



Fraser International College  
COVID-19 Safety Plan

## A message from Navitas

As the global spread of COVID-19 persists, our response continues to be guided by the advice of relevant government and health authorities in the regions in which we operate. The health and safety of our staff, students, and community is our priority and we are taking proactive measures to protect their safety and wellbeing.

In our campuses and colleges, we quickly moved towards online learning. Many of our campuses deliver all their programs remotely using online platforms, virtual lectures, and face to face tutorials via zoom or skype. Others are following suit in line with our university partners.

We endeavor to ensure that students have as much support as possible and feel comfortable in these new online learning environments. Student experience and academic outcomes remain the focus of our colleges and we are working hard to maintain our diverse and inclusive learning communities.

In these unprecedented times it is our shared and collective responsibility to do what we can to support one another. Our challenge, while following all advice and putting our students and staff first, is to ensure that we can come out of this the other side ready to recover and grow, without losing focus on the experience and academic outcomes of our students.

With provincial health authorities giving the go ahead to start reopening campuses in BC, Fraser International College (FIC) has developed this plan to meet their recommended guidelines to continue ensuring the health and safety of our community. We look forward to welcoming everyone back but continue to proceed with caution, and through gradual stages.

Staying safe together,

From the Navitas and FIC teams

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## FIC's COVID-19 Safety Plan

Fraser International College (FIC) operates in close partnership with Simon Fraser University (SFU), sharing both facilities and resources to ensure the health and safety of our community - students, faculty, staff, and guests.

FIC's COVID-19 Safety Plan was developed in collaboration with our parent company Navitas, our partner SFU, and incorporates all recommendations provided by Federal and Provincial Health authorities, [Worksafe BC](#), [BC's Go-Forward Guidelines for Post-Secondary Institutions](#), and [BC's Centre for Disease Control \(BCCDC\)](#). Our plan moves within 4 stages based on these recommendations:

**Stage 1 – Stay at Home** – No 'open' access to campus. Essential staff and facility services only. All classes and student services provided remotely. All staff work from home.

**Stage 2 - Return to Campus** – Remote learning with exceptions. Limited access for designated classes, labs and services offered on campus.

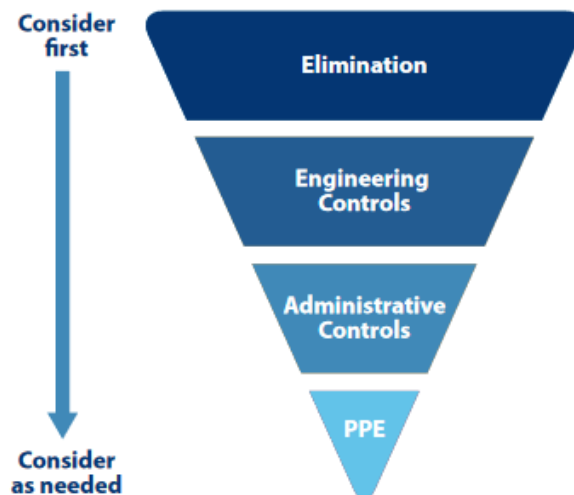
**Stage 3 – Extended Access** - Expanded course offerings on campus. Student services and office hours offered on campus and remotely.

**Stage 4 – New Normal** - Open campus with continued safety protocols as required but integration of enhanced options for course delivery and student services.

In developing policy and protocols in our COVID-19 Safety Plan, FIC has carefully considered and integrated the four levels of protection as outlined by [Worksafe BC](#), eliminating the risks wherever possible. Where this is not possible, campus modifications, administrative processes and enhanced PPE guidelines have been employed.

To support FIC in communicating and maintaining our protocols, we have added a dedicated team of Safety Ambassadors to work on campus to conduct screening of visitors to the campus, help support staff and students while on campus, monitor the College facility throughout the hours of operation and ensure cleaning and disinfecting processes are followed.

FIC is confident that with this plan fully enacted, that we can maintain and manage the safety and health of our community.



## Transitions

The BC Restart Plan takes a phased approach to mitigate the impacts of COVID-19 with each phase providing guidance for individuals and businesses. Everyone is free to go at their own pace as phases change, as long as the guidance and orders of the Provincial Health Officer are adhered to.

FIC has established stages to guide our safety response across these phases (**See Appendix A: Key Features of FIC COVID-19 Plan Stages**). Movement through the stages results in the tightening or easing of restrictions for access to and use of the campus. Safety protocols described in the plan are expected to be in effect across all stages until a new 'normal' for operation can be determined.

Here is a timeline of FIC Stage transitions since implementing the FIC COVID-19 Safety Plan:

- September 2020 - Entered Stage 2
- March 2020 - Entered Stage 1

## SFU/FIC Partnership

FIC operates in partnership with SFU and, as such, we work together to ensure operational efficiencies and regulatory compliance with Provincial and Federal authorities. Therefore, many of the details of FIC's COVID-19 Safety Plan have been coordinated with the university to ensure the safety of our integrated community.

