



# COVID-19 SAFETY PLAN



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**COVID-19 PLAN  
FOR THE 2020-21  
ACADEMIC YEAR**

A few years ago, the Columbia Bible College community crafted a vision statement that declared our desire to “embody and promote God’s kingdom vision of transformation for the church and world as reflected in Scripture, and develop Christ-followers who are maturing spiritually, academically, and ethically – inspired and able to positively impact their careers, churches, and communities.” **This remains our goal and focus for the year ahead.**

The COVID-19 pandemic has introduced considerable uncertainty, anxiety and even conflict into our world. This is one of the reasons why we believe that the learning, discipling and maturing that happens at Columbia is more necessary than ever. Even though the year ahead is going to look different, and require a willingness to forego some of our ‘normal’ patterns of life, we know that by working together this can be a great year!

The following framework describes what it will look like for Columbia to provide a safe, healthy, and transformational education and discipleship experience. Columbia has decided to provide face-to-face classes with physical distancing and online course components.

## **1. GENERAL INFORMATION FOR STAFF AND STUDENTS**

We are committed to adhering to the protocols contained within the COVID-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector, released by the B.C. Ministry of Advanced Education on July 31. Our Covid protocols may be updated throughout the year.

Columbia is characterized by its Christ-centered, caring community. Learning new and innovative ways of promoting that kind of community will be one of the key opportunities for the upcoming year. The protocols will change the normal way of doing things, will be inconvenient at times, and there will be differing opinions on how necessary or strict they need to be. To help promote a positive and healthy culture, Columbia will educate staff, faculty and students about the COVID-19 plan, emphasizing the need to demonstrate love and grace for each other by complying with the necessary health and safety protocols.

### **PRINCIPLES FOR FALL 2020 PROGRAM DELIVERY AND CAMPUS LIFE**

1. Prioritize health, safety, and community-building to support a high-quality student learning experience.
2. Ensure community safety as a shared responsibility among all students, faculty, and staff.
3. Prioritize student experience by limiting public access to the Columbia campus.
4. Adhere to British Columbia Public Health guidelines to appropriately accommodate program delivery and on-campus safety.

## MONITORING, SCREENING AND TESTING FOR COVID-19.

- Basic information on how to recognize symptoms of COVID-19 is made available to parents/guardians, students, faculty, staff and visitors, before arrival and while engaged in activities at the institution.
  - Information to recognize symptoms is available to parents'/ guardians, students, faculty and staff through Microsoft Teams, email communication and through the website <https://www.columbiabc.edu/campus-alerts> and student handbook
  - Posters distributed in key places and ongoing communication with the Covid care coordinator / Student Development team outlining protocols to monitor for symptoms.
  - [International COVID-19 Support and Quarantine Plan.](#)
  - Students/faculty/staff are encouraged to monitor their health daily for symptoms of COVID-19 and get tested if they develop symptoms compatible with COVID-19.
  - All students, faculty and staff are required to do a daily health self-assessment using the tool on the BC Thrive Health website. <https://bc.thrive.health/covid19/en>.
  - Students, staff, faculty who have identified symptoms, are directed to immediately self-isolate and contact the [COVID Care Coordinator at Columbia](#)
- Faculty or staff who observe students for signs of COVID-19 will recommend student to isolate, as quickly as possible, and contact the Covid Care Coordinator. The goal will be to be mindful to avoid stigma and discrimination by maintaining privacy by discussing sensitive medical information with those who are authorized to receive the information i.e. accessing medical attention and notifying the local public health authority.
- Students, staff and faculty who are isolating will be contacted by the Covid Care Coordinator to confirm, discuss or provide instructions on seeking medical care and notifying FHA as appropriate.

## EDUCATION PROGRAMMING: WEB-ENABLED FACE-TO-FACE DELIVERY

Columbia will hold on-campus, in-person classes in fall and winter terms 2020-21, with online components designed to increase flexibility of student access to material. Classroom limits have been reduced by more than half to enable physical distancing. All classrooms have been equipped with technology that will enable students who cannot attend class to access material either via live-stream or video-on-demand.

[Within our web-enabled face-to-face delivery model, students are responsible to be present in class throughout the year, unless they are unable to attend for reasons listed below:](#)

- Physically unwell or having COVID-19 symptoms
- Being immuno-compromised or otherwise at greater health risk

Students for whom any of these situations apply require accommodations for online-only attendance. In order to facilitate their educational needs, these students must contact the Registrar ([Erwin.Klassen@columbiabc.edu](mailto:Erwin.Klassen@columbiabc.edu)).

## Protocols for Life on Campus

- All students will receive mandatory orientation on procedures and protocols for life on campus including (but not limited to):
  - Personal hygiene and cleaning practices
  - Physical distancing requirements
  - Campus traffic flow protocols
- Hand hygiene stations will be located throughout the campus.
- Classrooms, labs, dining hall, lounges, and study spaces will ensure appropriate physical distancing.
- The wearing of face masks in classrooms is required for all students unless it is inadvisable due to physical or mental illness or impairment, or a disability that means one cannot put on, wear or remove a face mask. Face shields will be available for those unable to wear a face mask.
- Clear signage will safely direct campus movement.
- Access to all Columbia buildings will be by student or staff card only.

## Residence Life

- Columbia is committed to the health, safety, and wellness of all Residence Students.
- Residence rooms are open for students for the 2020-21 year at a lower student density, and with some provision of rooms for those requiring quarantine.
- Frequent cleaning of high-touch common areas, training of cleaning protocols, for rooms and bathrooms, clear signage, reduced occupancy in lounges, and a robust quarantine plan for those who are symptomatic are in place.
- Guests and visitors are not permitted to enter or stay in residence halls. Please speak to your Resident Director if you have any questions or concerns.
- There will be a suspension of open dorms in Junior Housing in order to help prevent the spread of COVID-19. Junior Housing residents are not permitted to enter the Senior Housing sections of Redekop Hall. This will be re-evaluated throughout the year with the possibility of increased or decreased restrictions that are dependent on COVID-19 rates.
- Senior Housing residents will be permitted access to open dorms within Senior Housing. Senior Housing residents are not to enter the Junior Housing sections of the residences. This will be re-evaluated throughout the year with the possibility of increased or decreased restrictions that are dependent on COVID-19 rates.
- Junior Housing residents will be permitted to interact with one another within dorms dependent on their program's isolation requirements and expectations.
- Symptomatic Sickness Protocol has been put in place for those living in residence. If a resident becomes symptomatic, they are required to:
  - Self-isolate in a Self-Isolation Room if available
  - Tell RD/[COVID Care Coordinator](#)
  - Complete self-assessment online and follow recommendations stated (this may include being tested for the virus)
  - The resident is required to follow the directions of the Health Authorities
- If a resident's roommate, podmate, or bathroom mate becomes symptomatic, they are required to:
  - Exercise extra caution
  - Monitor their health
  - Follow Symptomatic Sickness Protocol if they too develop symptoms

- Each resident can expect the responsibility to maintain a higher standard of cleanliness in their living areas to be increased this year (i.e.: bathrooms, rooms, etc.) in order to prevent the spread of COVID-19. This includes:
  - Cooperating with room checks (either virtual or in person, dependent on COVID-19 circumstances)
  - Each resident is responsible for the upkeep of disinfecting key touch point areas within their personal living accommodations (i.e.: bathrooms, door handles, etc.), even if no one in pod is currently symptomatic
  - The resident must be respectful of signage in the residences regarding COVID-19
- Meal plans for residence students include takeout options and staggered arrival times for meals in the dining hall are based on the course schedule.
- Students living in residences are permitted to access each other's rooms, with appropriate restrictions given space sizes in rooms and lounges. Initial limits are in place regarding suspension of "open dorms" for junior housing, as well as limited access between units (Further details are provided in the Residence Policy).
- Commuter students have full but modified access to the entire campus, except for residences. The Commuter Lounge modifications will be communicated by Commuter Hosts via email to the commuter students, and signage will be posted within the Commuter Lounge.
- For information on protocol for international students, refer to our [International COVID-19 Support & Quarantine Plan](#).

## Health, wellness, and community life

Columbia is committed to the health, wellness, and thriving of all members of its entire learning community and will provide robust opportunities for wellness promotion.

- Regular student supports and services for both on-campus and commuter students will be available both in-person and virtually.
- Spiritual formation will include on-campus chapel services, and residence unit meetings will occur weekly.
- New recreation, wellness, and art opportunities will provide exciting health promotion, while remaining physically distant.
- Counselling services will be available, both in safe in-person session and online.
- Bearcat athletics will resume following British Columbia Public Health directives and games on campus will occur without spectators until restrictions are removed.

## 2. COVID-19 PANDEMIC OFFICE POLICIES AND PROCEDURES

In order to mitigate the potential for transmission of COVID-19, Columbia has implemented a "Return to Work Plan." The College recognizes the importance of worker safety as businesses look to resume operations following COVID-19 related work stoppages or interruptions. The attached COVID-19 Safety Plan outlines the policies, guidelines, and procedures Columbia has put in place to reduce the risk of COVID-19 transmission.

[See COVID-19 Pandemic Office Policies and Procedures.](#)

### STUDENT DEVELOPMENT RELATED INQUIRIES?

[karen.thiessen@columbiabc.edu](mailto:karen.thiessen@columbiabc.edu)

### ADMISSIONS RELATED INQUIRIES?

[tina.richardson@columbiabc.edu](mailto:tina.richardson@columbiabc.edu)

### 3. ADDITIONAL COVID-19 PROTOCOLS FOR SPECIFIC LOCATIONS ON CAMPUS

- a. **Columbia Place** – Columbia Place COVID-19 Protocols are available [upon request](#).
- b. **Student Centre (Dining Hall)** - We follow the [provincial health order guidelines for restaurants, cafes and pubs](#).
- c. **Resource Centre** – most COVID protocols for the Resource Centre are covered in the COVID-19 Pandemic Office Policies and Procedures document. However, additional protocols have been instituted for the Library (the Library Restart Plan is available upon request) and the Metzger Collection (see below).

