

VGC COVID-19 SAFETY PLAN FOR SAFE ON-CAMPUS OPERATIONS

VGC's safety plan has been made in conjunction with WorkSafe BC's policies and procedures and is informed by the Go-Forward Guidelines for post-secondary institutions. VGC strives to provide a safe workplace and learning environment for its students and staff, and this plan is designed to support a safe return to campus. This is not a replacement of our current, standard health and safety policy (which can be found at vgc.ca/policies/), but rather is designed to work alongside these policies and add protocols that look specifically at safety with regards to teaching, learning, administration and student support within VGC with respect to the current COVID-19 health threat.

This plan will be regularly reviewed and updated as necessary in response to the changing situation and any new guidelines and recommendations from WorkSafe BC, The Ministry of Advanced Education, Skills & Training and the Provincial Health Officer. Any comments or suggestions can be sent to academicadmin@vgc.ca

VGC International College's Commitment to a Safe Learning and Working Environment

As an institution VGC is committed to providing a safe, comfortable and responsible learning and working environment for everyone involved and offering support to students and staff in line with its core values.

We believe in:

- Making the safety of our students and staff our highest priority.
- Following the guidelines laid out by the BC Government for our in-person classes.
- Providing the highest quality online and face-to-face classes.
- Recognizing the importance of face-to-face learning and offering in-person classes to our students as safety guidelines and the situation permits.
- Providing a safe environment for all staff and students.
- Updating our policies and procedures as the situation necessitates.

Reducing the Risk of Person-to-Person Transmission in the Workplace

When looking at the protocols for ensuring a safe return and on-campus experience for everyone, VGC is employing a 4-stage model that has 4 distinct levels of protection.

Level 1 – Elimination

This involves promoting strategies such as physical distancing, directional travel within the campus and reduction of close contact through arrangement of rooms and furniture.

Level 2 – Engineering Controls

This includes installing physical barriers such as plexiglass screens in high traffic areas (such as reception or front desk) or areas where physical distancing cannot be maintained.

Level 3 – Administrative Controls

Instituting policies and guidelines at an administrative level including best practice and safety rules for staff, enhanced cleaning protocols, increased hygiene facilities etc.

Level 4 – Personal Protective Equipment (PPE)

Considering the appropriate and necessary use of masks in high traffic areas or where a 2m/6ft distance may not be kept.

Roles and Responsibilities

The safety of VGC's staff and students is a responsibility shared by everyone. To minimize the risk of transmission of COVID-19, everyone in the VGC family has specific roles and responsibilities.

As an institution, VGC commits to:

- Ensuring we are in compliance with all federal and provincial health and safety regulations.
- Ensuring all areas of our campuses have been assessed for safe occupancy limits and having maximum capacities clearly displayed.
- Keeping the safety plan that covers every department up to date and making sure it is accessible to all appropriate parties.
- Posting appropriate signage in all areas of the school regarding our safety protocols.
- Making sure physical barriers (e.g. plexiglass screens) are installed where appropriate.
- Providing adequate handwashing and hand sanitizing supplies across campus.
- Promoting physical distancing and safe conduct with signage and training.
- Establishing enhanced cleaning protocols and ensuring these are followed.
- Clearly communicating relevant policies and protocols with both the staff and the student body.
- Ensuring everyone within VGC adheres to the college policies regarding COVID-19.

Directors and managers are responsible for:

- Contributing to VGC's COVID-19 safety plan and protocols.
- Reading, understanding and following VGC's COVID-19 safety plan and protocols.
- Communicating this safety plan to their respective departments/teams.
- Ensuring any relevant training is done within their department/team.
- Clearly communicating any updates to VGC's COVID-19 safety plan to their respective departments/teams.

- Understanding how to report potential exposure or other COVID-19 related health and safety concerns and the associated procedures that follow this.

All staff are responsible for:

- Reading, understanding and following VGC's COVID-19 safety protocols.
- Attending any health and safety meetings as required.
- Ensuring students are following safety protocols, including physical distancing and mask wearing, both in and out of the classroom.
- Bringing any concerns and/or suggestions to the attention of management.