As part of the collaborative agreement, FIC operates in one building (Discovery 1) of the SFU Burnaby campus with maintenance, cleaning, and sanitation services provided and overseen by the university. Oversight of safety and security of all campus-based services is also provided by SFU. FIC protocols in these areas have been coordinated to ensure compliance and to meet the commitments SFU has extended in their safety plan.

Additionally, FIC does not operate any of the following services: library, museum, indigenous services, pubs, research, retail, residence and housing or personal services. These campus services are run and operated by SFU and fall under their jurisdiction and safety plan. FIC staff, faculty and students must adhere to university protocols when accessing shared services.

Additionally, all FIC staff and students must follow health and safety protocols established by SFU which includes participating in COVID-19 safety courses, contact tracing reports and health surveys.

## Understanding the Risks

The BCCDC ['How It Spreads'](#) webpage identifies the risks of transmission and guides actions individuals can take to reduce the spread of infection.

“The coronavirus that causes COVID-19 is spread by liquid droplets when a person coughs, sneezes or sometimes talks or sings. If you are in close contact with an infected person, the virus can enter the body if droplets get into the eyes, nose or throat.”

The risk of transmission is understood to be in one of two ways:

- Person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near.
- Surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time.

As the BCCDC suggests, all individuals in the FIC community are expected, to the best of their abilities, focus on reducing droplet contact by doing the following:

- Wash your hands frequently for at least 20 seconds using soap and water.
- If a sink is not available, 60-90% alcohol-based hand rubs (hand sanitizer) can be used to clean hands if they are not visibly soiled. If they are visibly soiled, you can use an alcohol-based disposable hand wipe to remove the dirt and then use an alcohol-based hand rub.
- Do not touch your face, eyes, or mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands.
- Stay home when you are ill.
- Practice physical distancing when outside of your home.

## Eliminating Risks

Considering the elimination of risks as a first line of protection against the spread of COVID-19, FIC will continue to limit access to the campus and the use of facilities in appropriate ways in each stage as directed by the public health authorities.

## Accessing FIC Safely

In order to adhere to occupancy limits recommended by public health authorities, to ensure physical distancing, persons on campus will be limited to designated as essential and symptom-free staff, faculty, and students. Risks were assessed across the broad spectrum of operations with the following initiatives being implemented:

- 1) All current and new staff, faculty and students will receive training, before coming/ coming back to the campus, to ensure that they have accurate and up-to-date information on COVID-19 and protocols for prevention.
- 2) All staff, faculty and students who have symptoms of COVID-19 or have traveled outside Canada in the last 14 days must stay home to quarantine or self-isolate in accordance with guidance from the BC Centre for Disease Control.
- 3) All staff, faculty and students will be required to complete a Daily Self-Assessment themselves prior to arrival on campus. The [BC COVID-19 Self-Assessment tool](#) is available online for this purpose.
- 4) Welcome Stations established near entrance points to the Discovery 1 building will be monitored by a member of our Safety Ambassadors who will greet persons coming to FIC, provide relevant information on proper personal practices and conduct an Entry Screening check.
- 5) Vendor and facility service visits will be scheduled to minimize interactions with staff, faculty, and students.

- 6) Staff will be scheduled on a rotational basis to ensure safety, proper management of facilities and support to designated as essential students and faculty. Work at home arrangements will continue to be supported throughout all stages.
- 7) Students without designated essential courses being delivered on campus will continue to study remotely and will not be required on campus unless through an invitation from an FIC staff or faculty member.
- 8) Alternating schedules will be set for designated as essential courses being offered to limit persons mobile on campus at one time. Cohorts will be established, where possible.
- 9) Interactions between staff, faculty and students will continue be limited. Services on campus will be sufficient to manage the designated as essential students and faculty at each stage. Student services and office hours will continue remotely otherwise.
- 10) Common space, classroom or meeting room usage will be minimized. Areas considered to be 'active' will have furniture and unnecessary equipment removed to ensure physical distancing protocols. Unused spaces will be locked to prevent usage. Frequently shared equipment and objects will be removed.

### Occupancy Limits

- 1) No single gathering or event of more than 50 people is permitted in any space or area at any time. This prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (festivals, public gatherings, etc.) and is not intended to apply to buildings where the environment allows for distance between people such as in workplaces or campuses.
- 2) Each area is required to have a maximum occupancy limit established to provide for physical distancing, with signage posted on the entrance doors or in common areas.
- 3) Maximum occupancies must be established and posted for their respective spaces. FIC will collaborate with SFU on shared spaces, areas, or laboratories to ensure that the maximum occupancy considers the entire space. The determination of maximum occupancy shall be based upon:
  - a) the principle that each person requires approximately 5 square meters of unencumbered floor space to maintain physical distance.
  - b) this unencumbered space would be floor space minus floor space used for equipment such as tables, benches, and fume hoods, etc.
  - c) the workflow of activities to ensure interactions between persons are minimized.
  - d) any other considerations unique to the space, including a practical assessment of whether the maximum occupancy calculate can reasonably achieve the 2m separation of people throughout the operating hours of the space.

