

## ADVANTAGE ENGLISH SCHOOL EJ READINESS PLAN FOR COVID-19(CORONAVIRUS)

### STUDY SAFELY AT ADVANTAGE ENGLISH SCHOOL EJ

When students apply to come to Advantage English School EJ under normal circumstances, there are several specifications required by the Government of Canada before your arrival. In this time of the global pandemic, there are additional requirements from both the Government of Canada and the schools receiving the students.

Here are the two main Government of Canada requirements:

1) Follow all public health measures for travellers, specifically, no one should travel when sick. Commercial airline restrictions may also prevent you from boarding your plane if you're sick.

When entering Canada, you'll be asked if you have a cough, fever or difficulty breathing; and you will be required to acknowledge that you must quarantine for 14 days if you don't have symptoms, or isolate for 14 days if you arrive with symptoms, the difference being that if you have symptoms, you will need to have a test for COVID-19. The school will contact you everyday during your isolation period.

2) Have a plan to quarantine for 14 days. The school can provide you with a list of hotels near Vancouver International Airport that will allow you to quarantine safely. Remember that quarantine means that you will stay in your hotel room and not go out into the community for a total of 14 days. Arrangements can be made through the hotel to order food (groceries and restaurant food) and other necessities. Also, students are required to take a taxi immediately upon collecting their luggage and check-in to the previously booked hotel where they have arranged for quarantine. If requested, the school staff can assist with making these arrangements in advance.

It is important to know that violating any instructions provided to you when you enter Canada or failing to provide accurate information is an offence under the *Quarantine Act* and could lead to up to serious fines and/or jail sentences.

Additionally, Advantage English School EJ requires all students to get (and show proof) that they have purchased travel insurance (including coverage for COVID 19) before coming to Canada.

After the 14-day quarantine period, if the student continues to be healthy, we recommend that students take Whistler Skylynx bus service from Vancouver International Airport. This bus service is taking all the necessary precautions to ensure safe passage to Whistler for all guests.

At school, staff and students are required to comply with the procedures described in the following pages. We will be very happy to receive you on your first day at school, and at that time, we will spend time familiarizing you with the requirements of this COVID 19 policy. Please take some time to familiarize yourself in advance of your arrival.

## HEALTH HAZARDS OF COVID-19

COVID-19 has been declared a global pandemic and a public health emergency in British Columbia. It is a virus that can cause respiratory illness and can lead to hospitalization and death. The effects of COVID-19 are expected to be much more severe than for seasonal influenza because most people will not have any immunity to the virus. Seniors and people with underlying health issues (including heart disease, diabetes and lung disease) are at a higher risk of hospitalization and death, but young and healthy people are also at risk.

### Symptoms

(Taken from BC Centre for Disease Control Covid-19 Symptoms Page September 24, 2020)

Watch for symptoms of COVID-19 that can appear up to 14 days after being exposed to the virus. The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

Also, **Fever:** Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information.

### Transmission

Exposure to the virus that causes COVID-19 can occur by:

- Breathing in droplets in the air that are generated when people cough or sneeze.
- Close contact with other people (ie. shaking hands or hugging).
- Touching contaminated surfaces and then touching the face, mouth, or food.

Note that touching a contaminated surface and then touching another surface may cause the virus to transfer from one surface to another.

COVID-19 can be transmitted even by people who are not displaying symptoms of the disease.

People who may be infected with COVID-19 should not come to work/school. This includes people who:

- Have or have had symptoms of COVID-19 in the past 10 days.
- Have travelled outside of Canada within the previous 14 days.

- Live with or have been in close contact to someone with COVID-19 (presumed or confirmed) within the past 14 days

## **STATEMENT OF PURPOSE**

Our school is committed to providing a safe and healthy environment for all of our staff and students. A combination of measures will be used to minimize exposure to COVID-19 in keeping with the most up-to-date information provided by the provincial and federal governments. Our procedures will protect not only our staff and students, but also others who enter the school. Everyone must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

## **RESPONSIBILITIES**

### **Employer responsibilities**

Our school will:

- Ensure proper ventilation in all school areas and plexiglass barriers as needed (around administrative desk).
- Post appropriate signage clearly on the doors of the school and each classroom, as well as on the floor to ensure social-distancing before proceeding into their classroom.
- Students will be assigned to sit in the same place each day to limit the number of people coming in contact with each other. The start and finish time of each class will be different from the other classes.
- Ensure that the materials (soap and washing facilities) and other resources (teaching materials) required to implement and maintain the plan are readily available where and when they are required.
- Ensure that staff and students are able to maintain social distancing (2 meters apart) at all times.
- Ensure that staff and students are educated and trained to an acceptable level of competency.
- Ensure that staff and students wear masks at all times.
- Conduct a periodic review of the plan's effectiveness.
- Temperatures of everyone entering the school will be taken to ensure that nobody enters with a fever.

