

The background of the slide features a large, faint, blue-toned seal of Yorkville University. The seal is circular, with a laurel wreath encircling a central shield. The shield contains the letters 'YU' in a serif font. The words 'YORKVILLE' and 'UNIVERSITY' are inscribed along the top arc of the seal, and 'INTEGRITY' and 'HONOUR' are inscribed along the bottom arc, separated by dots.

Yorkville University
New Westminster Campus

Covid-19 Safety Plan

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Section 1: Background

The novel coronavirus (COVID-19) is an infectious disease caused by newly discovered coronavirus. COVID-19 was first identified in late 2019 and was declared a global pandemic by the World Health Organization in March 2020.

On March 17, 2020 Dr. Bonnie Henry, British Columbia's provincial health officer, reported 186 active cases of COVID-19 in all five regions of British Columbia, and declared a province-wide public health emergency. Followed by Mike Farnworth, Minister of Public Safety and Solicitor General, declared a provincial state of emergency on March 18, 2020. The BC government and Public Health acted quickly to protect seniors and people at risk and to ensure the health care system could respond to the COVID-19 outbreak. BC Public Health released the [BC Restart Plan](#) in May 2020, which allowed for the gradual phased return to a "new normal" plan.

The declarations of state of emergency were part of Phase 1 of BC's Restart Plan. Phase 1 included mandated physical distancing and provided hand hygiene and cleaning guidelines for people, businesses and essential services to follow; banned mass gatherings of more than 50 people; required travellers to develop and stick to a 14-day isolation plan when arriving in B.C. from abroad; and only essential services were allowed to operate. Phase 1 concluded on May 18, 2020, with requirements continuing through all the phases. Phase 2 allowed for essential travel only, requirement of physical distancing, restart of many businesses that were ordered closed. Phase 2 concluded on June 24, 2020. Phase 3 of BC's Restart Plan, among others, allowed for the gradual re-opening of post-secondary education.

The Ministry of Advanced Education, Skills and Training worked with a panel of experts to develop broad [Health and Safety Guidelines](#) for post-secondary institutions in BC. Institution have been directed to develop a plan for on-campus program delivery, taking into account the health and well-being of students, faculty and staff.

Section 2: Safe Return to Campus

The Yorkville University New Westminster Campus is committed to operating in a way that prioritizes the health and safety of its students, staff, and communities, and adheres to the reopening regulations and guidelines of the Government of Canada, provincial and local public health authorities as well as those of the University.

On Monday, March 16, 2020 Yorkville University's New Westminster campus suspended all in-person classes following the directives of BC Public Health. All final assessments and examinations were hosted remotely using online technologies. The Spring term for on-campus programs began on April 20, 2020, using a technologically enhanced remote synchronous delivery method via Zoom and the University's Learning Management System.

During the gradual return to "new normal" the Yorkville University New Westminster Campus has been able to:

- Transition on-campus courses, and assessments from in-person to online remote delivery
- Transition on-campus services online, such as Student Services, Student Finance, Student Life, and providing online alternatives, where possible
- Cancel all on-campus events with more than 50 people including graduation ceremonies
- Require, and support, staff to work remotely

Section 3: Campus Assessment

The Yorkville University New Westminster Campus is committed and focused on planning and reopening our facilities safely, under the [Guidelines](#) and direction provided by Public Health.

Area	Mitigation Measures
Classrooms	<ul style="list-style-type: none">➤ Each classroom will accommodate 50% reduced capacity of students➤ Desks will be set apart such that each student will be socially distant from another by at least 6 feet➤ Enhanced classroom sanitization of high touch surfaces between class sessions and regular daily cleaning and sanitization➤ Occupancy limit posted
Offices and Workstations	<ul style="list-style-type: none">➤ Workstations are at reduced capacity to accommodate 6 feet part for social distancing➤ Regular cleaning and sanitization
Hallways	<ul style="list-style-type: none">➤ Floor markings to direct traffic flow➤ Regular cleaning and sanitization
Student and Faculty Lounge	<ul style="list-style-type: none">➤ Temporarily closed
Staff Kitchen	<ul style="list-style-type: none">➤ Occupancy limit of 1➤ Removal of common use items i.e. shared utensils, shared kitchenware➤ Regular cleaning and sanitization
Reception	<ul style="list-style-type: none">➤ Plexiglass barriers➤ Floor markings to indicate physical distance of 6 feet apart➤ Regular cleaning and sanitization

Section 4: Protection and Safety Measures

The Yorkville University New Westminster Campus is committed to implementing protection measures to minimize the risks of transmissions on campus.

