

# Canadian Independent College Ready to Welcome International Students



## COVID-19 Safety Plan

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## CIC's Guiding Principles

- The health and well-being of all participants, including students, faculty, staff, parents and campus visitors will be placed above all other considerations.
- Decisions for safety and compliance requirements will be grounded in and informed through the extensive gathering of knowledge and guidance from provincial and local health guidelines and will be consistent with the Governments of Ontario's plan for reopening the province in stages.
- Decisions for Canadian Independent College will consider location, developmental stages, and will be transparent and timely to provide confidence and certainty for both internal participants and external communities.
- Canadian Independent College will meet the requirements set out in this plan for the duration of time the Federal Government has the school on the Designated List of Institutions.
- CIC will ensure there is a focus on facts and not emotion to inform about COVID-19. Stigma can be heightened by insufficient knowledge about how the new coronavirus disease (COVID-19) is transmitted and treated, and how to prevent infection.

## Canadian Independent College Mask/Face Shield Policy Expectations

Region of Waterloo by-laws require the wearing of masks on transit and in enclosed public places such as shopping malls and retail shops, restaurants, museums, grocery stores and more. The by-laws exempt children under the age of five and those who are unable to wear a face covering (due to a medical condition, disability, etc.). It's important to show kindness to those who are unable to wear a face covering. The by-laws will be repealed on May 31, 2021 unless extended or rescinded by Council.

These by-laws are another tool to help reduce the spread of COVID-19 in the community. Wearing a face covering is not a replacement for other health measures. The Region continues to take an education-first approach, asking people to comply with the by-law and educating them on the importance of protecting each other.

Masks/shields are **expected** when:

- Physical distancing of 2 m (6 ft) **cannot** be maintained between people who are not part of your cohort.
  - ♣ This especially applies in a shared, indoor, common space, such as in a library, indoor hallways and common rooms.
- Masks/shields are **not mandated** when:
  - Physical distancing of 2 m (6 ft) can be maintained, such as:
    - ♣ In passing (walking past someone, where there are few people);
    - ♣ In a classroom/office with your own cohort;
    - ♣ In your office space.

### A note regarding face shields:

- Face shields are not a substitute for masks.
  - ♣ Any time a face mask is required, if a person is wearing a face shield, they also are required to wear a mask.
  - ♣ The primary purposes of the face mask and face shield are different. The shield is intended to protect the wearer, whereas the mask provides a layer of protection for others, as well as the individual.

## **General Expectations**

All non-essential travel should be avoided at this time.

### **Expectations for Parents**

- Parents must keep their child(ren) at home and away from others if they are unwell.
- Parents are expected to maintain physical distancing protocols and must not drop off their child(ren) if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- Parents must drop off their child(ren) at assigned locations.
- Parents must collect their child(ren) at assigned times and locations.

### **Expectations for Students**

- Students are expected to maintain physical distancing and follow the CIC's Mask/Face Shield Policy. They must not enter the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19.
- During non-class or community times, students must respect the expectation to remain in their cohort group whenever possible or minimize exposure to students, staff and faculty from other cohorts. Circulating the campus during these times will require adherence to the physical distancing and CIC's Mask/Face Shield Policy.
- Students must tell a faculty or staff member if they are feeling unwell through the day.
- Students will only be allowed in learning spaces at assigned start times.
- Senior School students will arrive at the defined start of school times and should go directly to their learning spaces.
- Students must adhere to physical distancing and CIC's Mask/Face Shield Policy when entering and exiting buildings.
- Students should bring the minimal number of items that are needed for the day.
- Students must wash or sanitize hands before entering buildings and where applicable, all learning spaces and locker areas.
- Students must stay with their cohort or maintain physical distancing until the student leaves the academic program areas for home or to their boarding houses.