### Engineering and Administrative Controls

Where risks cannot be eliminated and physical distancing cannot always be maintained, modifications to the facility have been made and/or protocols have been implemented.

### Campus Modifications

The following campus modifications have been made to classrooms, offices, and common areas on campus as a second line of protection. Common (indoor) areas on campus are defined as hallways, stairwells, elevators, washrooms, lounges, study areas, and any other areas that are generally accessible by anyone on campus (not behind a lockable door).

- 1) Signage placed and displayed prominently on monitors to
  - a) Guide all visitors to Welcome Stations upon entering.
  - b) Direct the flow of people safely throughout the campus.
  - c) Remind of hygiene, cleaning, and physical distancing protocols.
  - d) Notify of occupancy limits in each area.
  - e) Provide timely information on COVID-19 related announcements.
  - f) Indicate queuing spaces at 2m separation.
- 2) Stations established for screening and promoting proper hygiene.
  - a) Welcome stations set-up near entrances.
  - b) Washing/ hand-sanitizing stations set-up throughout the campus.
- 3) Reception
  - a) A 2m area has been established in front of or behind each reception area.
  - b) Plexiglass barriers will be used where necessary when 2m cannot be ensured.
  - c) Floor markers have been placed to manage any line-ups.
- 4) Common Areas
  - a) Study areas and lounges designated as active have been set-up to ensure 2m distancing between stations, tables, and/or desks. Inactive areas have been closed or have been cleared of seating options or locked.
  - b) Elevator usage is restricted by occupancy limits with standing areas to be designated by floor decals.
  - c) Washrooms are to have occupancy limits signage ensuring that 2m separation be maintained as possible.
  - d) Entrances, exits, and corridors will be managed by one-way directional signage.
- 5) Classrooms and Computer labs
  - a) Seating options limited to ensure 2m spacing between students.
  - b) An 'Instructor Only' area to be set-up at the front of each classroom to ensure physical distancing.
  - c) Classrooms not being used will be locked.
- 6) Office Space
  - a) All office areas are secured areas with access only by staff.
  - b) Workstation location adjustments allow for staff on site to maintain a 2m distance.
  - c) Staff will be given their own office supplies to minimize sharing of resources.
  - d) Offices not being used will be locked.
- 7) Interaction Points
  - a) All administrative areas are naturally separated from student areas by locked doors.
  - b) Interaction points are limited to reception areas, classrooms, and designated safe spaces - areas for specific purposes.
  - c) Designated safe spaces are locked areas available with various occupancy limits for such things as Secondary Screening or for small group meetings requiring a more confidential setting. Seating is limited and spaced to ensure 2m physical distancing.

## Physical Distancing Protocols

Modifications to the campus and to administrative processes have been implemented to ensure that physical distancing can be maintained in the College. The community is guided on proper protocols in the following ways.



- Signage is posted prominently throughout the college to remind the community about maintaining 2m distance.
- Reminders are to be given to students at Welcome Stations and throughout the day by the Safety Ambassadors.
- Floor markers are used to ensure 2m separation at areas where line-ups may occur - reception, washrooms, entry to classrooms, and welcome stations.
- Reminders and monitoring are conducted by the Safety Ambassadors at the Welcome Stations and throughout the campus.
- Common area access is restricted – seating has been removed or areas have been locked to prevent use of these areas.
- Office workstations, classroom seating, and active common areas strictly limit seating to ensure that individuals will be a minimum of 2m apart.

### Hygiene Protocols

In areas, where handwashing stations are not available, hand-sanitizing stations have been installed. The community is guided on proper hygienic protocols in the following ways.

- Signage on proper procedures for handwashing and use of hand sanitizer displayed prominently at handwashing and hand-sanitizing stations and in common areas.
- Reminders are to be given to students at Welcome Stations and throughout the day by the Safety Ambassadors.
- Routines are established and modelled by staff and faculty upon entering and exiting the campus and at the beginning and at the end of class.
- Reference materials have been uploaded on the FIC intranet and student portals.
- Mandatory training will be required for all students before accessing the campus.

### Cleaning and Disinfecting Protocols

The cleaning of the facility is managed under the partnership agreement with SFU and FIC will follow the university COVID- 19 Cleaning and Disinfecting Protocol outlined in [SFU Safety Plan](#) which incorporates guidelines from the [BCCDC's Cleaning and Disinfectants for Public Settings](#).

FIC is committed to maintaining these standards and using SFU's contracted janitorial service to provide additional high touch point cleaning and disinfection during the day and enhanced end of day cleaning and disinfecting of active areas. High touch points include door handles, light switches, elevator buttons, railings, washrooms, faucets, and kitchen areas.

Additionally, FIC specific cleaning and disinfecting initiatives include:

- Limiting active office, classroom, and common areas where possible, so to minimize cleaning required.
- Removing frequently shared items or items that cannot be easily cleaned from offices, classrooms, and active common areas.
- Providing cleaning supply packages to instructors and staff to promote frequent cleaning and disinfection of individual workstations throughout the day.
- Keeping an accurate inventory of recommended cleaning supplies.
- Disinfecting of all shared workspaces i.e. computer lab, to be carried out after each class.

