

# Academy of Learning Career College-Surrey

## COVID-19 Safety Plan

### Overview

This plan was developed for education and on-campus services at AOLCC-Surrey. We desire to support a safe working and learning environment at AOLCC-Surrey during the current COVID-19 pandemic. The plan, in conjunction with WorkSafe BC's six-step process and the post-secondary sector Go-Forward Guidelines, provides guidance to members of the campus community for safe on-campus education delivery, and student & employee services. The protocols in this plan are to further specify existing safety procedures and policies at AOLCC-Surrey to keep our community safe. To develop this plan, AOLCC-Surrey has involved frontline staff, the President, and the Office Manager in order to protect the safety of employees and students as well as the community.

In developing this plan, AOLCC-Surrey is abiding by any Orders, notices, or guidance issued by the Provincial Health Officer, our local health authority, Fraser Health and WorkSafe BC. The protocols will be periodically updated, as necessary, to align with evolving guidance from the Provincial Health Officer. Since our institution remains available to post-secondary learners for remote learning, we have developed these protocols in order to support the gradual increase of in-person learning, administrative and support services while reducing the risk of COVID-19 transmission. This plan includes key interventions to reduce the risk of COVID-19, protocols for safe access to the campus, and support for our students, both international and local.

### Understanding the Risk

COVID-19 is a respiratory infection that is transmitted between people through respiratory droplets and contact routes. 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. AOLCC-Surrey will maintain organizational awareness of the level of community transmission to implement interventions that are proportionate to selecting prevention measures for the workplace.

### Selecting Prevention Measures for the Workplace

When selecting the most appropriate prevention measures, we consider the current level of community transmission of COVID-19 as well as the feasibility and effectiveness of the intervention. The collection of prevention measures chosen will depend on what AOLCC-Surrey needs to function.

### **First level protection (elimination):**

Where practical, we promote safe physical distancing between people as recommended by the Provincial Health Officer. Our policies and procedures have been formed to reduce the number of prolonged close contact among staff and students, including seating arrangements in the office and rooms where meetings take place.

### **Second level protection (engineering controls):**

In situations where physical distancing cannot be maintained, such as the front desk, hallways and the admissions office, physical barriers have been installed to reduce the chances of close contact.

### **Third level protection (administrative controls):**

AOLCC-Surrey has established rules and guidelines, such as cleaning protocols, the advising of staff, and students not to share tools, and limiting the number of occupancy for each room. Hand hygiene stations have been installed and high touch surfaces are on a regular cleaning schedule.

### **Fourth level protection (Personal Protective Equipment or PPE):**

During periods of high levels of community transmission and when physical distancing is difficult to maintain, we encourage the use of PPE, such as medical or nonmedical masks. Masks are important tool in the prevention of COVID-19 transmission and other communicable diseases. We ensure both staff and students are using them appropriately. We are also aware of the expert advisory that masks may be problematic for some people, such as those with asthma, autism, or hearing impairments. For this reason, alternate PPE options will be made available if requested.

## **Responsibility**

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus. During times of elevated risk, staff may be encouraged to work remotely where operational and academic needs allow. This will not be possible for all roles; however, management levels are encouraged to approach with care and to prepare for foreseeable increased employee absence due to illness by reviewing and implementing continuity plans as necessary. Where possible, such continuity planning should recognize the additional workload placed on those who are able to work and consider prioritizing critical functions and responsibilities.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

## **RULES - Accessing the Campus Safely**

### **Daily Self-Assessment**

All staff, students, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing the campus premises. COVID-19 symptoms are similar to other respiratory illnesses including flu and common cold. They include fever, loss of sense of smell, chills, headache, cough, muscle aches, shortness of breath, fatigue, sore throat, loss of appetite, stuffy or runny nose. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the above symptoms. The BC COVID-19 self-assessment tool is available online for conducting self-assessments: <https://bc.thrive.health/>

- Signage posted at all building entry points communicates expectations for completing a self-assessment to all individuals before they enter the campus.
- Anyone with symptoms associated with COVID-19 must self-isolate in accordance with the guidance from the BC Centre for Disease Control.