### **Expectations for Faculty and Staff**

- Faculty and staff are expected to read through CIC's COVID-19 Return to Work Safety Plan for Staff before their return to campus.
- Faculty and staff are expected to maintain the physical distancing and follow CIC's Mask/Face Shield Policy. They must not enter the school if they display any signs or symptoms of COVID-19 or have had recent contact with someone diagnosed as positive for COVID-19. Staff and faculty will sanitize their hands upon entry, record their temperature and proceed into the school.
- Faculty and staff are expected to enforce the guidelines outlined in this CIC COVID-19 Safety Plan.

### **Expectations for Visitors or Third-Party Staff**

No Visitors are allowed in residence or inside the school building. Deliveries will be dropped off at the entrance of the school.



# Health, Safety & Hygiene

## General Expectations

- Anyone who shows any COVID-19 symptoms must not attend school.
- Students, faculty or staff members may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms provided the student, faculty or staff member is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- If an individual is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.
- Anyone who shows signs of illness or has a temperature of 37.8°C (100°F) or higher while at school will be isolated and then sent home from school or to their boarding residence.

## Personal Hygiene & Cleaning

- Handwashing/sanitization is required by all individuals:
  - ♣ Upon arrival and before departing for home;
  - ♣ Before and after any breaks;
  - ♣ Between different learning environments (e.g., outdoor-indoor transitions, activities);
  - ♣ Before and after eating and drinking;
  - ♣ After using the toilet;
  - ♣ After handling common resources/equipment/supplies;
  - ♣ After sneezing or coughing;
  - ♣ Whenever hands are visibly dirty.
- Everyone is expected to maintain the physical distancing and follow CIC's Mask/Face Shield Policy. They must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
  - ♣ Individuals will keep their personal items to themselves (do not borrow materials).
  - ♣ Individuals will limit (or eliminate) the amount of face touching.
  - ♣ Individuals will cough into the crook of their elbows.

## First Aid Protocols

- At this time, personal protective equipment (PPE), such as masks/face shields and gloves, will follow CIC's Mask/Face Shield Policy, except in the case of an individual providing care to someone who is injured or ill, where the support person will be provided with and instructed to wear PPE (based on the likelihood of increased contact and/or increased duration of contact with the participant).
- Individuals who are displaying COVID-19 type symptoms will be isolated in a designated health space, before being sent home in the case of a day student or back to a designated isolation room for a boarder.
- Parents or emergency contacts of day students are required to pick up an unwell or injured child as soon as possible after being notified by the school. Individual children will be escorted to the parents by a staff member. Parents are to remain outside of the buildings.

## Designated Health Space Protocols

- Temperature checks may be performed on symptomatic individuals.
- The designated health spaces will only be available for individuals who are injured or those who need to be isolated prior to being sent home or back to the boarding house due to illness.
- Cleaning of the spaces will be completed before any new individuals are admitted.



## Overview of the Day

### Arrival & Departure Process

- Individuals must not enter the school if they display any signs or symptoms of COVID-19, or have had recent contact with someone who has displayed any signs or symptoms of COVID-19, or who has been diagnosed as positive for COVID-19.
- No parents or guardians will be permitted in any of the buildings.
- Staggered start times in the Senior School will be necessary for arrival. This information will be communicated ahead of time.
- Drop off may take place at a specific location identified for each group.
- During academic classes, students will be physically distanced as much as possible and will wear masks/face shields.
- Students may not enter any learning areas before their defined arrival time.
- Students should bring the minimal number of personal items that are needed for the day.

### What Can Students Bring?

- Students should only bring items needed for the day. Students will be given a specific list of items to bring for their academic and extracurricular days. Items that are not easily cleaned (e.g. fabric or soft items) will not be permitted at school.
- Water fountains will be out of bounds. Therefore, students should bring water bottles with enough water for the duration of their time on campus.
- Snacks if required. Sufficient food should be brought by Middle and Senior School day students for the duration of their time on campus, as the Eatery will only be available to boarders and house staff. Boarders and house staff will receive their meals and snacks in the Maple Centre Eatery at specific cohort times.

### Groupings (Cohorts)

- Cohorts have been established so that the number of students and staff interacting is minimized.
- Students must stay with their cohorts or maintain physical distancing for the duration of their time on campus.
- In some cases, cohorts may be split or combined as long as the minimum physical spacing is maintained.

