

EXPOSURE CONTROL PLAN FOR COVID-19

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STATEMENT OF PURPOSE

The Vancouver School of Theology is committed to providing a safe and healthy workplace for all of our employees. A combination of preventative measures will be used to minimize the risk of the coronavirus transmission and illness in the workplace. Our work procedures will protect not only our employees, but also other workers who enter our facilities, including our students. Everyone must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19. All information we provide will be working documents and may change as processes or regulations permit us to change.

The purpose of this plan is to protect employees and students from harmful exposures to the COVID-19 virus, to reduce the risk of infection in the event of exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.4, Exposure Control Plan.

We will strive to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe work practices, raising awareness, and providing education and training for our employees and students. We will follow direction and controls as specified by the BCCDC (BC Centre for Disease Control), the BC Ministry of Health, WorkSafeBC and the Provincial Health Officer while continuing to monitor or liaise with these authorities on changes that may impact the institution.

On-campus activity has been severely restricted in order to reduce the risk of COVID-19 transmission and more effectively assess and manage the risk for those remaining on campus. Extensive health and safety protocols have been implemented in order to further minimize the risk of transmission on campus.

Currently, VST buildings are locked and can be accessed by faculty and staff only. Students seeking access must make an appointment in advance. The general public cannot access the facility. Anyone accessing the campus must self-screen before arriving and confirm that they are free of symptoms when they check in with the front desk staff upon entering the facility. Anyone who has COVID-related symptoms must stay home.

RESPONSIBILITIES

Employer Responsibilities:

- Ensure materials (gloves, alcohol-based hand rubs, washing facilities) and other resources (such as worker training materials required to implement and maintain the plan) are readily available where and when they are required.

- Ensure everyone is able to maintain physical distancing (2 meters apart) at all times while completing their work safely.
- Select, implement and document the appropriate site-specific control measures and risk assessments with the OH&S committee.
- Will post appropriate signage as required.
- Ensure everyone is educated and trained to an acceptable level of competency.
- Ensure employees and students use appropriate personal protective equipment (PPE) – for example gloves or masks, if and when required.
- Conduct a periodic review, along with the OH&S committee, of the plan's effectiveness and update as necessary.
- Maintain records of training and inspections in conjunction with the OH&S committee.
- Ensure a copy of the exposure control plan is available to managers, supervisors, employees and students.

Occupational Health & Safety Committee Responsibilities:

- Ensure risk assessments are completed and records maintained.
- Conduct monthly inspections and report any necessary recommendations to employer.
- Address any health and safety concerns from employees.
- Keeps records of any exposure reports, and contact and work in cooperation with the local PHA in determining how to manage an outbreak and reduce further spread of the virus

Managers/Supervisors Responsibilities:

- Assess the risk(s) related to COVID-19 for the positions under their management and ensure employees are adequately instructed on the controls for the hazards.
- Ensure awareness and information resources are shared with employees and that they have been trained in care, maintenance and use of any PPE, if required.
- Ensure physical distancing is maintained and employees follow all safe work practices.

Employee (and Student) Responsibilities:

- Maintain physical distancing.
- Know the hazards of the workplace and take part in training and instruction.
- Follow established work procedures as directed by the employer or supervisor.
- Use any required PPE as instructed (if required).
- Report any unsafe conditions or acts to the supervisor/instructor.
- Understand how exposure can occur and when to report exposure incidents.
- Report COVID-19 symptoms, complete the BC self-assessment tool <https://bc.thrive.health/> and do not come to the school if symptomatic.

- Students are not defined under the BC Workers' Compensation Act, however it is recognized that they have a role in health and safety and are accountable for their actions and must abide by institutional policies on COVID-19.

