

# Isolated or Quarantined Student Policy

**Effective:** September 1, 2020                      **Policy Number:** SP003

**Revision:**

**Associated Policy:** SP003.1: Isolated or Quarantined Student Policy Procedure

## 1. Overview

- 1.1. FIC's Isolated or Quarantined Student Policy ("Policy") outlines standards of acceptable behaviour required of the FIC community in compliance with provincial health guidelines, federal regulations, and Simon Fraser University (SFU) standards.
- 1.2. These standards help ensure the safety and well-being of all members of the Fraser International College "FIC" community, while committing to supporting the holistic well-being and successful transition of our community throughout their isolation or quarantine.
- 1.3. Within the college, staff, students, and visitors are expected to adhere to all provincially and federally mandated protocols, procedures, Orders, public health guidance, and best practices relating to COVID-19. Compliance is necessary to maintain health and safety standards and manage expectations during quarantine or isolation. FIC will be routinely monitoring public health guidance, updating plans, protocols, and processes to reflect the dynamic nature of the COVID-19 pandemic, and providing support resources to transition students into Canada upon the completion of quarantine.
- 1.4. This policy and related documentation are to be accessible through the FIC policy library. This policy and related procedures will be communicated to community and relevant stakeholders via email and in ongoing information sessions.
- 1.5. FIC is committed to creating a diverse, equitable, and inclusive community offering mental health and anti-racism support to reduce any social barriers that might prevent students from complying with COVID-19 transmission control practices, including reporting of symptoms, isolation and quarantine, wearing masks or face coverings, physical distancing, handwashing, and sanitizing.

## 2. Scope and Jurisdiction

- 2.1. This Policy applies to FIC students who are required to be in Isolation or Quarantined, as defined in Section 3, who are:
  - 2.1.1. current students enrolled in full-time or part-time classes, either credit or non-credit;
  - 2.1.2. students on a leave of absence; or
  - 2.1.3. alumni when the isolation or quarantine occurs prior to transfer to the University; and
  - 2.1.4. located in Canada.
- 2.2. This Policy applies to those defined in Section 2.1, who must quarantine (if asymptomatic) or isolate (if symptomatic) for 14 days based upon:
  - 2.2.1. arrival in Canada, in accordance with the requirements set out in the Emergency Order Minimizing the Risk of Exposure to COVID-19 in Canada Order (Mandatory Isolation) No. 3
  - 2.2.2. potential exposure to someone who has tested positive for COVID-19, even if asymptomatic;
  - 2.2.3. a confirmed positive test for COVID-19, or a symptomatic suspected positive case; or
  - 2.2.4. otherwise mandated or recommended by provincial public health authorities or physicians.
- 2.3. A student living in SFU Residence and Housing will be required to isolate or quarantine off the premise for 14 days prior to move-in and may be subject to other SFU Residence and Housing policies.

### 3. Definitions

#### 3.1. College

refers to Fraser International College (“FIC”)

#### 3.2. Designated Support Person

An FIC staff member who will liaise daily to ensure these the isolated person/s have all the support they require. This may include, but is not limited to, providing supplies, arranging third party counselling support, or communications to other family parties and ensuring that the isolated person receives all reasonable and essential provisions.

#### 3.3. Isolation

means the separation of persons who have COVID-19 or who have signs and symptoms of COVID-19 from others in such a manner as to prevent the spread of the disease.

#### 3.4. Premises

refer to any land, building, or grounds of the University, inclusive of but not limited to, those out of which the College operates.

#### 3.5. Policy

refers to the Isolated and Quarantines Students Policy SP003.

#### 3.6. Quarantine

means the separation of persons from others in such a manner as to prevent the possible spread of disease.

#### 3.7. Student

includes any of the following: a person who is applying for admission to the College; a currently enrolled student; a student on a leave of absence; or a person enrolled at the College in a non-credit program or course.

#### 3.8. the University

refers to our partner institution Simon Fraser University (“SFU”)

#### 3.9. the Institutions

refers to both Simon Fraser University and Fraser International College

#### 3.10. Vulnerable Person

means a person who

- a) has an underlying medical condition that makes the person susceptible to complications relating to COVID-19;
- b) has a compromised immune system from a medical condition or treatment; or
- c) is 65 years of age or older.

