



WESTERN COMMUNITY COLLEGE

WCC Safety Plan / Back to Class with Western Community College

"Be Kind, Be Patient, Be Smart and Be Safe."

Developed by: WCC Health and Safety Committee
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This document replaces all previous versions.



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Background

In March 2020, the world was plunged into a global pandemic. To ensure the safety of our students, staff and faculty, Western Community College (WCC) introduced an initiative that provided students the opportunity to continue their educational journey in an online format. After all, student safety is critical for us.

Since the onset of the pandemic circumstances have continued to evolve requiring everyone to adapt and adopt new practices. With the onset of the new term, we continue to listen to Public Health Authorities in BC to ensure we are doing everything to keep our faculty, staff and students, protected and safe.

Our College has worked hard to create a healthy and safe learning environment. All necessary measures have been put in place. These measures include:

- Providing opportunity for online courses
- Implementing enhanced cleaning processes across our campuses
- Monitoring all who enter our premises for COVID 19 symptoms
- Supporting and monitoring our students, to help during this difficult time
- Requiring and providing masks for all while on campus
- Installing and requiring the use of sanitation stations within common areas
- Installing protective safety barriers to reduce direct airflow between front line staff and others
- Creating and placing directional signage in all areas of the College visibly indicating the flow of traffic in public areas
- Informing and training staff and students on how to return to and work safely
- Creating a "WCC COVID-19 Safety-Plan"
- Requiring all staff, students and visitors to complete an online daily self-health check questionnaire
- Implementing contact tracing processes for all that visit our campuses
- Signage for safety protocols
- Providing clear, consistent COVID-19 information to the members of our staff, students and faculty
- Removing shared items that might cause cross-contamination
- Restricting the number of patrons using the washroom facilities
- Processes for isolating symptomatic individuals or individuals who might be at risk of displaying symptoms. These individuals will be directed to call 811 or the local health provider



COVID-19 Symptoms

As part of our [Safety Plan](#), we would like everyone to be aware of the symptoms caused by the virus. This will allow people to monitor themselves. The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. These may include any or all of the following:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches
- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes
- Discoloration of fingers or toes

Symptoms can range from mild to severe. Most people with COVID-19 may experience mild illnesses, but symptoms can sometimes suddenly worsen in a few days. 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.

COVID-19 spreads in several ways, including through airborne droplets when a person coughs or sneezes, and from touching a contaminated surface.

If you feel any of the above symptoms, please stay home, contact WCC and then reach out to Health Link BC ([BC COVID-19 self-assessment](#) or call 811). Your safety is critical for all of us.

After you have received a negative COVID test results you are welcome to return to the campus.

Western Community College Safety Protocols

Western Community College (WCC) understands the severe nature of the global pandemic. Therefore, we have created this “Back to Class with WCC” document that includes our “WCC COVID-19 Outbreak Response” document for our faculty, staff and students. These documents provide clear information and guidelines for each step of returning to the classroom / workplace. This “Back to Class with WCC” is posted on the Western Community College website.



At this point, it is expected that students, when possible, will continue to study remotely until January 2021 or until new information and direction comes from the BC Ministry of Health and WorkSafe BC indicating we should move towards a full return.

However, when students are returning, Western Community College has the following protocols in place to ensure a safe return:

Accessing the Campus Safely

The following have been implemented to enhance safety within the Campuses:

- Before entering any of the campus facilities, all staff, students and faculty are required to complete the contactless “Daily Health Check” online questionnaire that has been modelled off the “BC COVID-19 Self-Assessment Tool”
- Anyone that is not feeling well is directed to report to the Provincial Health Authority
- Contact Information is being recorded, in the event it will be needed by the Contact Tracing Officials
- If faculty, students or staff are self-isolating, online facilities and infrastructure are in place to provide opportunity for continuity of learning after they have been in contact with the campus
- If faculty, students or staff develop symptoms while at the college, they will be isolated until they are able to be sent home or to a medical facility safely

Administrative Areas:

The following have been implemented to enhance safety within the Administrative Areas:

- Plexiglass barriers are in place to reduce face to face contact
- Online “Daily Health Check” questions are required before anyone is allowed into the administrative areas
- Contact information is recorded, in the event it will be needed by the Contact Tracing Officials
- Masks are mandatory for all visitors
- Hand sanitizer is available within all administrative areas
- Cleaners have been directed to place specific focus on “High Touch” & “High Traffic” areas
- If required, accommodations can be arranged for individuals to self isolate and work from home
- No non-sanctioned individuals will be allowed within campus classrooms or common areas

Cleaning and Sanitizing:

WCC Campuses are in compliance with the “BC CDC Cleaning and Disinfectants for Public Settings” document.