- Performing end of class wipe downs to clean and disinfect classrooms after every use.
- Implementing procedures and protocols for frequent cleansing of barriers and partitions

### Protocols for Community Gatherings

As FIC welcomes our community back to campus, protocols for community gatherings have been developed for students and for staff.

#### *Ceremonies, events, activities for students*

Developing a local social support network is important to the wellbeing of international students and FIC looks to proactively identify areas where social bonds and a sense of wellbeing can be built in safe ways.

The Student Experience Team has increased availability of online and virtual options for gatherings, events, and activities to maintain social connectedness and student life. Monthly upcoming [FIC Events](#) are listed on the student website and posted in the student portal.

Sanctioned gatherings may be considered on campus under the following conditions:

- Registering the event by gaining approval from the College Principal, in advance.
- Reducing capacity to maintain social distancing standards and occupancy limits.
- Keeping the duration of the gathering/event to a minimum to limit contact among attendees.
- Keeping a safe, secure record of attendees an in-person event/gathering, to facilitate contact tracing.
- Establishing barriers and hand sanitizing stations and proper signage to promote one-way flow.

On-campus, Safety Ambassadors will monitor throughout the day to prevent impromptu student gatherings. FIC will offer a staggered class and break-time schedule to minimize the numbers of students in the campus. Off campus, FIC will continue to educate students with COVID-19 updates and information to encourage safe behaviour.

#### *Work from home, meetings, team building for staff*

Throughout all stages, it will be a new normal practice to provide a flexible work environment. FIC will support staff to work from home, as possible.

FIC provides equipment and resources to help staff establish an ergonomic and safe work-from-home environment to ensure tasks can be completed efficiently at home. Procedures and expectations are established by each employee's supervisor to support a healthy work environment.

Returning to work on campus will be based on occupancy standards and will begin on a voluntary basis to ensure that faculty and students who have been designated as essential have appropriate support throughout the day. Designated staff will be divided into teams to reduce the numbers of people on campus. All staff will be required to sign in when entering and exiting via an online process to provide a record for contact tracing.

Meetings and team building activities have been moved online. In-person gatherings may be considered on campus but will require approval from the College Principal in advance.

### Campus Flow

Administrative processes and scheduling adjustments will provide easier management of people flow throughout the campus and promote habits to maintain physical distancing.

- Signage is clearly posted to promote one-way movement of people through the halls and, as possible, into and out of rooms with two doors.
- Classes and break times for classes will be staggered to prevent students gathering outside classrooms and to minimize traffic in the halls and at entrance and exit points.
- Vendors, deliveries, and services are to be scheduled during off-hours, as possible, to limit interactions with staff and students.
- Safety Ambassadors will monitor open common areas and hallways throughout the day by rotation to give reminders on protocols.

## Personal Protective Equipment (PPE)

PPE resources are managed by the Health and Safety Team to ensure there is an adequate inventory procured for the College. COVID-19 safety packages have been prepared for each of the staff and faculty. These packages include non-medical masks, gloves, hand-sanitizer, cleaning supplies for work areas and information on best practices from BCCDC in using each item. FIC will provide PPE and cleaning supplies for staff and faculty.

Students will also be provided with a safety package that includes a non-medical mask and information on best practices from BCCDC's '[Prevention & Risks](#)' webpage on physical distancing, handwashing and how to properly use a mask. Additionally, masks and hand-sanitizer will be available for students to purchase from the second floor Reception Area.

In alignment with SFU protocols, non-medical masks should be worn in all common areas on campus or where 2m physical distancing is not possible.

## Case management and outbreak response

Case management and outbreak response is important in limiting the transmission of COVID-19. FIC has prepared a comprehensive plan that follows the [Guidance for post-secondary institutions during the COVID-19 pandemic](#) provided by the federal government.

### Screening, Monitoring and Tracing

The transmission of COVID-19 can be minimized if individuals who are infected can be rapidly detected and isolated. Screening, contact tracing, communication, training, and quarantining are essential components of our response planning to minimize the risk of a COVID-19 outbreak.

#### *Entry Screening*

Welcome stations have been set up at gateways into the College. Safety Ambassadors will be available at each Welcome Station to monitor and manage the flow of people into and through the College. In addition to greeting and welcoming, they will conduct an initial screening of visitors to FIC. Initial screenings will involve:

- Asking and confirming a series of questions about recent travel, contact with others with COVID-19 and current symptoms.

- Providing reminders on protocols, highlighting any new announcements, and answering questions.
- Recording the name of all non-student or non-staff visitors to the college.

#### *Contact Tracing*

Public Health will take the lead on contact tracing as per [BCCDC Contact Tracing Infographics](#). FIC has implemented a daily online check-in for staff, a sign-in for visitors, a reservation system for suppliers, and has a formal attendance process for students to support their process. These records will provide accurate information to assist public health authorities minimize the spread of COVID-19, in the event, that a case is confirmed or suspected in the FIC community.

