



# OMNI College COVID-19 Safety Plan

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# COVID-19 Safety Plan

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OMNI College is committed to maintaining the health and safety of all staff, students, faculty and the general public as well. The following guidelines and policies have been created to provide information and resources to assist all staff, students, faculty and visitors in ensuring the risk of exposure to the virus that causes COVID-19 is minimized at OMNI College.

This safety plan is reviewed periodically (at minimum once every month) and is updated as needed. Training sessions and inspections are recorded digitally and saved to the OMNI server.

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**First and foremost, any individuals experiencing any of the below symptoms or who may have been in close contact with someone with COVID-19 recently are asked to please do NOT come to OMNI College.**

## Symptoms of COVID-19:

Excerpted from the [canada.ca](https://www.canada.ca) website:

*“Symptoms of COVID-19 can vary from person to person. They may also vary in different age groups. Some of the more commonly reported symptoms include:*

- *new or worsening cough*
- *shortness of breath or difficulty breathing*
- *temperature equal to or over 38°C*
- *feeling feverish*
- *chills*
- *fatigue or weakness*
- *muscle or body aches*
- *new loss of smell or taste*
- *headache*
- *gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)*
- *feeling very unwell*

*Children tend to have abdominal symptoms and skin changes or rashes. Symptoms may take up to 14 days to appear after exposure to COVID-19.”*

If you are experiencing any symptoms, please contact the local health authority ([BC Centre for Disease Control](https://www.bccdc.ca)) AND self-isolate at home for at least 14 days to prevent spread to others.

We encourage everyone to do their part to stay safe and help prevent the spread of COVID-19.

## First Level of protection (elimination): Limiting the number of people on campus

### Work From Home

All OMNI College staff have been equipped to work from home. Teachers have been teaching classes virtually from home so that they and students do not need to be on campus as much. Some nursing labs and practicums must be taught on site, so in these cases the staff are not working from home 100% of the time.

### Class Size Reduction

Lab and practicum class sizes have been reduced to a **maximum of 20** at any given time to ensure that there is enough space to accommodate the group safely. This figure includes all individuals, whether students, staff or other.

Maximum classroom capacities have been significantly reduced to allow for physical distancing.

Room	Previous Capacity	New Capacity
<b>Arbutus - Nursing Lab</b> 91.94m <sup>2</sup>	<b>50</b>	<b>20</b> (4.6m <sup>2</sup> per person)
<b>Maple - Classroom</b> 70.23m <sup>2</sup>	<b>39</b>	<b>17</b> (4.13m <sup>2</sup> per person)
<b>Administration</b> 37.31m <sup>2</sup>	<b>13</b>	<b>9</b> (4.15m <sup>2</sup> per person)

### Visitors

Visitors may visit after school hours (between 3pm - 5pm Monday to Friday) to limit capacity in spaces and ensure physical distance from others.

Visitors must enter via the main entrance (unit #3130) and will be screened prior to entry.

Please call (604) 279-1800 to make an appointment prior to your visit.

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## **Second Level Protection (engineering): Barriers and Partitions**

Due to the nature of our nursing lab space and how we use it for skills practice, installing engineered barriers or partitions was not feasible. However, the nursing lab was newly-expanded in order to ensure all hospital beds, demonstration stations and equipment have been properly separated so they are at minimum 6 feet/2 meters apart and social distancing may be observed.

Classroom lecture sessions are held online through live, virtual classes so students are not physically in the classrooms and instructors are teaching online.

Some nursing simulations are conducted over live streaming from the lab for students to watch online from home.