- Contract cleanings are required to place specific focus on “High Touch” & “High Traffic” areas
- Faculty has been instructed to sanitize areas that have been used after each student use
- Where possible, shared Items have been removed
- Hand sanitization stations have been installed throughout the campuses and refilled as needed



- Faculty, staff and students have been directed to physically wash their hands regularly, including upon arriving on campus, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment, etc...
- Capacity limitations have been placed upon the washroom facilities. Two individuals at a time

Communication and Education for the Campus Community

WCC has a communication plan to inform and educate faculty, staff and students on the steps taken to maintain safe teaching / learning environment. These steps include:

- Regular updates to the WCC website
- Regular email information for the faculty and staff
- Placement of informational posters in high visibility areas
- Occupancy notification for common areas (i.e., washrooms, administrative areas, and library)
- Regular check-ins with faculty and staff by the Health and Safety Committee members
- Encourage staff and faculty to discuss COVID-19 impacts

Education Delivery / Gathering and Events

When possible, WCC will continue to offer remote learning until further notice. To support this effort, WCC continues to augment the online learning platform to create a rich and robust learning experience.

Where online learning is not an option, WCC has implemented the following safety processes:

- The number of seats in each classroom have been significantly reduced
- The remaining seats have been placed to maintain social distancing
- Lessons remain online until further information
- Physical barriers have been installed around the Instructor's area to prevent face to face contact
- Hand sanitization stations have been installed in prominent locations
- Class start times are staggered to avoid congestion in common areas
- Faculty and students are directed to disinfect their workstations after each use
- Scheduling cohorts to be as small as possible
- Retaining cohort groups for the duration of their programs
- Augmenting delivery technology to enhance the online delivery where possible
- Require any individual that displays symptoms to contact the Provincial Health Authority and follow the direction they receive
- Maintaining contact information, to assist in facilitating public health investigations, if needed
- Require masks to be used by all on campus faculty, staff, students, and visitors
- Gloves are available upon request
- No non-sanctioned individuals will be allowed within campus classrooms or common areas

Libraries

WCC commits to following the protocols for safe library usage as laid out by WorkSafe BC, including:

- Limiting the occupancy available. Currently limited to 2 individuals at a time



- Encouraging student to utilise the online library resources instead of physical resources
- Removal of the computer terminals
- Reduce the amount of seating capacity and table area
- Provide plexiglass barriers between patrons
- Provide plexiglass barriers for the librarian
- Provide hand sanitization stations through high traffic areas of the campus
- Direct librarian to sanitize areas after patron's usage

Medical Clinics, Student Counselling and First Aid

WCC does not operate any medical clinics or student counselling facilities. First aid will only be administered by properly trained attendants using proper PPE & safety protocols.

Mental Health

WCC does not operate any mental health facilities. However, to assist faculty, staff and students that may be experiencing stress, we encourage them to engage with the following:

- [here2talk.ca](https://www.here2talk.ca) – Connecting BC Student with mental Health support. All students currently registered in a B.C. post-secondary institution have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.
- [bouncebackbc.ca](https://www.bouncebackbc.ca) – A free skill-building program designed to help adults and youth 15+ manage low mood, mild to moderate depression, anxiety, stress or worry. Delivered online or over the phone with a coach, you will get access to tools that will support you on your path to mental wellness.
- [caibc.ca](https://www.caibc.ca) - Community Action Initiative represents a varied cross-section of interest and experience in mental health/illness and substance use.
- [livinglifetothefull.ca](https://www.livinglifetothefull.ca) - Living Life to the Full is a mental health promotion course designed to help people deal with everyday life challenges and learn self-management skills using Cognitive Behavioural Therapy (CBT) principles. Course content and materials are practical and easily applied to everyday life situations. The course is suitable for people of all ages – from youth to seniors.
- www.heretohelp.bc.ca - HeretoHelp is a project of the BC Partners for Mental Health and Substance Use Information.
- [foundrybc.ca](https://www.foundrybc.ca) - Foundry offers young people ages 12-24 health and wellness resources, services and supports – online and through integrated service centers in communities across BC.
- [Y Mind](https://www.ymind.ca) - If stress and anxiety are impacting your life and preventing you from doing what you want or need to do, YMCA Mindfulness groups can give you the tools and support you need. Whether it is through art activities, games, reading a comic book, sharing ideas, trying something new or just listening, YMCA mindfulness groups have something for everyone.
- [familysmart.ca](https://www.familysmart.ca) - FamilySmart connects you with people who really know what you are experiencing and can help you in ways that others can't. Our roots are deep, strong and healthy.
- [WE Well-being](https://www.well-being.ca) - An easy-to-use digital toolkit to support individuals in this challenging time