On Campus: All staff, students and campus visitors agree to:

- Self-monitor their health every day through the [self-assessment tool](#) and stay home if they present any symptoms related to COVID-19 as posted at the entrance to both campuses.
- Sanitize their hands and have their temperature checked before entering the building.
- Follow all safety protocols and posted signage regarding such things as: physical distancing, mask wearing, direction of travel, hand washing and maximum occupancy etc.
- Wear a mask in all common areas at all times and in classrooms as requested by staff members or other students.
- Report potential exposure or other COVID-19 related health and safety concerns.
- Read and agree to our COVID-19 safety measures as posted on campus and emailed to staff and students.
- Anyone who does not abide by these rules and procedures as they pertain to COVID-19 will be removed from the VGC campuses.

Away from Campus: All staff and students agree to:

We also acknowledge that each individual should be observing certain fundamental personal protective policies both in and out of the school including but not limited to:

- Staying informed, being prepared and following the most up to date public health advice as posted on VGC's website.
- Practicing good hygiene.
- Staying at home or in a designated space and away from others if symptomatic or feeling ill.
- Maintaining physical distancing.
- Cleaning and disinfecting surfaces or objects as necessary.
- Wearing non-medical masks where mandated (for example on public transit and in stores) as well as in all situations where physical distancing of 2m/6ft is not possible.

- Wearing a mask if experiencing symptoms and in close contact with others (for example when seeking medical advice).
- Reducing personal non-essential travel.

Protocols for Safe Campus Access

Pre-arrival

Any students coming into the country from abroad are required to do 14 days self-quarantine and complete a [self isolation plan](#). Depending on availability, this may be in homestay, a student residence, or a hotel.

Before students depart their country, VGC requests that they follow these steps which are also part of VGC's Pre-Arrival Package which is sent to all students before they leave their countries. It is also available on [VGC's website](#).

1. Prepare for your arrival and quarantine plan:

- Make sure you have a plan for your 14-day quarantine period that follows the policies under the Quarantine Act. Please read carefully the following resources:
 - [Public Health Agency of Canada on How to Self Isolate](#) (provides an easy step by step on what is needed for your 14-day isolation.
 - [Coronavirus Disease \(COVID-19\): Travel restrictions, exemptions and advice](#) is on IRCC's website which provides more details on travelling to Canada, ArriveCAN, fines and important information needed during your isolation period.
 - Download the [BC COVID-19 Support Phone Application](#).
- VGC can provide you with accommodation (Homestay, Residence & Hotel options) and transportation (airport pick-up) options if needed that follow all safety protocols provided by the government and health authorities.
 - If you are staying in VGC's accommodation, you will receive additional isolation guidelines that can be found on [VGC's website](#):
 - You must not use public transportation to travel to your quarantine site. VGC can help arrange an airport pick-up for an additional cost.
- Register for proper Medical/Health Insurance and print a copy to bring on the airplane with you.
- Register for your online classes with VGC during your two weeks' isolation. Please ask your VGC representative for more information.

2. Communicate your plans to VGC

- Fill out VGC's Self Isolation Form which informs VGC about how you will be getting from the airport to your quarantine, where you will be living, what type of accommodation you will be using, and how you will be accessing food and cleaning supplies during your quarantine. VGC must be confident that you will be isolating properly and according to the Quarantine Laws.
- Send the Self Isolation Form along with your Flight Details to VGC. Once VGC has all of the necessary information, VGC will issue a "Letter of Explanation for Entering Canada". This must be printed and presented to your airline (if requested) and a border agent in Canada. You must have this document before departing your country.

3. Complete Arrival Plans:

- Download the federal [ArriveCAN](#) phone application to your mobile device and fill out the requested information prior to and upon arrival (available for iPhone and Android).