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## **Third Level of Protection (Administrative)**

Rules and guidelines for staff and students:

### **Monitoring of Staff and Students**

- All individuals entering the premises are required to first sanitize their hands at the campus entrance. Daily self-administered health checks are a personal responsibility. All staff, students, and visitors should ask themselves the health self-assessment questions posted at the campus entry prior to accessing the campus. Individuals experiencing any symptoms should not enter, return/stay home, consult the BC COVID-19 Self Assessment Tool to determine if testing is needed, and contact 811 or their healthcare provider for medical advice as necessary.
- Staff are trained on observable symptoms of COVID-19, as per Public Health Agency of Canada (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>)
- Staff conducts daily monitoring of students for visible cold, flu, fever or existing COVID-19 related symptoms. Should a staff member feel it necessary, they may choose to conduct a temperature check.
- If any symptoms are present, the General Manager, Wesley Bullock, must be notified and the individual will be asked to return home immediately.
- Any staff or students who have been sent home for these reasons shall not be allowed back into the school until a medical practitioner has confirmed they are clear of these symptoms and/or the person in question has been subject to self-isolation or quarantine for a period recommended by the public health authority (e.g. 14 days) or have tested negative for COVID-19 and can produce evidence of such.
- A daily attendance is taken of staff, students and visitors which can be provided, if necessary, to clinical authorities for the purpose of contact tracing. Due to personal privacy rights, the public health authority will conduct contact tracing should they deem necessary, not OMNI College.

## Physical Distancing

OMNI College has introduced measures that will ensure adherence to physical distancing guidelines, as promoted by the Public Health Agency of Canada and provincial/territorial health authorities, both in the classroom and during circulation in the premises

- Occupancy in classrooms and communal spaces is managed to allow the recommended minimum distance between students and staff (2 metres). Classrooms have been arranged in such a way that should students be required to be physically present, they do not directly face one another. However, classes have shifted to online learning through live virtual sessions, so students are attending their classes from home and instructors are teaching online.
- Occupancy limit signage is displayed at the entrance of each classroom and common space including washrooms and break rooms.
- Timetables are staggered to reduce student contact between classes and during breaks, when necessary.
- Pedagogical models are adopted, if/when necessary, that manage higher risk activities such as group and pair work, providing guidance and alternative modes for communication and interaction to facilitate these activities.
- Management has established staffing schedules that reduce the in-person presence of staff on school premises (ie. allowing some staff to work from home where possible; staggering attendance to reduce the number of employees on site in a given day.)

## Sanitization

Strict protocols on cleaning and disinfecting premises and other aspects of environmental health are observed, using hard-surface disinfectants as approved by the [Public Health Agency of Canada](#) and following guidelines from the [Centers for Disease Control and Prevention](#):

- Public spaces and communal areas are cleaned and disinfected multiple times per day, with emphasis on high touch surfaces such as front desk, door handles, desks, light switches, faucets, tables, shared computer equipment.
- Washrooms are cleaned and disinfected daily, with more frequent cleaning of high-touch washroom surfaces (e.g. flush handles, faucets).
- Students are required to wipe down all lab equipment and materials after each use. Disinfectant is provided in the labs and they are readily available at multiple sanitization stations throughout the campus. Lab faculty also conduct a thorough cleaning of all equipment used at the end of each day.

## Staff and Student Hygiene

- Numerous hand sanitizer dispensers are available in all communal spaces and classrooms. These hand sanitizers must always contain a minimum of 60% ethyl alcohol. The college only supplies products that are listed on the public health and government approved products [list](#). These dispensers are checked daily to ensure they are not empty.
- Adequate hand-washing facilities, including soap, hand dryers or paper towels, are provided.
- Signage on proper hand-washing technique is displayed in all restrooms and sinks, such as that provided by the Public Health Agency of Canada (<https://www.whsc.on.ca/Files/Resources/COVID-19-Resources/covid-19-handwashing-eng.aspx>)
- Adequate respiratory hygiene products, (e.g. paper tissues) and closed bins for hygienic disposal is provided in all classrooms and common spaces.
- Signage on cough/sneeze etiquette is displayed in all classrooms and common spaces, such as this: [https://www.whsc.on.ca/Files/Resources/COVID-19-Resources/9929-tph-coveryourcough\\_poster\\_eng\\_Dec-2012\\_aoda\\_Toronto.aspx](https://www.whsc.on.ca/Files/Resources/COVID-19-Resources/9929-tph-coveryourcough_poster_eng_Dec-2012_aoda_Toronto.aspx)
- Any employee cleaning any common areas/high-touch surfaces must wash their hands with soap and hot water, per recommended hand washing instructions after completing the cleaning task and prior to performing any other duties.
- Student/staff orientation includes training on required hand washing, cough/sneeze technique. Staff and students are advised to wash their hands or use hand sanitizer at minimum:
  - upon arrival
  - before eating or drinking
  - before preparing food
  - after touching shared items
  - after using the washroom
  - after handling garbage
  - and before leaving the school