- [SOGI 1 2 3](#) - SOGI 1 2 3 helps educators make schools inclusive and safe for students of all sexual orientations and gender identities (SOGI).
- Discounted rates have been negotiated with a third-party counsellor within the Surrey Location facilities.

Safety

At WCC, faculty, staff and students are encouraged to stay home if they are symptomatic of COVID-19.

To provide a hygienic teaching learning environment, WCC has:

- Installed hand sanitization stations in highly visible areas throughout the campus
- Encourages hand washing regularly, including upon arriving on campus, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment, etc...
- Additional cleaning processes for common areas, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials
- WCC requires the use of non-medical masks and encourages the use of gloves if requested. If individuals do not have the PPE, the campus will provide for them

Student Practice Education and Clinical Placement for Health-Care Disciplines

Students are directed to follow the safety protocols of the work experience host. If no placements are available, students are provided the opportunity to complete a capstone project instead.

Western Community College Safe Application Processes

Please be assured that Western Community College still provides quality education that our students can be proud to receive. To help new applicants to safely join WCC, we have implemented the following.

Domestic Applicants

Applicants within Canada can find out more information:

- In person interviews – By appointment only. Safety and physical distancing guidelines will be provided upon arrival.
- Over the phone – 604-594-3500 Admissions team members are available to help you
- Email - info@westerncommunitycollege.ca. Your application can be completed by email
- Online program information
 - Detailed program information is available from [WCC's website](#)
 - Online program [application form](#) is available on WCC's website
 - [Online payment](#) option for no-contact service is available
 - Online information are sessions available



If you need additional information, our staff are available to answer your questions:

email: info@westerncommunitycollege.ca

Telephone: 604-594-3500.

International Applicants

Applicants from outside of Canada, please contact the College via:

- Video interviews – By appointment only. Safety and physical distancing guidelines will be provided prior to arrival.
- The phone – 604-594-3500 Admissions team members are available to speak with you
- Email - info@westerncommunitycollege.ca Your application can be completed by email
- Immigration Consultants or Agents – Please speak with your Consultant or Agent for more information about our College .

Please note that:

- Detail program information is available from [WCC's Website](#)
- Application can be completed using WCC's online program [application form](#)
- [Online payment](#) is available
- Online information are sessions available

If you require additional information our staff are available to answer your questions: email: info@westerncommunitycollege.ca or call us at: 604-594-3500.

If you are an International Applicant and you have received your Letter of Acceptance from the College, it is critical for you to plan for your arrival. Before you leave your home country, you should have a plan that addresses:

- Safe travel
 - Air travel
 - Travel upon landing (includes avoiding public transit)
- Safe accommodation upon landing
- Reservations at a government approved hotel for a mandatory three day quarantine upon arrival
- [14-day self-quarantine plan](#)
- A plan to get from the airport to your quarantine location that does **not** include public transit like buses or Skytrain
- A plan to self-isolate from anyone who is over 60 years old or who has heart disease, high blood pressure, asthma or other lung disease, diabetes, cancer, immune suppression or is taking prednisone medication
- A plan for you to receive groceries and prescriptions, without leaving your residence.
- A plan for you to access essentials services and medical care

Upon arrival you will also need to:

- Check in with [ArriveCAN](#) or call 1-833-641-0343 within 48 hours of arrival.



- Report any symptoms through [ArriveCAN](#) or call 1-833-641-0343 every day until the end of your 14-day isolation

For additional information, please refer to the following websites:

- Government of Canada Webpage: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html#quarantine>
- Government of BC Webpage: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
- BC Self-Isolation Plan: <https://travelscreening.gov.bc.ca/>

Once you have completed your safe travel plan, please forward a copy to the College. We want to ease your transition to study in Canada. We will review your plan and if we identify any omissions, we will work with you to reduce any delays you may encounter.

