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COVID-19 Safety Plan

As per WorkSafeBC, employers must develop a COVID-19 Safety Plan. Vancouver Premier College's (VPC) COVID-19 Safety Plan was developed by following the six-step process created by WorkSafeBC to reduce the risk of COVID-19 transmission. In accordance with the order of the provincial health officer, this plan has been posted on campus and on our website at www.vpcollege.com

Step 1: Assessment of risks

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

VPC has involved frontline workers, supervisors, and the joint health and safety committee

VPC has identified areas where people gather:

Classrooms, hallway, washrooms, student lounge, staff lounge, front desk, meeting room, boardroom

VPC has Identified job tasks and processes where workers are close to one another or members of the public:

Reception area, copy machine area, faculty office, administration area, lounges, front and back entrances

VPC has Identified tools, machinery, and equipment that workers share while working:

Copy machine, work stations, classroom computers

VPC has Identified surfaces that people touch often:

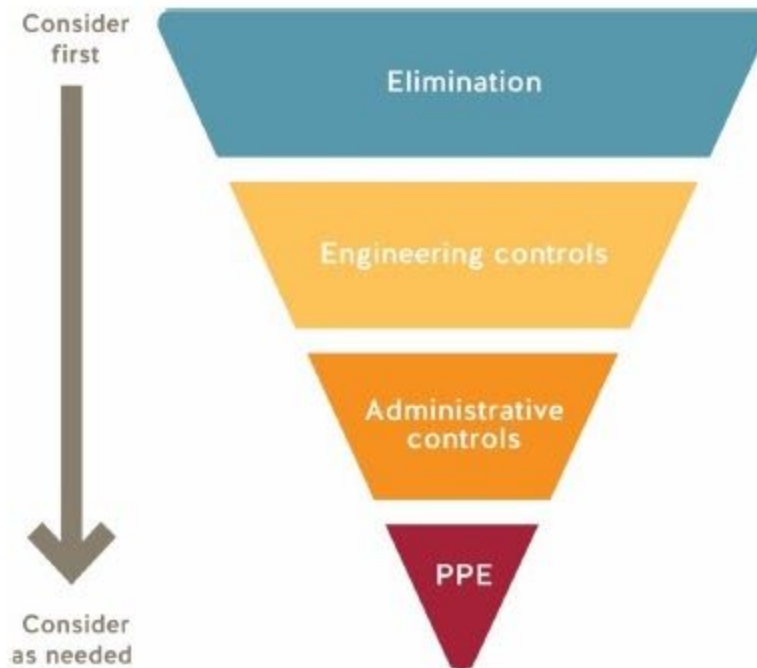
Copy machine, door handles, light switches, desks

As per the Provincial Health Officer's order (Nov. 9) on limiting social interactions, VPC has implemented [Active Daily In-person Screening](#) of all onsite workers using the COVID-19 symptom check list that is part of every business restart safety plan. See Appendix 1

Step 2: Implement protocols to reduce the risks

The VPC Health & Safety Committee has reviewed the industry-specific protocols to minimize the risks of transmission.

Different protocols offer different levels of protection. Wherever possible, VPC will use the protocol that offers the highest level of protection.



- First level (elimination): Establish and post an occupancy limit for our premises; continue with the work-from-home arrangements, virtual meetings, rescheduling work tasks, stagger start-end times and class breaks, and limiting the number of students and visitors to our campuses; establish and post occupancy limits for common areas such as the student and staff lounges, front desk area, washrooms, corridors and meeting and boardrooms; will implement measures to keep staff and students at least 2 metres apart, wherever possible.
- Second level (engineering controls): Install barriers at front desk, classrooms; include barrier cleaning in our cleaning protocols. For extra protection, plexiglass barriers will be placed on each table where seats are 2m apart.
- Third level (administrative controls): Will have identified rules and guidelines for how staff and students should conduct themselves. We will post occupancy limits for shared spaces, cleaning, one-way flow of traffic. We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- Fourth level (PPE): We have reviewed the information on selecting and using face masks and instructions on how to use a mask. This applies to everyone who is on our campuses.

Implementing effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces
- Our campuses have enough handwashing facilities for all our students and staff. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to all students and staff.
- We have implemented cleaning protocols for all common areas and surfaces.
- The workers who are cleaning will have adequate training and materials
- We have removed unnecessary tools and equipment to simplify the cleaning process.

Step 3: Develop Policies

We have developed policies to manage our campuses, including policies around who can be on campus, how to address illness that arises on campus, and how staff and students can be kept safe in adjusted working conditions.

Our policies ensure that students and staff showing symptoms of COVID-19 are prohibited from campuses.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited on campuses.
- First aid attendants have been provided QFAA protocols for use during the COVID-19 pandemic.
- We have a work-from-home policy
- Ensure workers have the training and strategies required to address the risk of violence that may arise as students and members of the public adapt to restrictions or modifications to the campuses. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. We will direct the worker to go straight home. The worker should consult the BC COVID-19 Self-Assessment Tool, or call 8-1-1 for further guidance related to testing and self-isolation.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 9-1-1
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

We will ensure that everyone entering our campuses, including students and staff, knows how to keep themselves safe while on campus.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers will receive policies for staying home when sick.
- Signage will be posted around the campuses, including occupancy and effective hygiene practices
- We will post signage at the main entrance indicating who is restricted from entering the premises, including students, staff and visitors with symptoms.
- Health and Safety committee members, frontline workers will be trained on monitoring the campus to ensure policies and procedures are being followed.
- Communications to be centralized through the Director of Operations.

