures Implemented
Level 1 Protection Engineering	Installed barriers where staff cannot maintain physical distancing from other staff, students or others
	Building ventilation (HVAC) systems are operating and maintained in accordance with WorkSafeBC requirements and relevant ASHRAE 1 standards for indoor air quality

	Included barrier cleaning in our cleaning protocols
Level 2 Administrative	Reduced the number of visitors on-site
	Identified rules and guidelines for how staff should conduct themselves
	Clearly communicated these rules and guidelines to staff through a combination of training and signage
	All non-fully vaccinated students will be required to take an antigen COVID-19 test before entering campus on a weekly basis
Level 3 Protective Gear	We note that everyone (students, faculty and staff) are required to wear masks on-campus
	All visitors will be requested to wear a mask
	UCW has:
	<ul style="list-style-type: none"> <li>• Trained staff in the proper use and disposal of masks</li> <li>• Adequate PPE</li> <li>• Face masks</li> <li>• Hand sanitizers</li> </ul>
Level 4 Cleaning Measures	The workplace has sufficient hand washing facilities on-site for all UCW community members
	Hand washing locations are visible and easily accessible
	Procedures are in place that specifies when staff must wash their hands
	Communications to staff have been made about good hygiene practices highlighting that frequent hand washing and good hygiene practices are critical to reducing the spread of the virus
	Cleaners have had adequate training and materials
	Removed unnecessary tools and equipment to simplify the cleaning process (e.g., coffee makers, shared utensils and shared plates)

## Communications Plan

Our plan ensures:

- Everyone entering the workplace, including visitors, understand how to keep themselves safe while on-campus.
- A training plan to ensure staff and others are trained in workplace policies and procedures. All staff have received policies for staying home when sick.
- Posted signage at our campuses, including effective hygiene practices.
- Posted signage at the main entrance indicating who is restricted from entering the premises, including visitors, students and employees with symptoms.
- Managers have been trained to monitor employees and the workplace to ensure policies and procedures are followed.
- A crisis communications plan is prepared to manage effective communications under any critical circumstances.



- The Communications department sends regular updates and reminders to students, faculty and staff.

## Workplace Monitoring

Circumstances may change as our business operates. When a new area of concern is identified or something is not working, necessary steps will be taken to ensure:

- UCW updates our policies and procedures with managers, employees and students being involved in this process.
- A pandemic response committee is in place to monitor risks.
- Employees have been provided with contact information for health and safety concerns.
- When resolving safety issues, joint health and safety committee or staff health and safety representatives will be involved.
- UCW has hired Student Health Ambassadors to monitor students' compliance with this plan.

## New Student Arrival Management

### Student Responsibilities

[All non or partially vaccinated students, prior to travelling to Canada](#), must prepare a credible 14-day isolation/quarantine plan under the rules announced by the federal government to combat the spread of COVID-19. Students will need to demonstrate that they have a suitable place to isolate or quarantine, with access to necessities including food and medication.

International students 18 years of age and older will only be allowed to enter Canada if they qualify as fully vaccinated.