### **Staff and Student responsibilities**

- Maintain social distance
- Use masks, wash hands frequently and/or use hand sanitizer.
- Report any concerns to the Director of the school.
- Students and staff agree to have their temperature taken upon arrival at school each day.
- Staff should familiarize themselves with this website:

<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>

## **RISK IDENTIFICATION AND ASSESSMENT**

Three primary routes of transmission are anticipated for COVID-19, all of which need to be controlled. These include contact, droplet, and airborne transmission:

## **Breathing in droplets in the air**

BC CDC (Centre for Disease Control) advises that COVID-19 is not transmitted through airborne transmission, however, if somebody coughs or sneezes, they do generate droplets which are airborne for at least a short period of time but do not float in the air and generally fall to the ground within one to two meters. Anybody who is near the individual may risk breathing in these droplets. Physical distancing (maintaining 2 meters/6.5 feet of distance from other people at all time) will reduce the risk of this occurring.

## **Close contact**

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of COVID-19 may transfer the virus from their hands or clothing to others during close contact.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed or somehow got respiratory droplets on you

## **Surface contact**

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them, or when they are touched by a person who is infected. Surface contact involves a worker touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching the eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

Due to the small number of students and staff at Advantage English School EJ, we have determined that the risk level of our staff and students is low when they maintain physical distancing. Our staff and students work and study almost exclusively within Advantage English School EJ and have little contact with the general public. We also encourage them to conduct themselves responsibly when they are out in public, shopping, etc. Masks must be worn at all times when in public.

## **RISK CONTROL**

### **Staff and Student TRAINING**

Our staff and students will receive training in the following:

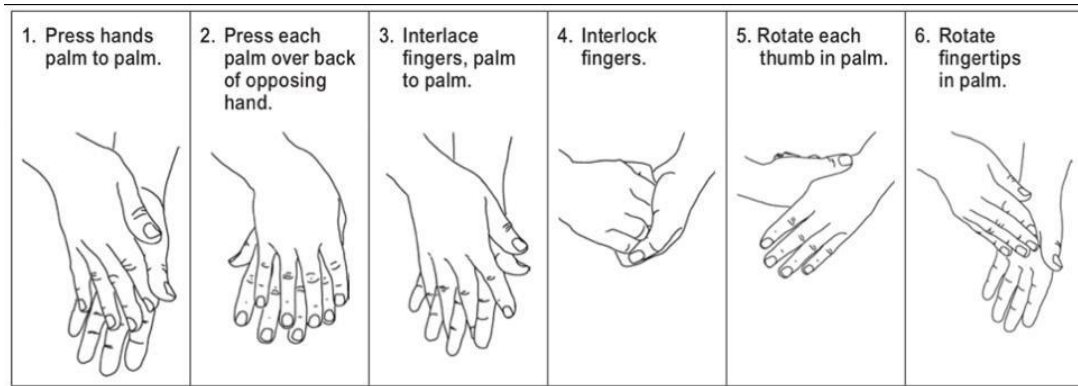
- The risk of exposure to COVID-19, and the signs and symptoms of the disease.
- Safety procedures to be followed, including hand washing, social distancing and cough/sneeze etiquette.
- Location of washing facilities.
- How to report an exposure to or symptoms of COVID-19.

### **Hand washing**

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body—particularly the eyes, nose, and mouth - or to other surfaces that are touched.

Wash your hands immediately:

- Before leaving a work area.
- After handling materials that may be contaminated.
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



Use soap and warm running water (it doesn't have to be hot to do the job). If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol. Follow the manufacturer's instructions on how to use the cleanser. Alcohol-based hand rub dispensers are located adjacent to the washrooms and kitchen area.

