



**Dorset College**  
~ Est. 1981 ~



# **COVID-19**

## **Safety Plan**



## Dorset College

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# COVID-19 Safety Plan

Dorset College has developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of COVID-19 at our workplace.

Our plan follows the six-step process as outlined by WorkSafeBC. By Order of the Provincial Health Officer dated May 14, 2020, employers are required to post a copy of their COVID-19 Safety Plan on their website and at the workplace. This plan must be readily available for review by workers, as well as visitors, contractors, suppliers, and any other person who could be providing services at our workplace. This plan is updated as required.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is to be posted on our website at:

[www.dorsetcollege.bc.ca](http://www.dorsetcollege.bc.ca)

## STEP 1 Assess the risks at the workplace

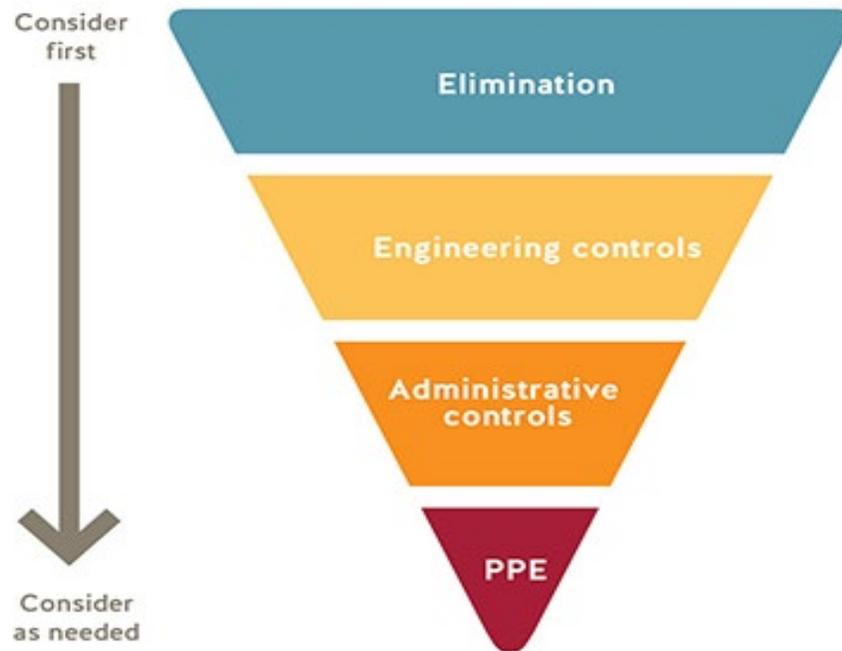
To assess the risk of transmission of COVID-19, we have:

- Consulted frontline workers, supervisors, and the joint health and safety committee.
- Identified areas where people gather as well as the job tasks and processes that may present a risk of transmission of COVID-19.
- Determined who could be at risk of exposure, including staff, students, suppliers, and the public.
- Identified tools and equipment that workers share while working.
- Identified shared surfaces that people touch often, such as doorknobs. Elevator buttons, and light switches.

## STEPS 2 & 3 Implement control measures, including policies, procedures and protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- The Hierarchy of Controls (Figure 1)
- Our frontline staff and managers
- Our Joint Health and Safety Committee
- Guidance and industry-specific information from provincial health authorities



*Figure 1. Hierarchy of Control*

Based on our assessment of the risks at the workplace in Step 1, we have implemented necessary controls and developed the following policies, procedures, and protocols:

- ☒ On-campus operations policy (Appendix A)
- ☒ Hand-hygiene and social distancing protocols (Appendix B)
- ☒ Visitor's protocol (Appendix B)
- ☒ Enhanced cleaning protocol for common areas (Appendix C)
- ☒ Reporting symptoms in the workplace protocols (Appendix D)
- ☒ Working from home policy (Appendix E)
- ☒ International students travelling to Canada protocol (Appendix F)

Managers have been made aware of these policies and protocols.

#### **STEP 4 Develop communication plans and training**

To ensure staff, students, and visitors know how to stay safe at our workplace, we have:

- ☒ Developed plans to communicate new and updated policies to all of our employees.