#### *Incidence Reporting and Compliance*

Navitas has a well-established Incidence Reporting System to ensure all hazards and risks in the FIC workplace are identified and attended to. Tickets can be prepared by all staff and are submitted through an online reporting system to the Human Resources Department. Ticket management is coordinated by the College Director & Principal for investigation and follow up on campus.

All FIC staff receive annual training on the system and on their role in maintaining a healthy and safe workplace. Signage is also posted to help guide students to report any health or safety incidences or supply shortages.

Designated Support Staff and Safety Ambassadors will use the system to report COVID-19 compliance related incidences relating to the Self-Isolation or Quarantine periods, safety and health policies, and current protocols in place. Lack of compliance will be reviewed by the College Director & Principal and may result in additional space closures and/or persons being asked to leave campus and/or dismissal from the College.

#### *Responding to confirmed or suspected cases of COVID-19*

In the event of a presumptive case of COVID-19 within the college community, FIC will work in cooperation with the public health authorities and follow recommendations on appropriate actions to be taken. Response protocols have been established to reduce the risk of exposure on campus and within our community.

#### *Response Protocols on Campus*

Any person on campus who is displaying a cough, shortness of breath or other known to be common symptom of COVID-19 will be referred for a secondary screening in dedicated safe space. The individual will be given PPE and will be attended to by a Safety Ambassador trained in this process. Secondary screening may involve:

- Taking the individual's temperature.
- Assisting individuals, if necessary, in calling 811, to get guidance on how to proceed.
- Calling 911, if an individual is experiencing severe symptoms or difficulty breathing.
- Notifying an appropriate contact person based on next steps advised during the call to 811.
- Reporting the incident through the Navitas Incidence Reporting System.
- Guests will be helped in returning home or going to a health facility.

Students and staff will be supported directly in the set-up and throughout any required self-isolation or quarantine period required. As per policy, a Designated Support Person will be assigned to students, staff, and faculty who require self-isolation or quarantine before the individual leaves.

All secondary screenings conducted will be reported through the Navitas Incidence Reporting System and recorded for compliance and contact tracing.

### *Community Response Protocols*

When there is suspicion or actual evidence of COVID-19 within the broader FIC community, several steps must be undertaken to reduce the risk of further exposure.

As part of the response, FIC will designate a Support Person to assist individuals in the set-up and throughout any required self-isolation or quarantine period required. The incident will be reported through the Navitas Incidence Reporting System and recorded for compliance and contact tracing.

Additionally, the College Director & Principal may designate a Case Management Liaison to work with the public health authorities. The liaison will be able to provide requested information and will cooperate to establish a suitable response plan to support individuals and to reduce the risk of further transmission. Notification of COVID-19 cases out to the FIC community will be coordinated with public health authorities through our Communication Strategy.

As part of our partnership agreement with SFU, the liaison will also coordinate with the SFU COVID-19 Response Team to comply with their Internal SFU Response Protocol to Positive COVID-19 Test Result. In almost all cases, the direction will be not to issue a public or internal alert, in order to avoid impacting the person's privacy or dissuading others from coming forward to confirm positive tests.

However, In the event that health officials are unable to complete contact tracing – example, the person has been in public places and exposures cannot be traced/contacted – then the direction may be to issue an alert if people in the community who may have been exposed should monitor their symptoms.

Communication is outlined in the SFU Response Protocols for the following situations:

- Isolated case with very low probability of transmission to SFU community.
- Confirmed COVID-19 case with potential transmission within SFU community.
- Confirmed COVID-19 case with a student living in SFU residences with potential transmission within SFU community.
- Outbreak (more than 5 confirmed COVID-19 cases) within SFU community.

### *Emergency Response Team*

If required by the public health authorities, FIC will form an emergency response team to meet the course of action recommended. This team draws from the entire staff of FIC and has the support of our parent company, Navitas. We have the capacity to provide support in 15 languages for people needing to self-isolate or quarantine and to effectively manage the communication strategy globally.

Under the guidance of the BCCDC, this team would ensure alignment with local or jurisdictional protocols for diagnostic testing, quarantine or self-isolation, and clinical management.

## Self-Isolation and Quarantine Policy

All members of our immediate community - staff, faculty, and students - who have symptoms of COVID-19 or who have traveled outside Canada in the last 14 days, must self-isolate or quarantine in accordance with guidelines from the BCCDC. FIC ensures support throughout the pre-arrival, self-isolation or 14-day quarantine and post-quarantine periods.

All staff, faculty, and students (including co-arriving immediate family members) who are planning travel, or who are returning, to Canada are required to complete the [B.C. Self-Isolation Plan](#) and the Government of Canada's [ArriveCAN Application](#) in advance of travel to Canada. FIC requests that students reach out for support in completing these documents and to share this information through the [FIC Student Self-Isolation Questionnaire](#) on our website.

Our [Travelling to Canada](#) webpage provides detailed information on current regulations around coming to Canada with supportive guides to help students prepare for their travel and for their mandatory quarantine. The [International Student Travel Guide](#) supports the students in creating the required Self-Isolation Plan and contains options for suitable accommodation, transportation, and meal services depending on their personal situation. The guide includes sections for minor students, as well as adult students and is updated regularly as new guidelines, options or information becomes available.