### Pick-up / Drop-off Locations

Students will receive specific pick-up or drop-off instructions (information will be forthcoming from school directors).

### Screening Process

- Before attending school each day, individuals will self-assess that they are free of COVID-19 symptoms, have not been in contact with symptomatic individuals, have not taken any medication or product that may artificially lower a fever, understand the risks of contracting COVID-19 and agree to follow the physical distancing, mask/face shield, health and safety protocols and procedures outlined in this plan. Staff and faculty take and record their temperature upon entry to the school.
- Temperature checks on students will only be performed during the day if triggered by symptomatic signs, which will then initiate existing first aid protocols.



## Boarding Preparations and Mitigations

### Pre-Arrival

- There has been frequent communication with families regarding eligibility to enter Canada.
- Families have been asked to ensure proper documentation is in hand, including valid study permit, quarantine plan and school letter.
- All international travelers are required to quarantine/isolate for 14 days upon their arrival.
- Quarantine is conducted on-campus. Parents are requested to make their own arrangements.

### Health Issues – Operations and Protocol

- During their stay, if students need medical attention not related to COVID-19 they will be transported to a local walk in clinic.
- An Isolation Protocol for persons displaying COVID-19 symptoms has been developed, which includes:
  - ♣ PPE requirements, supplies and locations of supplies;
  - ♣ Designated isolation spaces on campus separate from main living areas for isolating and caring for students with infectious illness;
  - ♣ Testing protocol in accordance with Public Health Ontario;
  - ♣ Post assessment care including -check-in, dining and mental health checks.

### Boarding Cohorting

Boarding students will be allocated to boarding houses to best align with school learning cohorts to minimize cross learning cohort interactions. This will allow for more efficient scheduling, activity planning and target priorities for each specific cohort involving the fewest adults possible.

### Boarding Residences

- We have increased frequency and enhanced cleaning of common and high traffic areas.
- Common computers in the office and common rooms have been removed.
- Foyer furniture has been removed.
- Sanitization stations have been installed at boarding house entrances
- Signage for social distance and COVID-19 hygiene signage has been placed throughout boarding houses.
- PPE has been added to first aid kits.

### Dorm Rooms

Students are assigned a single room where possible. There will be one student at a time using designated bathrooms and showers.

### Dining

- The dining hall will only be accessible for boarding students and boarding staff.
- The dining hall has been rearranged to reduce density, and create spacing for cohort areas.
- Students will eat in their rooms. If not feasible, there will be staggered meal times and designated seating by boarding cohort.
- Plans have been developed for in-house and in-room meal service in the event of isolation requirements.



## General Information on COVID-19

### What is COVID-19?

COVID-19 is a novel (new) coronavirus that was first identified in Wuhan, China in late 2019. Coronaviruses are a large family of viruses that originate in animals, but are known to cause respiratory illness in humans, particularly during the fall and winter months. Other novel coronaviruses include Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV).

The World Health Organization (WHO) classified COVID-19 as a pandemic on March 11, 2020.

Source: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

### What are the symptoms of COVID-19?

A coronavirus infection can cause mild to severe respiratory illness. The most common coronavirus (COVID-19) symptoms reported are:

- fever
- breathing difficulties and breathlessness
- cough
- sore throat
- fatigue or tiredness

COVID-19 is most likely to spread from person-to-person through:

- close contact with an infected person
- touching objects or surfaces (such as door handles or tables) contaminated by a person with the infection.

If you develop a fever, cough, sore throat, tiredness and shortness of breath, you should seek urgent medical care. Your doctor will liaise with public health authorities to manage your care. You must remain isolated in your home or in a healthcare setting until public health authorities inform you it is safe for you to return to your usual activities.