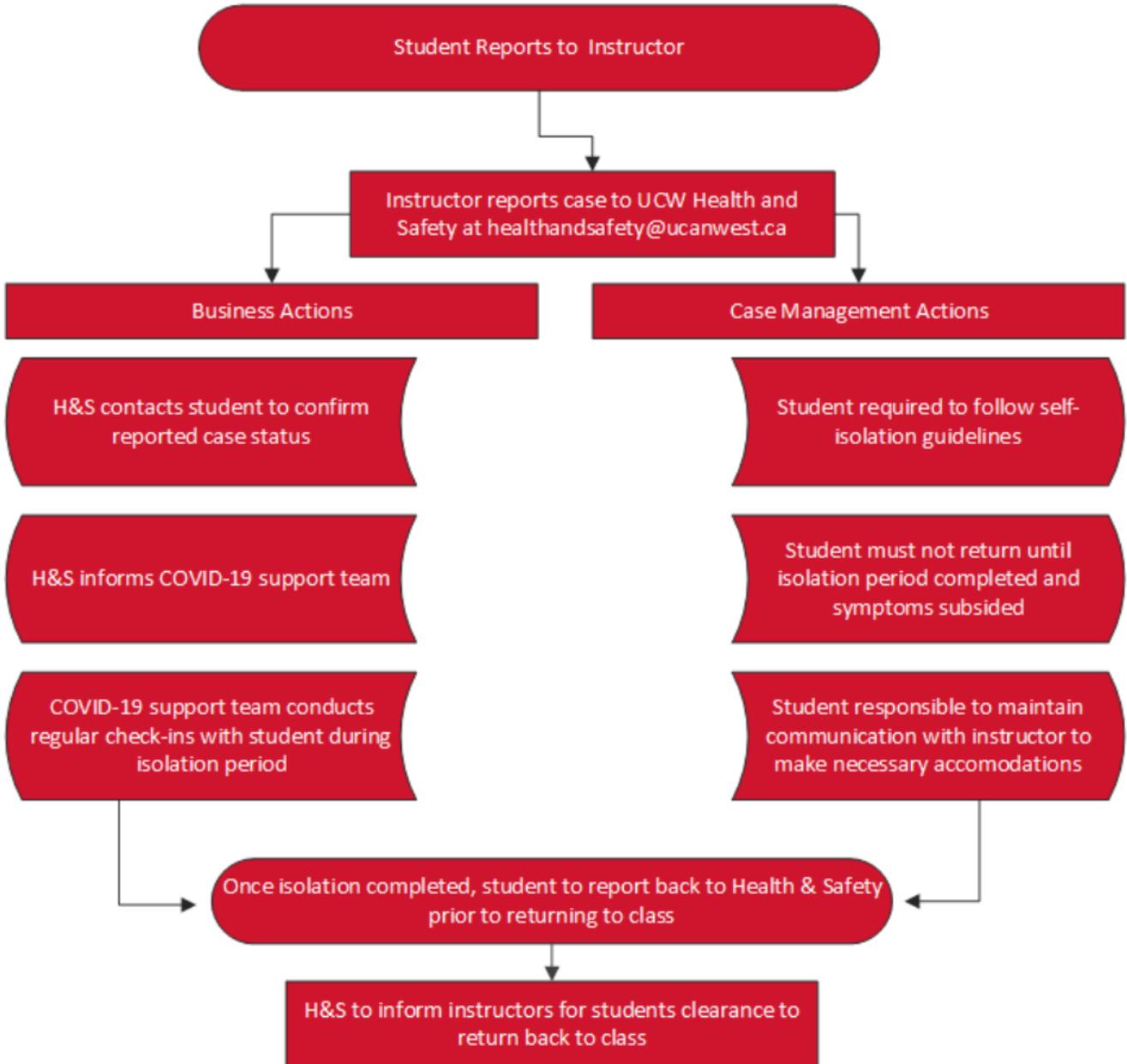
Partially vaccinated and unvaccinated international students will no longer be allowed to enter Canada as of January 15, 2022. For details on this new requirement as well as limited exceptions, see the [Backgrounder](#) from the Public Health Agency of Canada.

UCW has created the email address [covidhelp@ucanwest.ca](mailto:covidhelp@ucanwest.ca) so all student enquires related to travel, COVID-19 safety and hybrid learning delivery will be sent to this address and responded to by the UCW Team.