According to Public Health, COVID-19 is transmitted through droplet contact via person-to-person. The virus is spread by liquid droplets when a person coughs, sneezes, and sometimes when a person talks or sings. These droplets usually travel a distance between one to two meters and can land on a person nearby. COVID-19 can also spread by touch. If an infected person sneezes or coughs, droplets may be left on surfaces and other people may become infected by touching these surfaces, then touching their eyes, nose or mouth. To reduce the risk of COVID-19 transmissions as on-campus operations resume, five different levels of protocols are implemented; four of which are required by [WorkSafeBC](#).

Level	Measure Implemented
Level 1 Elimination	<ul style="list-style-type: none">➤ Flexible work-from-home arrangements available to reduce number of required staff on-site➤ Only required staff has access to campus. Staff require pre-approval from Campus Operations to access the campus to ensure reduced capacity on campus is maintained➤ Maximum 50 people occupancy limit, signage posted at entrance of campus➤ Classrooms will accommodate 50% reduced capacity of students➤ Meeting rooms are at reduced capacity➤ Washroom posted occupancy limit of 2➤ Staff Kitchen occupancy limit of 1➤ Student and Faculty Lounge are temporarily closed➤ All common-use items in the staff kitchen are removed i.e. shared kitchenware and utensils➤ Implemented measures for staff, students, and others to maintain social distancing, 6 feet apart, wherever possible.
Level 2 Protection Engineering	<ul style="list-style-type: none">➤ Installed plexiglass barriers at reception to maintain social distancing and reduce risks to staff➤ Physical barrier cleaning added to cleaning protocols➤ Hallways have implemented floor marking to direct traffic flow➤ Floor markers at reception to help with social distancing➤ Floor markers at washrooms to help with social distancing
Level 3 Administrative	<ul style="list-style-type: none">➤ Access to campus is restricted to only those specifically told they are able/required to be present on campus (students registered to a class that day, staff who are required to be on site)➤ Office space has reduced capacity, staff alternate between remote and on-campus work➤ All staff, students and visitors are required to submit the Health Disclosure Declaration Form prior to entering campus

Level	Measure Implemented
	<ul style="list-style-type: none"> ➤ All staff are required to read and understand the Yorkville University New Westminster Campus COVID-19 Safety Plan ➤ Protocols and guidelines for operations on campus for staff are identified and communicated ➤ Social distance signage posted throughout campus ➤ Public Health related signage posted throughout campus, including handwashing, best hygiene practices, and how to help prevent the spread of COVID-19 ➤ Digital signage displaying some of the protocols required on campus.
<p style="text-align: center;">Level 4 Protective Gear</p>	<ul style="list-style-type: none"> ➤ Face masks are mandatory for anyone, at anytime, while on campus. ➤ The University has reviewed information on masks and instructions on proper mask use. The university understands limitations of masks. ➤ Signage posted. with instructions on how to correctly wear a mask ➤ Hand sanitizers have been placed in key areas: reception, washrooms, and classrooms. ➤ Gloves are available upon request.
<p style="text-align: center;">Level 5 Cleaning Measures</p>	<ul style="list-style-type: none"> ➤ Cleaning protocols include increased cleaning and sanitization throughout the campus, daily. ➤ Additional enhanced sanitization of classrooms between class sessions is continuous throughout the academic term. ➤ Implemented cleaning protocols for all common areas and surfaces – i.e. washrooms, tables, desks, chairs, door handles, light switches, all high-traffic touch points. ➤ Cleaning of hallways, washrooms, and high-traffic touch points conducted throughout the day. ➤ Removed unnecessary equipment from staff kitchen to simplify cleaning process – i.e. shared utensils and shared kitchenware. ➤ The campus has sufficient hand-washing facilities on site for all students and staff. ➤ Hand-washing locations are visible and easily accessed. ➤ Custodial services have adequate training and materials. ➤ Custodial services have received adequate training on new requirements and use of cleaning materials recommended by Public Health for enhanced cleaning and sanitization

Section 5: COVID-19 Screening Protocol Management Plan

The Yorkville University New Westminster Campus COVID-19 Safety Plan ensures that students, faculty, staff, and others who have a likelihood of having COVID-19, based on Public Health guidelines are screened prior to entry. Anyone who fails the screening will be prohibited from entering the campus.