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- Conducted a training needs assessment and updated our training to include training on procedures and protocols
- Posted awareness posters throughout our workplace(s): No visitors, Distancing reminder, Sanitizing Station, Stop Sign, Feeling Symptoms?, and Handwashing Station.
- Posted occupancy limit signage throughout our workplace(s).
- Encouraged the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible.
- Ensured that all required control measures, such as physical distancing, must be in place if communication or training must take place in person.
- Trained managers on monitoring workers and enforcing policies and protocols.

### STEP 5 Monitor our workplace and update our plans as needed

As we receive updates from health authorities, we are doing the following to monitor changes in our operations and workplace(s) and ensure that control measures are effectively providing the expected level of protection and prevention.

- Workers are aware of how to report workplace hazards.
- Workers are aware of how to report symptoms of COVID-19.
- We review all workplace inspections to check for new areas and tasks of concern.
- We revise and update our cleaning and hygiene practices and protocols.
- We consult with our Joint Health and Safety Committee members.
- We update our policies and protocols accordingly.
- We re-assess communication and training needs accordingly.

### STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected by considering the effects of the control measures discussed in this Plan on existing safeguards and controls, and revised our risk assessments accordingly.
- Consulted with our Joint Health and Safety Committee
- Ensured all work areas have been inspected before resuming operations
- Re-assessed and implemented occupational first aid requirements accordingly.
- Re-assessed communication and training needs accordingly.
- Communicated plans to workers before they return.



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### **APPENDIX A**

## **COVID-19 Safety Policy – On Campus Operations**

### **Policy Statement**

Dorset College Safety Policy will adhere to the regulations and guidelines set out by WorkSafe BC's six-step process and the Go-Forward Guidelines for BC's Post-Secondary Sector.

### **Purpose of Policy**

- To preserve staff, students, and visitors' physical and mental well-being by maintaining health and safety protocols that prevent the spread of COVID-19 while being on-campus.
- To ensure that Dorset College remains compliant with the provincial and federal regulations related to COVID-19.

### **Related Documents and Resources**

Orders, notices and documents from BC Center for Disease Control, Provincial Health Officer, WorkSafe BC, Ministry of Health, BC's Response to COVID-19, BC Restart Plan, Dorset College Safety Plan

### **Responsibilities**

#### **1. Overview**

Each member of the Dorset College community has a responsibility for his or her own safety as well as the well-being of others on campus during the COVID-19 pandemic.

Each person must abide by the guidelines below:

- Read and understand the Dorset College COVID-19 Policies and Protocols.
- Conduct a COVID-19 self-assessment daily.
- If presenting any COVID-19 symptoms, do not visit campus locations and follow the protocols established by the health authorities.
- If presenting any COVID-19 symptoms while on campus, report to the office manager and seek medical attention.
- Immediately report all breaches to the established COVID-19 protocols to the Office Manager.
- Physical distance must be maintained, and the use of a face covering is required at all times indoors.

#### **1.1. Administrative Responsibilities**

- To develop, implement, monitor, and assess a Safety Plan as required by provincial and federal offices.



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- To implement protocols for on-campus operations (in-person instruction, visitors, deliveries) and post signage for all spaces related to those protocols.
- To ensure active participation of staff training and/or awareness of COVID-19 safe practices on campus.
- To ensure that the Safety Plan is communicated to all staff and students.
- To provide guidance and support to students in relation to COVID-19 risks and hazards.
- To provide hand-washing facilities, sanitizing stock, and face coverings to staff, students, and visitors.
- To institute protocols to maintain campus spaces properly cleaned and sanitized.
- To update or modify the Safety Plan in accordance with provincial and federal regulatory bodies.

### 1.2. Staff and Faculty Responsibilities

- To conduct a COVID-19 self-assessment daily.
- To strictly adhere to the safe and health protocols established by the institution.
- To observe all COVID-19-related signage on campus spaces.
- To read and understand Dorset College Safety Plan.
- To reinforce safety guidance and support to students.
- To report unsafe conditions related to COVID-19.
- To maintain a respectful and inclusive environment during this pandemic.

*If staff or faculty feel sick at work, they must:*

- Report to the management so they can proceed in accordance to the Safety Plan.

### 1.3. Students Responsibilities

- To conduct a COVID-19 self-assessment daily.
- To strictly adhere to the safe and health protocols established by the institution.
- To observe all COVID-19-related signage on campus spaces.
- To read and understand Dorset College Safety Plan.
- To report to their instructors any unsafe conditions related to COVID-19.
- Behave at all times in such a way as to not expose yourself or others.