○ **As of November 21, 2020 it is mandatory to submit your information electronically through [ArriveCAN](#) before boarding your flight. This includes travel and contact information, quarantine plan, and COVID-19 symptom self-assessment. You must show your ArriveCAN receipt that you will receive after completing your submission when entering Canada. If you do not do this, you may be fined \$1,000.00.**

- In addition to the federal [ArriveCAN](#) Application, travelers are encouraged to complete a self-isolation plan online to help prepare to self-quarantine successfully. As a precaution, print this and bring it with you on the airplane.

14 Day Quarantine upon arrival: Transportation, Homestay and Residence

Transport from the airport:

Please sanitize your hands, and wear disposable gloves and a facemask while in the vehicle.

Do not use public transportation to get to your place of isolation or during your 2-weeks of isolation. The only time you should leave your quarantine is if a medical health professional from BC has advised you to go to a clinic or hospital.

VGC requests that all students arriving in Canada organize their airport pick-up using VGC's airport transfer service for your own and others' safety. If you have not organized your pick-up with VGC, you will be asked to provide a detailed explanation of how you intend to get from the airport to your quarantine.

VGC Airport Pick-Up

If you have booked a VGC Airport Pick-Up, follow the instructions sent to you. If you cannot locate your airport pick-up driver, please do not leave the Airport Arrivals area. Please call the Emergency Number provided in the instructions.

VGC assures all students that drivers follow practices that are consistent with the regulations directed by the Public Health Authority, including but not limited to: wearing facemasks, washing hands and sanitizing after each student/passenger interaction, sanitizing and cleaning of the vehicles and keeping the windows open as much as possible.

Airport Taxis

Taxis are located on Level 2 of the Domestic and International Arrivals area. Taxi drivers are fully licensed and the prices are regulated. Please refer to the YVR website for detailed pricing information.

<http://www.yvr.ca/en/passengers/transportation/taxis>

During Quarantine:

Within 48 hours of entering Canada, you must submit through the [ArriveCAN](#) application that you have arrived at your place of quarantine and you must submit a daily COVID-19 symptom self-assessment during your quarantine period. This is mandatory. If you do not submit this information, you will be considered a high priority for follow-up from law enforcement.

As per the Government of Canada's [Quarantine Act](#), you are required to quarantine for 14 days immediately upon arrival in Canada. This means:

- Stay in your own room for 14 days and avoid contact with others. Do not leave your quarantine room unless there is a medical emergency.
- Practice good hygiene.
- Wash your hands frequently with plain soap and water for at least 20 seconds.
- Cover your mouth and nose with your elbow when coughing or sneezing, or use a tissue.
- Package up your garbage, empty garbage frequently and wash your hands immediately.
- Refer to the COVID-19 laundry policy at your quarantine site for having your clothes washed.
- Monitor your physical and mental well-being. If you're not feeling well, use the Government of Canada's COVID-19 self-assessment tool to help determine if you need further assessment or testing.
- If a student is quarantining in a hotel, residence or apartment, please see below for food delivery options:
 - Insta Cart: <https://www.instacart.ca/>
 - Fresh Street Market: <https://www.freshstmarket.com/>
 - Spud.ca: <https://www.spud.ca/>
 - Skip the Dishes: <https://www.skipthedishes.com/>
 - Door Dash: <https://www.doordash.com/>

VGC Homestay:

Each host family will have specific rules for students during isolation, so make sure you ask your host family about these upon arrival. Be aware that communication may be limited during isolation so keep in touch with your host family by text, WhatsApp or talk to them in common areas of the house with a 2m/6ft distance between parties.

As per British Columbia's provincial guidelines, here are some regulations that all students need to follow when staying with a homestay family. If students are unclear about any of these rules at any time, they can contact vgchomestay@vgc.ca

House Rules

- You must stay in your room for the first two weeks. You can only leave the house for medically necessary appointments.
- Do not go to school, other public areas or use public transportation.
- Avoid contact with older adults or those with existing medical conditions.
- If contact cannot be avoided, keep two meters' distance, keep interactions brief and wear a non-medical mask.