Yorkville University New Westminster Campus COVID-19 Screening Guidelines	
Anyone who has had experienced symptoms of COVID-19 in the last 14 days	<p>Symptoms include fever, chills, cough, shortness of breath, sore throat, runny nose, loss of sense of smell, headache, muscle aches, fatigue, nausea and vomiting, diarrhea, and/or loss of appetite. Person(s) will not be permitted entry.</p> <p>The University recommends taking the BC COVID-19 Assessment Tool online to determine if any further steps are required.</p>
Anyone directed by Public Health to self-isolate	<p>Person(s) will be asked to return to their self-isolation destination for the self-isolation period.</p>
Anyone who has had contact with confirmed and/or suspected COVID-19 case	<p>Must self-isolate for 14 days. Recommend taking the BC COVID-19 Assessment Tool online to determine if any further steps are required.</p>
Anyone arriving from outside of Canada	<p>The Government of Canada and the British Columbia provincial Government require all international travellers to quarantine for 14 days upon arrival in Canada and submit a detailed self-isolation plan.</p> <p>All International Students must submit their Quarantine Plan via covidsafety.nwc@yorkvilleu.ca</p> <p>The Yorkville University New Westminster Campus will conduct daily check-ins to ensure safety and support for the students.</p>
Daily Staff Screening	<p>All staff must submit the Health Disclosure Declaration Form prior to entering the campus. If staff have answered <i>false</i> to any of the questions they should stay home.</p> <p>If staff experience any symptoms including fever, chills, cough, shortness of breath, sore throat, runny nose, loss of sense of smell, headache, muscle aches, fatigue, nausea and vomiting, diarrhea, and/or loss of appetite. Staff will not be permitted entry.</p> <p>In addition, the University recommends taking the BC COVID-19 Assessment Tool online to determine if any further steps are required.</p>

Section 6: Managing COVID-19 Outbreaks on Campus

Due to the scale of the coronavirus pandemic, the University has prepared a plan to allow a student, faculty or staff member to report (or someone may report on their behalf) a suspected or confirmed diagnosis of COVID-19, while on campus premises. This table provides steps to respond appropriately in such cases.

Students and staff should report any COVID-19 related concerns to: covidsafety.nwc@yorkvilleu.ca

Scenario	Protocols
Confirmed or suspected case of COVID-19 on campus	<ul style="list-style-type: none"> ➤ <i>Identify/notify</i> – Once a case has been identified, all the required members on Campus are to be notified. The local Public Health authority must be notified immediately. ➤ <i>Individual affected</i> – the individual diagnosed will be sent home immediately and will be asked to connect with Public Health and self-isolate for 14 days. They will be given guidelines as advised by Public Health on when they are able to return to campus. ➤ <i>Disinfecting the Campus</i> – The campus will be disinfected by the custodial services. In consultation with Public Health, it will be determined if the facility should be fully closed for a period of time. ➤ <i>Communication</i> – The Campus community will be notified of the occurrence. They will receive necessary Public Health guidelines advising to self-monitor and reminders on best practices.
COVID-19 Symptoms Reported OR Person advised they have been in contact with someone who was diagnosed with COVID-19	<ul style="list-style-type: none"> ➤ <i>Identify/notify</i> – Once identified, all the required members on campus are to be notified. The local Public Health authority must be notified immediately. ➤ <i>Individual affected</i> – the individual diagnosed will be sent home immediately and will be asked to connect with Public Health to see if they require to complete any further diagnosis or simply self-isolate. ➤ <i>Disinfecting the Campus</i> – The areas where the person has been in contact with will be disinfected. In consultation with Public Health it will be determined if the whole facility requires to be disinfected or if the facility should be fully closed for a certain period of time. ➤ <i>Communication</i> – Communication to go out to anyone who has been to campus to make them aware of the occurrence.
We're advised of someone who has COVID-19 or has been in contact with someone who has COVID-19 but has not been to campus	<ul style="list-style-type: none"> ➤ <i>Identify/notify</i> – Once identified, all the required members on campus are to be notified. The local Public Health authority must be notified immediately. ➤ <i>Individual affected</i> – the individual diagnosed will be asked to connect with Public Health and follow their advice.

Scenario	Protocols
Outbreak	<ul style="list-style-type: none"> ➤ The University will consider an outbreak of COVID-19 occurred on campus if three or more students on campus have been diagnosed with COVID-19 around the same time period. ➤ Public Health will be notified and the University will follow all Public Health instructions and guidelines. ➤ The University will shut down campus for a period of 48 hours or more based on Public Health guidelines (all classes will transition online) ➤ Enhanced cleaning protocols to be put in place for the whole campus.

Section 7: Communication Plan

The Yorkville University New Westminster Campus is committed to ensuring students, staff and community are conveyed updates as needed.