*International Students travelling to Canada must:*

Comply with federal and provincial health, safety and legal obligations, such as mandatory self-isolation, that international students entering Canada are required to follow on arrival at their final destination in B.C.



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### APPENDIX B

#### Hand-Hygiene, Physical Distance and Visitors Protocol

##### Hand Hygiene

Dorset College provides and stocks adequate washroom and hand-washing facilities on site for faculty, staff, and students. Students, instructors, and staff will be required to sanitize their hands before entering college property, wash and sanitize their hands throughout the day, and sanitize their hands upon leaving the college property. Hand sanitizing stations are located strategically throughout the campus to facilitate hand hygiene.

##### Occupancy Limits and Physical Distancing

We have created and implemented an occupancy limit plan in common areas, service areas, washrooms, and the elevator to promote and guide physical distancing throughout the campus. Capacity limits are also posted for washrooms to ensure physical distancing. The college addresses other safety measures such as the strategic placement of seating. All employees, students, and visitors are expected to abide by the posted room occupancy limits and follow all signage posted. All persons on campus should always attempt to maintain a two-meter distance from others as directed by the Provincial Health Officer. Masks are mandated at all times in indoor space.

##### *When in the classroom and common areas of the college:*

- In the classroom, individual desks will be spaced 6ft apart; marked by 'X' on the floor for easy placement; sanitizing wipes will be provided for individual chairs and desks.
- Groups or gatherings of students in hallways or other common areas will not be permitted.

##### *Signage*

Comprehensive COVID-19 safety signage is being implemented on campus. All employees, students and visitors are expected to abide by this signage.

##### *Reducing the number of service visits*

Dorset College encourages the delivery of online service at all times. If a visit is needed or urgent, it will be accepted "by appointment only".

##### Limiting Visitors

Dorset College is operating in a limited-access mode, with no public events on campus.

##### *Non-medical Face Coverings*

Anyone entering Dorset campus is encouraged to wear a non-medical face covering if possible. Wearing a non-medical face covering may provide an added layer of protection whenever maintaining two meters of physical distance is not possible or predictable.

##### *Off-Campus Activities*

Off-campus activities are subject to compliance with the College's Safety Plan, together with existing



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policy and procedures, including risk registers, for off-campus activities involving students.



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### APPENDIX C

#### Enhanced Cleaning Protocol for common areas

Dorset College has implemented cleaning protocols for all common areas and surfaces (e.g., washrooms, tools, equipment, desks, light switches, and door handles).

#### Disinfecting and Cleaning Standards:

- The College is cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings protocol.
- Where cross-contamination is possible, shared items have been removed.
- Workers who are cleaning have adequate training and materials as per the guidelines in BCCDC's Cleaning and Disinfectants for Public Settings protocols.
- Adequate hand-washing facilities are stocked and available on site and easily accessed.

The following provisions have been adopted from the Occupational Health and Safety Regulation (OHS) and implemented at Dorset College:

#### G4.85(3) Maintenance of washroom facilities (Issued January 1, 2005)

- Section 4.85(3) of the OHS Regulation ("Regulation") states:  
If washroom facilities are provided, they must be
  - (a) maintained in proper working order,
  - (b) kept clean and sanitary, and
  - (c) provided with the supplies necessary for their use.

The employer must ensure washroom facilities are maintained to meet the requirements of section 4.85(3). If the washroom facilities are not under the employer's direct control, the employer should ensure that all facilities intended for use by workers are maintained to meet the requirements of section 4.85(3).

Each washroom should be provided with a suitable waste receptacle and with the supplies necessary for the use of the facilities, such as a supply of soap, toilet paper, and hand-drying towels or air dryers



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### **APPENDIX D**

#### **Reporting Symptoms at the Workplace Protocol**

Dorset College has sought advice from the local public health authority in regard to managing cases of COVID-19 in the institution.