### **Cough/sneeze etiquette**

Our staff and students are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Educate staff and students in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Offer surgical masks to people who are coughing.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly, or use hand sanitizer.

### **If staff or students show symptoms of COVID-19**

If staff or students are ill with any symptoms of COVID-19, they should stay home. If they develop symptoms of COVID-19 while at school, they should leave immediately. They should only return to the workplace once they have recovered from COVID-19 and have received a negative test result.

Staff and students must inform the school director (or her representative) if they are ill. This also applies to the school dormitory, where illness must be reported immediately to the School Director.

Please see protocol for this situation under **Advantage English School EJ Dormitory Safety Standards** for COVID 19 on Page 8

Further to the information above, as per page 5 of our Advantage English School EJ - COVID-19 Safety Plan, if a student or staff member presents COVID-19 like symptoms while on campus or in the school dormitory, the following protocol will be followed:

- They will immediately be asked to put on a mask and sanitize their hands (since this is the daily expectation, this should have already occurred, and staff will also be wearing a mask.)
- Unless immediate care is required, they will also be asked to leave the campus and return to their place of residence via taxi or private vehicle, avoiding all public transport. In the event that immediate help is required, the staff member will contact 8-1-1 to discuss the next step to take. In the event that someone is at school or in the dormitory and is experiencing respiratory distress, the staff member will call **9-1-1**.

- All areas used by the individual in question will be disinfected and cleaned immediately.
- They will be directed to the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health/> for more information on symptoms and 8-1-1 to speak to a professional and be required to take a COVID-19 test. The test will be mandatory for staff wanting to do a 14-day quarantine.

In addition to the above procedures, for COVID-19 Symptoms developed off and on campus, if COVID-19 transmission is identified among students or staff that have entered our school, the school director will immediately contact Vancouver Coastal Health (VCH) to determine any other advice or steps to follow, before and after a positive test is confirmed. They can be reached at the Whistler Health Center at (604) 932-4911.

Staff or students who suspect they may have COVID-19 should use the BC Self-Assessment Tool: <https://covid19.thrive.health> or call 811 for assistance.

As per our COVID 19 Safety Plan, page 7-9, our school and dormitory will immediately comply with the requirement to notify local and provincial public health authorities (Vancouver Coastal Health) of any cases and will **insist** on a 14-day mandatory quarantine period for any positive cases, as well as anyone exposed to a positive case. Students will be advised that they cannot return to the campus until a 14-day quarantine has been conducted or a negative test result has been given. Proof of this test will be required by the school. If students do not respect this quarantine period (for example, if they go up Whistler Blackcomb to ski or are seen anywhere around town, this will be reported to Vancouver Coastal Health and will be advised that their school term is at risk of being suspended permanently.

Also, the School Director (or her delegate) will phone the student at least once daily to ensure that they are doing well and that they are respecting the quarantine. This will serve as a good time to ensure that the student receives groceries, medication, and other necessities during their 14-day period of isolation.

If anybody, staff or student, receives a positive test result, the school will close for 3 days for a deep clean. Students and staff who were in contact with the person in question will be notified and also requested to take a test. Prior to test results, those who have been in contact are required to social isolate immediately and not return to school until test results are confirmed. If the test results are positive, those that have been exposed to the affected person must quarantine for 14 days from the time of the exposure. Any staff who are aware of a situation involving a symptomatic student are responsible for reporting this to the school director or head teacher.

At this time, consideration will be given to whether commence an online/remote learning program for a period of time.

## **RECORD KEEPING**

Records will be maintained about training for staff and students. Also, a careful record of attendance will be kept everyday to facilitate contact tracing if required.

## **ANNUAL REVIEW**

A monthly review of our procedures will be conducted.

## **Advantage English School EJ COVID-19 RETURN TO SCHOOL POLICY**

In an effort to keep everyone healthy and manage the coming and going of staff and students due to quarantine we are enacting the following policy:

1. If you test positive for Covid-19 or are a presumed case with no test – you may return to work only after a minimum 10 days with no symptoms
2. If you test negative for Covid-19 – you may return to work as long as your symptoms have subsided, confirmed by the School Director.
3. If you had close contact with someone else with Covid-19 (presumed or confirmed) – you may return to school 14 days after your last contact

No returns to school without communication with the School Director. Contact School Director at least 1 day prior to your anticipated return date with appropriate information (dates and symptoms).