International Students

The “Back to Class with WCC” document outlines the processes that international applicants should follow to become students in the WCC campuses:

- a. Prior to enrolling international students work closely with administrators to be fully knowledgeable of the process to enter Canada on a student visa, including the use of ArriveCAN and the BC Covid-19 App within 48 hours of arrival.
- b. Students will be provided a list of expectations upon arrival, including:
 - i. Need to provide proof of a negative COVID-19 molecular test taken up to 72 hours before their scheduled departure time
 - ii. Take a COVID test upon arrival
 - iii. Quarantine for 3 nights in a government approved hotel ([List of Hotels](#))
 - iv. Quarantine the remainder of the 14 day at a suitable location
 - v. Provide a clear COVID test at the end of the quarantine period. Kits to be provided upon arrival
- c. Student will be provided a list of accommodations suitable for quarantine / self-isolation. Additionally, health and wellness information (i.e., food delivery, prescription delivery, virtual medical care, virtual mental health support) as well as infection control protocols, will be available online and from WCC staff.
- d. During the 14-day quarantine period, the WCC Staff will check regularly to ensure general well-being as well as quarantine compliance.
- e. The periodic virtual check-ins will be both one on one as well as in a group setting. The Groups check-ins will be used as an opportunity to orient the new students to the culture of the college, procedures and practices as well as introduce the new students to various faculty and staff.



- f. Western Community College believes in providing a safe inclusive learning community for all. We will communicate our message of inclusivity on our webpage and during our virtual check-ins.
- g. To ensure accurate information and processes, WCC will work with the BC Ministry of Health to inform new students of COVID-19 testing, contact tracing, and care within the Regional Health Authorities.
- h. The President of Western Community College, Gurpal Dhaliwal is responsible for the safety of the entire College Family and institution's compliance with this plan. His contact information is publicly posted if additional information is required.
- i. The information held within this document and the plans are the responsibility for the WCC Health and Safety Committee and the Leadership team.

Additional information for International Students is available from the following Government of Canada websites:

- [Entering Canada by air during COVID-19](#)
- [Entering Canada by land during COVID-19](#)
- [Additional testing and more stringent quarantine requirements for travel to Canada](#)
- [ArriveCAN](#)
- [Travel restrictions in Canada – Visitors, foreign workers and students](#)
- Orders in Council related to the [Quarantine Act](#)

Before your First Day of School

Before your program starts, you will receive an email that includes detailed instructions from the College. This email will include a confirmation of your information, your program of studies schedule, a link to the [BC COVID-19 Self-Assessment Tool](#) and an invitation to join the online orientation session scheduled for your program.

During this Orientation session, you will be introduced to the following.

- Western Community College policies
- Student standards and obligations
- Health & safety procedures and processes
- Learning expectations for both online and on ground learning experiences
- Attendance expectations
- Homework expectations
- Activity expectations
- Behaviour expectations

Feel free to ask any question during the session. This is your chance to learn about your upcoming program.



All students will be provided a copy of the [Western Community College Student Handbook](#). This handbook contains the policies that students are expected to be followed.

On Your First Day of School

Western Community College is committed to the safety of all our students, staff & faculty. The global quarantine has been a challenge for everyone. As this situation continues to evolve, WCC will continue to take guidance from the Federal Government, the Provincial Government, Health Authorities, and other regulatory bodies. To the best of our abilities, we will always act to keep our students, staff, and faculty safe.

Where possible, WCC will continue to offer courses online until further notice. If students would prefer to be on campus, they should plan with the Dean of Programs (Vandana@westerncommunitycollege.ca). Please note that for on campus sessions, seating will be limited to comply with healthcare guidelines. Seats will be assigned based upon individual students needs and requirements.

Where required for optimal learning, on ground sessions will continue to be held (i.e., lab classes, language classes, etc.). During the on-campus sessions:

1. All students will be required to wear masks.
2. Capacity has been reduced within the classrooms and HCA lab. Please speak with your Instructor or Campus Administrators for limits.
3. Students will be required to wipe/sanitize the table and equipment after use.

For additional information about your practicum placements, please contact the WCC Practicum Placement Coordinator (kamal@westerncommunitycollege.ca). The Practicum Placement Coordinator is responsible for facilitating all placements, placement requirements, host expectations, and safety expectations.

General On-Campus Safety Guidelines

To maintain a safe learning environment, Western Community College has implemented the following guidelines.