Step 5: Monitor workplace and update plans as necessary

If we identify a new area of concern, or if it seems like something isn't working, the Health and Safety Committee will take steps to update our plans, policies and procedures.

- We have a plan in place to monitor risks. We made changes to our policies and procedures as necessary.
- Staff will know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives.

Step 6: Assess and address risks from resuming operations

As our campuses have not been fully operating for a period of time during the COVID-19 pandemic, we will manage risks arising from restarting operations.

- We have a training plan for new staff
- We have a training plan for staff taking on new roles or responsibilities
- We have a training plan around changes to our facilities
- We have reviewed the start-up requirements for equipment that have been out of use.

Questions and Answers

Q: What if a staff or student is feeling ill while on campus? What are the protocols?

A: Prior to entering VPC, all staff and students are required to do a self-check located on at <https://bc.thrive.health/covid19/en> or through the BC Covid-19 App which can be downloaded at <https://bc.thrive.health/>. Staff or students who show signs of the Covid-19 symptoms should leave campus immediately, conduct a self-assessment, monitor their symptoms and seek emergency care if required. These staff or students should assist VPC with identifying any person(s) with whom they came into contact with to facilitate contact tracing and awareness notification. If they require information about Covid-19, they should call 8-1-1. If they feel ill with Covid-19 symptoms, they should call 9-1-1 or go to the nearest hospital emergency department.

Should the staff or student feel ill or have COVID-19 symptoms, VPC will advise them to leave the VPC's campus immediately and return to their home as soon as possible so they are able to monitor their symptoms. If the symptoms persist, they should call the local health authority or their doctor's office in order to get further direction. Subsequently, VPC will implement contact tracing to advise any students or staff about the symptoms identified in order to ensure anyone contacted by this person can begin self assessing and symptom monitoring. In the event that any of the contacted people detect any symptoms, they will also be advised to leave VPC's campus immediately and similarly contact tracing of that individual will be undertaken in order to prevent spread. Also, any surfaces/work stations that were touched by the reporting individuals will be immediately sanitized by cleaners who are familiar with the Covid-19 cleaning protocols.

Faculty, staff and students with questions or concerns about institutional exposure to COVID-19 can call WorkSafeBC's Prevention Information Line at 604-276-3100 in the Lower Mainland (toll-free within B.C. at 1-888-621-SAFE). Prevention officers will provide answers and, if required, a prevention officer will be assigned to assess the health and safety risk at VPC.

Q: Should students and staff be wearing masks at all times?

A: Yes, if they are in shared spaces such as classrooms and meeting rooms; or common areas such as entrances, hallways or washrooms.

Q: Will there be any cleaning and disinfecting during regular school hours?

A: Yes, VPC will continue to have daily cleaning after hours with our contractor, but will also have a custodian to follow cleaning protocols throughout the day.

Q: I have more questions but where can I find more information?

A: The Covid-19 Safety Plan will include links to resources as found on: https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf

Resources

- [Self-Quarantine on return to BC](#)
- [COVID-19 A guide to reducing the risk](#)
- [COVID-19 Considerations for a Trauma Informed Response for Work Settings \(Organizations/Schools/ Clinics\)](#)
- [COVID-19 Health and Safety: Cleaning and disinfecting](#)
- [COVID-19 Health and Safety: Designing effective barriers](#)
- [COVID-19 Health and Safety: Selecting and using masks](#)
- [COVID-19 Psychological First Aid Service: Information and Signup](#)
- [COVID-19 Safety Plan](#)
- [COVID-19 Staying Well in Uncertain Times](#)
- [Help prevent the spread of COVID-19: Cover coughs and sneezes](#)
- [Help prevent the spread of COVID-19: Entry check for visitors](#)
- [Help prevent the spread of COVID-19: Entry check for workers](#)
- [Help prevent the spread of COVID-19: Handwashing](#)
- [Help prevent the spread of COVID-19: How to use a mask](#)
- [Inspections during the COVID-19 pandemic: Frequently asked questions for employers](#)
- [Managing COVID-19 Stress, Anxiety and Depression](#)
- [Mental Health and COVID-19](#)
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)
- [OFAA protection during the COVID-19 pandemic: A guide for employers and occupational first aid attendant](#)
- [What employers should do](#)
- [Process safety risks in hazardous facilities due to COVID-19 pandemic](#)
- [Setting up, organizing and working comfortably in your home workspace](#)
- [Taking Care of Your Mental Health \(COVID-19\)](#)
- [Working from home: A guide to keep workers health and safe](#)

Appendix 1

Active Health Screening Questionnaire

To comply with the Public Health Officer's orders of November 7th, 2020 all staff and contractors entering a workplace within the Vancouver Coastal or Fraser Health Region must answer the following questions prior to entering the workplace. Active Health Screening is only to be completed by staff based on the Public Health Officer's orders, not clients or public. Some of these questions may sound personal but they are important to help ensure the health and safety of all of us in the workplace :

1. Are you experiencing any of the following new on set symptoms?

Fever

Fatigue

New or worsening cough

Muscle aches

Stuffy or runny nose

Loss of appetite

Sore throat/painful swallowing

Chills

Difficulty breathing

Headache

Diarrhea

Loss of sense of smell

Nausea and/or vomiting

☐Yes ☐No

2. Have you traveled outside of Canada - including the United States within the last 14 days?

☐Yes ☐No

3. Have you been in close contact with someone who has a confirmed COVID-19 diagnosis within the last 14 days?

☐Yes ☐No

4. Have you been told to self-isolate in accordance with Public Health directives?

☐Yes ☐No