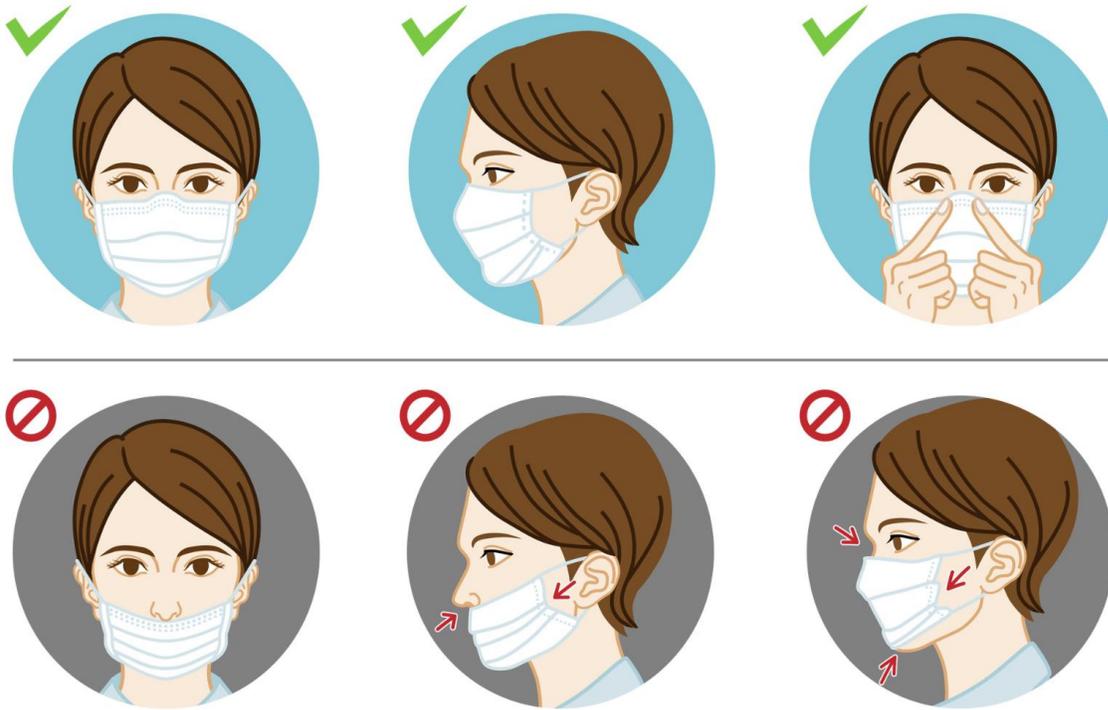
## Personal Protective Equipment

Staff and students are expected to wear masks in all areas except for offices when only one person is present in the office.

### When using a mask:

- prior to putting it on, clean hands with soap and water or hand sanitizer, inspect the mask for holes or tears, identify the top (i.e., for surgical mask this means the side with a metal piece).
- identify the inside, place the mask on the face with the elastic over the ears and form it to the face over the nose, mouth, cheeks and chin (ensure there are no gaps, as best as possible).
- do not touch the front of mask during use (if you do touch it, clean/sanitize hands)
- replace the mask if it becomes damp immediately. To remove the mask, grasp it by the elastics and move it away from the face, discard immediately in an enclosed bin then clean/sanitize hands.
- do NOT reuse single-use masks.

The mask should cover your nose, mouth, and chin as illustrated below. If you're wearing a surgical mask, the blue side faces out while the white side is towards your face.