ACCESSING THE CAMPUS SAFELY

COVID-19 Self-Assessment

- VST requires all faculty, staff, students, and visitors to complete a [daily COVID-19 health check](#) before they are permitted to access the building.
- VST does not permit anyone to access the building who:
 - a. Is displaying symptoms associated with COVID-19;
 - b. Has traveled outside of Canada within the previous 14 days; or
 - c. Has been told to isolate by Public Health or has been identified by Public Health as a close contact of someone who has tested positive for COVID-19.
- These requirements have been communicated to all staff and faculty via:
 - a. an email to all staff and faculty,
 - b. posting of the Exposure Control Plan on the website,
 - c. signs posted at the entrance to the facility, and
 - d. an ongoing mandatory check-in with VST's front desk staff immediately upon entering the facility.
- Instructions to contact 8-1-1 for further information regarding safe health practices or answers to medical questions are posted on signs in the facility.

RISK IDENTIFICATION, ASSESSMENT AND CONTROL

Symptoms

Symptoms of COVID-19 are likely to include fever, cough, sneezing, sore throat, shortness of breath, chills, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, appetite loss and can range from mild to severe. People infected may also experience gastrointestinal symptoms such as diarrhea, nausea and vomiting a few days after the onset of the initial symptoms.

Transmission

Exposure to COVID-19 can occur by:

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

Keep in mind 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 by people who are not displaying symptoms of the disease.

People who may be infected with COVID-19 should not come to work.

This includes if you:

- Have symptoms of COVID-19 or have been exposed to someone with COVID-19.
- Have travelled outside of Canada within the previous 14 days.
- Live with someone who has symptoms of COVID-19 or have been exposed to the virus.

The following are the primary routes of COVID-19 transmission, all of which need to be controlled.

Breathing in droplets in the air

BC Centre for Disease control (BCCDC) advises that coronavirus 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 of distance from other people at all times) 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.

Surface contact

Surfaces can become contaminated when droplets carrying COVID-19 deposit on them or when 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.

Resource:

Please review the [Public Health Agency of Canada poster](#) below for more information.

ABOUT CORONAVIRUS DISEASE (COVID-19)

WHAT IT IS

COVID-19 is an illness caused by a coronavirus.

Coronaviruses are a large family of viruses. Some can infect animals, and some can infect humans. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) that was first identified in Wuhan, China in December 2019. COVID-19 was declared a global pandemic in March 2020.

Those who are infected with COVID-19 may have little to no symptoms. **Symptoms of COVID-19** are often similar to other illnesses.

SPREAD

Coronaviruses are most commonly spread from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

IF YOU HAVE SYMPTOMS

If you have **symptoms** of COVID-19:

- ▶ stay home (**isolate**) to avoid spreading it to others
 - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your **local public health authority**
 - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms

SYMPTOMS

Symptoms of COVID-19 can:

- ▶ take up to 14 days to appear after exposure to the virus
- ▶ be very mild or more serious
- ▶ vary from person to person

PREVENTION

The best way to prevent the spread of infections is to:

- ▶ practice **physical distancing** at all times
- ▶ stay home if you are sick to avoid spreading illness to others
- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
 - cover your mouth and nose with your arm or tissues to reduce the spread of germs
 - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- ▶ wear a **non-medical mask or face covering** (i.e. **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) to protect the people and surfaces around you

6015 WALTER GAGE ROAD
VANCOUVER, BC V6T 1Z1
CANADA

1-866-822-9031
INFO@VST.EDU

FOR MORE INFORMATION ON CORONAVIRUS:

📞 1-833-784-4397 @ canada.ca/coronavirus

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level of our employees, depending on their potential risk exposure in the workplace.

RISK ASSESSMENT FOR COVID-19	Low Risk Typically no contact with infected people	Moderate Risk May be exposed to potentially infected person occasionally in relatively large, well-ventilated workspaces	High Risk May have contact with potentially infected person in small, poor ventilated spaces
Hand Hygiene Washing with soap and water, using alcohol-based hand rub, hand wipes with disinfectant	Yes	Yes	Yes
Disposable gloves	Not required	Not required unless handling contaminated objects on a regular basis	Yes , when working directly with infected person
Non-medical masks/face coverings/medical masks	Yes	Yes	Yes
Aprons, gowns, or similar body protection	Not required	Not required	Yes , when working directly with infected person
Eye protection – goggles or face shield	Not required	Not required	Yes , when working directly with infected person
Airway protection - respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent)

See Appendix A for the level of risk and risk controls in place for these workers.