#### **Metzger Collection**

The Metzger Collection has re-opened for visitors on an appointment basis. Out of a continued concern for the health and well-being of our community we have implemented several precautions to ensure a safe and enjoyable visit, including the following:

- We have provided hand sanitizing stations at key locations including the elevator and entrance/exit.
- We are limiting the number of visitors in the museum space (hence the need to make an appointment).
- We are limiting group bookings to no more than ten.
- We have increased our cleaning schedule, including the regular disinfecting of high-touch areas.
- We have posted notices to remind visitors of COVID-19 etiquette, including the need for physical distancing.

- d. **Teaching Centre and Chapels** – COVID protocols for the Teaching Centre are covered above, as well as in the COVID-19 Pandemic Office Policies and Procedures document. However, some specific protocols have been implemented for chapels. In the interest of caring spiritually for students, staff, and faculty, we will continue to run on-campus chapels. We will, however, modify how we do this to ensure the health and safety of our community.

- Chapels will continue to take place on campus, but will be limited to a maximum of 49 people, and physical distancing will be maintained.
- To accommodate our community, we will offer 4 similar chapel services a week. Individuals will be registered for a specific chapel time in order to monitor numbers and attendees for each service.
- Face masks (or face shields) will be required for all who attend chapel. Those leading the service will be required to wear face coverings.
- To ensure additional ventilation, windows in the chapel will be opened during services.
- Chapel services will include some singing but will also focus on other forms of spiritual practice and expression
- Traffic flow in and out of the chapel will be managed in such a way as to reduce congestion at door entrances/exits and in the hallways.



**COVID-19 OFFICE  
POLICIES & PROCEDURES**

# GENERAL OFFICE PROCEDURES DURING COVID-19:

## COLUMBIA'S RETURN TO WORK PLAN

Columbia recognizes the importance of worker safety as businesses look to resume operations following COVID-19 related work stoppages or interruptions. The following COVID-19 Safety Plan outlines the policies, guidelines, and procedures we have put in place to reduce the risk of COVID-19 transmission. We ask that everyone follow these guidelines to ensure the safety of our workplace.

## UNDERSTANDING THE RISK

The virus Sars-COV2 that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Individuals over 65 years of age or have compromised immune systems are particularly at risk. Higher risk situations require adequate protocols to address the risk.

## PROTOCOLS

Note that different protocols offer different protection. Wherever possible, we have implemented the protocols that offer the highest level of protection and will add more protocols as required.

- Wherever possible, employees must maintain a safe physical distance (2 meters) from one another.
- Appropriate [hand hygiene practices](#) include the requirement to wash or sanitize hands after coming into contact with public items.
- Additional cleaning protocols including more hand sanitizer locations, increased touchpoint cleaning and more widespread use of disinfectants have been implemented.
- Cough and sneeze into your elbow or sleeve.
- Stay home if you are unwell even for mild symptoms.

## SELF-SCREENING:

- Employees are expected to monitor their own health and refrain from coming to work if they experience COVID-19 symptoms. Refer to this [link for more info on symptoms](#).
- The Public Health Agency of Canada indicates, when returning from any travel outside Canada, the individual must self-isolate for 14 days and when returning from travel within Canada, symptoms, such as a cough, fever or difficulty breathing, should be monitored for 14 days.
- The immediate supervisor and HR must be notified immediately if symptoms are being experienced and work days will be missed.
- It is the employee's responsibility to be aware of sick day procedures and ensure these are being followed.

## **ENTERING BUILDING:**

- Use the door accessibility button to open front door (with your knee or side, not hands).
- Use card readers where possible
- Complete hand hygiene after touching door surfaces.
- Maintain physical distancing and mask protocols.

## **WALKING IN CORRIDOR:**

- Keep corridors free as much as possible.
- No standing in doorways or hallways for any length of time.
- Follow all signage posted regarding hygiene, physical distancing and traffic flow.

## **SUPPLIES IN PUBLIC AREAS:**

- Disinfectant wipes or disinfectant spray as needed.
- Hand Sanitizer stations as needed.

## **OFFICE SPACES:**

- When 2 or more people present, keep office doors open for better ventilation.
- No more than three people in an office at any given time.
- For those whose work does not require office attendance, your supervisor will discuss work from home options with you.
- Offices have been equipped with cleaning/disinfecting supplies.

## **SUPPLIES IN OFFICES:**

- Each employee can be supplied with PPE and disinfectant wipes as needed for workstations.
- Employees will have access to dedicated equipment, such as pens, staplers, headsets, and computers where appropriate.
- Shared equipment should be cleaned and disinfected after each use.

## **MEETING SPACES/ PROTOCOLS:**

- All meetings to be held in areas where physical distancing can be maintained or for gatherings of 3 or more, consider meeting virtually.
- Abide by room occupancy signage.
- Refrain from providing and consuming communal foods.
- Refrain from moving around furniture in common areas and classrooms unless it has been clearly moved to a non-compliant configuration.
- Wipe spaces between use.
- Maintain physical distancing and mask protocols.

## **RESTROOM PROTOCOLS:**

- Complete hand hygiene as per posted signage.
- Use paper towel to open door and then dispose of in garbage.
- Follow occupancy guidelines.
- Maintain physical distancing and mask protocols.

## **STAFF ROOM AND COMMUNITY COFFEE AREAS:**

- Complete hand hygiene before touching shared appliances and eating.
- Maintain physical distancing and mask protocols.
- Do not use communal dishes.
- Break rooms/ shared spaces will be equipped with disinfecting wipes for cleaning/ disinfecting between use.
- Abide by room occupancy signage.

## **OUTSIDE VISITORS:**

- Couriers: Reception area has been equipped with Plexiglas barrier and access to office doors are automatic
- All parcels or items that are handled directly and immediately by staff will be disinfected where appropriate. The receptionist will disinfect counter surfaces when the courier has direct physical contact with the surface.
- If required, visits to the workplace should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance).
- Keep a record of visitors to the workplace through sign in sheets.
- Visitors will be expected to complete daily self-screening for COVID-19 symptoms and follow mask protocols.
- Post signage at the workplace to inform the measures in place.
- Minimize non-essential in-person interaction between staff and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Guide visitors to use hand sanitizer on entering.
- Visitors should attend appointments alone and not access other areas on campus no spend time in waiting area before their appointments.
- Remove non-essential communal items, such as candy, magazines or supplies.
- Beverages (coffee, tea, water) should not be offered at this time.
- Consider moving garbage cans in meeting spaces or offices to a more accessible location for visitors to dispose of used sanitizing wipes and other PPE.

## **TRANSPORTATION:**

- Non-essential transportation or business travel should be limited.
- Minimize the use of shared vehicles.
- Rather than traveling for meetings or business consider communicating using, MS Teams, ZOOM, telephone, text message, or other communication technology.

## TRAVEL:

- Personal travel outside of British Columbia, is strongly discouraged at this time (speak to your supervisor if you have a personal circumstance that requires your presence).
- We expect all our employees to follow the BC government guidelines for travel at the time of their travel dates.
- It is mandatory that students, faculty, or staff arriving from outside of Canada stay home or self-isolate. Travelers must submit a B.C. self-isolation plan and complete the federal ArriveCAN application for approval prior to or upon arrival.
- If you are required to self-isolate upon return to BC and are unable to perform your work functions, speak with your supervisor for directions.

## POST ISOLATION/QUARANTINE RETURN TO WORK SCREENING

### Purpose:

To provide guidance to ensure for the health and wellness of all Columbia Bible College staff and faculty.

### Procedure:

Staff and faculty will complete daily self-monitoring for symptoms of COVID-19 before arriving on campus [using a self-screening tool](#).

Self-monitoring means paying close attention to how you feel to see if you develop any COVID-like symptoms such as fever, cough, or difficulty breathing, follow directions for testing and begin isolation. Any [symptoms](#) identified means staff/faculty **cannot come to work**.

Begin to isolate by remaining home, arrange for working remotely which may include alternative instruction for classes or distribution of workload to others. Notify both your supervisor and the [COVID Care Coordinator](#).

Wait for test results, keep isolating and follow recommendations from Public Health. Once test results are known, update both your supervisor and the COVID Care Coordinator with the results.

Refer to [this resource for self-isolation](#) post testing.

### Positive Test Results:

Those who get diagnosed with COVID-19 will need to self-isolate for 10 -14 days from when their symptoms started. A public health nurse will contact those who test positive to identify people they have spent time with. These people are contacts who might need to be tracked to identify possible clusters of infections. Public health gets in touch with the contacts and asks them about symptoms of COVID-19. Not every contact needs to be identified: only those who could have been exposed to the case's respiratory droplets from coughing, sneezing, or speaking.

To learn more about what to do if you are sick, how to prevent spreading it and what to do if you need medical care, visit: the [BC Centre for Disease Control's If you are sick](#) page.

Public Health resources recommend a return to work after 14 days from the onset of symptoms. However, that 14 days

must include 3 days (72 hours) of no fever. A cough can last for a few weeks after recovery from Covid-19, but individuals are no longer considered contagious so long as the cough is the ONLY symptom.

Refer to the [self-monitoring form](#) to track onset and end of symptoms.