*\*image credit: UT Southwestern Medical Centre*

### **If Faculty, Staff or Students Develop Symptoms While At The Institution**

- The symptomatic individual will be separated from others immediately. They will be brought to the outside entrance landing, or to the designated private auxiliary office next to the GM's office if the weather outside is poor. The individual will be directed to return to their place of residence. Arrangements for private transportation (taxi, Uber or Lift) will be coordinated if required.
- If symptoms persist, the individual will be instructed to contact 8-1-1 or their local healthcare provider for further direction. The college may have access to take home antigen tests for the faculty, staff or students to self-administer. Check with the GM for more details.
- Staff will be responsible for cleaning and disinfecting the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas). This will be overseen by the General Manager.
- The individual will be advised that they will not be discriminated against for any diagnosis, and that should they test positive for COVID-19, the positive test may be shared but they will not be named.
- The General Manager will designate a staff member to check in with the individual by phone or email, at minimum, every 3 days (or more frequently depending on the severity of the illness).
- In the case of international students becoming ill, we will report the case with our regular weekly reports to EQA.

## If Faculty, Staff or Students Develop Symptoms While Away From The Institution

- The individual is encouraged to report their situation to their OMNI instructor or to the General Manager – whomever they feel more comfortable with.
- If they have not already done so, they will be instructed to take the [BC self-assessment](#) online tool, and will be directed to our website or to [BC COVID-19 Collection Centres](#) where they can get a list of local testing centres. The college may have access to take home antigen tests for the faculty, staff or students to self-administer. Check with the GM for more details.
- The individual will be advised that they will not be discriminated against for any diagnosis, and that should they test positive for COVID-19, the positive test may be shared but they will not be named.
- They will be directed to self-isolate immediately until their test results arrive. If positive, they will be instructed that they must continue to self-isolate for a minimum of 14 days and follow the instructions of the health authority.
- The college will contact the health authority to provide attendance records of students and staff over the last 14 days if necessary, in order to assist the health authority with contact tracing.
- An extra cleaning session will be scheduled immediately to conduct a thorough sanitization of the facility if the individual was on campus within the last 14 days.
- The General Manager will designate a staff member to check in with the individual by phone or email, at minimum, every 3 days (or more frequently depending on the severity of the illness).
- In the case of international students becoming ill, we will report the case with our regular weekly reports to EQA.

## Academic Concession Due to COVID-19

Students who are sick must stay home. If they are not well enough to attend online classes from their home, or they miss any required in-person lab sessions due to COVID-19, this academic concession policy will apply. This applies to any student who, as a result of their daily self-assessment, is self-isolating, or is residing with someone who is required to self-isolate.

Students who miss portions of the course due to COVID-19 will, depending on the length of their absence and the severity of their illness, be either:

- a) Sent a study package so they can keep up from home
- b) Given access to recorded lab demonstrations, which students can then model and submit to instructors, videos of their own practice using provided materials and supplies
- c) Eligible to retake the missed modules during the next cohort

Once they are well enough to resume online classes from home, or when the health authority has given them clearance that they can return to in-person labs at the college, they may continue in their regular program together with their original cohort.

Students may send requests for Academic Concession to their instructor.

## **When can someone return to school if they have been required to self-isolate?**

If a student or staff member tests positive for COVID-19, the health authority will provide further instructions to the student or staff member on when they can return to school.

## **In the event of an outbreak**

At OMNI College, we define "outbreak" as 2 or more positive cases linked to our college campus.

If an outbreak of COVID-19 is identified on school premises:

- We will immediately notify Vancouver Coastal Health, in accordance with appropriate actions recommended by the Public Health Agency of Canada, and OMNI College will support the health authority as they lead the contact tracing efforts.
- The premises will be temporarily closed for 3 days to undergo deep cleaning and disinfection.
- All staff, students, and homestay families of students will be notified and advised to take necessary precautions, as recommended by the Public Health Agency of Canada.
- The college will continue to report cases and updates on the weekly reports to EQA.