RISK CONTROL

The WorkSafe BC Regulation required employers to implement infectious disease controls, controls used to mitigate the risks of exposure which include:

- Elimination or substitution of controls means eliminating face-to-face contact all together or substituting by going on-line, conferencing.
- Engineering controls are those that alter the work environment (physical distancing, physical barriers to limit human contact, electronic transactions opposed to cash).

- Administrative controls can be implemented to reduce the risk of COVID-19 such as limit the number of people in a room, stagger shifts or tasks, frequent cleaning.
- Personal protective equipment (PPE), is the last resort of mitigation strategy and includes wearing masks, gowns, aprons, face shields. This use of PPE may be required in high-risk situations such as dealing with infectious people.

SAFE WORK PRACTICES

Safe work practices will continually be developed as we respond to the COVID-19 pandemic. These practices are department specific and are highly dependent on the type of work being done.

Common safe practices are below:

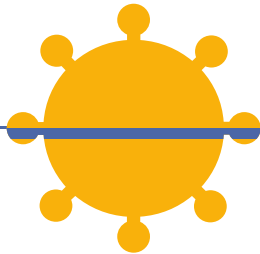
Hand Hygiene

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 well and often for at least 20 seconds. If soap and water is not available use an alcohol-based hand sanitizer until you can access soap and water. Clean hands:

- On arriving and leaving a work area.
- Before and after handling materials, tools and equipment.
- Before, during and after you prepare food and eat.
- Avoid touching your eyes, nose or mouth with unwashed hands.

Resource: Ministry of Health poster: [BC Centre for Disease Control poster](#) (click on link for better view)



Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**



**Either will clean your hands:
use soap and water if hands
are visibly soiled.**



Remove hand and wrist jewellery

HOW TO HAND WASH



1
Wet hands with warm
(not hot or cold)
running water



2
Apply liquid or foam soap



3
Lather soap covering
all surfaces of hands
for 20-30 seconds



4
Rinse thoroughly
under running water



5
Pat hands dry thoroughly
with paper towel



6
Use paper towel
to turn off the tap

HOW TO USE HAND RUB



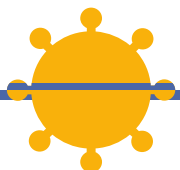
1
Ensure hands are visibly
clean (if soiled, follow hand
washing steps)



2
Apply about a loonie-sized
amount to your hands



3
Rub all surfaces of your hand
and wrist until completely
dry (15-20 seconds)



Cough/Sneeze Etiquette

Everyone is expected to follow cough/sneeze etiquette, which is a combination of measures to minimize the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following components:

- Regular hand washing.
- 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.
- Turn your head away from others when coughing or sneezing.

Use of Masks

During periods of high levels of community transmission and when physical distancing is difficult to maintain, consider the use of PPE, such as non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets.

Wearing a non-medical or cloth mask/face covering is **now a requirement when on campus** and it might help to protect others. This is because some people can spread the virus when they have very mild symptoms or may not know that they are infected. In this case, wearing a mask can help protect others by containing your own droplets when talking, laughing, coughing or sneezing.

Any mask, no matter how good it is at catching droplets or how well it seals, will have minimal effect if not used together with other preventive measures, such as frequent hand washing and physical distancing.

When you wear a mask:

- Don't wear below the nose or chin, it can increase risk of exposure.
- Keep it clean and dry, it's less effective when wet.
- Change masks as necessary, replace when wet, soiled or damaged.
- Wash cloth masks everyday using warmest water setting, store in a clean dry place. Disposable masks cannot be washed.
- Practise good hygiene even when wearing a mask.

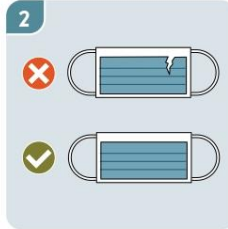
Resource WorkSafeBC: [How to use a mask](#)

BCCDC-BC Centre of Disease Control: [All about Masks](#) Excellent information about types of masks and how to sew your own mask

Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Showing Symptoms of COVID-19

If employees have symptoms of cold, flu, or COVID-19 sneezing or coughing, they must stay home. If they develop these symptoms while at work, they must inform their manager or supervisor and leave the workplace. Return to the workplace will be allowed upon recovery and by taking the BC Self-Assessment Tool <https://bc.thrive.health> and sending the result to your manager or HR by email.