As part of a contingency plan, Dorset College has created the following protocols in the event that anyone develops COVID-19 symptoms on campus:

- Management will be contacted for First Aid response.
- Management staff will respond to the area to provide the symptomatic individual a mask and safely separate them to an isolated room to conduct a confidential first aid assessment as well as the ThriveBC assessment for COVID-19.
- Unless urgent medical attention is required, the individual presenting symptoms will be advised to return to their place of residence and contact 8-1-1 and apply to get tested for COVID-19. If necessary, Management will arrange transportation for the individual.
- Management will notify cleaning services to ensure that cleaners are dispatched to disinfect the space where the individual was separated and any areas used by them.
- In a confidential manner, Management will notify the corresponding health authorities of an incident of a symptomatic individual on campus.
- If the test results are positive, the designated staff and SEA will observe the records of attendance for the individual during the past 14 days and will notify everyone that maintained contact with the infected individual, preserving the privacy of the infected individual, asking them to stay at home and immediately notify the college if they observe symptoms.
- Anyone else observing symptoms will be asked to continue staying at home and seek COVID test immediately.
- Dorset College will maintain accurate records of COVID-19 related incidents of exposure.



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## **APPENDIX E**

### **Working from Home Policy**

#### Introduction

Working from home (WFH) is the concept of performing and fulfilling typical workplace tasks (on a full - or part-time basis) using information and communications technology (ICT) at home. Working from home is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the company and employee under extraordinary circumstances.

#### Policy Statement

Dorset College will accommodate temporary or long-term working from home arrangements under special circumstances or when/if federal and/or provincial orders require us to do. This policy has been developed with the objectives stated below and will be applied to its full extent, especially during the context of the present COVID-19 pandemic.

#### Purpose of Policy

- To minimize/prevent the spread of COVID-19 and preserve the staff's physical and mental well-being by allowing them to work from home.
- To ensure that Dorset College remains compliant to the provincial and federal regulations related to COVID-19.

#### Scope

This policy applies to all regular full-time and part-time employees in the Administrative Offices and the Academic Department at Dorset College in Surrey and Vancouver Campuses

#### Related Documents and Resources

Orders, notices and documents from BC Center for Disease Control, Provincial Health Officer, WorkSafe BC, Ministry of Health, BC's Response to COVID-19, BC Restart Plan. Dorset College Safety Plan, Conduct Policy, Hours of Work Policy, Respectful and Fair Treatment of Students Policy, Staff Monitoring Performance Policy, Communication Policy, Instructional Standards Policy, Instructor Performance Evaluation Policy, Pay Policy, Termination and Resignation Policy, Vacation and Leave Policy, Use of Dorset College Property

#### Guidelines

##### WFH Options

Dorset College offers specified WFH options to the following work units:

##### WFH option for Online-delivery Instruction

Instructors may WFH to deliver Dorset College programs, including:

- University Transfer Programs
- Academic Preparation Program
- Tourism & Hotel Management Programs
- Technical Programs
- Preparation for Graduate School Applicants Program



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Employees may be expected to be onsite for key events including, but not limited to, quarterly meetings and mandatory team meetings.

### WFH option for Office-related Positions

Eligible employees in applicable work units may WFH, including:

- Accounting Department
- Administrative Department (Faculty Directors, Registrar, Office Coordinator)
- Marketing Department
- IT Department

### Eligibility Criteria

WFH is implemented in response to COVID-19 as a preventive measure to contain the spread of the virus and to ensure the continuity of business and productivity of our workforce.

While efforts are being made to accommodate all workers into WFH, there will be some workers who may not be eligible for WFH due to the specific roles or the job function or situation surrounding the home environment that made it not practicable to perform work from home. The departmental manager will be in direct contact with the workers regarding eligibility for WFH.

Not all roles are suited to WFH because they require extensive use of onsite resources, hands-on service, or face-to-face interaction. The following roles are not eligible for WFH and are expected to work onsite:

- Reception
- Janitorial services
- Sanitation and cleaning services

Dorset College has the right to refuse to make working-from-home available to an employee and to terminate such arrangement(s) at any time.

### Work Hours and Pay

The employee's compensation, benefits, work status, and work responsibilities will remain the same as stated in the contract signed by Dorset College and the employee. The number of hours the employee is expected to work per day, or per pay period, will not change as a result of the WFH program.

Employees are required to work during the scheduled hours in their contract, as well as any hours outside of the core hours necessary to meet the expected number of work hours for the day or pay period.