- Communications department relays the campus policies and procedures to all staff and students.
- Posted signage on campus, including occupancy limits, effective hygiene practices and social distance reminders.
- COVID-19 screening signage posted at the main entrance based on Public Health guidelines. Anyone who fails the screening will be prohibited from entering the campus.
- COVID-19 Communication Management Plan is prepared to manage effective communications under any non-critical and critical circumstances.
- Communications department sends regular updates to staff and students.

Section 8: Student Services and Support

The Yorkville University New Westminster Campus is committed to operating in a way that prioritizes the health and safety and is dedicated to providing students with services and support during these unprecedented times.

Mental Health and Wellness Services

Weekly webinars and peer support groups are available and highly recommended to all students. Sessions cover a variety of topics, including stress, anxiety, burnout, anti-racism, and adjustment related to COVID-19. Students are also encouraged to follow The Yorkville University New Westminster Campus on social media to receive updates and mental health resources.

Our Mental Health services provide easy access to one-on-one counselling sessions that are easily booked through the Jane App. Link: <https://yorkvilleu-bc.janeapp.com/>
For any questions or further information, students can contact wellness@yorkvilleu.ca

Student Life

The Yorkville University New Westminster Campus recommends students comply with social distancing requirements; our Student Life Coordinators have shifted student activities from on-campus to online. This assures students continue to be active both physically and mentally while socializing online with peers. Activities include online games, arts and crafts and networking. To find the latest student activities please connect with your Campus Life Coordinator: ptiongson@yorkvilleu.ca

Program Advisors

Program Advisors are the first line of communication for students. They are always available to provide resources and information to assist with any challenges students may be face with in their courses. They can explain a plan of studies and provide options that will help with work-life balance. If you are experiencing challenges, speak to your program advisor. Submit your question/request via [AskYU](#) and an advisor will be in contact.

Section 9: Staff Training and Resources

The Yorkville University New Westminster Campus is dedicated to ensuring staff have access to resources and up to date information.

Safety is everyone's responsibility. To reduce the risk of COVID-19 transmissions all staff members have a responsibility to ensure they are compliant with all government and campus policies and protocols.

All staff are required to follow the campus safety protocols before coming to and/or while on campus:

- Read and understand the Yorkville University New Westminster Campus COVID-19 Safety Plan.
- All staff must submit the Health Disclosure Declaration Form prior to entering the campus. If any staff members have answered false to any of the questions they should stay home. The University recommends taking the [BC COVID-19 Assessment Tool](#) online to determine if any further steps are required.
- Follow posted safety signage such as occupancy limits, physical distancing, and direction of travel in hallways.
- Follow posted signage regarding best hygiene practices, handwashing, and the proper way to wear a face mask.
- All staff are required to wear face masks while on campus.
- Staff should minimize their contact with others through social distancing of 6 feet apart.
- Reporting exposure and/or suspected exposure to COVID-19 to covidsafety.nwc@yorkvilleu.ca
- Reporting COVID-19 related concerns to covidsafety.nwc@yorkvilleu.ca

For more information and resources regarding COVID-19:

- [British Columbia for Disease Control](#)
- [Public Health Canada](#)
- [World Health Organization](#)
- [Working from home: A guide to keeping workers healthy and safe](#) by WorkSafe BC
- [Help prevent the spread of COVID-19: Cover coughs and sneezes](#) by WorkSafe BC
- Free: [Pandemic Awareness e-course](#) available Canadian Centre for Occupational Health and Safety to how cover: *How To Stay Healthy And Help Stop A Virus From Spreading*
Link: https://www.ccohs.ca/products/courses/pandemic_aware/

Section 10: Questions and Concerns

This Safety Plan document is a living document that reflects the most up-to-date information for safe operations for Yorkville University New Westminster Campus. This document is continuously reviewed and adjusted as per the guidelines of Government of Canada, provincial and local Public Health.

If you have any questions or concerns please email us at covidsafety.nwc@yorkvilleu.ca.

Appendix A: Health Disclosure Declaration Form

Health Disclosure Declaration Yorkville University New Westminster Campus

Prior to arriving to New Westminster Campus, the University asks that you consent to the below protocols:

- Face masks are mandatory to be worn at all times
- Practice social distancing at all times and follow best practices recommended by Public Health
- Use hand sanitizers and wash your hands often
- No gatherings allowed, remain on campus only for the time required

In addition, please consider the health and safety of others by confirming if the following statements are True or False:

	True	False
➤ I have not experienced any of the following new or worsening symptoms or signs: fever, chills, cough, shortness of breath, sore throat, runny nose, loss of sense of smell, headache, muscle aches, fatigue, nausea and vomiting, diarrhea, and/or loss of appetite	<input type="checkbox"/>	<input type="checkbox"/>
➤ I do not have fever	<input type="checkbox"/>	<input type="checkbox"/>
➤ I have not travelled anywhere outside of Canada or been in contact with anyone who has travelled outside of Canada, in the last 14 days.	<input type="checkbox"/>	<input type="checkbox"/>
➤ I have not knowingly come into contact with anyone with respiratory illness in the last 14 days.	<input type="checkbox"/>	<input type="checkbox"/>
➤ I have not knowingly come into contact with anyone with a presumptive or confirmed COVID-19 diagnosis in the last 14 days.	<input type="checkbox"/>	<input type="checkbox"/>
➤ I have not been diagnosed with COVID-19 or waiting to hear the results of a lab test for COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>

I consent to the above protocols and confirm the above selections are correct:

Date: _____

Name: _____

Student ID: _____

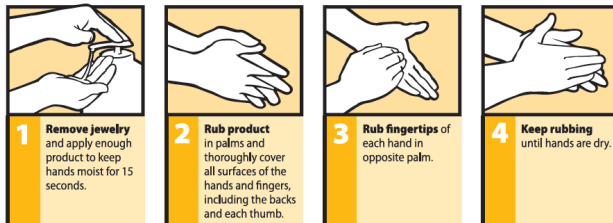
Note: If you answered False to any of the above, you should stay home. In addition, the University recommends you take the [BC COVID-19 self assessment tool](#) to determine if any further steps are required.

Appendix B: Sample COVID-19 Posted Signage

Cleaning Hands with an Alcohol-based Sanitizer

Protect Yourself and others from influenza

Viruses can live on hard surfaces for up to 2 days, and on hands for up to 5 minutes.
Wash your hands often to keep yourself and others healthy.



Do not use hand sanitizer with water. Do not use paper towels to dry hands.

Note: Wash hands with soap and water if hands are visibly dirty. Some manufacturers recommend washing hands with soap and water after 5-10 applications of gel.

For more information, visit www.gov.bc.ca/h1n1

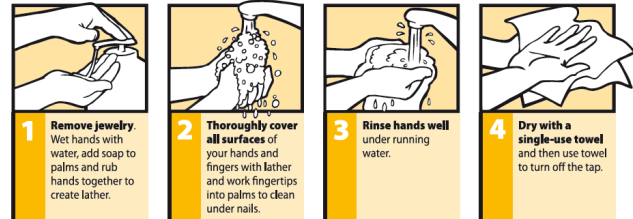


Pandemic Influenza Preparedness

Handwashing with Soap and Water

Protect Yourself and others from influenza

Viruses can live on hard surfaces for up to 2 days, and on hands for up to 5 minutes.
Wash your hands often to keep yourself and others healthy.



Hands should be washed for a minimum of 10-20 seconds.
To help children wash long enough, say the ABC's or sing "Twinkle, Twinkle Little Star."

For more information, visit www.gov.bc.ca/h1n1



Pandemic Influenza Preparedness



PHYSICAL DISTANCING IN PROGRESS

Maintain a distance of at least 2 arms lengths from others.



Ministry of Health



BC Centre for Disease Control

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

Help prevent the spread of COVID-19

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.

Or

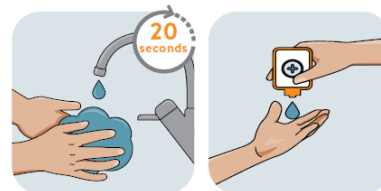


Clean hands with alcohol-based hand sanitizer.

worksafebc.com

WORK SAFE BC

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment


worksafebc.com

WORK SAFE BC





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health






Coronavirus Prevention



- 



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- 


Avoid touching your eyes, nose, and mouth with unwashed hands.
- 


Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- 


Avoid close contact with people who are sick.
- 


Clean and disinfect frequently touched objects and surfaces.
- 



Stay home when you are sick.
- 



WEARING A MASK IS NOT AN EFFECTIVE MEASURE TO KEEP YOURSELF SAFE FROM VIRAL INFECTION.






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






Protect Yourself ...and others from COVID-19


Stop the spread of viruses that make you and others sick!




Clean your hands often with soap and warm water for 20 seconds or use alcohol-based hand cleanser.




Stay home if you are sick.




Throw tissues away immediately.



No tissue? Cough or sneeze into your upper sleeve, not your hands.



Avoid touching your face.



Ministry of Health

For more information on COVID-19, visit: <http://www.bccdc.ca>