### Negative Test Results:

If your test is negative isolate until symptoms subside. Ill staff/faculty should not come to work even if symptoms are mild, if there is questions or concerns, contact HealthLinkBC ([8-1-1](#)).

If you became ill after being in contact with a confirmed case or arriving from outside of Canada, continue to self-isolate for 14 days or 10 days after symptoms started, whichever is longer.

Returning to work - Email your supervisor to update your plan to return at least 1 day prior to planned return to work following an isolation or quarantine period.

## TO HELP REDUCE YOUR RISK OF INFECTION:

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way of reducing the spread of infection because soap actively destroys the surface of the virus.
- If soap and water are not available, alcohol-based hand rubs (ABHR) can be used to clean your hands if they are not visibly soiled.
- Wear a mask/face covering in public places. COVID-19 is spread through infected droplets from a sick person's mouth or nose. Wearing a mask or face covering, helps protect people around you from the droplets that carry the virus.
- Do not touch your face.
- Maintain physical distancing procedures. If you cannot physically distance yourself from others, a mask can help prevent the spread of germs.
- Limit your time in crowded common spaces.
- Greet people with a wave instead of a handshake, kiss or hug.
- Maintain physical and mental health, i.e. nutrition, getting enough sleep and exercise.

## BC PUBLIC SERVICE COVID-19 RESPONSE FAQs

### Who to contact:

- For work-related questions not addressed in the FAQ, contact the Workplace Health & Safety branch (BC Public Service Agency) using MyHR.
- In the case of a workplace safety emergency call 1-250-952-0911.
- For non-medical-related questions about COVID-19, call 1-888-COVID19 (1-888-268-4319). Service is available from 7:30 a.m. to 8:00 p.m. seven days a week.
- Call 811 or your primary care provider if you are concerned you may have been exposed to or are experiencing symptoms of COVID-19.
- For general health-related questions from Canadians, call 1-833- 784-4397. Service is available from 7:00 a.m. to midnight EST.

For general information on COVID-19, see the [BC Centre for Disease Control online resources](#).

If you think you may have symptoms, the [BC Centre for Disease Control's self-assessment tool](#) can help you determine if you need further assessment or testing for COVID-19.

The most current information related to the BC Public Service's response to COVID-19 (including this document) is [available on the MyHR website](#).

## **DOCUMENT RETENTION**

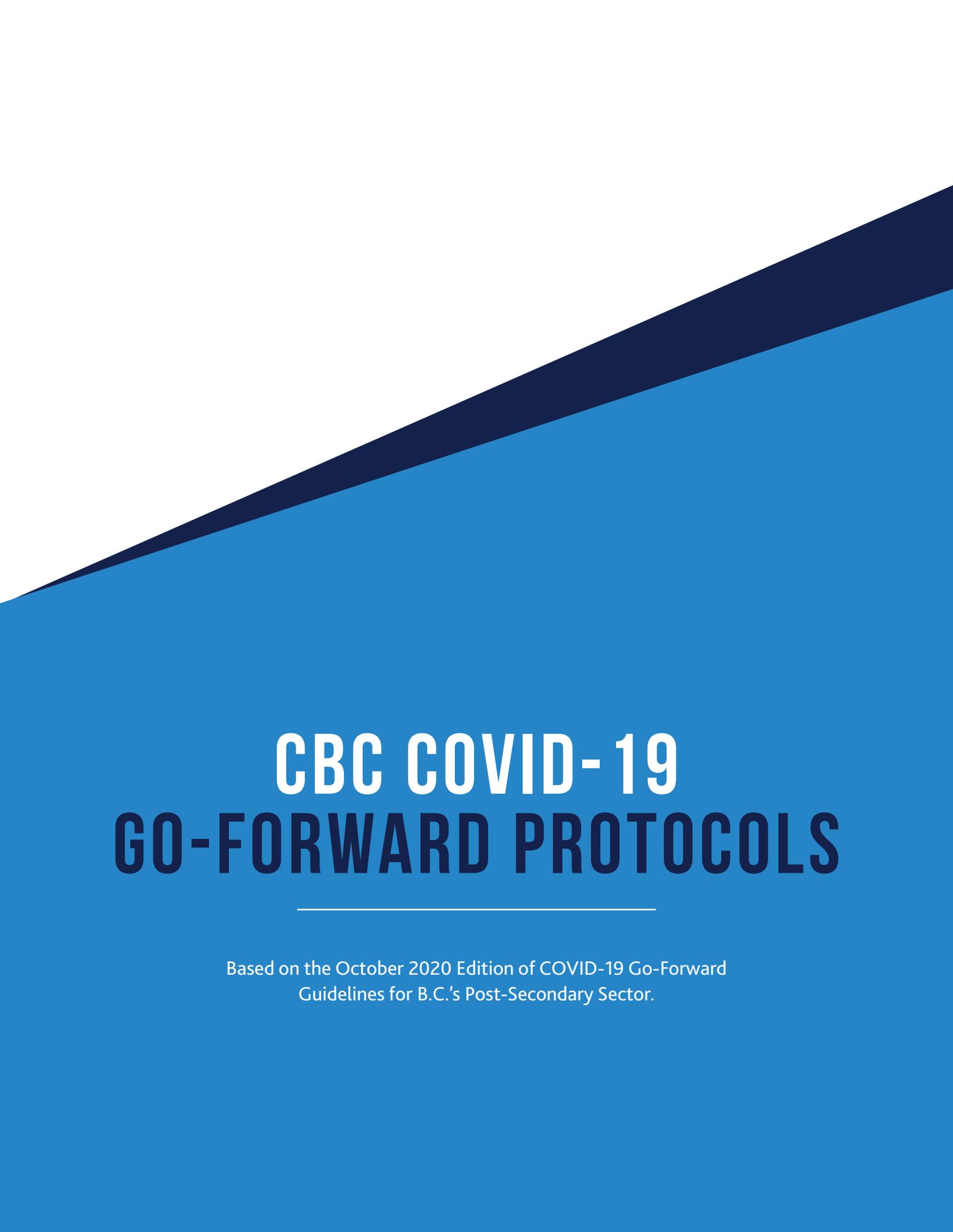
All completed Post Isolation/Quarantine Forms are to be kept in the HR Office files and documented on the tracking sheet as returned.

Post Isolation/Quarantine Return to Work

**FOR INFORMATION ON WORK BC'S  
INFORMATION IN REGARDS TO COVID-19,  
REFER TO THE LINK BELOW.**



Where ideas work



# **CBC COVID-19 GO-FORWARD PROTOCOLS**

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Based on the October 2020 Edition of COVID-19 Go-Forward  
Guidelines for B.C.'s Post-Secondary Sector.

## DEVELOPING A COVID 19 PLAN

Columbia Bible College's COVID Task Force, with its members, has been developing plans and protocols in keeping with provincial health authorities since March 2020.

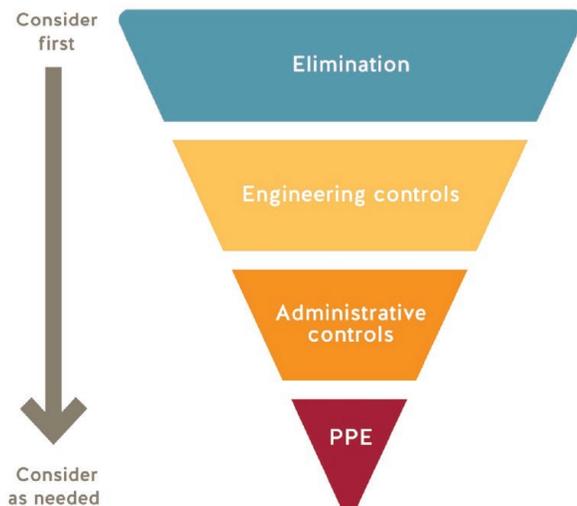
## UNDERSTANDING THE RISK

Columbia Bible College's Lead team has continued to remain aware of the level of community transmission and implemented interventions which are appropriate to current local risk.

They have kept up to date with local public health authorities' advice and orders.

Implementation of isolation protocols for those infected, cleaning of high touch surfaces, advising of consistent hygiene practices, and reduction of the quantity of close contacts has been carried out.

## SELECTING PREVENTION MEASURES FOR THE WORKPLACE



### FIRST LEVEL PROTECTION (ELIMINATION):

CBC has promoted safe physical distancing between people as recommended by the Provincial Health Officer. Some examples of this are the distancing of student's desks in all classrooms, floor markings for line ups in the cafeteria, floor markings at reception, distanced seating in the Chapel, and signage throughout campus in areas prone to students, staff, and faculty gathering.

To reduce the number of prolonged close contacts among faculty, staff, and students, CBC has staggered entry and exit times for classes, provided floor markings to direct traffic flow to avoid congestion and crossing paths where distancing would not be possible, significantly reduced seating and capacity limits in the cafeteria while extending the meal time hours to still accommodate everyone, and moved as many things online as possible such as homework submission, marking, registration forms, textbook ordering, staff meetings, etc. Seating in classrooms has been structured to keep residents and commuters in their respective groups as much as possible and seating plans are in place which keep students in the same desk each class.

## **SECOND LEVEL PROTECTION (ENGINEERING CONTROLS):**

Physical barriers have been installed in places like the classroom for an instructor to stand behind as they teach, at the front desk of reception, and the front desk of the library check out.

## **THIRD LEVEL PROTECTION (ADMINISTRATIVE CONTROLS):**

Cleaning protocols have been tailored to address the heightened risks of COVID-19. Faculty, staff, and students receive instruction regarding the use of shared office tools. Frequently used doors have been designated as one way and high trafficked narrow walkways have been marked as one way. Hand hygiene stations have been posted around campus and high touch surfaces are cleaned often.