Physical Distancing

During an influenza/coronavirus pandemic, the more people you are in contact with, the more you are at risk of coming in contact with someone who is infected.

Physical distancing means reducing or avoiding contact with other people as much as possible (this includes inside and outside space). Some workplace strategies to achieve this include:

- Minimizing contact with others by cancelling non-essential face-to-face meetings and using teleconferencing (Zoom), Microsoft Teams, e-mails and texts.
- Staying two metres (six feet) away from others when a meeting is necessary.
- Eliminate handshaking and hugging.
- Bringing lunch and eating at your own desk or away from others.
- Do not loiter in narrow areas like hallways and staircases, keep moving and allow people to pass by freely.
- Do not crowd into washrooms, wait outside and maintain physical distancing until available.
- We will identify high-risk areas and close off these areas, if necessary.

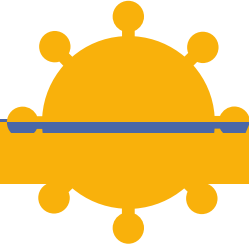
Cleaning and Disinfecting Protocol

The Vancouver School of Theology has dedicated cleaning/janitorial services working throughout the day to clean common touchpoints in the building (i.e. doorknobs, handrails, bathroom fixtures, toilets, etc.).

For your departments:

- Please remove any unnecessary common touch points, objects or self-serve items.
- For any special tools/equipment – if possible, ensure each person has their own dedicated items or set up equipment cleaning protocols when this is not feasible.
- Avoid passing paper around (use electronic means such as email).

Resource: Ministry of Health/[BC Centre for Disease Control poster](#)



CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, child care and other institutions in BC on cleaning for non-health care settings.

Make sure to wash hands with plain soap and water after cleaning or use an alcohol-based hand sanitizer.



OR



Cleaning: the physical removal of visible soiling (e.g. dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects; never on the human body.

All visibly soiled surfaces should be cleaned before disinfection.

Cleaning for the COVID-19 virus is the same as for other common viruses.

Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).

Cleaning

For cleaning, water and detergent (e.g. liquid dishwashing soap), or common, commercially available cleaning wipes should be used, along with good physical cleaning practices (i.e. using strong action on surfaces).

Disinfection

For disinfection, common, commercially available disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer's instructions printed on the bottle.



If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Non-medical inquiries (ex. travel, physical distancing): 1-888-COVID19 (1888-268-4319) or text 604-630-0300



EDUCATION AND TRAINING

We will be working with various departments to create safe work procedures and provide training as needed in collaboration with supervisors and managers.

Our employees will receive training and/or sharing information in the following:

- The risk of exposure to COVID-19, and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing, physical distancing, cough/sneeze etiquette, use of PPE when required.
- COVID-19 information tool of the Vancouver School of Theology web page.

HEALTH MONITORING

Employees will promptly report any symptoms of COVID-19 to their manager or supervisor. If you are concerned you have come into contact with someone who may be ill:

- Report the incident to your supervisor and/or HR (humanresources@vst.edu).
- Complete the BC self-assessment tool <https://bc.thrive.health/> and follow the assessment recommendations.
- If you are required to self-isolate, please complete the [Self-Declaration Form](#) and submit to HR.

The HR and Health & Safety teams understand that this is a time of tremendous uncertainty and it is very normal to experience a wide range of emotional reactions, including increased anxiety. The Vancouver School of Theology's benefits include assistance through Equitable Life to Homewood Health (1-888-707-2115) homeweb.ca/Equitable/ is available to assist you and your family should you have any questions or concerns regarding COVID-19. Also check the [UBC COVID-19](#) web page for further resources.

The Vancouver School of Theology also has a school chaplain, The Rev. Elizabeth Ruder-Celiz (erceliz@vst.edu), with whom you can confidentially discuss any concerns.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – is another informative website for mental and psychosocial well-being during the COVID-19 outbreak.