For more information about the transmission and symptoms of COVID-19, see

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

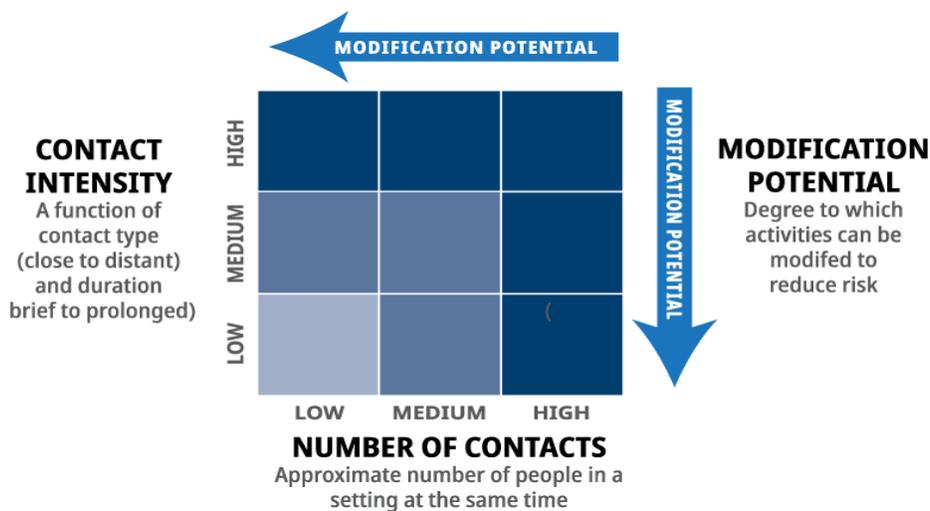


## Essential Keys to Minimize Possible Transmission

General distance, health and safety protocols, which minimize contact duration and intensity, will be expected by all participants. See the visuals below.



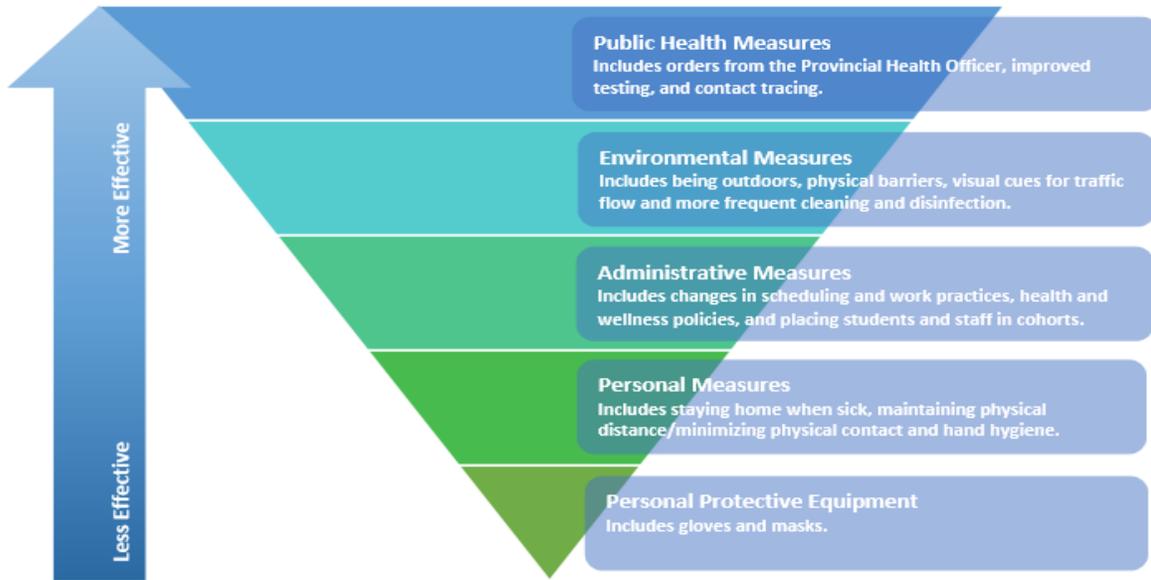
By completing these ratings, you can position your organization setting on the risk matrix below:



However, the medium and high categories are also subject to potential modification or controls which can help you move to a lower risk category by taking a combination of actions:

- Physical distancing measures – measures to reduce the density (intensity and number of contacts) of people in your setting
- Engineering controls – physical barriers (e.g. plexiglass barriers; one-way systems for customer flow; physical space between seating)
- Administrative controls – rules and guidelines to reduce the likelihood of transmission in your setting (e.g. stay away if sick; hours of operation)
- PPE – use of non-medical masks

## The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



As informed by the research data and advice from public health authorities, the Ministry of Education, school support associations and our local context with schools in the Region of Waterloo, the following general information will be used to guide decisions and inform actions (specifically measures that will be taken to reduce the duration and intensity of interaction between individuals):

- All individuals will undergo a screening process before entry to school facilities and will agree to adhere to all published guidelines for health, safety and hygiene. Tracking of the screening process will take place at entry/exit points to the facilities.
- Where applicable and realistic, outdoor spaces will be used instead of indoor ones. All areas, especially high contact surfaces, will be deep cleaned regularly during the day and at the end of each day.
- The physical distancing guidelines will be expected and encouraged through communication, physical symbols (demarcation and signs), verbal reinforcement, and modeling behaviour. Physical distancing guidelines will also inform the maximum capacity of any room/space within the facility. Engineering controls such as Plexiglass barriers will be provided, as required, to high contact areas like the front office reception.
- Where maintaining physical distance is less practical the focus will be instead on minimizing physical contact.
- Scheduling and workplace requirements will minimize the density of individuals within the facility, within specific rooms, and during common unstructured times such as recess and lunch.
- Individuals must not come to school if they are unwell. Individuals are expected to work from home if possible, follow the staggered schedule to minimize 'gathering potential,' adhere to the physical distancing/minimizing physical contact protocols and practice the outlined personal hygiene and handwashing/sanitizing guidelines.
- Personal protective equipment (PPE), such as masks and gloves, should be used as outlined in CIC's Mask/Face Shield Policy

# Canadian Independent College Travel Protocol

## Travel Protocols for Pre-Departure, Flight & Arrival into Canada

### General Overview

Canada remains a welcoming country for international students. Due to the current COVID-19 pandemic, the priority of our country is to reduce risk of infection and transmission of the virus. This requires you to travel safely and complete a MANDATORY 14 day quarantine period IMMEDIATELY upon arrival in Canada.

Canadian Independent College's number one priority is the health and safety of all students, staff and our community and country at large. The Government of Canada and Citizenship and Immigration is trusting Canadian Independent College to enforce and follow the Quarantine Act. In order to keep that trust we MUST ensure all details are followed exactly as outlined.

### Pre-Departure Protocol:

#### To do list:

- Maintain regular communication with Canadian Independent College.  
**CHECK YOUR EMAIL REGULARLY.** Have the principal's cell phone number on you.
- Have a cell phone with WhatsApp already set up on it and a laptop
- Have ALL your letters from the school printed to show the Canadian Immigration official upon arrival
- Ensure you have everything on the list of what to bring with you
- Download the ArriveCAN app. Use this mobile app to speed up your arrival process in Canada and spend less time with border and public health officers. Submit your information easily and securely using the app **within 48 hours before** arriving in Canada. Upon arrival the student will be given a Token Number which must be entered into the App as this is the way that the Government of Canada monitors quarantine. Failure to do so may result in a fine.

The app helps you to:

- provide mandatory information that's required for entry into Canada
- reduce your wait time and points of contact at the border
- provide the Government of Canada with voluntary updates on your quarantine compliance and the development of any symptoms during the 14 days after arriving in Canada
- Have the instructions of how to get to the Waterloo Taxi pick up spot at the Toronto airport
- Students who are able to obtain a medical clearance letter/certificate, COVID-19 or antibody test are asked to bring this documentation / test results with them when they travel to Canada. Negative COVID-19 tests will not change the requirement to quarantine (self-isolate) for 14 days upon arrival.