Meetings between Staff / Faculty and Student(s)

If you would like to meet with one of the WCC Team, please schedule an appointment with the individual.

1. Staff/Faulty will only meet with student(s) in classrooms for one-on-one meetings. This is to ensure the 2-meter physical distancing policy is consistently applied.



2. In the classroom Staff/Faulty will continue to practice physical distancing by:
 - a) Remaining behind student(s) when providing computer assistance
 - b) Screen sharing with student(s) from the Instructor's desk (behind plexiglass)
 - c) Using a classroom projector to work collaboratively documents.

Daily Self Health Check Questionnaire

Students attending on campus sessions are expected to complete the [Daily Self Help Check Questionnaire](#). This questionnaire is available online (using either a QR code or URL) or as a paper-based questionnaire available at Reception. The questionnaire provides the College with a record of your state of health, as well as information for contact tracing if required.

1. Self-assessment is key to keeping all of us safe
2. Completing the Daily Health survey before entering classroom/HCA lab is required

If you are feeling unwell, please stay home and inform your instructor and the College. After that, contact out to Health Link BC ([BC COVID-19 Self-Check](#) or call **811**).

Carpooling Recommendations

To reduce the risk of COVID-19 exposure, we suggest that you do not carpool with others.

If you do carpool, please use the following strategies to stay safe:

- Individuals who carpool should remain in the same carpooling group. In the event one individual becomes sick, all members of the group should isolate until further notice.
- Individuals should sit as far apart from one another as possible (diagonal pattern).
- As weather permits, windows can be opened to improve air circulation.
- Individuals should wear masks and use hand sanitizer.
- Vehicles should be sanitized before and after each use.
- Individuals should avoid smoking or engaging in other activities which requires their mask to be removed while inside the vehicle.

Academic Considerations

If you are unable to attend your course or submit your assignment, due to COVID related circumstances please let your Instructor know as soon as possible and provide the required documentation (i.e., test results, doctor's note, etc....) as per College policy.

As part of the student's policy for deferrals, a new time and date may be set for re-writes of exams and extension(s) granted for assignment(s) on an individual circumstance basis.

Attendance Expectations

Attendance will continue to be taken daily as outlined in the [WCC Student Handbook](#).



For classes that are delivered online, you are expected to log in at the appointed time, stay and participate the entire time and inform the Faculty if you need to leave early. If your class is delivered online, be prepared to have your camera active during class time.

Use of the chat function will be part of discussion during online classes and using the raised-hand feature will be expected, to ensure that each student's turn to speak will be respected during online discussions.

Work Experience Expectations

If your program contains a work experience component (i.e., Practicum, Co-Op, Work Experience, etc.), you will be expected to complete the experience. The following expectations apply:

1. All work experience policies will apply as described in the "Student Handbook"
2. All students will be required to wear masks
3. All students will be expected to follow the work experience host's expectations & policies
4. If you are not feeling well, then the student needs to info the work experience host contact person and the College

If you have any questions about your work experience placement, please speak with your Instructor or the WCC Practicum Placement Coordinator.

On-Campus Common Area Expectations

In an effort to maintain everyone's safety, Western Community College expects the following from faculty, staff and students:

Classroom Expectations

1. The wearing of masks will be mandatory for on ground students. If you do not have one, please speak with the staff.
2. The wearing of gloves will be suggested and will be available for all.
3. Classrooms will have reduced seating capacity.
4. Faculty desks will have installed clear protective barriers.

Library Expectations

1. All students will be required to wear masks and observe social distancing rules.
2. Capacity will be limited to 2 students and the librarian.
3. Students will be required to wipe/sanitize the table and equipment after use.
4. All policies will apply as described in the "Student Handbook".
5. The Librarian's desk will have installed clear protective barriers.
6. The library will have reduced seating capacity.

Lunchroom Expectations



1. All students will be required to wear masks whenever possible and observe social distancing rules.
2. Scheduled and staggered times for breaks and lunch hours for lunchroom use will be set and posted.
3. Students will be required to wipe/sanitize the tables and surface areas after use.
4. The lunchroom will have reduced seating capacity.

Common Area Expectations

1. All students will be required to wear masks and observe social distancing rules.
2. Common areas will be well marked for traffic flow to and from classrooms.
3. Students will not congregate in common areas.
4. Common areas will have hand sanitization stations.
5. Everyone will be expected to use them.