INTERNATIONAL STUDENT ARRIVAL IN CANADA

Vancouver School of Theology has a detailed plan to manage arriving international students' compliance with the federal guidelines.

- a) VST Dean's Office Staff are in touch with all admitted international students to assess and monitor their plans regarding travel to Canada. VST's website contains comprehensive information regarding the necessity of complying with the Quarantine Act and resources for planning their quarantine at <https://vst.edu/students/international-students/managing-your-quarantine/>. All international students will receive an email in the week prior to their departure updating them on the status of the COVID Readiness Plan, reminding them of the necessity of quarantining upon arrival to Canada and that they must complete the ArriveCAN app (with the link provided in the email), and pointing them to other relevant online resources.
- b) The VST website outlines the procedures and responsibilities for airport arrival here: <https://vst.edu/students/international-students/travelling-during-covid-19/>. It addresses the procedures for transportation to quarantine facilities here: <https://vst.edu/students/international-students/managing-your-quarantine/>.
- c) VST has provided international students with quarantine instructions (including a link to federal quarantine requirements), a list of suitable places to quarantine (compiled in partnership with UBC Housing), a list of options for accessing food, and information on accessing medical care. The various accommodation packages can be found at <https://vancouver.housing.ubc.ca/other-housing/self-isolation/>. This package of information includes support for students with contact numbers for student counselling and support services. That information is available on VST's website here: <https://vst.edu/students/international-students/managing-your-quarantine/>.
- d) The Dean's Office Staff (Dean, Registrar, Coordinator of Admissions and Student Records), with additional support if necessary, are the primary staff designated to support International Students during their transition to Canada. One member of the Dean's Office Staff will check in with them upon arrival via phone or Zoom. After that, VST's Dean's Office staff will conduct daily Zoom check-ins with students to ensure that they are meeting quarantine requirements and have the support they need. Students are required to complete the BC Self-Assessment daily and to report symptoms to the Dean's Office as well as on the ArriveCAN app. That information is available on VST's website here: <https://vst.edu/students/international-students/managing-your-quarantine/>.
- e) Personal relationships are integral to the ethos at Vancouver School of Theology. This relationship is established prior to a student's arrival through the Recruitment and Admissions Staff and is then built upon once they arrive in Vancouver, through the Dean's Office, faculty, staff and

the VST Student Association (VSTSA). In order to help students integrate into the community of Vancouver School of Theology and the culture of Canada while in quarantine, students will be invited to:

- i. Participate in New Student Orientation online
- ii. Receive a 'Student buddy' from among the members of the VSTSA who will help newly arrived students get acquainted with life in Vancouver and as a student at VST (from a student's perspective)
- iii. Attend weekly Community Worship gatherings online
- iv. Participate in student community through the active Social Media groups used by VST's current student body.

f) Vancouver School of Theology is intentional about equipping our students to be aware of what it means to engage well in a diverse community. This begins in New Student Orientation and continues throughout a student's experience at VST. VST is a community that operates on Christian values including caring and integrity in relationships. We endeavor at all times to provide a working and learning environment that is free from discrimination, supportive of spiritual and academic life, and that promotes the dignity, self-esteem and fair treatment of all members of the community. All instances of racism or stigma will be addressed in keeping with our existing Anti- Harassment Policy, available here: <https://vst.edu/about/policies/>

Vancouver School of Theology is committed to caring for students' holistic well-being while in isolation. Our students can access a variety of resources for spiritual, mental, emotional, and physical health. Pastoral care will also be offered to students through twice-weekly calls from the VST Chaplain, or, for Master of Divinity students, their Director of Denominational Formation.

g) In order to ensure that students have the most timely and accurate information regarding COVID-19 testing, tracing, and care, we provide international students with basic information on our website and then direct them to HealthLinkBC and the BC Centre for Disease Control for comprehensive information on testing centres, treatment, and tracing. International students are also directed to UBC's student health services and informed about the services provided through 8-1-1 in order to ensure that they have access to reliable advice and information. This information is all available on our website here: (<https://vst.edu/students/international-students/managing-your-quarantine/>). Information regarding contact tracing procedures and medical care will also be reinforced in the calls made by the Dean's Office. In addition, VST has the Exposure Control Plan published on our website. The link to this information is provided to all students including those arriving from International destinations.