FIC has created a comprehensive [Isolated or Quarantined Student Policy and Policy Procedure](#) to guide our response in supporting students, staff and faculty through an isolation or quarantine period. All individuals requiring Self-Isolation or Quarantine will be assigned a Designated Support Person to connect with them daily as per FIC policy. Student, wellness, and academic support services will be available to students remotely during this period. Academic concession may be requested if the study period is affected.

FIC provides additional support to staff and faculty through our Human Resources department and benefits packages. Workplace accommodation may be requested.

Support continues post-quarantine for all individuals in the FIC community. Following the self-isolation or quarantine period, which requires confirmation that individuals are symptom free, the Designated Support Person will arrange the transfer of students to longer-term accommodations and coordinate the safe return to school. Safe return to work will be coordinated by the employee's supervisor and the Human Resources department.

## Isolated or Quarantined Persons Procedure Summary

There may be instances where staff or students may need to be isolated following exposure to a virus or high-risk situation. When a person is required to be isolated or quarantined, we have a basic duty of care to ensure their safety and the safety of others has been considered. The following outlines the main areas associated with the official [Isolated or Quarantined Student Policy and Policy Procedure](#):

- Ensure that an FIC or Navitas employee has been allocated as a support person
  - Support Person must be made fully aware of the reasons the person has been isolated and agree to provide the support.
  - Support Person should be provided all the relevant information to provide appropriate support.

- Support Person should not be conducting any in person visits (face-to-face) to the Isolated Person.
- Ensure the person isolated/quarantined has considered:
  - Access to healthcare
  - The accommodation is appropriate
  - Access to communications such as internet and phone
  - Access to provisions or arranged provisions
  - Transport to attend medical appointments, etc.
  - Employee Assistance Program (EAP), KeepMeSafe, or other services
- Once all the support is in place, the Support Person must ensure they maintain daily contact and report if they believe the isolated person may be under excessive stress or at risk.
- Considerations should be made for the individual's personal needs or stressors - this could be cultural or communication barriers. If the Support Person feels they are not suitable to provide the appropriate support, they must inform the team.
- It may be a requirement for FIC to report to local and federal health officials the number and status of all persons isolated or quarantined, including circumstances of non-compliance, therefore we must collect and monitor the following information:
  - Person's full name
  - Person's date of birth
  - Isolated/quarantined area physical location
  - Whether the individual is isolating/quarantining alone or with others
  - Date of actual, possible or proximity of effected area/persons
  - Date placed in isolation/quarantine
  - Date isolation/quarantine expected to be completed
  - Support Person name
  - Support Person contact details
  - Any notes pertaining to the isolation/quarantine that may assist in supporting persons
- This information will remain confidential and only be released to government bodies and for internal auditing to ensure adequate support is in place.

## Psychosocial and mental health needs of students, faculty, and staff

The Wellness Team provides dedicated holistic support of students' mental and emotional well-being during their time at FIC. Counsellors provide the safe confidential space for students to explore their emotions, thoughts, behaviours, and experiences without being judged. FIC understands how health can impact learning and has committed to expanding its' management system to the team to ensure privacy and security for students as this vital support service has moved online.

Counsellors are trained to provide mental and emotional health supports within an antiracist and culturally responsive framework which continues to guide our wellness initiatives around mental health during COVID-19. The FIC Safety plan incorporates two important features: 1) efforts to mitigate social barriers to support student compliance with COVID-19 infection control practices as outlined by public health authorities and 2) reliable and accurate messaging to the FIC community which ensures destigmatized COVID-19 related supports. FIC has integrated strategies from the [BCCDC COVID-19](#)

[Language Guide](#) in a conscious effort to be inclusive and non-stigmatizing in the language we use in communication.

In addition to our direct services, FIC has prepared external accessible online support services that students can use and engage with as need arises. These include Wellness Together Canada, The Quarantine Student Connection by [Guard.meCARES](#), [Keep.meSafe Student Support Program](#), [Youth in BC](#), and [7 Cups](#).

Staff and faculty have access to mental health support through the Employee Assistance Program, offered through SunLife Group Benefits performed by Morneau Shepell for Canadian employees, as well as ComPsych, which is offered globally for staff through the Navitas Global Employee Assistance Program.

## Communication Strategies

Communication strategies have been established to keep the FIC community accurately informed of health and safety measures in place or changes to take place. Communication is primarily via posters on campus, the FIC website for the public, the FIC Intranet for staff and the Student Portal for students. In addition to documentation dissemination, remotely delivered and as possible, in-person informational sessions are available.

- The Health and Safety team is responsible for training and communicating best practices guidelines to staff, such as selecting and how to properly use masks, as well as responding to questions or concerns in the workplace.
- Health and safety information and COVID-19 updates are communicated to students via postings in the College and via videos and information uploaded to the Student Portal.
- [COVID-19 Updates and FAQs](#) are posted on the FIC website.
- Weekly Wellness Advising sessions are available to students.
- Weekly staff meetings allow for the opportunity to review and update all staff on new guidelines related to COVID-19 and other health and safety matters.

FIC endeavours to use concise language with links to online resources and to communicate key messages in various formats to ensure accurate information is provided to our international community.

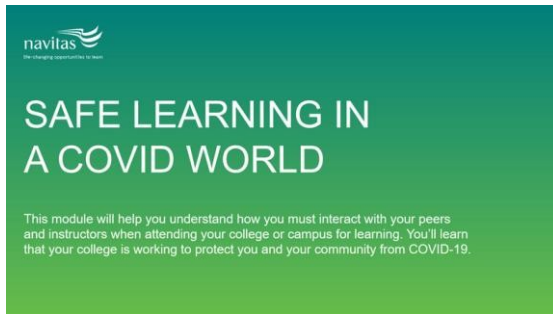
We continually strive to be inclusive in our use of language in communications and documentation to promote a safer environment for our community members. Following guidelines provided in the [BCCDC COVID-19 Language Guide](#), revisions continue to our written and digital COVID-19 materials in an effort to be more non-stigmatizing.

## Training and Documentation

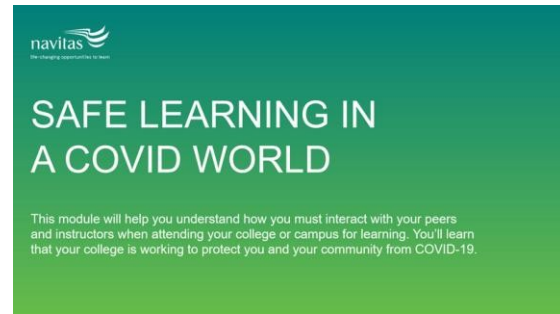
FIC has a robust training program for staff and faculty and support program for students. COVID-19 related training sessions fall under two categories – **mandatory and ongoing training**.



**Mandatory training** has been implemented through our parent company Navitas. All current employees and students of FIC will need to complete the online training prior to a return to campus. As well, this training is to be integrated into onboarding and orientation procedures to ensure new members of our community are up to date on safety protocols. These modules will be available to students and staff on Moodle, accessible through Student Portal.



*COVID-19 Safe Return Learning module for Students*



*COVID-19 Safe Return Learning Module for Staff*

FIC's Human Resources Department, Health and Safety Team, Wellness Team and Safety Ambassadors work together to coordinate **ongoing training** on best practices to prevent the spread of COVID-19, to ensure information is accurate for dissemination through the FIC Communication Strategy, and to keep records of training provided to staff and students for review and revision.

## Planning and Accountability

This plan is a living document and is reviewed regularly and revised to incorporate the most up-to-date recommendations by public health authorities and best practices guided by BCCDC. The most current version of our plan and COVID-19 related information documents can be found on the FIC website under [COVID-19 Updates and FAQs](#).

Fraser International College recognizes that the safety of our province rests on everybody taking on the accountability to ensure guidelines are being followed to protect staff, students, faculty, and the community at large. We accept the responsibility to implement appropriate measures, follow recommendations, and work with the government agencies and our partner, SFU, to safely resume supporting our community and international students on campus.

## Responsibilities by Role

### College and Administration

- Select, implement, and document risk assessments and appropriate site-specific control measures.

- Ensure that all resources (information, authorization, administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Implement communication strategies to ensure timely dissemination of COVID-19 updates or changes to the plan.

#### Designated Support Person

- Liaise daily to ensure these the isolated person/s have all the support they require
- Provide assistance in the procurement of essential provisions where possible
- Provide the student/ staff/ faculty with resources and information related to their health and safety
- Ensure student/ staff/ faculty has a plan to re-enter the community upon completion of isolation
- Arrange third party counselling support, if requested
- Support with communications to family or instructors, if requested.
- Ensure the student arranges a final symptom check within 24 hours of ending the isolation.

#### Safety Ambassador

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct the work in a manner that ensures the risk to staff is minimized and adequately controlled.
- Manage Welcome Stations, monitor College, greet vendors/ services manage flow of people in and through the College.
- Post or relay educational and informational material in an accessible area for workers to review.
- Maintain an inventory of PPE, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to staff on the hazards associated with cleaning work areas and on the safe work procedures.
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.
- Ensure cleaning and disinfecting of College is following protocols.
- Stay home if sick or exhibiting any symptoms of COVID-19.

#### Staff and Faculty

- Know the controls required to minimize their own and students' risk of exposure to COVID-19.

- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by FIC.
- Report any unsafe conditions or acts to supervisor.
- Know how and when to report exposure incidents.
- Stay home if sick or exhibiting any symptoms of COVID-19.

#### Students

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow instructions as directed by Safety Ambassadors.
- Report any unsafe conditions to the Safety Ambassadors.
- Stay home if sick or exhibiting any symptoms of COVID-19.