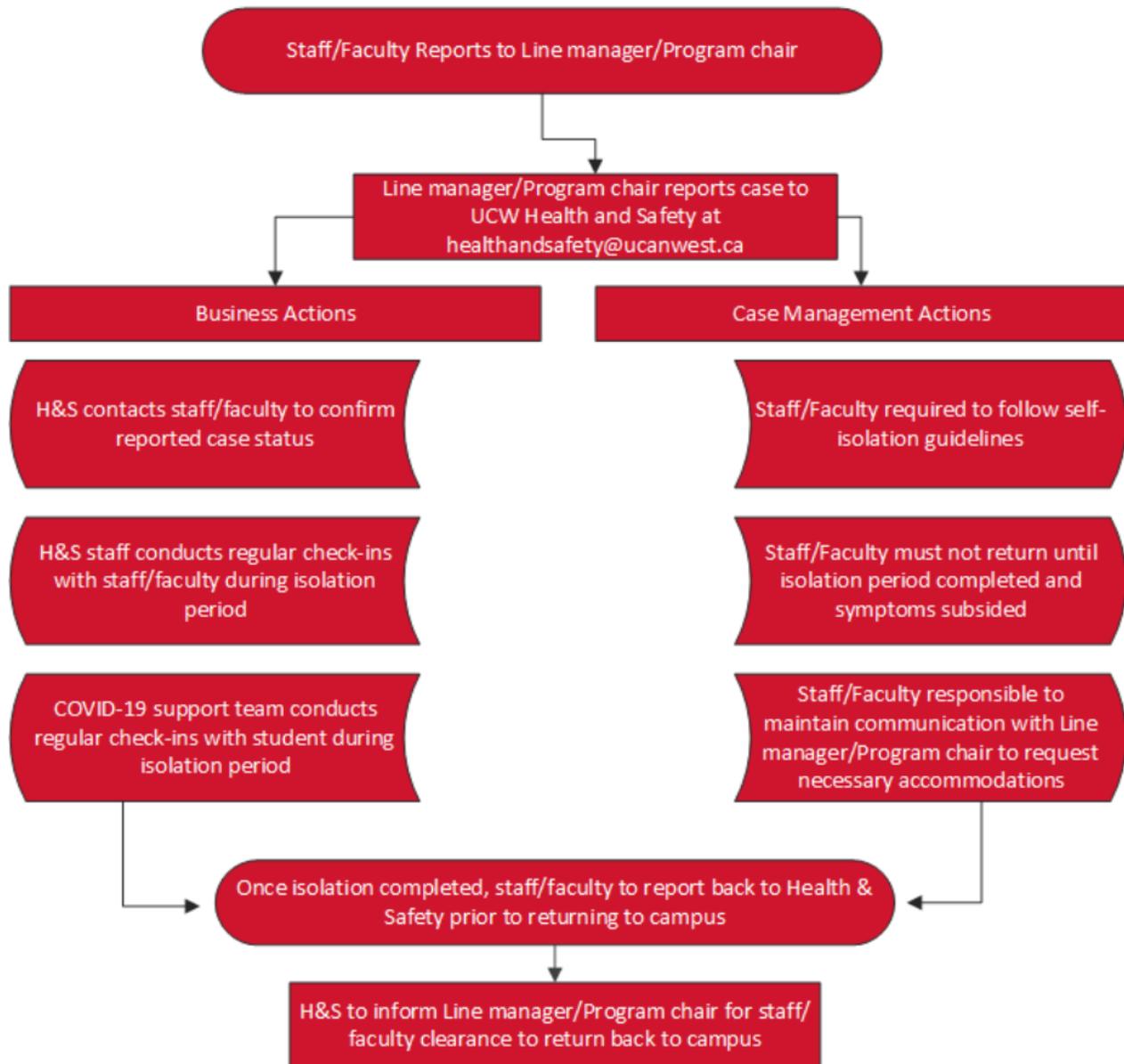
### Staff Responsibilities

- UCW staff will email students on BC COVID-19 health guidelines and how they can continue to contact the University with their inquiries and access the support and services we have available.
- UCW will offer virtual drop-in sessions via Teams or by phone which will be available every week.
- UCW Student Affairs will be sending out a weekly newsletter to self-isolating students with ideas on what students can do during self-isolation and information on available supports, services and events.

## Case Management – Students



## Case Management – Staff/Faculty





## **Outbreak of COVID-19 on UCW Campuses**

As per the COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector, UCW will be actively monitoring any and all cases reported on-campus and following the local health officers lead in the event of an outbreak is identified on-campus.

# Appendices

## Appendix A: Health and Safety Policy

### Policy Title: Health and Safety

#### Purpose

This policy states the University's commitment to providing a work and learning environment that is healthy, safe and secure for the UCW community and outlines the responsibilities for achieving this.

#### Scope

This policy addresses the promotion and protection of the health and safety for the entire UCW community (students, employees and facility users). In compliance with the Staffs' Compensation Act, the University promotes a culture of health and safety that raises awareness and mitigates risk and the prevention of injury and illness.