h) Until August 1, 2021, Vice Principal Shari Coltart is the person responsible to ensure

compliance with this plan. She is available at shari@vst.edu. As of August 1, 2021, Dr. Mari Joerstad, Dean, will be the person responsible to ensure the institution's compliance. She will be available at mjoerstad@vst.edu

Vice-Principal, Shari Coltart is also the person responsible for ensuring compliance of the Exposure Control Plan. The Exposure Control Plan indicates communication should also be sent to humanresources@vst.edu. This email address is forwarded directly to Shari Coltart.

i) As a small college, Vancouver School of Theology has no on-campus residence. Therefore, we will:

- i. Direct students to UBC Accommodation or local hotels for quarantine accommodation
- ii. Outline appropriate food services for groceries and delivery
- iii. Offer access to various mental health resources
- iv. Direct students to appropriate medical services

As noted above, information on accommodation and food is available here:

<https://vst.edu/students/international-students/managing-your-quarantine/>

OUTBREAK RESPONSE AND MANAGEMENT

Daily self-assessment is required of all who visit VST's facility. On entering the facility, individuals are required to check in with the front desk to successfully complete the self-assessment and to provide contact information and the amount of time spent in the building in order to facilitate contact tracing. Any Individuals who advise they have been exposed to the virus or show symptoms will be required to leave the premises and instructed to self-isolate for 14 days.

In the event of an outbreak, VST will work with our PHA to facilitate contact tracing and assess necessary changes to on-campus operations, up to and including closure of the facility. Following an outbreak, the School will work with our PHA and with our community to assess what happened and determine how to prepare effectively for any future infectious disease outbreak.

Should such an event arise, VST is prepared to further restrict its mode of operation as required and directed. This may include, but is not limited to, further reducing building capacity, increasing cleaning of high-touch surfaces, restricting building access to essential workers, and reducing building hours.

PLANNING FOR COVID-19: CASE MANAGEMENT AND OUTBREAK RESPONSE

MONITORING, SCREENING AND TESTING FOR COVID-19

Signs posted in visible areas throughout VST list symptoms of COVID-19 and instruct staff, faculty, students, and visitors that anyone exhibiting these symptoms is not permitted in the facility.

All staff, faculty, students and visitors are required to perform a [daily COVID-19 health check](#) and follow the recommendations of BC Public Health before accessing campus. The self-assessment tool lists all the signs and symptoms of COVID-19. Front Desk staff ensure anyone entering the VST building has completed the COVID-19 health check and is not displaying symptoms.

In addition to completion of the daily health check, students, staff, and faculty are instructed to wear a mask and immediately leave the premises should they develop symptoms of COVID-19 during their stay. All employees must report their symptoms to their direct supervisor as soon as possible.

All people, regardless of race, gender, age, ability, or position, including staff, faculty and students, are expected to abide by the same procedure of reporting their illness and leaving the premises upon developing symptoms of COVID-19.

VST is committed to treating each person with dignity and respect, in keeping with our existing [policies](#). Should a member of the VST community experience or witness social stigmatizing or racism as a result of COVID-19, they should contact the Principal, Dean, or Human Resources immediately.

The mandatory self-assessment tool directs individuals with difficulty breathing or any other serious immediate health concerns to call 9-1-1. It also directs individuals to get tested if they are reporting any symptoms of COVID-19. In addition to this tool, there are signs posted in the facility directing anyone with additional questions or health concerns to call 8-1-1 to consult a local healthcare professional. VST is committed to directing students, staff and faculty to resources with updated health information from our local PHA, Vancouver Coastal Health.

CASE MANAGEMENT OF A STUDENT, FACULTY, OR STAFF MEMBER

As noted above, self-monitoring is required daily from those entering VST's facility. Those who develop symptoms on campus are instructed to, immediately leave the premises, and self-isolate.