#### 4. Compliance with Immigration, Refugees, and Citizenship Canada (IRCC) and Institutional Measures

- 4.1. FIC operates in partnership with Simon Fraser University and, as such, both institutions work collaboratively to ensure the health and safety for everyone who will be on campus.
- 4.2. Oversight of safety and security of all campus-based services is provided by the university and FIC is committed to adhering to all provincial and federal health guidelines and recommendations.
- 4.3. The following list sets out specific examples of guidelines the Institution will make available to comply with provincial health guidelines, federal regulations, and Simon Fraser University (SFU) standards. It is intended to help students understand the type of support available to the FIC community to ensure health and safety standards: it is not an exhaustive list and is an iterative plan to be responsive to the provincial health guidelines:

##### 4.3.1. Compliance with IRCC requirements for Business Re-Opening

- a) implementing protocols during the 14-day mandatory quarantine period to monitor the health and well-being of international students (e.g., periodic check-ins) and reporting potential violations to the relevant public health authorities.
- b) ensuring plans are in place should a student become symptomatic or is suspected of having been in contact with someone with COVID-19;
- c) after the 14-day mandatory quarantine period, ongoing monitoring of the health and safety of students, outreach to international students to ensure they are familiar with Canadian public health expectations and practices, as well as protocols for infection prevention or control and management in the event of an outbreak, or if a student requires medical attention; and,
- d) developing contingency plans, in collaboration with local and provincial/territorial authorities to safely house international students in the event of an outbreak, or if it is determined that an institution's plans are not sufficient to meet federal, provincial, territorial or local public health requirements.

##### 4.3.2. Institutional Measures

- a) determining protocols for physical distancing and hygiene while on campus
- b) ensuring facilities are maintained in the safest manner possible
- c) making available all recommended PPE for staff, instructors, and students
- d) maintaining compliance with Simon Fraser University health and safety guidelines
- e) supporting isolated students in 15 languages
- f) maintaining a 1:10 staff to student ratio for isolated or quarantined students
- g) implementing contact tracing
- h) providing temperature checks
- i) implementing entry screening procedures
- j) posting relevant signage
- k) training staff on health, safety, and sanitization protocols
- l) a comprehensive, supportive student-centred self-isolation protocol
- m) offering staggered class times to minimize contact

## 5. Student Support

5.1. 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 will be supporting our community and international students by providing them options and choices to meet the following requirements to safely arrive in Canada:

### 5.1.1. Compliance with IRCC requirements for Student Support

- a) Information related to legal requirements of the 14-day mandatory quarantine period after arrival in Canada, as well as respecting jurisdictional COVID-19 protocols;
- b) Assistance in developing quarantine plans in advance of their arrival to Canada, including providing options for transportation to their place of quarantine; confirming agreements and assisting students with hotels, homestay, custodian or other accommodations; and supporting only the ability of individuals who lived together in the same household (e.g., family members) in the country of origin to quarantine together in the chosen accommodation;
- c) Provide transportation from the airport, or initial point of arrival in the local community, to their place of quarantine (e.g., hotel, residence, or other commercial housing, homestay provider or custodian);
- d) Assistance acquiring the necessities required for the 14-day mandatory quarantine period (e.g., food and/or meals, medications, personal hygiene items, and locating a doctor for medical services), or identify an individual or organization who can perform this function so that new and returning students, as well as those living on-campus or off-campus are able to safely observe the 14-day mandatory quarantine period;
- e) Help with acquiring provincial health care coverage, or identifying providers that will offer comprehensive health insurance that will cover outpatient and inpatient treatments and include consultations, medical tests and hospital stays during COVID-19; and
- f) Provision of information on physical and mental health supports, and other supports available to international students.

## 6. Quarantine and Isolation

- 6.1. Students who are required to isolate or quarantine as per Section 2.1-2.2 of this policy, must notify the college of their circumstances 10 days prior to the beginning of their isolation or quarantine.
- 6.2. Students who are required to isolate or quarantine due to unforeseen circumstances, such as developing symptoms or receiving a diagnosis, must notify the institution within 24 hours, without any undue delay.
- 6.3. Any student that is required by government advice to be self-isolated or quarantined due to infectious disease, will be reported in an institutional database. This information may be required to be shared with external parties, such as local health departments, governments, or health representatives. Navitas will comply with any legally obligated reporting and ensure reporting meets criteria of the regulator and required privacy obligations.
- 6.4. Students in either isolation or quarantine will be assigned a Designated Support Person. The support person will liaise daily to ensure the isolated person/s have all the support they require. This may include, but is not limited to, providing supplies, arranging third party counselling support, or communications to other family parties. The Designated Support Person (DSP) is responsible for ensuring that the isolated person receives all reasonable and essential provisions. Please see Isolated and Quarantined Students Policy Procedures Section 3 for more information.