## Pre-Arrival Planning & Post Arrival Supports:

### **International Students Entering Into Canada**

To prepare and support all international students coming to Canada and who are enrolled in OMNI College's programs, we have prepared a detailed COVID-19 International Student Arrival and Quarantine Guide. This guide includes a pre-arrival checklist and all the steps and information needed for a student to take the journey to Canada. The guide details preparations for before and during travel, upon arrival in Canada, testing and quarantine requirements before and during self-quarantine and what do to after self-quarantine. Access the guide [here](#).

### **Mental Health and COVID-19**

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic. These resources are also listed on our website under "Student Resources".

- Resources are available to support the mental health and wellbeing of students including [Here2Talk](#) offering mental-health counselling available 24/7.
- Culturally-aware crisis support is available 24/7 to Indigenous people in B.C. through the [KUU-US crisis response service](#).
- Faculty and staff can access counselling and wellness services through employee and family assistance programs.
- The Province offers a range of [virtual mental health programs and services](#) to support mental health and wellness.

#### ADDITIONAL RESOURCES

- [Mental Health Commission of Canada - National Standard for Psychological Health and Safety in the Workplace](#)

Always remember that COVID-19 can infect anyone, regardless of age, race, gender, social-economic background, country of origin etc. We can all do our part to reduce stigma around COVID-19. Access anti-stigma information on the Government of Canada website [here](#). To quote BC's Provincial Health Officer, Dr. Bonnie Henry: "Be Kind, Be Calm, Be Safe".

### **Staying In Contact During Quarantine**

Each newly arriving international student, who does not qualify for the [fully vaccinated exemption](#), is required to self-report to our General Manager at minimum every 3 days during the 14-day mandatory quarantine period.

This self-report must be done before 10am PST on Mondays and Thursdays.

This will be to keep ongoing communication with the student should further support be required, to report any symptoms of COVID-19 so that we may help case manage each individual's situation as necessary, as well as to ensure the quarantine requirement is upheld. The General Manager will notify Vancouver Coastal Health of any compliance issues within the 14-day mandatory quarantine period.

Students will be invited to join and meet fellow classmates during a virtual online orientation. This will occur even during the self-isolation period and will help begin connecting students with the school community and culture.

### **Safety Roles & Responsibilities:**

All staff, students, faculty, everyone has a responsibility to do their part to help mitigate the spread of COVID-19. Below is a clear list of the responsibilities for each role as they pertain to OMNI College.

**Senior Executive and Managers** are responsible for:

- Developing safety plans and updating them as needed
- Implement control measures around campus
- Provide resources such as information, administrative changes, technology supports, and training to staff to allow remote work wherever possible.
- Supply and make readily available materials such as PPE, hand sanitizer, cleaning and disinfecting products and systems
- Communicate with all team members and students about the safety plans and policies
- Review the safety plan regularly (at minimum once per month) and updating the plan as required on the [omnicollege.com](http://omnicollege.com) website.
- Maintain records of training and risk assessment inspections on the OMNI server.
- Communicate and train all relevant staff, faculty and outside contractors (cleaners, landlord, etc) on the expectations of each to uphold the plan.
- Continually re-examine tasks and systems in the workplace to ensure that safe work procedures are being updated and followed.
- Ensure that our safety plan, systems and procedures, respect the orders and direction of the Provincial Health Officer.
- Post educational and information material online on our website, through email and in accessible areas of campus for the faculty and staff to review.

**Faculty, Staff and Students:**

- Ensure that daily self-administered COVID-19 health screening is undertaken before any individuals enter the campus.
- Self-assess daily for symptoms of COVID-19 prior to arriving on campus and only come to campus if asymptomatic.
- Know the controls required to minimize the risk of COVID-19
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions
- Report any unsafe conditions or acts to the General Manager, Wesley Bullock for assessment.
- Know how and when to report exposure incidents by reading the steps outlined in this plan.

**Campus Visitors (including cleaners, landlords, contractors, etc):**

- Self-assess daily for symptoms of COVID-19 prior to arriving on campus and only come to campus if asymptomatic.
- Follow all posted safety instructions.
- Report any unsafe conditions or acts to the General Manager, Wesley Bullock for assessment.