Faculty and staff who would normally attend campus but are self-isolating as a result of the daily self-assessment process are required to contact their supervisor to report their absence from

working on campus and to discuss temporary remote work arrangements, if practical. VST's sick leave policy will apply as appropriate.

Should an employee or student contract COVID-19, VST will follow the instructions of our local PHA.

While VST does not own dedicated on or off-campus housing, staff and faculty who need support for quarantine should contact VST Human Resources. Students should contact the Dean's Office.

CONTACT TRACING

Each person's contact information is recorded upon entering the building, along with the date, time, and purpose of their visit to campus. This contact information is collected for the exclusive purpose of contact tracing by our PHA, Vancouver Coastal Health. VST is committed to working with and following the direction of Vancouver Coastal Health in notifying affected individuals.

Due to our small size, and the fact that VST is closed to the public and most faculty and staff are working from home, our current contact tracing methods are thorough and sufficient. A mobile app is not required.

QUARANTINE AND ISOLATION POLICIES

As noted above, each individual on campus is documented and categorized according to their activities and location in the building. Should there be an outbreak, VST is prepared to provide detailed information to local public health authorities about the locations, dates, times and activities of each individual, as documented.

While VST does not own dedicated on or off-campus housing, staff and faculty who need support for quarantine should contact VST Human Resources. Students should contact the Dean's Office.

The Dean's Office will check in with students who are isolating due to a positive COVID-19 test. Supervisors of staff will be in contact with their direct reports if an employee tests positive for COVID-19.

RESPONDING TO A COVID-19 OUTBREAK

VST has internal and external communication strategies that will be put into action if an outbreak occurs.

In the event of an outbreak, designated members of the Occupational Health and Safety Committee will contact and work in cooperation with the local PHA in determining how to manage the outbreak and reduce further spread of the virus.

Should such an event arise, VST is prepared to even further restrict its mode of operation as required and directed. This may include, but is not limited to, further reducing building capacity, increasing cleaning of high-touch surfaces, restricting building access to essential workers, and reducing building hours.

RECOVERY FROM A COVID-19 OUTBREAK

In the event of an outbreak, VST's COVID-19 Response Team will conduct a post-outbreak review in partnership with our PHA, Vancouver Coastal Health, to evaluate the effectiveness of our plan of action, consult with and care for our community, communicate what we learned from the outbreak and subsequent evaluation, and plan for the future.

Specifically, the ***Occupational Health and Safety Committee*** will:

- Discuss and note best practices and lessons learned, considering whether our actions to prepare for COVID-19 were sufficiently effective.
- Discuss the problems we discovered and identify effective solutions. Identify additional resources needed for VST.
- Participate in community discussions about emergency planning, listening to our community and sharing what we learned about the effectiveness of our readiness actions.
- Maintain and expand our emergency planning, seeking out opportunities to expand community partnerships and build relationships with agencies and partners who can help us prepare for future infectious disease outbreaks.

RECORD KEEPING

The Vancouver School of Theology in conjunction with the OH&S Committee, will keep records of instruction and training provided to employees regarding COVID-19, as well as exposure reports

ANNUAL REVIEW

We will review the COVID-19 Exposure Control Plan every year and/or update it as necessary, in consultation with the OH&S Committee.

References:

BC COVID-19 Symptom Self-Assessment Tool: <https://bc.thrive.health/>

BC Centre for Disease Control: [http://www.bccdc.ca/health-professionals/clinical-resources/case-definitions/covid-19-\(novel-coronavirus\)](http://www.bccdc.ca/health-professionals/clinical-resources/case-definitions/covid-19-(novel-coronavirus))

Centre for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

HealthLinkBC: <https://www.healthlinkbc.ca/health-feature/coronavirus>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/>

APPENDIX A – GENERAL RISK ASSESSMENT CHART

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Line Staff	Low to Moderate	Regular and effective hand hygiene, physical distancing
Instructors	Low	Regular and effective hand hygiene, alternate course delivery models, working from home
Facilities	Low	Regular and effective hand hygiene, physical distancing
Managers	Low	Regular and effective hand hygiene, physical distancing, working from home where possible
General Administrative Staff	Low	Regular and effective hand hygiene, working from home where possible
Custodial	Low to Moderate	Regular and effective hand hygiene, physical distancing, increased sanitization processes, PPE (if required)

APPENDIX B – SAFE WORK PROTOCOLS FOR CLASSROOMS

Vancouver School of Theology's priority is the health and safety of both students and staff. The following protocol is designed as a general best practice that can be used for classrooms (where appropriate) returning to face-to-face teaching in alternative models. Additional safe work procedures will be developed for various programs in collaboration with OH&S committee.