## **FOURTH LEVEL PROTECTION (NON-MEDICAL MASKS OR PPE):**

Due to the high levels of community transmission in the Fraser Valley, the heightened travel risks associated with Thanksgiving and Remembrance Day long weekends, and the difficulty of maintaining physical distancing (mostly due to social young adults), we had recommended, and at times required, the use of non-medical masks, especially indoors. Training has been provided for faculty, staff, and student leaders regarding the proper use of masks. We have provided an application for exemption to mask wearing and found alternative options for some. Our masking guidelines follow the provincial Health Office mandates and are amended as information becomes available or as recommendations are updated by the BCCDC.

# **PROTOCOLS FOR POST-SECONDARY EDUCATION**

## **ACCESSING THE CAMPUS SAFELY**

### **COVID-19 Self-Assessment**

- All faculty, staff, students, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing campus property.
- The BC COVID-19 self-assessment tool is used for assessments. Some cohorts have implemented required self-reporting declarations before certain activities.
- Through the use of entrance signage, emails, student notices and reminders through Microsoft TEAMS, webpage notices, and signed Residence Policies, expectations for completing a self-assessment before entering campus has been made clear to all.
- Our COVID Care Coordinator communicates with and monitors anyone with symptoms associated with COVID-19, anyone who has travelled outside Canada in the previous 14 days, and anyone identified as a close contact of a confirmed case, ensuring they self-isolate.
- WorkSafeBC and BCCDC signage as well as regular communication regarding the above requirements has been provided for all who access the campus.

- Our COVID Care Coordinator ensures individuals are aware of the 8-1-1 resource for when further health advice is required.
- Our COVID Care Coordinator is working with local health care providers in an attempt to make COVID-19 testing more easily accessible and efficient for faculty, staff, and students of CBC.
- We have also reached out repeatedly, seeking advice from local public health authorities around managing cases of COVID-19 in the institution.

### Academic Concession / Workplace Accommodation

- Academic concession policies have been reviewed and adjusted in order to better support students needing to stay home for reasons related to COVID-19.
- Policies and remote working tools have been implemented and adjusted to better support faculty and staff needing to stay at home or work remotely for reasons related to COVID-19.

### COVID-19 Symptoms

Our COVID Care Coordinator arranges and directs symptomatic faculty, staff, or students to self-isolation at their place of residence. Support is provided which includes making individuals aware of 8-1-1. Those responsible for cleaning are notified of areas which have been used by a symptomatic individual.

## ADMINISTRATIVE AREAS

Our COVID-19 Safety Plan has been developed and communicated to all staff and faculty ensuring protocols are understood and in place for things like building access, workplace operations, workstations, communal spaces, outside visitors, deliveries, transportation, and elevator use.

## ATHLETICS AND RECREATION FACILITIES

- Our athletics director and CBC Lead team continue to stay on top of the most up to date policies and advice from local public health authorities.
- Cleaning, sanitizing, and physical distancing protocols have been applied in all facilities.
- Athletic teams have been grouped to reduce unnecessary contacts. Sign ups and schedules have been implemented to also reduce contacts.
- All gatherings adhere to mass gathering requirements.
- Non-medical masks are available for when/if close contact is required.

## CAMPUS TRANSPORTATION

- When transportation is necessary, maximum distance between passengers is considered in the use of vehicle types and in seating configurations.
- Non-medical masks are encouraged as is proper hand hygiene.

## CHILD CARE AND DAY CAMPS

N/A

## CLEANING AND DISINFECTING

- Our Custodial and Facilities departments adhere to BCCDC's Cleaning and Disinfectants for Public Settings protocols.
- A schedule has been developed which focuses on high-traffic areas and high-contact surfaces around campus including door handles, railings, washrooms, shared equipment, desks, light switches, common areas, and more.
- Non-essential shared items have been removed where cross-contamination is possible such as staff lunchroom plates and cutlery, coffee stations, commuter lounge snack bins, drinking fountains, board games, etc.
- Hand-washing facilities and sanitizing stations are well stocked and maintained to ensure hand hygiene is easily accessible and visible for all.
- Through the use of signs, visual demonstrations and written and verbal reminders, faculty, staff, and students receive guidance about when they should wash their hands.
- All cleaners have received adequate instruction, training, reminders, materials, and supplies.
- Washroom capacity has been limited to ensure physical distancing.

## COMMUNICATION AND EDUCATION FOR THE CAMPUS COMMUNITY

### BUILD A COMMUNICATION PLAN

- A communication plan has been developed and will continue to be reviewed and adapted by the COVID Task Force and Lead team for the benefit of the campus community.
- Communication content is consistent with provincial and local public health authorities.
- Updates are provided to faculty, staff, and students to keep them informed about what is being done to ensure safety and reduce the risk of COVID-19 transmission.
- Where appropriate, off-campus partners are included in the communication plan.
- Communication messages are reviewed through members of the campus community including faculty, staff, and student council who are part of the COVID Task Force.
- Messaging is intentional and considers audience, equity and diversity, language, and tone.
- Communication has been streamlined to the whole campus community through the implementation of Microsoft Teams.
- Acts of discrimination against people is not tolerated and has been clearly communicated through our Faculty and Staff agreements and to students through the Student Handbook.
- Relevant public health information is referenced in communication and training materials.

# EDUCATION DELIVERY

## RESPECTFUL LEARNING ENVIRONMENTS

All normal institutional expectations for respectful work and learning environments are still in place.

## REMOTE LEARNING

- Policies related to respectful behaviour apply to students attending class remotely or in person.
- Supports are provided for instructors and supervisors for transitioning education delivery to online delivery.

## EXPERIENTIAL LEARNING AND IN-PERSON INSTRUCTION

- Safety plans have been developed for each building to reduce the risk of COVID-19 transmission.
- Instructor and student orientations have been implemented prior to room usage.
- Cohorts have been utilized where possible. Seating plans have been implemented for all classrooms.
- Physical distancing, hand hygiene, and cleaning protocols are being practiced through restricting the number of people within a physical space, staggering class start and end times to minimize close contact, designating entrance and exit doors, providing sanitizing stations and desk/chair wipes, and requiring non-medical masks in the Teaching Centre while respecting those with exemptions.

## ACCESSIBILITY

Appropriate supports for persons with disabilities has been considered so as to minimize the challenges they face due to COVID-19 in a learning environment.

## COMMUNITY-BASED PROGRAMS

Additional supports have been considered for learners who face barriers related to remote learning such as lack of technology, online literacy, or poor internet connectivity.

## FOOD SERVICES AND CATERING

Protocols have been put in place for our Food Services according to the Protocols for Restaurants, Cafés, and Pubs. These include protocols such as eliminating hand-to-hand contact with customers, rearranging waiting areas and line up, providing floor markings to ensure distancing and flow, using masks, providing hand sanitizer at the door, and reducing seating and tables to ensure distancing.

## **GATHERINGS AND EVENTS**

Though the gathering of more than 50 people does not apply to educational activities at post-secondary institutions, CBC continues to limit classroom occupancy to less than 50. We will follow provincial guidelines for events & gatherings.

## **HOUSING / STUDENT RESIDENCES**

### **HOUSING OPERATIONS**

- Policies have been revised (no outside guests).
- Payments are made through contactless means.
- Maintenance requests are made online.
- Internet access in residence buildings has been greatly enhanced (every student has their own LAN Ethernet connection and WIFI was upgraded campus wide).

### **SHARED ACCOMMODATIONS**

- Self-Isolation rooms have been set aside in all residence halls to allow ill students to separate from others to prevent to potential spread of COVID-19.
- This is directed by the COVID Care Coordinator who also works with the student to assess if testing is necessary and follow through on public health guidance in the case of a positive test.

### **QUARANTINE AND ISOLATION**

- Students arriving from out of country were allowed to move in 14 days before other students in order to fulfill their 14 day self-quarantine procedure.
- Daily communication is provided through the COVID Care Coordinator and extra check-ins are provided through Resident Leaders.
- Meal delivery is provided for those in isolation/quarantine.
- Residence rooms designated for quarantine/isolation purposes are used for relocating students.
- Since returning home is not an option for some students, residence halls will stay open throughout the Christmas break this year.

### **PROCEDURES FOR MOVING IN AND OUT.**

- Move-in dates and times were staggered to effectively reduce large crowds.
- Non-medical masks were provided for all staff, student leaders, students and their family members for the move in process and training was provided for all those helping with move in process.
- As much as possible, the process was designed to be contactless (e.g. doors held open by helpers equipped with

masks and hand sanitizer, all paperwork was moved online, welcome packets including room keys, student card, mailbox keys were assembled days in advance).

- Furniture in common areas was reduced and carefully selected to reduce temptation for large gatherings (e.g. multi person couches replaced with single seat options and spaced out).
- Guidelines were established for cars arriving on campus, receiving health assessment check ins, welcome packet pick-ups, and moving in.

## HUMAN RESOURCES AND TRAINING

- CBC has designated a COVID Care Coordinator and established a COVID Task Force Team.
- Measures have been put in place to reduce density of staff.
- COVID-19 prevention education and guidelines for staff have been provided.

## RESIDENCE LIFE SERVICES

- COVID-19 prevention education and training has been designed.
- Resident Leaders have received training online and in person.
- Mental health support services are made available.
- Residence life programming is set up for virtual and outdoor environments and is in accordance with public health guidelines for outdoor gatherings.

## INDIGENOUS GATHERING PLACES

CBC does not currently have an Indigenous Gathering Place on campus. Sumas First Nation Longhouse continues to serve and support Indigenous peoples in the Abbotsford area.

## INTERNATIONAL STUDENTS

Refer to our [International COVID-19 Support and Quarantine Plan](#).

## LIBRARIES

CBC's library has undergone significant revisions in order to comply with WorkSafeBC's guidelines for libraries. This includes an established occupancy limit, promotion of online resources, reconfiguration of the physical space to ensure physical distancing, reduction of computer terminals and furniture, floor markings, physical barrier at front desk, hand sanitizer stations provided, and COVID-19 signage posted.

## MEDICAL CLINICS, STUDENT COUNSELLING AND FIRST AID

- COVID-19 protocols have been applied to CBC's Student Counselling services according to the WorkSafeBC guidelines for In-Person Counselling.
- This very important service is high priority. Both virtual and some in-person services have been made available to students.
- COVID-19 appropriate practices among counsellors have been standardized and communicated.
- Clients have been informed of the changes and the appropriate protocols that have been put in place.
- Safety protocols and the illness policy have been communicated to clients.
- There are no home visits nor transportation of clients.
- All in-person appointments are strategically booked and scheduled to allow for distancing, minimal contact with others, and for sanitizing between clients.
- COVID-19 protocols are posted throughout the Counselling Centre.
- Occupancy limits have been determined, distancing and PPE are in place.
- All payments are handled online.

## MENTAL HEALTH

Faculty, staff, and students can access counselling and wellness services through a variety of programs and resources.

## MUSEUMS AND ART GALLERIES

- CBC's Metzger Collection has been adjusted to follow the guidelines of WorkSafeBC and the protocols for arts and culture.
- Occupancy limits are posted and observed to maintain physical distancing and to follow the provincial health officer's order on gatherings to not exceed 50 patrons.
- Viewings are by appointment only.
- The flow through the Collection is marked and managed to reduce contact between people.
- Hand sanitizer is provided and signage for COVID-19 protocols are posted.

## RETAIL SERVICES

- The Bookstore has allowed for online purchasing. Pre-payments were accepted, and books were pre-delivered to Residents' rooms prior to move in.
- Plexiglass has been installed at the Bookstore window.
- Floor markings are in place to ensure physical distancing for those waiting.

# **SAFETY**

CBC recognizes the importance of getting people to stay home if they are ill and to get tested if they have COVID-19 symptoms. This is the practice at CBC and is communicated through a variety of channels and overseen by the COVID Care Coordinator.

## **FACULTY, STAFF AND STUDENT HYGIENE**

- CBC Custodial Services provide and stock hand-washing facilities throughout campus for faculty, staff, and students. These stations are visible and easily accessed.
- Signage around campus helps provide guidance for faculty, staff, and students about how often they should be washing their hands.
- CBC Custodial Services has an active schedule with appropriate cleaning protocols for all common areas and surfaces around campus. These include washrooms, equipment, common tables, desks, light switches and door handles. All Custodial staff have undergone training and are equipped with the materials needed to perform their duties well.

## **USE OF PERSONAL PROTECTIVE EQUIPMENT AND NON-MEDICAL MASKS**

- Appropriate PPE is provided for faculty, staff, and students as per the relevant hazards.
- Although all instruction at CBC is carried out with physical distancing and most classrooms are outfitted with barriers, the use of non-medical masks is required in the Teaching Centre unless an exemption has been granted.
- All faculty, staff, and students are permitted to and encouraged to use non-medical masks.
- Training has been conducted to demonstrate proper use of a non-medical mask and the risks associated with misuse.

## **SAFETY RESPONSIBILITY BY ROLE**

CBC has acknowledged the responsibility to develop COVID-19 Safe Work Plans in accordance with WorkSafeBC's six-step process as well as the sector Go-Forward Guidelines.

## **POST-SECONDARY INSTITUTIONS**

- In the development of safety plans, CBC has engaged with faculty, staff, students, and more in order to consider the many facets of health and safety.
- Many risks have been assessed and paired with appropriate measures.
- CBC has found it necessary to provide both resources (e.g. information, administrative changes, technology, training) and materials (e.g. PPE, cleaning and disinfecting products and systems) in order to maintain a safe working and studying environment.

- Regular meetings of the COVID Task Force allow for review of the effectiveness of plans and create opportunities to make adjustments when necessary.

## **SENIOR EXECUTIVE AND MANAGERS**

- Faculty and staff have received training and orientation in order to understand the protocols put in place to minimize their risk of COVID-19.
- Supervisors direct their departments to work in a manner that minimizes the risk to faculty, staff, and students.
- Faculty and staff are kept up to date with pertinent educational and informational material through the designated Microsoft Teams channel for all staff and faculty.

## **FACULTY, STAFF AND STUDENTS**

- All faculty, staff and students are aware of and reminded to complete the BC Self-Assessment daily before arriving on campus and to stay home if symptomatic.
- Orientation for all faculty, staff, and students has taken place ensuring they know the pieces in place to minimize their risk of COVID-19.
- Adherence to the procedures and instructions is expected and communicated often.
- The COVID Care Coordinator at CBC is the point person for all reports of exposure incidents which is broadcasted around campus on signs and through emails.

## **CAMPUS VISITORS**

- All campus visitors are directed to sign in upon arrival to campus and must self-assess for symptoms of COVID-19 prior to arrival.
- Hosts of visitors are expected to help their guest follow all posted safety instructions.

## **SPIRITUAL AND RELIGIOUS COMMUNITIES**

CBC understands that all activities of spiritual and religious communities on campus are subject to the Gatherings and Events Order of the Provincial Health Officer which prohibits gatherings of 50 or more people.

## **INTERFAITH OR MULTIFAITH SPACES**

Alternative practices have been explored for greetings, communion, and other person-to-person activities.

## **USE OF CAMPUS CLASSROOMS OR HALLS**

All bookings of multi-purpose campus space are required to adhere to CBC's safety and prevention measures for those spaces.

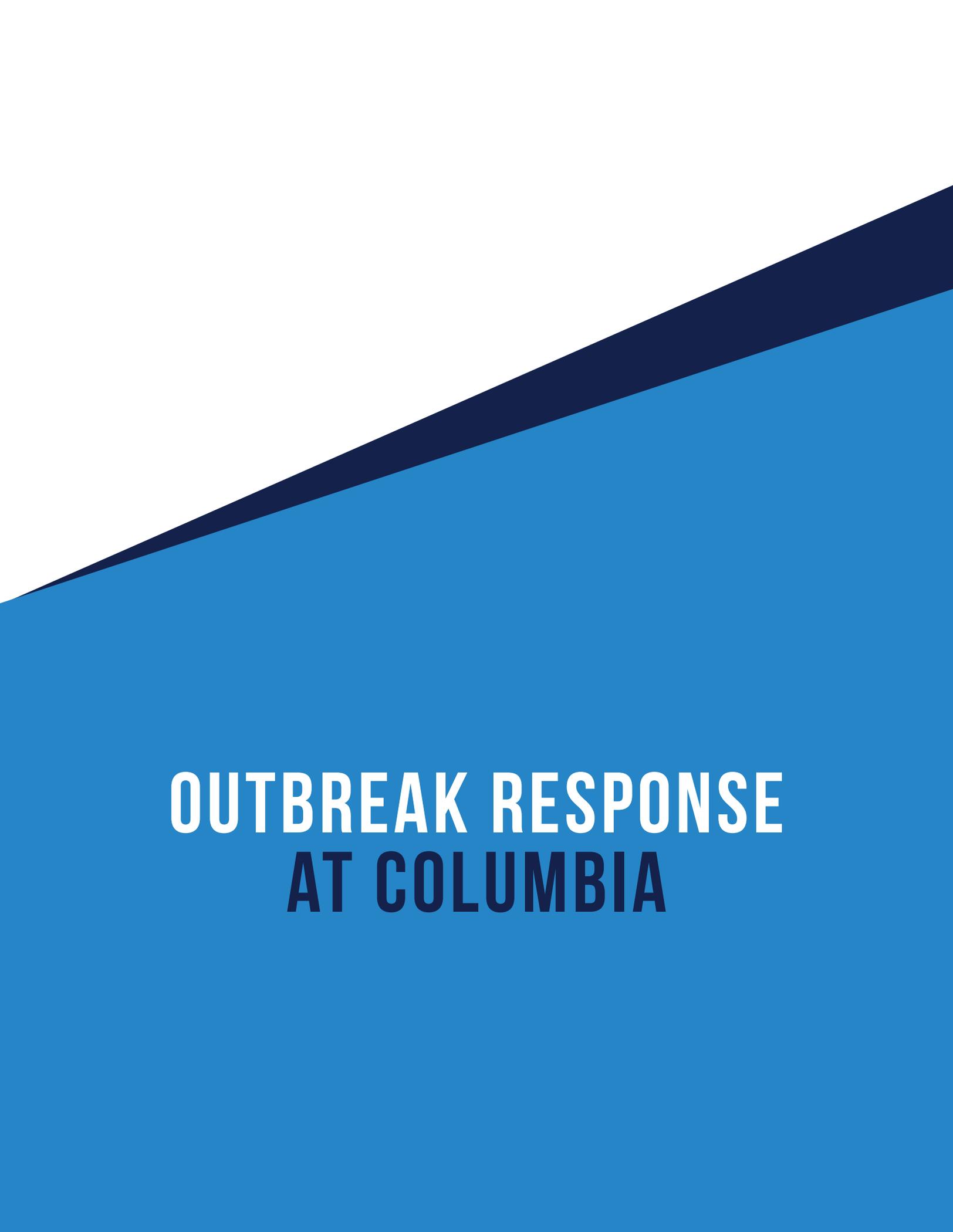
## **OFFICES FOR PRAYER AND COUNSELLING**

Offices for prayer and counselling have posted occupancy limits and the expectation to wear non-medical masks even while maintaining physical distancing.

## **PROTOCOLS FOR FAITH-BASED ORGANIZATIONS**

Additionally, the normal weekly Chapel service has been significantly altered. Chapel is now offered at 4 different times during the week with 50-person max capacity. Attendance is taken, all seating is physically distanced, masks are required, hand hygiene stations are provided, disinfectant wipes are provided for wiping down chairs, and traffic flow is marked with designated entrance and exit doors.

Alternative forms of greeting are in place and 6 feet of distancing is maintained.



**OUTBREAK RESPONSE  
AT COLUMBIA**

# ON-CAMPUS RISK ASSESSMENT AND MITIGATION STRATEGIES

## MEASURES TO PREVENT, LIMIT THE SPREAD OF COVID-19

- Whenever available, online/remote access to courses has been implemented to reduce risk of transmission on campus. Columbia offers virtual classes simultaneously or asynchronously to limit the number of individuals in classrooms.
- Students can access classes using Microsoft Teams when they are unable to attend in-person sessions due to measures imposed by COVID-19, such as those with health conditions or disabilities that prevent them from being able to physically distance or use masks/ face coverings, as well as students affected by travel restrictions.
- Academic schedules have been arranged to allow for increased time between classes to limit congestion in hallways.
- Processes established to maintain in person classes on campus with reduced size classes and preference given to continue deliver face to face instruction for experiential/applied learning programs like ERT, HCA and Quest.
- Physical distancing encouraged through reminders and signage which ensure at least 2-metres distance between any classrooms, shared spaces, offices, seating areas and in food service areas.
- Installing accessible hand hygiene stations throughout the campus, for increased accessibility for hand hygiene practices.
- Residence dorm rooms are offered at a reduced capacity - rooms set aside for possible isolation rooms.
- Communal dishes have been removed to prevent the sharing of certain items in communal kitchens and break rooms. Staff, faculty, and students are required to use their own labeled, personal items.
- Furniture removed and Increased spacing between furniture in communal areas established in the student center, the commuter lounge, to maintain a 2-metre distance and to reduce crowding.
- Occupancy capacity is posted on spaces which limits the number of individuals on campus and in classrooms/ share spaces/meeting rooms at any given time. Protocols are established to limit the number of students that are able to use communal spaces in residences.
- The campus has adopted a closed campus model to reduce visitation opportunities and public access.
- Buildings, spaces and rooms have been secured to reduce traffic from unauthorized visitors
- Enhancing environmental cleaning and disinfection practices have been implemented in all common and shared spaces (e.g. Chapel, cafeteria, classrooms, bathrooms), with emphasis on high-touch surfaces.
- Directional arrows provide traffic flow to reduce congestion as staff/faculty/staff move around the campus. Signage and floor markings in and around the campus remind students/faculty/staff/visitors to practice physical distancing and to have unidirectional flow of foot traffic in narrow hallways/stairways.
- Physical barriers (plexiglass/transparent barriers) at reception desk, library, and classrooms further reduces risks of transmission.
- A process for a safe, secure record/sign-in system of students/faculty/staff/visitors who access a campus building for learning and research activities, is established.

- Where prudent, Columbia will look to facilitating small in-person gatherings for student events to reduce and control the transmission of COVID-19 and offer more events at a reduced capacity rather than hosting a single large/gathering event.
- Student leaders, staff and faculty will model preferred behaviour and reinforce general personal practices to maintain physical distancing, such as avoiding greetings like handshakes, high fives, fist bumps, and hugs.
  - The college will stay current with updates and communicate information to the campus. In addition, the college will align practice with protocols and policies with Fraser Health updates, orders from the Provincial Health Office and direction or recommendations from AVED. Information related to updates is accessible through Microsoft teams for students, staff and faculty.

## TASK FORCE AND COVID CARE PROGRAM

Columbia has assessed the feasibility of implementing a cohorting model on campus to mitigate risk of transmission. This involves establishing or promoting the establishment of small groups, formally or informally, including keeping the same individuals in the groups to minimize the number of contacts in various settings. Some of these cohort models are reflected in campus life, students are restricted from visiting buildings in some cases other examples are Commuters events in designated areas, separate resident events in designated dorms, the Quest program, and the HCA program.

Columbia has developed a COVID Task force to respond to outbreaks and any other significant COVID related events. The task force is responsible to collaborate with FHA and develop emergency plans and protocols to support decision making for both suspected and confirmed cases of COVID -19.

The college has developed a new role for liaison and communication. This role ensures communication of suspected or confirmed cases of COVID-19 are communicated in a timely and organized manner. The Covid Care Coordinator is part of the Covid Care Program, which is responsible to track, advise, and implement protocols of the Outbreak Response plan.

### The Covid Care Program serves the campus in the following ways:

- To support students who are required to quarantine on campus by providing services: meals, laundry, access to essential supplies, mental health supports.
- Provide ongoing basic information on how to recognize symptoms of COVID-19. This information is made available to parents/guardians, students, faculty, staff and visitors, before arrival and while engaged in activities on campus.
- Information to recognize symptoms is available to parents'/ guardians, students, faculty and staff through Microsoft Teams, email communication and through [our website](#).
- Ensures communication of suspected or confirmed cases of COVID-19 are communicated in a timely and organized manner.
- Empower the Covid Care Coordinator to track, advise, and implement protocols of the Outbreak Response plan.
- Provides ongoing education of staff/students/ faculty on steps to mitigate risk of transmission on campus.

## A positive Case Management protocol outline has been developed to respond to an outbreak or other significant COVID related events. ( [Link Document](#) )

Students/faculty/staff are encouraged to monitor their health daily for symptoms of COVID-19 and get tested if they develop symptoms compatible with COVID-19.

- All students, faculty and staff are required to do a daily health self-assessment using the tool on the [BC Thrive Health website](#).
- Daily health self-assessments will be required online and/or in person. In the event the individual has identified they are experiencing symptoms that could be linked to COVID, the online assessment tool or by contacting HealthLinkBC at 8-1 -1 to provide a recommendation for possible testing and/or isolation.
- Students, staff, faculty who have identified symptoms, are directed to immediately self-isolate and contact the COVID Care Coordinator at Columbia [covid.care@columbiabc.edu](mailto:covid.care@columbiabc.edu)
- Faculty or staff who observe students for signs of COVID-19 will recommend student to isolate, as quickly as possible, and contact the Covid Care Coordinator. The goal will be to be mindful to avoid stigma and discrimination by maintaining privacy by discussing sensitive medical information with those who are authorized to receive the information i.e. accessing medical attention and notifying the local public health authority.
- Students, staff and faculty who are isolating will be contacted by the Covid Care Coordinator to confirm, discuss or provide instructions on seeking medical care and notifying FHA as appropriate.

## MONITORING SOCIAL CONNECTIONS

Personal information is collected under the COVID-19 safety plan for the purpose of protecting the safety of staff, faculty and students and complying with occupational health and safety and public health requirements. Personal information collected under Columbia Bible College's safety plan will not be used for any other purpose. Specifically, personal information will be collected as described in this safety plan to screen for COVID-19 infections and to respond to confirmed and suspected cases, which includes contact tracing.

- Individuals will be told what information is being collected about them as part of the screening and/or infection response process. Individuals are not required to provide personal information but will not be allowed on campus if they do not participate in daily screening.
- The College will not make available or review the information collected by the COVID Care Coordinator unless the information discloses a confirmed or possible infection or is required to respond to a confirmed or possible infection (e.g., for the purpose of monitoring social connections).
- The College will follow protocols to release information through development of a waiver that individuals will sign to release their name for assisting in monitoring social connections.
- In the event of a confirmed infection, the COVID Care Coordinator/Student Development Dept will disclose personal information only to a restricted group of individuals as required to respond as described in the safety plan or as required by law when a Release of Information waiver is signed.
- Columbia Bible College will endeavour to make any disclosure on a no-names basis. However, the college will comply with any lawful orders or requirements of public health, workers' compensation or occupational health

and safety authorities who are authorized to compel disclosure of personal information.

- The College will notify affected individuals of any disclosure in advance unless prevented by law.
- Columbia Bible College will take appropriate measures to protect personal information and will securely dispose of personal information when it is no longer required for its purpose.
- Columbia Bible College will follow Fraser Health's recommendations related to contact tracing which includes an individual risk assessment conducted by Fraser Health to identify each contact's exposure risk level and determine the required level and parameters of quarantine.
- The designated seating charts can support monitoring social connections and support decision making on risk level for contact exposure in classrooms.
- Attendance will further support monitoring social connections efforts.

**Columbia Bible College will work with Fraser Health to ensure comprehensive quarantine and isolation policies and procedures are implemented to reduce the transmission of COVID-19 at the institution which include:**

- A plan developed to manage cases and outbreaks in consultation with FHA.
- Protocols that outline how to identify an individual or group who may be exposed to the virus and must be quarantined.
- Support available to students/faculty/staff for relocating to appropriate accommodations for isolating/quarantine, while being mindful to avoid stigma and discrimination.
- Allowing students who already live-in campus residences to isolate/quarantine in their dorm rooms as appropriate and where space is available.
- Designating specific on-campus rooms/residences/housing for individuals suspected or confirmed to have COVID-19 as well as separate accommodation for quarantine of exposed individuals as appropriate and where available.
- Cohorting individuals who have confirmed COVID-19 in a double occupancy room, floor, or wing if many individuals are ill where appropriate and where cohorting is available.
- Appropriate procedures for moving individuals to isolation/quarantine units without additional spread to others on campus.
- A Covid care program to ensure appropriate care and support for students/faculty/staff needing to isolate/quarantine. This is to be implemented through the [Covid Care Coordinator](#) and may include: delivery for meals and medications; mental and physical health support; services for laundry, cleaning, and garbage pick-up; flexible remote work or leave policies; access to academic/work materials, aids and technologies; entertainment and access to other supplies.
- Monitoring of health status in compliance/cooperation with the FHA.

- Collaborate on emergency planning and develop the institution's notification and reporting protocol for Fraser Health and primary care hospitals in the event of a symptomatic student, faculty, or staff.
  - The Covid Care Coordinator, in collaboration with a COVID Task force developed emergency planning protocols and notification, reporting processes.
  - The Covid Care Coordinator is responsible to collaborate with FHA on emergency plans for symptomatic students/faculty/staff as required.
  
- The task force is responsible to collaborate with FHA and develop emergency plans and protocols to support decisions making for both suspected and confirmed cases of COVID -19. Developing a response team for any outbreak or other significant COVID-19-related event.
  - Columbia has developed a COVID Task force to respond to outbreaks and any other significant COVID related events. A Positive Case Management protocol outline processes developed to respond to an outbreak or other significant COVID related events. ( Link Document)
  - The Covid Care Coordinator is the first point of contact when students/staff/ faculty experience symptoms of illness. The role will support decision making for staff/faculty and students to determine whether a time of isolation and monitoring of symptoms is the next step, or a COVID-19 test. Depending on the outcome, the student will be directed to the COVID Care Program, which will assist with meal delivery, laundry services and light shopping (ie-medications or prescriptions) while in isolation or quarantine.
  
- Case Management includes a plan for access to COVID-19 assessment centers, or provide medical care (e.g., testing) on-site, as feasible.
  - In the event a student cannot get to a local testing center, a designated person will arrange for transportation. Students, staff and faculty are encouraged to resource 811 when more clarification is required on testing, illness and clarification.
  - The campus has some capacity to provide limited medical care on site through staff with First Aid training and a Licensed Practical Nurse. These individuals are available only during school hours and can provide basic care. In the event of a medical emergency, staff, students and faculty are advised to utilize 911 and or go to their nearest emergency department for care.
  
- Specialist services that may be required (e.g., pharmacy services, mental health services, support/programming while in isolation/quarantine, access to essential supplies, food delivery, and childcare) for individuals living in residence, in off-campus housing, and those studying/working remotely
- Columbia has developed a plan to have appropriate supplies on hand, such as personal protective equipment (PPE) for any staff who are providing direct care for students/faculty/staff (within 2 metres) or who cannot maintain a physical distance of 2 metres (e.g., in campus walk-in-clinics or health services).
  - The Director of Hospitality Operations has established par levels of equipment and supplies of PPE for campus functions, day to day operations and potential outbreak situations.
  - The following PPE supplies have been purchased for Columbia Bible College; Surgical masks, isolation gowns disposable gloves and 150 face shields were donated to the college.

- Supplies to be kept on hand at appropriate par levels include: some n95 masks (as available), isolation gowns, an adequate supply of nitrile gloves, vinyl gloves, and disposable masks.
  - PPE is required for staff /faculty/students who are not able to physically distance when providing direct support to those confirmed or suspected cases of COVID-19, and /or in the event of an outbreak and /or for any other COVID related events, mandated orders
  - PPE supplies are distributed as needed and /or by request to students, staff and faculty.
  - Supplies are kept on campus and are readily available through custodial services.
- To support contact tracing efforts, explore options for students/faculty/staff to track their activities/contact/movement (e.g., contact tracing apps, journaling, calendar, buddy-system) in the event they become extremely sick and unable to report this information themselves.
    - Designated seating and seating charts are established and maintained to support contact tracing. Attendance records for students both in person and online are maintained.
    - Students/faculty/staff are encouraged to minimize contacts (maintain small bubbles on campus where appropriate).
    - Attendance of events like Chapel are recorded.
    - The Covid Care Coordinator will maintain records of reported symptoms and self-isolation of staff, faculty and students.
    - Students cohort together where possible (HCA, Quest, Commuter, Resident)
- **Provide information for people who are isolating to take care of their mental health.**
    - Health, wellness, and community life- Regular student supports and services for both on-campus and commuter students will be available both in-person and virtually.
    - Spiritual formation will include on-campus chapel services, and residence unit meetings will occur weekly. New recreation, wellness, and art opportunities will provide exciting health promotion, while remaining physically distant.
    - Counselling services will be available, both in safe in-person sessions and online.
- Columbia Bible College anticipates an increase in absenteeism among students/faculty/staff and will collaborate with occupational health and safety groups to develop an appropriate plan.
    - We have updated the attendance policy to provide increased flexibility for students and staff to self-isolate if they are ill with suspected or confirmed symptoms. Classes can be delivered online and accessed during periods of quarantine. ( Link Policy)
    - Virtual Meetings through Microsoft teams where members cannot maintain physical distancing.
    - Options to work-from-home to be accommodated whenever possible.
    - Staff /faculty with even mild COVID-19 symptoms (mild cough or fever) should stay at home.
    - It is noted staff/faculty /students may need to stay home when they are ill, caring for a household member who is ill, or caring for their children in the context of school closures. Absences related to caring for household members who are ill will be reported to the instructor, supervisor and the Covid Care Coordinator.

- Columbia Bible College will work to ensure that students/faculty/staff are aware of financial and other support programs available to those with financial instability related to COVID-19 (e.g., for those who are not able to work due to illness/exposure, isolation/self-isolation, or loss of job/income), that may be offered through the institution, as well as those offered by federal, provincial/territorial/ and local governments.

## **QUARANTINE AND ISOLATION POLICIES**

We will work with Fraser Health to ensure comprehensive quarantine and isolation policies and procedures are implemented to reduce the transmission of COVID-19 on campus which include:

- A plan developed to manage cases and outbreaks in consultation with FHA.
- Detailed protocols that outline how to identify an individual or group who may be exposed to the virus and must be quarantined.
- Support available to students/faculty/staff for relocating to appropriate accommodations for isolating/quarantine, while being mindful to avoid stigma and discrimination.
- Allowing students who already live-in campus residences to isolate/quarantine in their dorm rooms as appropriate and where space is available.
- Designating specific on-campus rooms/residences/housing for individuals suspected or confirmed to have COVID-19 as well as separate accommodation for quarantine of exposed individuals as appropriate and where available.
- Cohorting individuals who have confirmed COVID-19 in a double occupancy room, floor or wing if many individuals are ill where appropriate and where cohorting is available.
- Appropriate procedures for moving individuals to isolation/quarantine units without additional spread to others on campus.
- A Covid care program to ensure appropriate care and support for students/faculty/staff needing to isolate/quarantine. This to be implemented through the Covid Care Coordinator and may include: Delivery for meals and medications; Mental and physical health support; Services for laundry, cleaning, and garbage pick-up; Flexible remote work or leave policies; Access to academic/work materials, aids and technologies; Entertainment and access to other supplies.
- Monitoring of health status in compliance/cooperation with the FHA.

## **CASE MANAGEMENT OF A STUDENT, FACULTY OR STAFF MEMBER**

We will ensure notification will occur in a reasonable timeline. The Covid Care Coordinator or designated will notify affected students, faculty, and staff members to take the necessary actions.

- Persons who are ill with COVID-19 or who may have been exposed but do not have symptoms, will be encouraged to get tested and isolate/quarantine themselves from others.

- If the ill person has mild symptoms and no underlying health conditions, it may be determined that they can convalesce at their place of residence if located off campus, or according to protocol if residing on-campus.
- Columbia Bible College will work together with Fraser Health to ensure that individuals isolating themselves in their place of residence (in both on- and off-campus housing) while ill with COVID-19 will have access to needed food and provisions, without having to leave, and will reduce the risk of exposure to others in the co-living setting.

## RESPONDING TO A COVID-19 OUTBREAK

The purpose of this document is to establish a strong working relationship and effective communication plan. The college has developed a new role for communication COVID Care Coordinator. This role ensures communication of suspected or confirmed cases of COVID-19 are communicated in a timely and organized manner. The Covid Care Coordinator is part of the Covid Care Program, which is responsible to track, advise, and implement protocols of the Outbreak Response plan.

- If COVID-19 transmission is ongoing in the local community or COVID-19 has been identified among students/faculty/staff or guests who had access to Columbia Bible College, work with the Fraser Health to establish plans to reduce the risk of further transmission at the institution.
- The Lead team and COVID Care Coordinator will be responsible for assessing exposure and determining the appropriate response, based on the nature of the exposure to students, staff and faculty on campus. Response measures may include:
  - Taking an inventory of where the staff, faculty and student accessed the campus (i.e. departments, classroom, meeting rooms, etc.)
  - Contact tracing, i.e., identifying people who have been in contact with an infected individual, notifying them that they may be at risk, and identifying who they have been in contact with to contain the spread of the virus.
  - Arranging additional cleaning and disinfection of the workplace.
  - Notification to all departments and students via Microsoft Teams there has been a positive diagnosis of COVID-19.
  - Placing infected or exposed workers on a leave of absence.
  - Seeking medical advice on next steps and implementing those steps.
  - Contacting public health authorities

- In the event of an outbreak, ensure the institution has developed internal and external communication strategies to alert students/families/faculty/staff/guests, the local public health authority, primary care, and other relevant community stakeholders.
  - Communication strategy includes email/text notification, social media, website updates, and signage in classrooms or residences.
  - We have established an outbreak response team, which included members of the Covid Task Force, the Covid Care Coordinator will be responsible to act as a liaison with FHA where required.
  - Under the direction of the Lead Team, the COVID Task Force was established to respond to outbreaks and ensure outbreak measure are developed and implemented.
  - The Covid Care Coordinator is responsible for initial and ongoing communication to the Lead Team. The Lead Team is responsible to provide accessible and actionable information to people who are accessing campus, (email/text notification, social media, website updates, and signage in classrooms or residences).
  - The Covid Care Coordinator will work with Fraser Health to get up-to-date information.
  - The Covid Care Coordinator or designate from the Lead Team will work with Fraser Health to determine whether an outbreak should be declared, how to implement mitigation measures, and how the outbreak will be monitored by FHA.
  - The measures implemented in each case will vary depending on the nature of the exposure on the campus. Any measures taken in response to a confirmed exposure will be implemented in accordance with the privacy protocols of the college.