## Packing – What to Bring

Students must ensure they have the following packed in their **carry-on luggage**:

- Passport
- Study permit approval letter – give this to officer at the airport. The Study Permit is issued at the airport upon arrival
- Letter of Acceptance issued by CIC
- Custodianship documents
- Confirmation of health insurance coverage (confirmed in the Letter of Acceptance)
- Contact information sheet for Principal's cell number
- Copy of this document, signed by student and parent(s)
- Prescription medication & hygiene products
- Change of clothes (in case of delayed luggage)
- Masks (2 or more)
- Travel-sized bottle of hand-sanitizer (100 ml or less)
- Disinfecting wipes

In addition to regular packing requirements, students should also bring:

- 60 disposable face masks OR 30 disposable and 1 cloth face mask
- Personal and feminine hygiene products
- Towel

## Travel – In Flight Protocol:

While in transit to the airport, in airports and during the flight(s), students must:

- Wear a mask
- Practice physical distancing (minimum 2 meters from others)
- Wash hands frequently and avoid touching face
- Use hand sanitizer regularly and as necessary, particularly before eating
- Sanitize personal space and high-touch areas (armrests, seat belts, tray tables, screens)
- Minimize trips to the washroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep mobile phone charged (bring a phone charger with you in a personal bag) and if using throughout the flight to watch movies or play games, clean it with a disinfecting wipe frequently
- Bring some food as restaurants or stores may be closed
- Bring a refillable water bottle

### If a student develops symptoms during travel:

- Most airlines around the globe, including those in Canada are preventing anyone with symptoms to board a flight. In the event that the air operator observes that the air traveler has COVID-19 symptoms or that their response to any of the questions on the health check indicates a need to deny boarding (including refusal to answer the questions), the air operator will be required to refuse to board the person for travel for a period of 14 days or until a medical certificate is presented, confirming that the symptoms exhibited are not related to the COVID-19 virus.<sup>1</sup>
- Should a student be denied boarding on a connecting domestic flight for the above reason, the school will attempt to secure a supervised hotel accommodation for the 14-day period at the student and parents' additional expense, and will work with the student to obtain medical testing as soon as possible.



## Arrival in Canada Protocol:

Upon arrival in Canada the student should proceed through the airport while physical distancing (2m away from other people.) The student must have the documents outlined under 'Packing' ready to provide to Canada Border Services including:

- Print outs or screenshots of quarantine or self-isolation plans and documents
- Any confirmation numbers
- Copies of any documents provided to you by Canadian Independent College (sample letter follows)
- Contact information for the principal

At the final destination airport, the student will need to:

- Wear a fresh mask
- Pick up baggage while physical distancing
- Exit the baggage area and **go directly** to the location previously agreed upon to meet the driver. This information was sent in an email to you.
- Load their luggage and sit as far from the driver as possible wearing a mask. Consider having the window open slightly for air flow.

You will be driven directly to Canadian Independent College to immediately begin your mandatory quarantine.

## Check in Procedures

### Check in Scenario 1:

When 1-5 students are arriving at the same time, they will be dropped off by Waterloo Taxi in front of their designated residence. Designated staff will be dressed in full PPE and will maintain 2 meters distance from each student and will escort each student to their room.

### Check in Scenario 2:

When 5 or more students are arriving at the same time, they will be dropped off by Waterloo Taxi in front of the Deitrich (Green) building. This will allow for adherence to physical distancing while getting organized. Designated staff will be dressed in full PPE and will maintain 2 meters distance from each student and will escort the students to their room.



## Canadian Independent College Quarantine Protocol:

As required under the Government of Canada's Quarantine Act, all travelers to Canada are required to quarantine for 14 days. Students will have to stay in their room for 14 days and avoid contact with (keep a 2-metre distance from) others. These instructions and protocols may seem overwhelming for students. Students are encouraged to ask staff for assistance. After arriving in Canada, Government of Canada officials will call the student to monitor compliance with the mandatory quarantine. The student must be prepared to answer calls from 1-855-906-5585 or 613-221-3100.

Designated staff will alert any compliance issues or cases of COVID-19 to local and provincial authorities.

### Student Responsibilities & Expectations for 14 Day Quarantine:

- Stay in your assigned room and away from others
- Keep your room well-ventilated and clean – open your window to let the air circulate.
- Practice good hygiene:
  - wash your hands frequently with plain soap and water for at least 20 seconds
- cover your mouth and nose with your elbow (or use a tissue) when coughing or sneezing - avoid coughing into either your hands or into the air. Dispose of used tissues right away into a trash bin and immediately wash your hands
- Use of the bathroom:
  - Clean the bathroom regularly with cleaning products provided.
  - Flush the toilet with the lid down
- Keep bathroom & frequently touched surfaces such as doorknobs, countertops, dressers, and other surfaces clean and disinfected at least once a day (Disinfectant wipes will be provided in the room upon arrival)
- Package up your garbage in the bag provided and leave it outside the door of your room at specified times. Wash your hands immediately after disposing of your garbage.
- Go outside during the arranged and approved time by the residence supervisor. Do not go into other public areas in the residence.
- Stay connected – text, email, FaceTime with your friends, and family.
- Get into your school routine as quickly as possible (don't stay awake all night and sleep all day)
- Monitor your physical and mental well-being
  - If you are not feeling well, contact the residence supervisor to help you complete an online self-assessment to determine if you need further assessment or testing.
  - Or Visit: <https://covid-19.ontario.ca/self-assessment/> – if you cannot use the online tool, call Tele-health at 1-866- 797-0000
- Laundry: All clothes worn during the flight should be put in a garbage bag and washed when you have scheduled laundry time.

### If a Student Develops Symptoms or is Diagnosed with COVID-19 during quarantine:

- If experiencing even mild symptoms including fever, chills, cough, shortness of breath, loss of sense of smell, headache, muscle ache, fatigue or loss of appetite, INFORM RESIDENCE STAFF
- Use Ontario self-assessment tool and seek medical attention as necessary.
- To avoid spreading COVID-19, the following may occur:
  - Student will remain in the accommodation, in accordance with Public Health direction
  - Parents will be informed



## Definitions:

The Public Health Agency of Canada draws a distinction between the need to quarantine (self-isolate) and isolate.

- **Quarantine (self-isolate):** Quarantining is necessary for 14 days if you have no symptoms and any of the following apply: you are returning from travel outside of Canada (mandatory quarantine); you had close contact with someone who has or is suspected to have COVID-19; or you have been told by the public health authority that you may have been exposed and need to quarantine.
- **Isolate:** You must isolate if any of the following apply: you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19; you have symptoms of COVID-19, even if mild; you have been in contact with a suspected, probable or confirmed case of COVID-19; you have been told by public health that you may have been exposed to COVID-19; or you have returned from travel outside Canada with symptoms of COVID-19 (mandatory).

## COVID-19 TESTING REQUIREMENT

Ontario is requesting that institutions ensure that students have a COVID-19 test done once they have completed their 14-day quarantine. Students are not required to provide evidence of the test result.

Asymptomatic students will be taken to an assessment center after they have completed their 14-day quarantine. If a student develops Covid-19 symptoms during their 14-day quarantine period, Dr. Heather Bohez, ND wearing full PPE, will transport the student to a testing centre and will follow the guidance of the local public health authority.

Domestic students that have entered Canada within the two weeks prior to the start of their studies must get a COVID-19 test.

### COVID -19 Assessment Center Testing

Canadian Independent College (CIC) will ensure students have received a COVID-19 test once they have completed their 14-day quarantine. An appointment will be made at either a local pharmacy or Assessment Centre, after students have completed their 14-day quarantine.

### Transportation to Assessment Center Testing

Dr. Heather Bohez, ND will transport the student to the testing center wearing full PPE. The student will return to their room and self-isolate until a negative test result is received. Public Health guidance will be followed if directed otherwise.

If a student tests positive, public health will direct the student to self-isolate and Canadian Independent College will maintain the oversight of the student during that period.