Guidelines should include, but are not limited to:

- If possible, entry to classroom should be through a designated door. Hands should be sanitized at hand sanitizing station by door before entering.
- Custodial will provide regular sanitation of common areas, washrooms, wash up area and entrance area as determined by the recommended frequency of cleaning information provided.
- Custodial will provide sanitation at end of each class day to impacted student/worker areas.
- Physical distancing of students with spacing between work areas and clear markings or assignment of designated work areas with identifying signs if appropriate.
- Students will not enter the work area of another student.
- Strict protocol as to direction of flow in main traffic areas of classrooms with arrow indicators on floor.
- No student access to portions of classrooms if appropriate (barrier tape).
- Encourage students to use their own vehicles or individual locations for break/lunch periods whenever possible.
- Personal physical distancing of at least 2 meters will be maintained at all times between persons in the classroom.
- Classroom capacity will be determined by management and will ensure that proper physical distancing protocol is maintained.
- Students/instructors will wipe down/sanitize controls and surfaces after using any shared equipment as instructed by the Instructor. Sanitizing spray bottles, disposable rubber gloves will be provided.
- For areas involving interactions between instructor and students, appropriate physical distancing is required along with the use of plexi-glass screens and or appropriate PPE, if required.

As usual, continue to practise good hand washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home if you are experiencing flu-like symptoms.
- Clean high-touch surfaces such as electronics, computer keyboards and phones frequently.

- Practise [physical distancing](#) – maintaining at least two meters distance between yourself and anyone who is coughing or sneezing.

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APPENDIX C – SCREENING PROTOCOL

As information about COVID-19 develops, the Vancouver School of Theology will continue to communicate relevant information in relation to the virus.

Screening

It is mandatory all employees/students do a daily self-assessment before they enter the school. You are required to use the BC self-assessment tool <https://bc.thrive.health/> before you return to work or school. You will continue to use the self-assessment tool as conditions in your health change, if you travel, if you were in contact with someone who may have COVID-19.

Your manager/instructor may ask you similar questions before work or class to verify that you are not symptomatic and have taken the self-assessment test.

Students coming from international countries should arrive early into Canada and self-isolate for 14 days.

Employees will report to their manager or HR (students to their instructor) if they develop COVID-19 symptoms. You will immediately leave the building and self-isolate.

Exposure

If you have COVID-19, or think you might have it, please help prevent the spread by using the BC self-assessment tool <https://bc.thrive.health/>. The assessment will direct you on whether you require:

- Additional screening by calling 811 or your health care professional.
- If you need to self-isolate for 14 days.
- If you need to self-monitor and/or if you are able to return to your normal activities.

For additional information about COVID-19, how to protect your family and your community please see the [BC Centre for Disease Control](#).

Returning to Work

- You will remain in contact with your manager while in self-isolation and report back on your status and expected return to work date. You must send in a self-assessment test that shows no symptoms before you return back to the school. Where an employee is diagnosed with COVID-19, they will be required to self-isolate for at least 10 days from the days symptoms are first noticed. More specific information can be found at on the [BC Centre for Disease Control](#) website (link: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation#How--long>) (Note: Students will be in contact with their instructors before returning to class).

Notifying Others of Possible Exposure

If an employee or student receives a positive COVID-19 diagnosis, the Vancouver School of Theology will try to notify individuals who may have been in contact with the infected person. Public Health guidance and BCCDC guidance should be followed to determine when and how long to self-isolate. If Public Health advises to self-isolate, this must be followed with no exceptions.

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ACKNOWLEDGEMENT

I acknowledge that I have read the COVID-19 Exposure Control Plan.

Name: _____

Date: _____

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