Office Expectations

1. Masks will be worn by the office staff while interacting with others.
2. Social distancing rules will be observed.
3. Walk-ins will be directed to take the daily health survey before entering the reception area.
4. Survey info will be used for contact tracing as needed.
5. High contact surface areas (i.e., front-counter, door handles, etc.) will be cleaned systematically, consistently, and frequently.

Washroom expectations

1. Only 2 individuals will be permitted within the washroom facilities at a time.
2. Individuals waiting outside in the common area will be expected to follow the social distancing protocols.
3. Washrooms will be systematically, consistently, and frequently. A daily cleaning log will be kept.

Enhanced Cleaning Processes

1. Additional sanitation for "High Touch" areas are in place (i.e., door handles, light switches, elevator buttons, etc....)
2. Shared items will be removed and cleaned.

Safety Information Communication

1. Any health and safety updates from WCC will be:
 - a. Circulated by WCC email
 - b. Posted to WCC's homepage.
 - c. Posted to the Health & Safety Board common areas and the lunchroom



2. Keeping everyone safe requires all of us working together. Any concerns can be brought to the attention of the front-desk staff or any College member.

Additional Resources

If you are interested in additional COVID-19 information, please consult the following government websites.

- BC Centre for Disease Control
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks>
- BC Government of British Columbia
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
<https://intranet.gov.bc.ca/tranet/covid-19-update>
- WorkSafeBC
<https://www.worksafebc.com/en/about-us/covid-19-updates>

Let's Keep in Touch

Leave no questions unanswered. Please reach out to Western Community College. We can be contacted at:

- Email: info@westerncommunitycollege.ca
- Telephone: 604-594-3500

“Be Kind, Be Patient, Be Smart and Be Safe.”



Appendix A – WCC Outbreak Communications Plan

In the event of an individual reporting, they have a confirmed case of COVID-19 and the infected individual has been on campus grounds within the previous 14 days, the following process will be implemented immediately:

- 1) The staff that first receives the report from the infected individual will immediately report this information to a member of the Health and Safety Committee.
- 2) The Health and Safety Committee member will immediately notify the President of WCC.
- 3) The President will contact the local Health Authority with this information.
- 4) WCC will work in an open and transparent fashion with the Health authority, including turning over all contact tracing information that has been collected to the Health Authority
- 5) The areas that the individual had been in and the common areas will be immediately evacuated until they can be completely sanitized. Notices will be posted indicating that the areas are off limits until they have been sanitized. All activities in these areas will be moved online until the area has been cleaned.
- 6) WCC will provide direction for any individuals that may have encounter the infected individual, to self-quarantine and seek medical support if required. All faculty, staff, and students will be reminded of health protocols as well as emotional support options that are available.
- 7) A member of the Health and Safety Committee will contact the infected individual regularly to offer support and advice as well as remind them of the importance of following BC CDC directions.
- 8) The Health and Safety Committee will meet to determine when normal activities may resume in the quarantined areas.
- 9) When the infected individual receives the “all clear” from the Health Authority, they will be invited to return to normal school activities.



Appendix B – WCC COVID-19 Risk Assessment

To support the health and wellness of the WCC staff, students and faculty, our College has designed and implemented a risk-based continuity plan, “Back to Class with WCC”. This plan addresses each of the sections of the “Guidance for Post-Secondary Institutions During the COVID-19 Pandemic” as they apply to our institution.

The Health and Safety Committee has reviewed the “Guidance for Post-Secondary Institutions During the COVID-19 Pandemic”. After assessing the risk, the Committee members have determined we have individuals that fall into each of the three risk categories:

High Risk Category

- Staff and Faculty that need to interact with many others in various settings.
- Faculty that have close contact with others.
- Individuals that have prolonged interactions with others.
- Faculty, Staff and Students that frequently have contact with potentially infectious high touch surfaces.
- The setting is a confined indoor space with no windows that can open.
- Some individuals that are older adults or are known to have underlying medical or immune compromising conditions and are therefore at higher risk of severe illness.

Medium Risk Category

- Faculty and Staff that have interactions with some others in the setting.
- Faculty and Staff that have transient contact with others when spending time in the setting.
- Faculty, Staff and Students that have contact with high touch surfaces.
- Some individuals are older adults or are known to have underlying medical or immune compromising conditions and are therefore at higher risk of severe illness.