Hygiene

- Keep your bedroom and bathroom clean and regularly disinfect high-contact surfaces.
- Ask your host family for cleaning products such as bleach and antibacterial spray.
- Wash your hands regularly.
- Wash all cutlery, dishes, and cups with soap after use.
- Cover your mouth when coughing/sneezing.
- If you feel sick or show any symptoms of the virus, please inform your host family, seek advice from HealthLink BC (dial 811) and call the VGC emergency line immediately. If you are worried about your mental wellbeing, contact VGC or your host family straight away.
- Neither VGC nor your host family will be held responsible if a student contracts the virus while in homestay. Students who do catch the virus are expected to remain in their homestay and quarantine for a further two weeks in accordance with BC's provincial health advice.

Meals

- Your host family will bring your meals to your room or ask you to eat separately from them.
- After two weeks you will be able to eat together with your host family.
- Snacks/extra items are the student's responsibility. Ask your host family for help with grocery deliveries if necessary.

VGC Residence:

- Bedroom and bathroom must be kept clean and high contact surfaces such as door handles, taps, kitchen appliances etc. must be disinfected. Current BC law means residence staff cannot enter the residence suites to clean.
- Residence staff will provide necessary cleaning products such as mops, disinfectant wipes and cleaning chemicals.
- Weekly check-ups will be made to ensure the condition of the residence suites is acceptable.
- Residence staff will continue providing a weekly cleaning of the hallways and elevators.

- All kitchen items (cups, cutlery etc.) must be washed thoroughly with soap after use.
- Personal hygiene such as regular hand washing, covering the mouth when coughing/sneezing etc. must be carried out.
- Other students/guests must not be invited to the VGC residence. Guests are currently prohibited in order to ensure the safety of all residents.
- Physical distancing of 2m/6ft must be maintained in all common areas.

Self-Assessing Symptoms during Quarantine:

Students are required to self-assess every day during and after their quarantine with [BC's COVID-19 Self-Assessment Tool](#). Students who show any symptoms must follow the procedure outlined later in this document regarding COVID-19 symptoms. Neither VGC or the host family (if applicable) will be held responsible if a student contracts the virus whilst in homestay or the VGC residence.

VGC is in regular contact with all students during their isolation period and will contact the student toward the end of their quarantine regarding their plans for coming into campus.

Every student is sent VGC's on-campus safety rules when they are scheduled to come into campus for face to face classes. The information is also updated in the Pre-Arrival Package. Attendance in class is taken as agreement to the safety document and attendance rules sent with the class schedules each Friday.

Post-Isolation:

Following completion of your 14-day quarantine period and for the duration of your stay in Canada, if you have not presented any symptoms of COVID-19, please ensure the following:

- Be mindful of and respect the most up to date public health directives.
- Continue to practice proper hygiene, including hand washing and use of hand sanitizer.
- Wear your mask when directed and if you cannot ensure 2m/6ft from someone else.
- Use proper coughing and sneezing etiquette.
- Practice physical distancing.
- Continue to self-assess and if you should feel any symptoms call 8-1-1 and contact VGC as soon as possible.
- Follow all updates provided by the BC and Federal health authorities.

Campus Wide Safety Measures

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. In order to stop the transmission of the virus, VGC has enhanced and rigorous campus wide safety measures.

All staff, students and visitors are required to adhere to the following protocols and procedures at all times. Anyone not following these procedures may be asked to leave the campus.

Reduced Campus Capacity and Occupancy Limits

Occupancy in each VGC Campus is limited to 50 people. This may change in accordance with government guidelines and recommendations. No more than 6 - 8 students are allowed in each classroom, depending on classroom size, and all individuals must remain 2m/6ft apart at all times throughout the school as directed by the Provincial Health Officer. Classroom capacity signage is clearly displayed on the door to each classroom in use.

- Bathrooms also have clearly signed, reduced capacity.
- Common areas are clearly signed with the maximum occupancy and off-limits areas are also clearly marked.
- Orientation and graduation will continue to be done online to avoid the necessity of large groups.

Limiting/Regulating On-Campus Visitors and Student Interaction

While the college is open to employees and students, all non-necessary visits are limited and face-to-face consultations with Student Services/Academics/Marketing/Pathways are by appointment only.

Other visits are limited to essential maintenance as authorized by senior management.

Once students have arrived in the school, they are requested to not leave the building until the lunchbreak, at which time they may choose to leave the school but will not be able to re-enter until 10 minutes before the end of the break. This allows for a one-way system to be in place entering and exiting the building and minimizes traffic in these areas. For breaks and lunchtime, students are asked to stay in their own classrooms and not use the common areas.

Students are not permitted to move between campuses.

Any extra-curricular activities are conducted off campus in a socially-distanced and responsible manner.

Daily Covid-19 Self-Assessment

All staff, students and visitors must assess themselves for any COVID-19 related symptoms daily before entering the campus and will be asked the most up to date health assessment questions as recommended by the BC government.

These symptoms are posted on signs at the entrance to both VGC campuses and include, but are not limited to:

- Fever
- Chills

- Headache
- New muscle aches
- Cough
- Sneezing
- Congested/runny nose
- Shortness of breath
- Sore throat
- Headache
- Loss of sense of smell
- Fatigue
- Loss of appetite

Click [here](#) for the BC COVID-19 self-assessment tool.

Anyone found to be presenting any of these symptoms will not be allowed entrance to the campus and may be asked to go home and self-isolate for either 14 days in accordance with the BC Centre for Disease Control, or until a negative test result has been verified.

Students, staff members and visitors who have presented symptoms or are concerned about their health/situation are also encouraged to call 8-1-1 to speak to a health professional and follow the guidelines/advice given.

Temperature checks and on-campus attendance recording

Each person entering any of VGC's campuses will have their temperature checked at the door. They will also be required to sanitize their hands.

Each person entering the campus will also be signed in by a member of staff and a permanent record of this kept for the purposes of contact tracing if necessary.

Physical Distancing

Students and staff must maintain 2m/6ft from each other. Students and staff must refrain from close greetings including but not limited to: hugs, kisses on the cheek and handshakes.

We request that all students and staff follow the same processes inside and outside the school. VGC will not allow people to group together outside of the front doors. Smokers must maintain 2 meters from others and 6 meters from the doorway.

Various measures have been taken to promote physical distancing including:

- Changing classroom set-up to promote space.

- Signage promoting 2m/6ft distancing in corridors, lobbies and stairwells.
- Institution of one-way systems/directional travel, reinforced with signage and arrows.
- Plexiglass screens at the front desks in both campuses.

Face masks

VGC requires everyone entering its buildings to wear a face covering at all times in common areas. These include the lobbies, corridors, stairwells and bathrooms.

Facemasks may be requested at times in other areas such as classrooms. If someone is requested to wear a facemask, VGC asks that they follow this request.

Hand cleaning/sanitization

VGC has provided various hand sanitizing stations around the campuses, especially in high traffic areas, for example at the entrances, by the bathrooms and by the watercoolers amongst others. Hand sanitizer is also available in all classrooms and offices.

Adequate hygiene facilities and supplies are also maintained in all washrooms.

Signage is posted throughout the school to encourage increased hand hygiene.

Signage

Extensive signage has been implemented at both VGC campuses. All VGC staff, students and visitors are expected to adhere to this signage at all times.

Some examples of this signage are:



Enhanced Cleaning and Sanitizing Protocols

VGC has initiated enhanced cleaning procedures in accordance with the guidelines from WorkSafe BC and the Provincial Health Officer. The college has a cleaner on staff who will be ensuring that all surfaces are being cleaned throughout the day and in the evenings after school is finished, with a particular emphasis on high-contact areas including but not limited to: washrooms, printers, shared tables and chairs, door handles and railings.

All classrooms and offices/front desks will have disinfectant and paper towels so that students and staff can clean their areas throughout the day as well.

To minimize the number of surfaces that people touch, VGC has removed tables and chairs that will not be used, as well as microwaves.

Cleaning Schedule:

The cleaner on staff is responsible for the following cleaning schedule:

Daily/Nightly

- Tabletops/desks in classrooms wiped down.
- Light switches wiped down.
- All trash and recycling bins emptied school wide.
- Chairs in classrooms wiped down.
- Floors cleaned.
- Entrance cleaned in both campuses (floors and surfaces).
- Bathroom mirrors cleaned.
- Bathroom doors and partitions cleaned.

After each break

- All high contact areas including: door handles, sanitizer stations, stair handrails.

Multiple times daily

- Washrooms cleaned including wiping down toilets, urinals, floors, door handles/partitions, sinks, dispensers.
- Vending machines and water dispensers wiped down.
- Photocopiers/printers.

All staff are responsible for:

- Wiping down their work area at the end of each work day if this area is shared with another person.
- Wiping down their phones/keyboard & mouse/desktop weekly if in a private office.

Delivery of Classes

In order to best accommodate the needs of our diverse student body and our teaching and administrative staff, VGC is employing a blended learning model which allows for both remote, online learning and face-to-face classes on campus.

For those students who are unable to take in-person classes, or who are uncomfortable doing so in the current situation, they are able to take their classes online from home. However, we recognize the importance of being able to offer in-person classes for a number of reasons including:

- Language education is experiential and in-person participation allows for a level of interaction and immersion not offered by online learning which both enhances and speeds up the learning process.
- International students away from friends and family who are learning solely online experience increased feelings of isolation, loneliness and homesickness. The opportunity to interact face-to-face with others on campus is an important component of mental health.

Students wishing to attend in-person classes are required to let the school know. They will be scheduled to come into campus on set days and entry times will be staggered. Students who arrive at school outside their allotted days may be asked to return to their residence.

Students attending face-to face classes, will, where possible, be kept in the same groups or 'cohorts' to ensure that the interaction between different groups is limited. They will not be permitted to move between campuses.

While all students who wish to attend face-to face classes will be given the opportunity to do this, initial priority will be given to those with accessibility issues (for example poor internet connection) or those who have concerns about their mental health.

All classrooms have reduced capacity to ensure a safe environment.

Off-Campus Activities

All VGC activities will be conducted off-campus and will be in compliance with the safety guidelines set out by the Provincial Health Officer as well as complying with current off-campus activity protocols. VGC is still committed to providing activities wherever possible to ensure that VGC students are able to socialize with each other, create social bonds and enjoy an enhanced sense of wellness through meaningful interaction with others.

Meeting places will all be at the activity in question, not on the school campus and VGC will not be responsible for organizing transport to or from any activity.

All activities will be limited in number and students must sign up at least 24 hours in advance.

All participants in activities will be expected to remain 2m/6ft apart at all times, or, where this is not possible, wear a mask.

Procedure for COVID-19 Symptoms

It is important that all staff and students take seriously their responsibility for staying home or going home if they have any symptoms. Anyone who has reported symptoms/tested positive for COVID-19 and is completing a 14-day quarantine period, will not be permitted back on campus until the Public Health Authority has approved their return.

Symptoms Developed Off-Campus:

If a student or staff member reports to the school that they have developed symptoms, the following protocol will be followed:

- They will be directed to the [BC COVID-19 Self-Assessment Tool](#) for more information on symptoms and 8-1-1 to speak to a professional and may be required to take a COVID-19 test (The test will be mandatory for staff wanting to do a 14-day quarantine).
- They will not be allowed back on campus until a 14-day quarantine has been conducted or a negative test result has been given and the health authority has approved it. Proof of this test will be required by the school.
- If a positive test result is given, the campus in question will close for a minimum of 3 days for a deep clean and will follow any additional steps required by the Public Health Authority.
- Students and staff who were in contact with the person in question will be notified and they will be required to contact 8-1-1. Students may be asked to take a test and/or isolate until notified by the Public Health Authority.
- If the student is in a VGC homestay or residence, these will also be notified.
- Any staff who are aware of a situation involving a symptomatic student are responsible for reporting this to management.

Symptoms Developed On-Campus:

If a student or staff member presents COVID-19 like symptoms whilst on campus, the following protocol will be followed:

- They will immediately be asked to put on a mask and sanitize their hands.
- Unless immediate care is required, they will also be asked to leave the campus and return to their place of residence via taxi or private vehicle, avoiding all public transport.
- All areas used by the individual in question will be disinfected and cleaned immediately and, if necessary, relocated elsewhere to allow this to happen.
- They will be directed to the [BC COVID-19 Self-Assessment Tool](#) for more information on symptoms and 8-1-1 to speak to a professional and may require to take a COVID-19 test (The test will be mandatory for staff wanting to do a 14-day quarantine).
- They will not be allowed back on campus until a 14-day quarantine has been conducted or a negative test result has been given and the Public Health Authority has approved it. Proof of this test will be required by the school.
- If a positive test result is given, the campus in question will close for a minimum of 3 days for a deep clean and will follow any additional steps required by the Public Health Authority.

- Students and staff who were in contact with the person in question will be notified and they will be required to contact 8-1-1. Students may be asked to take a test and/or isolate until notified by the Public Health Authority.
- If the student is in a VGC homestay or residence, these will also be notified.
- Any staff who are aware of a situation involving a symptomatic student are responsible for reporting this to management.

In the case of an outbreak

In addition to VGC's Procedure for COVID-19 Symptoms developed off and on campus, if COVID-19 transmission is identified among students or staff that have entered the VGC campus, VGC will contact the local Public Health Authority to see if VGC meets the threshold of an "outbreak" at the institution. VGC will also follow all advice provided regarding the necessary next steps.

Everyone who enters each campus each day (staff, students and, if applicable, visitors) is recorded and a list of names and emails is kept. In the case of an outbreak, VGC will contact the necessary people immediately.

If any of these students are in VGC Homestay or Residence, the homestay family will be notified, as well as the residence flatmates.

VGC's "outbreak response team" includes The Director of Studies, the Director of Student Services/Registrar and the Student Services Department. The Director of Studies (DOS) (or in the absence of the DOS, the Director of Student Services / Registrar) will contact the Public Health Authority immediately to explain the situation as well as contacting all staff affected. The Student Services team will be responsible for contacting all students and homestay families.

Once these initial steps have been taken, VGC will assess how the outbreak, or case(s) came about. We will look at if this is something that VGC can change in terms of risk management, additional screening and mitigation techniques. VGC will speak with it's Safety Committee and talk to staff and students for any additional feedback or concerns.

For those students or staff who have to quarantine, their manager, or department responsible for them will check in regularly throughout their quarantine. Mental health resources will be made available to all those quarantine in case they need support throughout their quarantine.

Mental Health

VGC is aware of the many mental health challenges presented by the current situation with COVID-19 and is committed to offering support with these challenges.

Students or staff experiencing anxiety, depression or other mental health challenges brought about or exacerbated by the COVID-19 pandemic will be offered the following resources:

- Here2Talk which offers confidential mental health counselling 24/7 <https://here2talk.ca/>
- 'BounceBack' which provides free online, video and phone-based coaching for non-crisis situations <https://bouncebackbc.ca/>

- Canadian Mental Health Association Self Check-In which will direct individuals to the most appropriate resources <https://cmhabc.force.com/MentalHealthCheckIn/s/>

Staff members who are concerned about an individual's mental health are encouraged to report their concerns to a supervisor.

Monitoring and Updating of the Safety Plan

This safety plan is based on the current guidelines and recommendations from WorkSafe BC, The Ministry of Advanced Education, Skills & Training, the Provincial Health Officer and the BC CDC. Changes will be made as necessary in response to updated information and recommendations from these sources to ensure VGC is a safe environment for everyone on campus.

This safety plan is posted on VGC's Website and will be given to all staff members and will be reviewed on a regular basis.

Any questions or concerns can be directed to academicadmin@vgc.ca