## **Advantage English School EJ COVID-19 – Using our school space safely**

Certain aspects of our school layout have been changed to ensure that students and staff will be able to work together, with appropriate social distancing at all times.

Occupancy at Advantage English School EJ during the pandemic is limited to 11 people. This may change in accordance with government guidelines and recommendations. No more than 3 students are allowed in each classroom, depending on classroom size, and all individuals must remain 2 meters apart at all times throughout the school as directed by the Provincial Health Officer. Classroom capacity signage is clearly displayed on the door to each classroom in use. Common areas are clearly signed with the maximum occupancy. No visitors will be permitted at school during the pandemic.

Furniture (desks and chairs) will be placed 2-feet apart, and students are asked to remain seated except when necessary, and remember to move carefully around each other. Students and staff are reminded that masks are required within the building at all times.

Any extra-curricular activities conducted off campus will be done in a socially-distanced and responsible manner.

Physical Distancing Students and staff must maintain 2m from each other. Students and staff must refrain from close greetings including but not limited to: hugs, kisses on the cheek and handshakes.

## **IN THE CASE OF A COVID 19 OUTBREAK AT SCHOOL**

If a student or staff member presents COVID-19 like symptoms while on campus or in the school dormitory, the following protocol will be followed:

- They will immediately be asked to put on a mask and sanitize their hands (since this is the daily expectation, this should have already occurred.)
- Unless immediate care is required, they will also be asked to leave the campus and return to their place of residence via taxi or private vehicle, avoiding all public transport.
- All areas used by the individual in question will be disinfected and cleaned immediately.
- They will be directed to the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health/> for more information on symptoms and 8-1-1 to speak to a professional and be required to take a COVID-19 test. The test will be mandatory for staff wanting to do a 14-day quarantine.

- They will not be allowed back on campus until a 14-day quarantine has been conducted or a negative test result has been given. Proof of this test will be required by the school
- If a positive test result is given, the school will close for 3 days for a deep clean.
- Students and staff who were in contact with the person in question will be notified and also requested to take a test. Prior to test results, those who have been in contact are required to social isolate immediately until test results are confirmed.
- Any staff who are aware of a situation involving a symptomatic student are responsible for reporting this to the school director or head teacher.

In addition to the above procedures, for COVID-19 Symptoms developed off and on campus, if COVID-19 transmission is identified among students or staff that have entered our school, the school director will contact Vancouver Coastal Health (VCH) to determine any other advice or steps to follow.

### **Advantage English School EJ DORMITORY Safety Standards for COVID 19**

Not all of our students stay in the school dormitory, but for those that do, we must insist on the following precautions. We also suggest that students staying in other accommodations should follow the same standards wherever they are living:

- Sanitize hands and wash hands frequently.
- Bedrooms must be kept clean.
- Keep all food items in the refrigerator or cabinet, and keep all kitchen surfaces clean. All kitchen items must be washed thoroughly with dish detergent after use.
- Keep the bathroom clean with cleaning products (which we will provide)

When you clean, wear disposable gloves to clean and disinfect.

Clean surfaces using soap and water, then use disinfectant.

Cleaning with soap and water reduces number of germs, dirt and impurities on surfaces.

Disinfecting kills germs on surfaces.

Ensure routine cleaning of frequently touched surfaces, including tables, doorknobs, light switches, and countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

- Weekly check-ups will be made to ensure the condition of the residence suites is acceptable.
- Garbage – School staff will pick up garbage 1-2 times per week. Please leave garbage in the designated area in the entranceway.
- Do not invite other students or friends to visit. Guests are currently prohibited in order to ensure the safety of all residents
- Physical distancing of 2m/6ft must be maintained and wearing masks in all common areas is required.
- Absolutely NO SMOKING in the house!

**SHARED ACCOMODATIONS:** If a student is in a shared room and they become ill, this student should be separated from others immediately to prevent further spread of the virus. The School Director must be informed immediately if a dormitory student shows any symptoms of COVID 19. It will be necessary to assess whether testing is necessary and follow BC public health guidance in the case of a positive test.

**Thank you for your understanding! Enjoy your stay at our beautiful log cabin!**