Low Risk Category

- Faculty and Staff that have few to no interactions with others in the setting.
- Faculty and Staff that have mostly able to avoid prolonged close contact with others in the setting.
- Faculty, Staff and Students that have minimal contact with high touch surfaces.

As an organization, to mitigate the risk to Faculty Staff and Students, WCC has implemented the following protocols:

Physical Distancing Implemented:

- Where possible, online classes to continue until further notice.
- Occupancy limits in the washrooms.
- Occupancy limits in the library.
- Occupancy limits in the elevators.
- Occupancy limits in common areas / administrative.
- Occupancy limits in all classrooms.
- Separation of seating locations and removal of excess seating in all classrooms.
- Directional signage within hallways.



- Faculty have been asked to remain a safe distance behind students if assistance is required.
- Notifications posted reminding individuals to maintain a safe distance (2 meters).

Engineering Controls Implemented:

- Plexiglass barriers have been installed in administrative areas.
- Plexiglass barriers have been installed at Instructor desks.
- Hand sanitization stations have been installed in high traffic areas.
- Where possible, doors have been propped open.
- Refuse containers have been replaced with open containers.
- Online payment facilities have been adopted.
- Online Library resources have been added to replace physical library resources.

Administrative Protocols Implemented:

- Where possible, online classes to continue until further notice.
- Enhance online learning tools with media rich tools.
- Students that are required to attend on campus, have courses scheduled to avoid overlap within common areas.
- Students that are required to attend on campus, are grouped together to maintain a “cohort” model.
- Increase in contracted cleaning services, particularly in high touch areas.
- Shared equipment is cleaned and disinfected before and after use.
- Computer equipment is assigned to individual Faculty or Staff members.
- Absenteeism policies has been adjusted to enable employees to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill.
- Faculty will only see students or applicants in designated locations and by appointment only.
- Social gatherings that attract people have been cancelled until further notice.
- Hand sanitization stations have been installed in high traffic areas.
- Signage has been posted recommending symptomatic individuals to no enter the premises.
- Everyone is asked to complete an online “Daily Health Check Questionnaire” before entering the premises.
- Contact information is collected via the online “Daily Health Check Questionnaire” in case contact tracing is required at some point.
- No-touch waste containers have been provided.
- If work placement experiences are not possible for safety reasons, alternative assignments have been created to avoid exposing students to unsafe work placement environments.
- Working in conjunction with Faculty to ensure sanitization occurs after each usage.
- Implement sanitization of surfaces within the library after each usage.

PPE Protocols Implemented:

- Faculty, Staff, Students and Visitors are required to wear masks while on the premises. Disposable masks are provided if required.
- Gloves are available for use, upon request.



International Student Arrival Checklist

This checklist is provided as a guideline for your safe travel. Please note that at this time, the situation remains fluid and may be updated, as required to minimize the spread of disease.

<i>Please check if complete</i>	<i>Have you:</i>
<input type="radio"/>	Been in contact with the regular communication with the Western Community College Administration?
<input type="radio"/>	Prepared a safe travel plan? <ul style="list-style-type: none"> • Do you have a clear COVID test 72 hours prior to departure? • Do you have a reservation at one of the government approved hotels for the mandatory three-day quarantine upon arrival? • Do you have a location booked for the remainder of the 14-day quarantine / self-isolation? • Do you have a mask available while on the Airplane? • Do you have a mask available upon arrival in Canada? • Do you have hand sanitizer for use during travel and upon arrival? • Do you have transportation from the airport to your quarantine location? • Do you have plans for personal support while in quarantine (i.e., access to food, access to medicine, access to communication technology, etc....)? • Have you reviewed the Infection Control Protocols, as laid out by the local health authority?
<input type="radio"/>	Communicated your safe travel plan with your Western Community College contact?
<input type="radio"/>	Have you communicated your travel information with your Western Community College contact?
<input type="radio"/>	Means to contact <i>ArriveCAN</i> and the BC Covid-19 App within 48 hours of arrival?



Student Sign Off Page

This Back to Class information has been prepared for your information and understanding of the College's COVID-19 Safety Processes. By signing this page, you are indicating that you have reviewed the content within this document. If you have any questions about the content within this document or on the WCC website, please ask your recruitment officer.

I understand and agree to comply with the information contained in this Back to Class safety plan and understand that this document is not intended to cover every situation that may arise, but to serve as a guide.

Please sign and submit this page to your recruitment officer.

Name (Print):

Signature:

Date:
