

Planning for COVID-19: Case management and outbreak response

A. What to do if an individual is symptomatic: Illness at Academy of Learning Career College - Surrey (AOLCC-Surrey) – Employees:

If an employee begins to feel unwell or otherwise experience cold, flu or COVID-19 symptoms (even mild) during a workday at AOLCC-Surrey, the employee is to:

1. Place a clean mask over their nose and mouth (available from front desk staff).
2. Wash their hands or use hand sanitizer.
3. Exit the campus and return home.
4. Call the front office 604-598-3555 to inform the following contact: Manager and Financial Officer, adhering to the staff protocol for absences; the Manager should notify the President of the College.
5. Employee must complete the COVID-19 assessment tool: <https://bc.thrive.health/covid19/en> to help determine the next steps.
6. For cleaning purposes, inform the Manager who will relay to cleaners of the room(s) and areas used within the College during your workday.
7. Temporary use of an isolation room (empty office room next to printer) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A person must not enter the isolation room if there is signage noting “occupied “or “cleaning required.” If this is the case, another safe place to stay will be found, such as one of the many empty classrooms or computer labs.
8. The staff member will follow instructions at <https://bc.thrive.health/covid19/en> and may be asked to provide the following information for purposes of follow up or contact tracing by their physician or a public health officer:
 - Their symptoms/when symptoms began.
 - Where they have travelled and the room(s) and areas you have used within the College during the day
 - Where they are/were living (address)
 - Names of persons with whom they have had close or prolonged contact –particularly sick persons with a known fever, cough, or difficulty breathing. This information will be destroyed after three weeks.
9. For all life-threatening emergencies within AOLCC-Surrey, call 9-1-1 and report to the Manager. 9-1-1 is to be used only for emergencies (police, fire or medical) where an immediate response is required. When there is an emergency and lives are in danger, immediate action is needed, or there is a crime in progress.
10. The employee will be in contact with the Manager who will ensure that procedure will be followed, including contacting the Medical Officer for Fraser Health at 605-930-5404.
 - The College will maintain and keep records on first aid reports and incidents of exposure.

B. Illness at AOLCC-Surrey –Students Who Become Sick During the Day or Students who exhibit an elevated temperature upon entry to the building. What to do if a student has a temperature or there are COVID-19 symptoms?

If a student begins to feel unwell with cold, flu or COVID-19 symptoms (even mild) during their day at the AOLCC-Surrey campus, the student is to:

1. Place a clean mask over their nose and mouth (available at reception desk)
2. Wash their hands or use hand sanitizer
3. Exit the campus and return home.
4. Temporary use of an isolation room (empty office room next to printer) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A person must not enter the isolation room if there is signage noting “occupied “or “cleaning required.” If this is the case, another safe place to stay will be found, such as one of the many empty classrooms or computer labs.
5. The student should access and complete the COVID-19 assessment tool:
<https://bc.thrive.health/covid19/en>
6. The student should follow recommendations for testing, even for those with mild symptoms.
7. For any questions or concerns, the student should email the College at info@bcaol.com or call the main office line to request to speak to a staff member for further advice and information: 1-604-598-3555.
8. A physician’s note may be requested by the College before re-entry.
9. The Manager will ensure that procedure will be followed as listed on Appendix A entitled Public Health Actions, attached, including contacting the Medical Officer for Fraser Health at 605-930-5404.

C. Isolation Room protocol: Instructions for the Cleaners, or other staff member of Academy of Learning Surrey or Staff Illness

If a student or staff member needs access to the isolation room (empty office room) due to illness:

1. Sanitize hands, wear face mask, wear face shield, remain 6 feet away from symptomatic student/staff member.
2. Ensure the student or staff member is wearing a mask and has used hand sanitizer.
3. Escort student or staff member to the empty office room while physically distancing.
4. For cleaning purposes, inform the Manager or email info@bcaol.com of the room(s) and areas used within the College during the course of your workday.
5. Forward information of the room(s) and areas used within the College during their day
6. Forward the student details to the Manager who will ensure that procedure will be followed as listed on Appendix A entitled Public Health Actions, attached, including contacting the Medical Officer for Fraser Health at 605-930-5404.