### Communication

Employees are accountable for maintaining sufficient communications with their colleagues and supervisors. Therefore, employees are required to be available by phone, chat, or email during scheduled hours, and respond to calls and messages from colleagues and/or students within reasonable time. Sharing work schedules and/or setting up recurring check-in meetings is recommended. Employees will still be available for staff meetings, and other meetings deemed necessary by management.

### Workspace and Safety

The employee is responsible for ensuring compliance with health & safety regulations while working and that their home office is in accordance with any zoning regulations. The secondary workspace must



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provide an adequate working area, lighting, power, ventilation, and temperature control. Any additional requirements will be stipulated in the individual written agreement. Guidelines on how to maintain your wellbeing while working from home can be found here: <file:///C:/Users/registrar/Downloads/setting-up-home-workspace-pdf-en.pdf>

The employee agrees to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace. Any company materials taken home should be kept in the designated work area at home and not be made accessible to others. If employees discover or suspect that there has been an incident involving the security of information relating to Dorset College, clients, students, or anyone working with or for the company, they must report it immediately to their manager.

### Equipment

The employee must have the following equipment, software, and services to be eligible to WFH:

- High-speed internet
- Personal laptop or desktop computer

Dorset College may provide specific tools/equipment for the employee to perform their current duties.

This may include:

- Computer hardware
- Computer software
- Phone line(s)
- E-mail
- Voice-mail
- Connectivity to host applications
- Other applicable equipment

Company-owned/supplied equipment is to be used for Dorset College business only and limited to authorized persons.

Maintenance and repair of personally owned equipment is the responsibility of the employee. All personally owned equipment, such as computer hardware and software, must meet Dorset College's configuration and security requirements. The employee may consult with IT for more information on meeting security requirements.

Office supplies may also be provided by Dorset College as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

Dorset College will not pay for increases in the employee's home utility costs or homeowner's insurance rates.

### Technology, data protection and security

The use of technology for WFH can present higher risks of cyberattacks and confidentiality breaches as well as increased risk of cyberbullying. Therefore:

- It is important that all workers on WFH read, understand, and abide by the Dorset College policy to safeguard data protection, confidentiality and security.
- All workers on WFH must take up the online training regarding ICTs, which is accessible for all workers.
- All managers and workers on WFH must do no harm when using work-related communication, including those enabled by ICT.



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### Performance Standards

Line managers will remain responsible for supervising their employees and will regularly review their homeworking arrangements and take steps to address any perceived problems. They will also inform employees of meetings or training sessions that they must be able to attend in the office and ensure that they are kept up to date with information relevant to their work.

Professionalism, in terms of job responsibilities, work output, and customer service, will continue to meet the company's high standards. Workers must maintain the same level of productivity and work quality during WFH.

WFH agreements will be reviewed annually to ensure they support employee performance and work-life balance as well as the achievement of Dorset College's goals.

### Dependent care and other family responsibilities

Child care and other personal obligations may impact WFH. Dorset College commits to extend a certain degree of flexibility while workers must commit to make arrangements for dependent care and family responsibilities to enable WFH.

- Workers with dependent care and other family responsibilities at home must address the situation with the respective managers and agree on a more flexible homeworking arrangement, such as different work hours, reduced workday or work hours with reduced work targets or flexible deadlines where possible.
- While the company may permit a certain degree of flexibility, WFH may be incompatible with dependent care and family responsibilities. The worker must make arrangements for family care and ensure the essential duties of the job function are fulfilled.

### Emergency and Illness

The worker must notify their immediate supervisor in the event of any emergency, including illness, injury, power failure, or loss of Internet connectivity. they must report hours worked and use sick leave for hours not worked.

If an office closure or emergency prevents workers from commuting to the office or working in the office, upon consultation with their respective manager or supervisor, workers should commence work remotely from home or at any other suitable location, as approved by Dorset College.

### Termination of a WFH Arrangement

Dorset College reserves the right to terminate any WFH arrangement at any time for any reason following 15 days' notification to the employee.

Employees wishing to terminate WFH arrangements are required to speak to their manager to ensure the request can be accommodated.

### Liability

Dorset College will continue to be liable for any accidents in which the employee is involved that occur in the secondary workspace during scheduled work hours while the employee is performing work tasks. However, Dorset College will not be held responsible for injuries incurred by others in the employee's home during working hours. In the event of an injury while working in the secondary workspace, the employee must contact their supervisor immediately (or as circumstances permit) to receive instructions for obtaining medical treatment. It is the employee's responsibility to become familiar and comply with all applicable laws.