## Supporting Documents and Links

The following links provide further information, guidance, or resources used in development of FIC's COVID-19 Safety Plan. These are monitored by senior management at the College to ensure compliance and up-to-date information for training and plan maintenance.

#### **Government of Canada links:**

- **Coronavirus disease (COVID-19)**
  - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- **Guidance for post-secondary institutions during the COVID-19 pandemic**
  - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/COVID-19-guidance-post-secondary-institutions-during-pandemic.html>
- **Risk mitigation tool for workspaces/ businesses operating during the COVID-19 pandemic**
  - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-COVID-19-pandemic.html>

#### **Government of British Columbia links:**

- **COVID-19 Go-Forward Guidelines for B.C.'s Post Secondary Sector**
  - [https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest\\_postsecgoforwardguidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)
- **BC Centre for Disease Control:**
  - <http://www.bccdc.ca/health-info/diseases-conditions/COVID-19>
- **BC Response to COVID Plan**
  - <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/COVID-19-provincial-support>
- **Worksafe BC**
  - <https://www.worksafebc.com/en>

- **BCCDC Contract Tracing Infographic**
  - <http://www.bccdc.ca/Health-Info-Site/Documents/Contact-Tracing-Infographic.pdf>

#### **Wellness links:**

- **Mental Health and Wellness**
  - <https://www.canada.ca/en/public-health/topics/mental-health-wellness.html>
- **Wellness Together Canada**
  - <https://ca.portal.gs/>
- **KeepMe Safe**
  - <https://www.guard.me/keepmesafe.php>
- **Guard.meCARES**
  - <https://www.guard.me/guardmecaress.php>
- **Youth in BC**
  - <https://youthinbc.com/>
- **7 Cups**
  - <https://www.7cups.com/>

#### **Reducing Social Stigma links:**

- **BC CDC COVID-19 Language Guide**
  - <http://www.bccdc.ca/Health-Info-Site/Documents/Language-guide.pdf>
- **COVID-19: Testing and reducing stigma**
  - <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-testing-reducing-stigma.html>
- **Addressing stigma in Canada's health system**
  - <https://www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/addressing-stigma-toward-more-inclusive-health-system.html>
- **World Health Organization – A guide to preventing and addressing social stigma associated with COVID-19**
  - [https://www.who.int/publications/m/item/a-guide-to-preventing-and-addressing-social-stigma-associated-with-covid-19?gclid=EAlaIqObChMIzO2S6vCI7AIVGx6tBh0tywx6EAAYASAAEgKZ7fD\\_BwE](https://www.who.int/publications/m/item/a-guide-to-preventing-and-addressing-social-stigma-associated-with-covid-19?gclid=EAlaIqObChMIzO2S6vCI7AIVGx6tBh0tywx6EAAYASAAEgKZ7fD_BwE)

#### **Simon Fraser University links:**

- **SFU COVID-19 FAQs**
  - [https://www.sfu.ca/sfunews/alerts/sfu-community-frequently-asked-questions-about-coronavirus.html?utm\\_source=toplink&utm\\_medium=covid19faqs&utm\\_campaign=homepage](https://www.sfu.ca/sfunews/alerts/sfu-community-frequently-asked-questions-about-coronavirus.html?utm_source=toplink&utm_medium=covid19faqs&utm_campaign=homepage)
- **SFU Safety Plan**
  - <https://www.sfu.ca/content/dam/sfu/srs/work-research-safety/general-safety/Covid19/SFU%20COVID-19%20Guidance%20on%20Safe%20Work%20on%20Campus.pdf>

## Appendix A: Key features of FIC COVID-19 Plan Stages

Stage	1	2	3	4
<b>Building Access</b>	<i>Restricted</i>	<i>Limited to designated staff</i>	<i>Limited to designated staff</i>	<i>Unrestricted</i>
<b>Instruction</b>	<i>Remote instruction only</i>	<i>Mainly Remote instruction – Essential in-person only</i>	<i>Expanded in-person instruction – Remote instruction continuing</i>	<i>Open In-person teaching – Remote instruction continuing</i>
<b>Staff/ Faculty</b>	<i>Essential operation related staff with approval.</i>	<i>Limited to designated staff providing essential services.</i>	<i>Limited to designated teams of staff providing essential services</i>	<i>Open to all staff/ faculty.</i>
<b>Students</b>	<i>No access</i>	<i>Limited to designated students in essential in-person classes.</i>	<i>Limited to designated students or cohorts attending expanded course offerings.</i>	<i>Open to all students.</i>
<b>Visitors</b>	<i>Essential facility services only.</i>	<i>By reservation or invitation only.</i>	<i>By reservation or invitation only.</i>	<i>Open to visitors.</i>
<b>Gatherings</b>	<i>Remote meetings, events, student services.</i>	<i>Limited in-in person meetings, events, and student services.</i>	<i>Limited in-in person meetings, events, and student services.</i>	<i>Open meetings, events, and student services.</i>
<b>Campus Amenities and Services</b>	<i>Essential campus services</i>	<i>Limited campus services</i>	<i>Restricted campus services</i>	<i>Open campus services.</i>
<b>Protocols</b>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>