## 7. Disciplinary Measures

- 7.1. Failure to comply with the order mandating the mandatory 14-day isolation may result in the following penalties as per the IRCC guidelines:
  - 7.1.1. *“Failure to comply with this Order is an offense under the Quarantine Act. Maximum penalties include a fine of up to \$750,000 and/or imprisonment for six months. Further, a person who causes a risk of imminent death or serious bodily harm to another person while willfully or recklessly contravening this Act or the regulations could be liable for a fine of up to \$1,000,000 or to imprisonment of up to three years, or to both. Spot checks will be conducted by the Government of Canada to verify compliance. We note that in addition to the offenses under the Quarantine Act, international students and their dependents, as Temporary Residents or Foreign Nationals authorized entry, may face consequences under the Immigration and Refugee Protection Act, such as being deemed inadmissible and subject to a removal order, for any non-compliance with quarantine requirements under the Quarantine Act.”*
- 7.2. Any Student that has, or might reasonably be seen to have, failed to comply with or to follow the proper procedure of isolation and quarantine in a timely manner, may jeopardize the proper functioning of the College or University, the health and safety of the institutions or its members, and visitors, and may be subject to further disciplinary action under SP001 Student Code of Conduct.



# Isolated and Quarantined Policy Procedure

**Effective:** July 23, 2020      **Policy Number:** SP003.1

**Revision:**

**Parent policy:** SP003: Isolated and Quarantined Student Policy Procedures

## 1. Purpose

- 1.1. The purpose of these procedures is to establish the process that will be followed to support Isolated or Quarantined students at Fraser International College ("FIC").

## 2. Definitions

### 2.1. College

refers to Fraser International College ("FIC")

### 2.2. Designated Support Person (DSP)

An FIC staff member who will liaise daily to ensure these the isolated person/s have all the support they require. This may include, but is not limited to, providing supplies, arranging third party counselling support, or communications to other family parties and ensuring that the isolated person receives all reasonable and essential provisions.

### 2.3. Policy

refers to the Isolated and Quarantined Students Policy SP003.

### 2.4. Student

includes any of the following: a currently enrolled student; a student on a leave of absence; or a person enrolled at the College in a non-credit program or course.

### 2.5. Student Success Team (SST)

means a member of the Student Success Team, which is inclusive of Student Success Advisors, Student Success Coordinators, and/or the Student Success Manager.

### 2.6. the Institution

refers to Fraser International College ("FIC")

### 2.7. the University

refers to our partner institution Simon Fraser University ("SFU")

### 2.8. Questionnaire

refers to the FIC Self-Isolation Questionnaire students are required to fill out to notify the institution of the requirement or recommendation to isolation/quarantine.

### 3. Procedures

#### 3.1. The role of the Designated Support Persons (DSP) includes but is not limited to:

- 3.1.1. logging the individual with the Isolated Persons Register;
- 3.1.2. liaise daily to ensure these the isolated person/s have all the support they require;
- 3.1.3. providing assistance in the procurement of essential provisions where possible;
- 3.1.4. providing the student with resources and information related to their health and safety;
- 3.1.5. ensuring student has a plan to re-enter the community upon completion of isolation;
- 3.1.6. arranging third party counselling support, if requested; and
- 3.1.7. supporting with communications to family or instructors, if requested.
- 3.1.8. Ensuring the student arranges a final screening by a health professional within 24 hours of ending the isolation.

#### 3.2. Notifying the College of Need to Isolate/Quarantine due to International Travel

- 3.2.1. A student intending to travel to Canada must:
  - a) notify the institution a minimum of 10 days prior to traveling, or immediately upon purchase of travel arrangements in the event they are arranged less than 10 days prior to departure date;
  - b) complete the FIC Self-Isolation Questionnaire located available on the Student Forms page of the Student Portal as well as the “Travelling to Canada’ page of [students.fraseric.ca](http://students.fraseric.ca); and
  - c) demonstrate they will be able to successfully complete the mandatory 14-day isolation or quarantine upon arrival to Canada;

#### 3.3. Notifying the College of Need to Isolate/Quarantine due to COVID-10 Symptoms or Diagnosis

- 3.3.1. Students who may have been exposed, with or without symptoms, who have not received medical advice should consult with either provincial health authorities or a physician for recommendations to isolate or quarantine.
- 3.3.2. Students who are required or recommended to isolate/quarantine based on Section 2.2.2-2.2.4 of the Policy must immediately contact the Institution via completion of the FIC Self-Isolation Questionnaire available on the Student Forms page of the Student Portal as well as the “Travelling to Canada’ page of [students.fraseric.ca](http://students.fraseric.ca).
- 3.3.3. Students who contact the institution via email will be given instructions on how to complete the FIC-Self Isolation Questionnaire.

#### 3.4. Assigning the Designated Support Person

- 3.4.1. Students will be assigned a Designated Support Person within 1 business day (PST) of completion of the FIC Self-Isolation Questionnaire.
- 3.4.2. The Designated Support Person may be a Fraser International College or Navitas staff member whose primary goal is to support the holistic wellness and recovery of the isolated/quarantined student.
- 3.4.3. The student will be contacted by their Designated Support Person through their institutional email, unless otherwise indicated as per the Self-Isolation Questionnaire.

#### 3.5. FIC Self-Isolation Questionnaire and Isolated Persons Register

- 3.5.1. Students must provide the following information via the FIC Self-Isolation Questionnaire:
  - a) Person’s full name and date or birth
  - b) Isolated/quarantined area physical location

- c) Date of actual, possible or proximity of contact with contagious area/persons
- d) Date placed in isolation/quarantine
- e) Date isolation/quarantine is expected to be completed
- f) Support person name and contact details
- g) Flight arrival details
- h) Any notes pertaining to the isolation/quarantine that may assist in supporting persons

3.6. Information collected from the FIC Self-Isolation Questionnaire will be reported to the Isolated Persons Register. This information may be required to be shared with external parties, with consent from the student, and all data will be stored in a central Navitas location.

### 3.7. **Expectations and Support While in Isolation/Quarantine**

- 3.7.1. Students will be required to provide daily updates to their Designated Support Person
- 3.7.2. Support will be available through email and audio or video calls through virtual teleconferencing applications.
- 3.7.3. The DSP will be responsible for supporting the student in acquiring all reasonable necessities and provisions
- 3.7.4. If the student requires medical care, for physical or mental health, the DSP will support the student in understanding the options available to them.

### 3.8. **Quarantine of Minors**

- a) Minors are not exempt from mandatory quarantine requirements. A minor travelling alone to Canada must also ensure that they have made the appropriate arrangements before departing from their home country and that they will be able to care for and support themselves during the 14-day mandatory quarantine period.
- b) Before arrival, the parent or guardian must understand Canada's protocols to safely quarantine (self-isolate) or isolate for the required period. This means that their child must quarantine in a place that meets public health requirements, and that their child is well-equipped with the necessities (food, medication, medical access) to quarantine while in Canada in the care of a custodian and/or homestay, or another family member.

### 3.9. **Presence on Campus**

- 3.9.1. One Safety Ambassadors staff is required at each Welcome Station to monitor and manage the flow of people into and through the College.
- 3.9.2. An **Initial Screening** will be conducted of all visitors. Initial screenings will involve:
  - a) Asking and confirming a series of questions about recent travel, contact with others with COVID-19 and current symptoms.
  - b) Recording the name of all non-student or non-staff visitors to the college.
  - c) Any person displaying a cough, shortness of breath or other known to be common symptom of COVID-19 or a temperature above 38 degrees Celsius will be discreetly offered a Secondary Screening.
- 3.9.3. If required, a **Secondary Screening** will be completed as follows:
  - a) Prepare the appropriate PPE for the screening to include a surgical mask, eye protection, gloves for the secondary screener. PPE will be provided to the individual who requires the secondary screening.
  - b) Accompany the individual to the Secondary Screening room.

- c) Assist the visitor, if necessary, in calling 811 in order to get guidance on how to proceed.
- d) Notify an appropriate contact person based on next steps advised. Guests will be helped in returning home or going to the hospital. Students and staff will be supported directly in the set-up and throughout any required self-isolation period required. Designated Support Person will be assigned to students and staff who require self-isolation.
- e) Record the incident for reporting and potential tracking.
- f) Disinfect the Secondary Screening area after use.

#### 3.9.4. **Contact Tracing**

- a) In the event of a presumptive case of COVID-19 at the college, FIC will work in cooperation with the BC CDC and our partner SFU to follow their recommendations on appropriate actions.
- b) FIC has implemented daily check-ins for staff, sign-ins for visitors and formal attendance processes in classes to be able provide accurate records for assist the BC CDC in contact tracing.

#### 3.10. **Ending Self-Isolation**

- 3.10.1. As per HealthLink BC's recommendations, if you have been sick, were exposed to COVID-19, or returned from travel you likely self-isolated for 14 days or 10 days after symptoms started, whichever is longer. After your 10- or 14-day self-isolation, you may return to your regular activities if:
  - a) At least 10 days have passed since having a runny nose, sore throat, nausea, vomiting, diarrhea, fatigue. Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and any symptoms started, and
  - b) Your fever is gone without the use of fever-reducing medications (e.g. Tylenol, Advil), and
  - c) You are feeling better (there is improvement). OR
  - d) You were self-monitoring and never developed any symptoms.
- 3.10.2. Once students have met the criteria to return to regular activities or upon completion of the isolation/quarantine period, the Designated Support Person shall ensure that the effected parties have a definitive plan to re-enter the community.
- 3.10.3. Students are required to arrange a final screening within 24 hours of ending the isolation with their Designated Support Person.