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### **Taxes**

It will be the employee's responsibility to determine any tax implications of maintaining a home office area. Dorset College will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

### **Noncompliance**

Violations of this policy will be treated as other allegations of wrongdoing at Dorset College. Allegations of misconduct will be adjudicated according to established policies and procedures.

Employees confirm that they have read and understood UCW's policies relating to computer use, electronic communication and data security and that employees will regularly keep themselves informed of the most current version of these policies.



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### APPENDIX F

#### International students travelling to Canada Protocol

Dorset College has adopted the Study Safe Corridor plan that Languages Canada (LC) has developed and made available to its members, which complies with all federal and provincial requirements.

Student commitment prior to travel to Canada COVID-19 safe arrival and quarantine protocols will begin at the time an international student enrolls in an LC member program. LC members will provide clear instructions and documentation to students on the required protocol for safe travel and quarantine upon arrival in Canada. When necessary, this information will be communicated in the students' first language, if not English or French.

LC members will ensure that, prior to travel to Canada, all incoming international students:

- Are aware of their requirement to comply with the Government of Canada's Quarantine Act, including the penalties of violation of the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines.
- Have agreed to and signed a copy of the Languages Canada COVID-19 International Student Safe Travel, Arrival and Quarantine Checklist.
- Have completed and printed the Languages Canada Quarantine Plan for presentation at their port of entry, and have registered via the ArriveCAN App (free download) as well as any self-isolation forms or apps required by provincial authorities (e.g. the following is required in British Columbia: <https://travelscreening.gov.bc.ca/>, COVID-19 BC App.)
- Have appropriate medical insurance, effective as of the date of the students' arrival, which includes coverage for COVID-19 during the quarantine period. Guard.me International Insurance confirms that their student insurance policy provides full medical coverage against COVID-19, including during the period of quarantine.
- Additionally, keep.meSAFE by Guard.me offers 24/7 access to mental health support.

#### Arrangements for safe travel via designated members:

Canada's borders are closed to non-essential travel and many standard commercial flights are cancelled or have greatly reduced service. Languages Canada is therefore exploring the possibility of establishing designated international student corridors – chartered flights reserved exclusively for international students bound for Canada. These flights would be reserved for students with a Letter of Acceptance into a Canadian language, post-secondary or K-12 program. Establishing these direct corridors for international students will entail working closely with Canadian schools, airlines and education agents in sending countries to coordinate travel dates, pricing and process and ensure that corridors for each student source country are sufficient to meet demand from students.

#### Arrangements for quarantine:

Languages Canada members will make arrangements for students' quarantine upon arrival, at a designated quarantine site that is equipped to follow necessary procedures to provide a safe, comfortable, full-service two-week COVID-19 quarantine period. This quarantine may be offered at a homestay accommodation, student residence or hotel, provided the facilities have established comprehensive COVID-19 quarantine protocols that are in line with the Public Health Agency of



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Canada's quarantine guidelines, as well as procedures in place for supervision of students in quarantine. Several hotels have been identified as designated LC quarantine sites for international students within the following cities: Toronto, Montreal, **Vancouver**, Calgary, Victoria, Winnipeg and Halifax. All quarantine sites have implemented rigorous COVID-19 operating procedures as per the Hotel Association of Canada's Best Practices, Operating Procedures and Considerations for Hotel Guests in self-Isolation. These hotels are equipped to provide a full-service quarantine package to students, including:

- Private, safe transport from the airport to the hotel.
- Delivery of three meals per day to the students' room;
- A room which includes a private bathroom and is prepared with adequate toiletries, linens and other supplies for 14 days;
- Adherence of all staff to rigorous hygiene, cleanliness and physical distancing practices;
- Monitoring services to ensure the students do not leave their room.
- Each quarantining student (or student-family unit) must stay in their own hotel room which includes a private bathroom.
- Students should inform both their school and quarantine hotel in advance if they have any special needs or disabilities of which the hotel should be aware.
- Students will have access to COVID-19 testing services during their mandatory 14-day quarantine upon arrival in Canada, in the provinces that require it (e.g. Ontario).

### *In transit students*

While in transit to the port of departure in their home country, in airports and during flights, students will be expected to follow all recommended personal hygiene and physical distancing guideline as per their Checklist, including:

- Wearing a mask and gloves.
- Washing/sanitizing hands frequently.
- Observing appropriate physical distancing.

### Procedures and responsibilities for airport arrival and transportation for asymptomatic travellers

Dorset College will ensure that students travel to Canada in a safe, controlled, and monitored way. We will make all arrangements for students' mandatory 14-day quarantine upon arrival in Canada.

Upon arrival, students are required to abide by the following:

- Text your host school to confirm your arrival;
- Text your driver to confirm your arrival;
- Wear a fresh mask and gloves;
- Proceed through immigration and baggage pick up while maintaining physical distancing;
- Present appropriate documentation to the Canada customs officer;
- Move as quickly as possible through the baggage area and do not enter any stores in the airport;
- Meet your driver at the agree pick-up location;
- Load your own luggage into the car and sit as far away from the driver as possible;
- Follow all instructions for COVID-19 safe check-in at your quarantine site.

Hotels providing shuttles to students arriving for quarantine via the SSC must abide by the following minimum criteria:



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- sufficient shuttles provided for students to sit no more than one student per two seats, unless they are travelling as a student-family unit;
- Plexiglas must separate the driver's cab from the passenger area, and no student is permitted to sit in the front passenger seat;
- students are responsible for loading and unloading their suitcases into the shuttle;
- the name and contact information of both the driver and the hotel front desk will be provided to each student, to include as part of their quarantine package, as well as the estimated time and location of pick-up;
- students will be taken directly to the quarantine location;
- each shuttle will be fully cleaned between trips; o when possible, windows will be slightly open to assist in ventilation of the passenger area.
- Hotels which have not signed off on this requirement will not be available to students through the SSC.

Dorset College has designated staff to assume case-management and remain in contact with the student to maintain support for the following:

- System navigation for accessing health services as needed;
- Health check-ins with the student every 6 hours;
- Enhanced needs assessment (food & medicine) and follow-up;
- Updating of the quarantine time frame with public-health guidance.

Monitoring services will ensure that the students do not leave their room. Each quarantining student (or student-family unit) must stay in their own hotel room. Students should inform both their school and quarantine hotel in advance if they have any special needs or disabilities of which the hotel should be aware. Students will have access to COVID-19 testing services during their mandatory 14-day quarantine upon arrival in Canada, in the provinces that require it (e.g. Ontario).

Dorset College will also ensure students receive accurate and up to date messaging regarding COVID-19 as part of orientation, during quarantine, and at any other time during their studies as appropriate. In preparing their messaging, schools may reference reliable sources including WHO and the Federal, Provincial, or local departments of health. We will include information about COVID-19-related stigma and provide anti-racism support to all students, both as part of orientation for students and on an ongoing as-needed basis. In preparing this messaging, schools should reference existing resources on COVID-19-related stigma and racism including:

- WHO document "Social Stigma associated with COVID-19"
  - Public Health Agency of Canada "COVID-19: Testing and reducing stigma"
  - Public Health Agency of Canada "Addressing Stigma: Towards a More Inclusive Health System"
  - Public Health Agency of Canada "Addressing stigma in Canada's health system"
  - Canadian Center for Occupational Health and Safety handout "Preventing Stigma"
- School staff will make it clear to all students, during orientation, that they must abide by all public health and school requirements related to physical distancing, hygiene, and sanitation.

Dorset College will give students the option to commence their program of studies via live virtual classes. The school will also likely have optional virtual social activities in which students can participate to meet other students and learn about the city in which you will be studying.



## **Dorset College**

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We also encourage students to stay connected to friends and family via text, email, facetime, etc. Recognizing that staff and students may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak, Dorset College will:

- Provide information to students and staff on available resources specific to supporting mental health in a time of pandemic, such as those provided by the Public Health Agency of Canada (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection/mental-health.html>), the Wellness Together Canada portal (<https://ca.portal.gs/>), and other resources available from provincial health authorities.
- Maintain regular communication/check-ins with students/staff on mandatory self-isolation. Students in the Languages Canada Study Safe Corridor will hold comprehensive health insurance coverage, including for COVID-19, and access to 24-hour mental health Student Support Services, provided by Guard.me International Insurance.