#### Principles

University Canada West will take steps to mitigate and prevent injury and illness through:

- a. The establishment and maintenance of an Occupational Health and Safety Committee and an Occupational Health and Safety Program;
- b. Adhering to all applicable Health and Safety Legislation;
- c. Providing training and education that promotes proper safety practices and procedures.

#### 1. Responsibility and Accountability for Health and Safety

##### a. University

It is the responsibility of the University, acting through academic and administrative heads to:

- Provide a safe, healthy and secure working environment;
- Establish, maintain and regularly review the Occupational Health and Safety Program;
- Ensure that inspections are made regularly and to take necessary action to eliminate unsafe conditions;
- Provide appropriate first aid facilities and training;
- Establish and maintain adequate maintenance standards and equipment to ensure hazards are guarded against or eliminated;
- Ensure compliance with WorkSafeBC and other applicable regulations and legislations;
- Ensure an effective system of conducting investigations;
- Ensure the OHS Committee(s) are provided with information, as appropriate, regarding the commencement and outcomes of workplace incident investigations and reports;
- Communicate, as appropriate, with the UCW community regarding events or situations when potentially harmful conditions arise or are discovered.

## b. Supervisors/Managers

It is the responsibility of managers/supervisors to:

- Develop, implement and enforce safe work procedures for their area and enforce safety regulations;
- Provide job/site specific health and safety orientation for new employees;
- Ensure all employees under their supervision receive appropriate training and are aware of safety practices and follow safety procedures;
- Ensure all equipment and materials are properly handled, stored and maintained;
- Take part in Occupational Health and Safety Committee inspections and investigations;
- Regularly inspect their areas for health and safety hazards, unsafe acts and/or conditions and document them;
- Promptly address identified hazards, as well as health, safety and personal security concerns expressed by their staff;
- Report incidents, accidents, injuries and/or near misses to the academic or administrative head of the unit/area.

## c. Employees

It is the responsibility of each employee to:

- Learn and follow safe work procedures;
- Request for instruction or training prior to commencing work if safe work procedures are not known;
- Report any unsafe conditions or hazards to their supervisor;
- Participate in inspections and investigations as appropriate;
- Use personal protective equipment as required;
- Work safely and encourage co-staffs to work safely;
- Report accidents, incidents, injuries and/or near misses to their supervisor;
- Be aware of the Health and Safety Policy.

## d. Health and Safety Lead

It is the responsibility of the Health and Safety Lead to:

- Provide leadership to assist administrators, supervisors and employees in implementing health and safety programming, prevention and education;
- Where appropriate, act as a liaison with regulatory authorities on behalf of the University;
- Support the establishment, orientation and activities of the Occupational Health and Safety Committee(s);
- Ensure the implementation of new occupational health and safety regulatory requirements;
- Provide guidance and assistance to supervisors and administrators in identifying, evaluating and correcting health and safety hazards;
- Ensure the regular monitoring, inspections and audits are performed;



- Maintain incident statistical data and communicate relevant information to regulators and members of the UCW community.

e. Occupational Health Safety Committee(s)

It is the responsibility of the Occupational Health and Safety Committee to:

- Participate in the development and implementation of health and safety programs for employees;
- Respond to concerns and suggestions regarding workplace health and safety;
- Ensure the maintenance and monitoring of workplace accident/injury/incidents/hazard reports;
- Participate in workplace health and safety inquiries and investigations and provide recommendations;
- Coordinate and promote employee health and safety training and awareness activities;
- Make recommendations to the University for accident prevention and safety program activities for employees.

f. Students and Facility Users

It is the responsibility of students and facility users to:

- Work safely and conduct themselves in a safe manner;
- Follow rules and regulations pertaining to safe work and/or learning procedures and/or activities;
- Immediately report unsafe conditions, injuries, accidents, incidents and/or near misses to an instructor, staff member or by email to [healthandsafety@ucanwest.ca](mailto:healthandsafety@ucanwest.ca);
- Be aware of the Health and Safety Policy and related University policies.

Related Policies & Legislation

Policy Number	Policy Title
2002	Closure Due to Inclement Weather Policy
2004	Emergency Preparedness Policy
	Fire Services Act
9014	Student Rights and Responsibilities Policy
	WorkSafeBC OHS Regulations

## Appendix B: UCW Plan – Services

### BC's COVID-19 Forward Strategy – Additional Guidelines for Post-Secondary Institutions

1. Routine daily self-screening protocol for all staff and students.
2. Routine and frequent environmental cleaning.
3. Clear policy developed for students and staff who have symptoms of a cold, flu or COVID-19, with anyone sneezing not to attend classes, extracurricular activities, sports or work. Please refer to UCW [Policy 5015 – Attendance](#) and [5015p – Attendance Procedure](#).
4. New student arrival:
  - Fully vaccinated individuals must take a COVID-19 test within 72 hours prior to arrival in Canada and present a negative test result.
  - Not fully vaccinated individuals or those with non-approved vaccines can be denied entry to Canada.

### Physical Distancing Protocols

Physical distancing is challenging in a campus setting. The following protocols will be enforced by UCW and the Student Health Ambassadors:

- No greetings using hugs or handshakes.
- When possible meet outside.
- No food or drinks will be shared.
- Food preparation activities will be prohibited.
- Student Health Ambassadors will remind students about COVID-19 safety guidelines.
- When someone self-identifies or is identified as showing symptoms of illness, they will be required to perform a self-assessment and will be sent home if the result indicates isolation is required.



## UCW Safety Plan

#	Topic	Plan
1	Arrival Plan	A daily health check is expected upon entry into the campus
		Vaccine status declaration is mandatory to access any UCW campus
		All employees and students are required to wear a mask when on-campus
		All visitors are required to be fully vaccinated and check-in at reception
2	Course Design	Faculty will use an on-campus and hybrid model of teaching
		<b>Weekly meeting time (face-to-face)</b> – applications of the content learned in the asynchronous online materials in mini-lectures, discussions, presentations, case studies, activities, simulations, assessments/exams, etc. will be created by the instructor for each week based on the syllabus
3	Classroom Exit Plan	<b>Instructors</b>
		Instructor announces time to leave classroom and avoid gathering of students in classrooms
		Student Health Ambassadors take over and oversee the exit procedures and ensure no crowding occurs in hallways and common areas
		<b>Student Health Ambassadors</b>
4	Sanitizing Plan	Monitoring the use of masks and other health and safety measures implemented on-campus
		Cleaning staff will employ enhanced cleaning processes
		Bathrooms and hallways are cleaned frequently during the day
		A full stock of hand washing supplies will be available at all times
		Garbage containers must be emptied often
		Faculty and staff should not share personal items (electronic devices, writing instruments, etc.)
		<b>Use of Washroom Facilities</b>
Strict hand washing routines are enforced		
5	Proper Hygiene	Hand washing with soap and water for 20 seconds is the most effective way to reduce the spread of COVID-19
		When sinks are not available for hand washing, alcohol-based hand sanitizers containing at least 70% alcohol will be available. This is not effective when hands are very soiled.
		<b>Employees and students are recommended to wash their hands:</b>
		When they arrive on-campus and before they leave campus
		Before and after eating and drinking or handling food
		After using the restroom facilities
		After sneezing and coughing into hands
		Whenever hands are visibly dirty
		After contact with body fluids (i.e. runny noses, spit, vomit, blood)
		After cleaning tasks
		After removing gloves
After handling garbage		
No sharing of utensils or plates will be permitted		



## UCW Safety Plan continued

#	Topic	Plan
6	Communications Plan	Develop effective messaging protocol
		Place signage in each room listing the protocols:
		<ul style="list-style-type: none"> <li>• Posters</li> </ul>
		<ul style="list-style-type: none"> <li>• Social media</li> </ul>
		<ul style="list-style-type: none"> <li>• TV screens</li> </ul>
		Role of Student Health Ambassadors in class messaging
7	Resources & Guidelines	Orientation messaging
		<b>Protocols &amp; Responses</b>
		Communication of rules including the wearing of masks – i.e. when students, faculty or staff do not follow rules, protocols will be disseminated
		<b>Support</b>
		Provide list of available supports
		Provide verbiage for faculty announcements in class and on Moodle
		Provide verbiage and training for Student Health Ambassadors
		<b>Student Affairs</b>
Make available supports & resources highly visible for students both virtually and physically in buildings		
8	Staff Protocols & Resources	<b>Everyone on-campus will be required to wear masks</b>
		Plan for reception to ensure guests and visitors meet campus protocols
		Response if students/staff do not follow protocols: Students who fail to adhere to the campus COVID-19 guidelines will receive a verbal warning from the Student Affairs Manager. On repeated failures, the student will be requested to leave the premises and Student Affairs will follow up and take necessary steps.
		Employees who fail to adhere to the workplace COVID-19 guidelines will receive a verbal warning from the HR department. On repeated failures, the staff member will be requested to leave the premises and HR will follow up and take necessary steps.
9	Student Services	Plan for serving students and for staff interaction in open workspaces, as well as number of people permitted in an office space
		Plexi shields available for in-person service areas



## UCW Safety Plan continued

#	Topic	Plan
10	Safety Plan	<b>All employees and students will be required to wear masks on-campus</b>
		If students/staff are sick – When employees or students are sick, they will be sent home until they recover. All persons with confirmed symptoms of COVID-19 must follow the self-isolation period below:
		<b>1. Fully vaccinated:</b> At least five (5) days have passed since your symptoms started, or from test date if you did not have symptoms. You should wear a mask even in settings where a mask isn't required and avoid higher risk settings, for another five days after ending self-isolation.
		<b>Not fully vaccinated:</b> At least 10 days have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.
		2. Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.
		3. Symptoms have improved.
		If you don't have a fever and the signs of COVID-19 illness are improving by the end of your self-isolation period, you no longer need to self-isolate. You might have a cough for several weeks. A cough alone is not a reason to self-isolate for longer.
		If an employee or student becomes sick on-campus, they will be sent home. The space where the persons are isolated will be sanitized immediately following
		All employees will be asked to undergo training on health and safety risks
11	Technology Plan	Faculty and staff are trained on the proper use of technology
		Ensure provision and maintenance of video equipment in classrooms
		Classroom set up upgraded with dual monitors, a projector and HD web camera to facilitate a hybrid mode of teaching
		Implementation of QLess for appointments in high service areas such as the Registrar's Office and Student Affairs
12	Anticipated Challenges	Some students/faculty/staff refuse to come in regardless of the safety plan
		Faculty tech challenges
		Student tech challenges
		Perception by faculty of increased workload. The contact time with students has not increased.
		Staff, Student Health Ambassador safety plan – adapting to the "new norm" and procedures may be difficult initially
		Students not following protocols – what is the response from faculty, staff and administration
		Some people will not have masks – so masks will be supplied

## Appendix C: Safety Plan Staff and Departments

- Routine daily self-assessment protocol for all staff
- Routine and environmental cleaning
- Clear policy for staff who have symptoms of a cold, flu or COVID-19, with anyone coughing or sneezing not to work
- Increased use of Teams for meetings and online platforms for virtual engagements
- Where possible, windows to be open during appropriate climate conditions

#	Topic	Plan	Comments/Resources
1	Student Health Ambassadors	<p>Part-time student staff will operate as "Health Ambassadors" and floor monitors</p> <p>Health Ambassadors will be supervised by the Health &amp; Safety department</p> <p>Coordinate student, faculty and staff traffic on each floor</p> <p>Responsibilities include monitoring safety procedures and reporting breaches</p> <p>Monitor washroom and main entrance traffic</p> <p>Training and education for students on health and safety, and appropriate use of face coverings will be provided for maintaining a safe environment</p>	<ul style="list-style-type: none"> <li>• A list of responsibilities and duties for the "Health Ambassador" is attached</li> </ul>

2	Sanitation: Cleaning and Other Safety Practices	<p>Cleaning of all surfaces will be carried out daily and in some cases in intervals throughout the day</p> <p>Cleaning schedules will be worked around this schedule as well to ensure desks and surfaces are cleaned thoroughly after each day</p> <p>Washrooms and hallways are cleaned during class times. Office and common spaces – At end of day by building cleaners</p>	<ul style="list-style-type: none"> <li>● Elevator usage places priority on people with disabilities</li> </ul>
3	Safety Measures	<p>COVID-specific guidelines will be distributed to all staff:</p> <ul style="list-style-type: none"> <li>● Safe hygiene practice</li> <li>● Safety measures put in place and protocols for cases or individuals with symptoms on-campus</li> <li>● Personal Protection Equipment is provided for staff</li> <li>● Plexiglass protection for front line offices and reception</li> <li>● Mandatory requirement to wear masks at all times</li> </ul>	<ul style="list-style-type: none"> <li>● Guideline distributed to internal (and outside whenever necessary) stakeholders</li> </ul>
4	Communications Plan	<p>Develop messages to communicate protocols and procedures</p> <p>Place signage in each room listing the protocols: Posters, social media, TV screens</p> <p>Signage on walls, doors, desks, floors, etc. Constant reminders for implementing effective hygiene practices, physical distancing measures, etc.</p>	<ul style="list-style-type: none"> <li>● Communications team – responsible for producing and distributing relevant and important materials throughout the office/campus space</li> </ul>
5	Resources & Guidelines	<p><b>Protocols &amp; Responses</b></p> <p>Communication of rules and procedures – i.e. if staff are not following procedures, what are the next steps?</p> <p><b>Support</b></p> <p>Resources are available on-site and online</p> <p>Health and safety guidelines</p> <p><b>HR/OHS</b></p> <p>Available for contact via email and phone for questions, concerns, issues, etc.</p>	<ul style="list-style-type: none"> <li>● Refer to the UCW Health and Safety policy for more information</li> <li>● For health and safety concerns, email: <a href="mailto:healthandsafety@ucanwest.ca">healthandsafety@ucanwest.ca</a></li> </ul>

6	Staff Protocols & Resources	Training student-facing staff on safe practices and ensuring they are prepared to meet students, as well as being equipped to handle themselves in various situations	<ul style="list-style-type: none"> <li>• HR and OHS Committee will schedule and provide training/info sessions</li> </ul>
		Plan for staff interaction in open workspace	
		Response if staff, faculty or students do not follow protocols	
7	Technology Plan	Provide required tech support and equipment	<ul style="list-style-type: none"> <li>• IT Team will be available on-site and online for support</li> </ul>
		Main communication platform: Microsoft Teams	
8	Anticipated Challenges	Staff refuse to come to campus	<ul style="list-style-type: none"> <li>• Business units will prepare service continuity plans to ensure services on-campus are prepared against any disruptions</li> </ul>
		Technological issues (connections or equipment)	
		Breach of health and safety protocols	
		Initial difficulties may be faced by staff and Student Health Ambassadors as people adjust to the "new normal"	
		Possibility of decreased PPE resources in which case more will need to be ordered or a procedure will be put in place to ensure safety in place of PPE	

## Appendix D: Student Health Ambassador – Roles and Responsibilities

- Monitor incoming and outgoing traffic on designated floors and areas, including but not limited to high-traffic areas such as corridors, classrooms, office spaces, washrooms, etc.
- Coordinate with other Student Health Ambassadors and ensure that traffic is adhering to safety guidelines.
- Attend training sessions as required by the University.
- Maintain up-to-date knowledge on the University's safety guidelines, procedures and protocols.
- Promote and communicate safe hygiene practices to students, faculty and staff on a regular basis.
- Report any breaches of safety procedures or guidelines to the Manager, Health & Safety.
- Evaluate and recommend improvements to the procedures and guidelines whenever necessary.
- Provide assistance at the start and end of classes, ensuring that students are entering and exiting.
- Distribute safety equipment such as masks and/or gloves.
- Monitor supplies in each designated area and report to the Office Manager if supplies need replenishing or restocking (i.e. empty hand sanitizer bottles).
- Other duties as assigned.



## Appendix E: Visitor/Contractor Screening Form for Entry to UCW Campuses



UNIVERSITY  
CANADA WEST

### Health and Safety - COVID-19 Visitor/Contractor Screening Form

In the interest of Health & Safety of all people interacting at University Canada West campuses, visitors and contractors must complete this declaration form prior to entering our campus. Please review our detailed UCW COVID-19 Safety Plan posted on our website: [www.ucanwest.ca](http://www.ucanwest.ca). If you indicate to us that you have symptoms of COVID-19, you are prohibited from entering the premises and advised to seek professional medical help/assistance.

Required

1.Full Name

2.Contact Number

3.Which organization are you from?

4.Who are you here to visit? (UCW Contact Person - Department)

5.How are you feeling overall from a health point of view?

Well

Unwell

6.Have you:

Had a high temperature (37.9 degrees or higher), dry cough, difficulty breathing within last 14 days

Been in close contact with anyone who has been diagnosed (or suspected of having COVID-19) within the past 14 days

Been told to self-isolate by a medical professional

Been experiencing – Runny nose, Phlegm or Mucus build up, Fatigue, Body aches, Sneezing, Diarrhea, Nausea or Vomiting, Sore throat

None of the above

7.If you answered yes to any of the risk factors above, please do not enter the building and return home. You will need to reschedule your appointment until such time it is safe for you to visit. If none of the above applied, you may now enter the building. When on site, please adhere to our campus standard processes/procedures regarding COVID-19, i.e. - wear mask at all times - use gloves if handling equipment - hand washing/hand sanitizing - general coughing/sneezing etiquette Please tick below to confirm you have understood.

I understand and acknowledge

## Appendix F: COVID-19 Response Guide

### What steps is UCW taking to help prevent the spread of COVID-19?

- Vaccine status verification
- Enforce health & safety protocols
- Any students, faculty or staff identified with symptoms will be requested to return home and seek medical attention

### What procedures are being practiced on-site?

- Enhanced surface cleaning every day
- Strict handwashing and hygiene requirements
- All employees are required to sanitize their personal workspace regularly before and after use
- Appropriate PPE is provided upon request

### What do you do if you suspect another worker has symptoms of COVID-19?

- Report to your front line manager and/or email [healthandsafety@ucanwest.ca](mailto:healthandsafety@ucanwest.ca)
- Stay clear of that employee
- Do not make assumptions and let authorities act

### Where are the COVID-19 Safety Posters located?

- Posters are located all around the campuses

### How does COVID-19 spread?

- Breathing in droplets in the air that are created when people cough or sneeze
- Close contact with other people without PPE
- The most common type of spread is through contact with the respiratory droplets of an infected person

### What should you do if you have symptoms or have been exposed?

- Take immediate physical distancing from other co-workers or students
- Report immediately to the front reception staff or available Student Health Ambassador and follow the provided instructions
- Use the BCCDC self-assessment online tool or contact 811 to determine if testing is required

### What is the minimum PPE/CPE available on-site?

- Hand sanitizers
- Face masks
- Plexiglass barriers

## Appendix G: Isolation Accommodations

If you don't already have somewhere you can self-isolate, the following Vancouver hotels offer special rates for UCW students:

### Executive Hotel

- 1379 Howe St
- Rate: \$95 per night, plus tax
- To book, email [sandy@executivehotels.net](mailto:sandy@executivehotels.net) and state that you are a UCW student needing accommodation to self-isolate

### Le Soleil

- 567 Hornby St
- Rate: \$95 per night, plus tax
- To book, email [sandy@executivehotels.net](mailto:sandy@executivehotels.net) and state that you are a UCW student needing accommodation to self-isolate

### Blue Horizon Hotel

- 1225 Robson St
- Rate: \$99 per night, plus tax, for students staying for more than 10 nights
- To book, email [info@bluehorizonhotel.com](mailto:info@bluehorizonhotel.com) and state that you are a UCW student needing accommodation to self-isolate

Please note: These hotels include free WiFi and a mini-fridge at no extra charge.

If you're self-isolating, hotels will require you to stay in your room. Hotel staff, including housekeeping, won't be allowed to enter your room.

### Resources:

<https://www2.gov.bc.ca/gov/content/covid-19/info/benefits#individuals>

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

<https://www.ucanwest.ca/covid-19-info/resources>