### Stay Home When Sick

Staff and students are advised to stay home when experiencing any symptoms of COVID-19. Staff may elect to work from home as applicable. Students can study remotely and seek assistance with our readily available Learning Coaches.

### Face Coverings Requirements

All students must wear an appropriate face mask while in an indoor learning space. All staff and students must have their mask on before entering the premises.

## Infection Control in Learning and Common Spaces

### Occupancy Limits and Physical Distancing

AOLCC-Surrey supports several efforts to reduce the number of students and employees on campus, include:

- Conducting all AOLCC-Surrey programs/courses through 'distance learning'
- Providing learning support/assistance to students online by phone or videoconferencing
- Encouraging employees to work from home when sick, as applicable
- Encouraging meetings by phone or videoconferencing
- Discouraging students from any unnecessary visits to campus
- Continuing to follow provincial orders and guidance by prohibiting gatherings
- Not accepting bookings from external groups until further notice

AOLCC-Surrey has implemented an occupancy management plan to determine occupancy limits in common areas, service areas, washrooms, breakrooms, and meeting rooms together with directional signage to promote and guide physical distancing throughout the campus based on WorkSafeBC, BC Ministry of Education and BC Ministry of Health recommendations. The occupancy management plan addresses other safety measures including the provision of additional hand sanitizers on campus, the strategic placement of seating, and limiting access by students and the general public to main areas of the campus.

All employees, students and visitors are expected to abide by the posted room occupancy limits and follow any directional instructions.

All persons on campus should always attempt to maintain a two-meter distance from others as directed by the Provincial Health Officer.

### Cleaning and Disinfection

The campus is cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#). An enhanced cleaning schedule utilizes additional cleaning personnel to focus on high-traffic areas and high-contact surfaces, such as entrance door handles/push bars, equipment surfaces, hand rails, sanitizer dispensers, water dispensers, student & staff lunchroom and common areas.

## Signage

Comprehensive COVID-19 safety signage is being implemented at the AOLCC-Surrey campus. All members of the AOLCC-Surrey community are expected to abide by this signage.

## Reducing the Number of Service Visits

To facilitate efficient campus visitation by students, the front office and admissions office have implemented "by appointment only" protocols, with staggered appointments for in-person service, together with posted occupancy limits in all service areas.

## Limiting Visitors

The AOLCC-Surrey is open to employees and students only to facilitate essential on-campus learning and assistance, and to support the remote working and learning environment. The AOLCC-Surrey campus is otherwise operating in a limited-access mode, with no public events on campus or community event bookings accepted at this time.

## Respiratory Etiquette and Hand Hygiene

Occupants are expected to practice respiratory etiquette by coughing/sneezing into their mask, a tissue or into the sleeve of their shirt. Occupants are also expected to regularly wash their hands with soap and warm water for at least 20 seconds or make use of hand sanitizer stations. Everyone is encouraged to carry their own hand sanitizer.

The AOLCC-Surrey provides and stocks adequate washroom and handwashing facilities on site for staff, students and contractors. Staff, students, contractors and visitors should wash their hands and/or apply hand sanitizer, including upon arriving on campus, before and after breaks, before and after eating, before food preparation, after handling cash or other materials, before and after handling common tools and equipment, etc.

Numerous hand sanitizing stations are located throughout the campus, at entry points, within offices and service areas, and in corridors to facilitate hand hygiene.

## Resources and Support

### Mental Health

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](#)
- Staff can access counselling and wellness services through our extended benefits package provided by [Claim Secure](#)
- [The Province](#) offers a range of virtual mental health programs and services to support mental health and wellness

## Maintenance and Monitoring of the Safety Plan

This Safety Plan is based on current recommendations and may change. AOLCC-Surrey will continue to monitor health information from the British Columbia Centre for Disease Control and the latest COVID-19 updates from the Government of British Columbia, as well as the Ministry of Education, and implement changes to the Safety Plan as required.

## References

1. Province of BC: [Go-forward Guidelines for BC's Post-secondary Sector](#)
2. Province of BC: [COVID-19 Return-to-Campus Guidelines](#)
3. Government of Canada: [Guidance for Post-Secondary Institutions During the COVID-19 Pandemic](#)
4. BC Centre for Disease Control: [Return to Campus Public Health Guidance](#)