#### Other consideration for Outbreak Management will be determined by Lead Team and may consist of:

- Enhancing education for students/faculty/staff/guests about ways to prevent the spread of COVID-19 including physical distancing and other personal practices, as well as instructions of what to do if symptoms occur and where to access testing.
  - The COVID Care Coordinator or designate by the lead team will posts reminders, new information and ongoing communication/education in Microsoft teams.
- Prohibiting non-essential visitors from accessing campus spaces, including student residences, gym facilities, food courts, etc. will be determined in collaboration with FHA and recommendations from the Covid Task force as part of ongoing strategizing for Outbreak Management.
- Enhancing active and passive (accessible signage, voluntary reporting) screening activities of students/faculty staff.
- Increasing access to hand hygiene stations/hand sanitizer dispensers and reminders about cough etiquette for all individuals accessing campus.
- Increasing cleaning frequency of highly used spaces, high-touch surfaces and objects (lounges/common areas, dining halls/food service areas, desks, doorknobs, electronics, elevator buttons, and faucets).
- Monitoring or connecting with students/faculty/staff who may be more likely to be exposed to the COVID-19 virus and those at risk of more severe disease or outcomes and reach out to them regularly.
- Closure of campus spaces, offices implementing work from home protocols and online classes.

## Recovery from a COVID-19 outbreak

We have an important role to play in ongoing planning efforts for understanding lessons learned and evaluation of outbreak management.

- The COVID task force will conduct Post Outbreak Debrief to Evaluate the effectiveness of the plan of action. The debrief will include input from students, staff, parents (if applicable), stakeholders, faculty and sessional instructors.
- Discuss and note best practices and lessons learned. Including effectiveness and preparedness actions?
- Discuss problems found in your plan and effective solutions. Identify additional resources needed for you and your organization.
- Participate in community discussions about emergency planning.
- Share with other colleges which readiness actions worked. Maintain communication lines with your community.
- Review, Plan and expand emergency planning.
- Explore opportunities to expand community partnerships. Identify agencies or partners needed to help the college prepare for an infectious disease outbreak in the future.

# COVID-19 POSITIVE CASE MANAGEMENT

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This document will provide guidance in the event that we have a confirmed case of COVID-19 on Campus. These steps will be taken when a positive case is identified in the Columbia Bible College community. This could include a faculty/staff member or student.

The COVID-19 positive case will be referred to as the "individual" when not referred to as a resident or commuter student, faculty member or staff.

# MANAGEMENT

## RESIDENTIAL STUDENT:

- The student will continue isolating and if not already in a quarantine room, will be moved into one (if/when available).
- We will maintain accurate lists of students/staff to help assist the health authority in the process of contact tracing
- The student will provide the [Covid Care Coordinator \(CCC\)](#) with a list of close contacts. \*see definition below
- The college will communicate that the student will need to isolate for 14 days starting from the day symptoms started as mandated by the BC Centre for Disease Control (BC CDC).
- Student Development will contact Academic Support to obtain relevant classroom seating plans in order to notify students that there was a positive case in one of their classes.
- The CCC will provide the student with information about our COVID Care Program, which includes meal delivery, laundry services and light shopping (for prescriptions, medications and necessities)
- The CCC will check in on the student on a regular basis via Microsoft Teams chat or email to assess needs and/or challenges.
- If the student has a confirmed diagnosis, they can exit self-isolation after 14 days if not experiencing symptoms. The student should monitor their condition closely during this period and call 811 if additional medical support is required (i.e., conditions deteriorate).

## COMMUTER STUDENT:

- The student will quarantine off campus for the remainder of the 14 days as mandated by the BC Centre for Disease Control (BC CDC).
- We will maintain accurate lists of students/staff to help assist the health authority in the process of contact tracing
- The student will provide the CCC with a list of close CBC contacts \*see definition below
- The CCC will check in on the student on a regular basis via Microsoft Teams chat or email to assess needs and/or challenges.
- Student Development will contact Academic Support to obtain relevant classroom seating plans in order to notify students that there was a positive case in one of their classes.
- If the student has a confirmed diagnosis, they can exit self-isolation after 14 days if not experiencing symptoms. The student should monitor their condition closely during this period and call 811 if additional medical support is required (i.e., conditions deteriorate).

## FACULTY OR STAFF:

- The individual will contact their supervisor and CCC to report the positive COVID test result.
- They will also provide a list of close contacts within the CBC community. This includes individual encounters, conversations and meetings, but does not include interactions with students in a classroom teaching capacity.
- Follows directive of Fraser Health and complies with 14 day quarantine protocol
- Before return to work, communication must be established with the individual's supervisor, who will then pass that on to the CCC.

## COMMUNICATION

When a positive case is communicated, steps will be taken to immediately relay this information to the entire community of Columbia Bible College. The Dean of Students, the President and the CCC will create an announcement to be sent out to all students, faculty, staff and sessional instructors. This information will go out as follows:

- "Columbia Faculty & Staff" in Microsoft Teams
- "Student Leaders" in MT
- "Columbia Students" in MT
- "Sessionals" in MT
- The kitchen and facilities department will be separately advised
- The custodial department will be contacted to address additional cleaning protocol in areas of possible exposure
- The CCC along with the Student Development Department will immediately work at identifying contacts and communicating necessary action steps

Any adjunct staff and faculty not included in the teams above will be contacted by their supervisor (ie-counselling and athletic departments)

## EXPECTATIONS

It is our expectation that all those involved at and in the community of Columbia will:

1. Comply with quarantine regulations as set by the British Columbia Centre for Disease Control.
2. Provide a list of contacts in a timely manner in order to prevent risk of transmission and spread.
3. Read all the provided documents put out by CBC as well as the Province of BC that outlines regulations and safety measures.
4. Keep the CCC informed of updates regarding changes in health or communication from Fraser Health Authority.

# COMMITMENT

Columbia Bible College will, in response, commit to:

- Maintain a transparent posture of communication and diligence in care
- Protect the rest of the community by providing necessary disinfecting measures, contact tracing and communication regarding positive COVID-19 cases
- Provide support and practical care when required
- Communicate with health authorities as needed and adhere to guidance provided by the health authority
- Communicate with parents/guardians when required, given a "Release of Information" waiver has been signed by the individual

# CONTACT TRACING

Contact tracing is the process used by public health authorities to identify individuals who have come into close contact with a person infected with the virus that causes COVID-19. The public health authority contacts these individuals and provides health direction.

Contact tracing is carried out by public health authorities. If the public health authority determines that there may have been an exposure of concern for individuals who cannot be reached by direct contact notification, more widespread notification to identified groups may be carried out such as distribution of a bulletin to people at risk, publishing exposures on the health authority exposure notification web page, or announcement through public media. To maintain personal information privacy rights, the public health authority will only disclose limited information about a confirmed case in the campus community when sharing the information is required to support effective contact tracing.

## DEFINITIONS:

**CCC:** COVID Care Coordinator: [covid.care@columbiabc.edu](mailto:covid.care@columbiabc.edu)

**Close contact:** anyone who was within 6 feet of an infected person for at least 15 minutes and not wearing a mask - starting from 48 hours before the person began feeling ill until the time the patient was isolated.



**COVID CARE  
PROGRAM**

The COVID Care Program is set up to provide logistical and practical support for students who are isolating or in quarantine at Columbia Bible College.

## THE PROCESS:

Students who are exhibiting any signs of illness are to contact the [COVID Care Coordinator \(CCC\)](#) to inform them of their symptoms. They will be instructed to either self isolate for 24 hours and monitor their symptoms, or go for a COVID test. Either of these options will require the student to self-isolate in their dorm room (or home if a commuter student). The resident student may need to move into a designated isolation room, and those arrangements will be made with their Resident Leader.

In the case of a resident student, the CCC will forward information to the student about what isolation means when living in dorms, and will provide a link to the Dining Services section of the Columbia web page. There they will find an "Isolation Menu" which contains links to fill out a meal request form.

The CCC will proceed to inform all of the relevant parties as per the "COVID Communication Flow" for symptomatic students.

## EXPECTATIONS:

When a student is in isolation or quarantine on campus (either in Redekop Hall or Columbia Hall), the COVID care program will provide them with:

- Meals delivered as requested via google form
- Laundry services, when requested
- Delivery of prescriptions, medications or other necessities
- All students in isolation or quarantine (including those isolating off campus) can expect:
  - A daily check in from the CCC
  - Communication with parent/guardian given that CBC's "Release of Information" waiver has been signed by the student (only when a COVID test result is positive)
  - Support from Academics to navigate online classes
  - Emotional support as needed from a network of people including COVID Care Assistants, Resident Leaders and others.

We anticipate that a time of quarantine in a dormitory setting will not be easy, and it is our goal to make this time as manageable as possible. Clear lines of communication will be encouraged as we navigate this time with students. We are committed to the physical care, as well as the emotional care of our students.