



CANADIAN  
COLLEGE of  
**PERFORMING  
ARTS**

**CANADIAN COLLEGE OF PERFORMING ARTS**

**1701 Elgin Road, Victoria, British Columbia**

**DLI# O110684673294**

**COVID-19 Campus Safety Plan**

Revised December 9, 2020

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## Introduction

In accordance with WorkSafe BC and the Provincial Health Authority of British Columbia – Post-Secondary Institutions are required to create and communicate a COVID-19 Safety Plan to comply with physical distancing, hygiene and cleaning regulations when returning to normal business operations.

This plan outlines the Canadian College of Performing Arts policies, protocols and procedures that are in place under the guidelines of Provincial Health Authority of British Columbia, WorkSafe BC, B.C Post-Secondary COVID 19 Go-Forward Guidelines and the Government of Canada's Guidance for Post-Secondary institutions During the COVID-19 Pandemic.

They include:

- Risk management assessment to adhere to physical distancing / health and safety guidelines
- Protocols to reduce risk
- Policies to manage the workspace, school campus and any students offsite in a quarantine or self-isolation to minimize the risk of transmission
- Communication and training plans to educate and inform staff, students, faculty and college community
- Monitoring and assessment plan for risk and wellbeing of staff, students, faculty and college community

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html>

[https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest\\_postsecgoforwardguidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

Relevant WorkSafe BC Protocols for returning to operation:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/performing-arts>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/motion-picture-television-production>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>

# What we need to know about COVID-19

## COVID-19

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19.

COVID-19 was first identified in late 2019. It was declared a global pandemic by the World Health Organization in March 2020.

## Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include:

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

While less common, symptoms can also include:

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

## How it Spreads

The coronavirus that causes COVID-19 is spread by liquid droplets when a person coughs, sneezes or sometimes talks or sings. If you are in close contact with an infected person, the virus can enter the body if droplets get into the eyes, nose or throat.

Respiratory diseases, like influenza and COVID-19, are spread by liquid droplets that come out of the mouth and nose when a person coughs, sneezes, and sometimes, when a person talks or sings. These droplets usually land one to two metres away, but they can land on another person if they are close by. Diseases can spread if droplets with the virus enter the body through the eyes, nose or throat.

COVID-19 can also spread by touch. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth. That's why we recommend you cough or sneeze into your arm and wash your hands regularly.

Experiences of COVID-19 in hospital settings around the world, including in B.C., suggest that COVID-19 is primarily spread by droplet contact. While there is some discussion that COVID-19 can spread by staying in the air (by aerosols), there is no convincing scientific evidence to support this. An exception is aerosols produced by aerosol-generating medical procedures.

Efforts to stop the spread of COVID-19 should focus on reducing droplet contact.

- Keep practicing physical distancing
- Stay home if you are sick and limit your contact with others
- Wash your hands often with soap and water or an alcohol-based hand sanitizer containing at least 60% alcohol
- Cough and sneeze into a tissue or the bend of your arm
- Avoid touching your face with unwashed hands
- Clean and disinfect surfaces and objects
- Wear a mask or face covering when needed

#### [Droplet contact versus airborne transmission](#)

Source: BCCDC Last updated: July 30 at 3:45 PM

##### **Droplet Contact**

- Some diseases are spread by infected droplets contacting surfaces of the eye, nose, or mouth. Large droplets that may or may not be visible to the naked eye are made when a person sneezes or coughs. These droplets usually spread only one to two metres and quickly fall to the ground.
- Influenza and SARS are examples of diseases that can spread by droplet contact.
- **The evidence suggests that COVID-19 is transmitted by droplets.**

##### **Airborne transmission**

- Airborne transmission is when microorganisms travel on much smaller evaporated droplets (often called aerosols). These droplets stay in the air for many hours and, often travel long distances. Transmission occurs when others breathe the microorganism into their throat or lungs.
- Examples of diseases spread by airborne transmission include measles, chickenpox and tuberculosis.

#### [Infection Prevention and Exposure Control Measures](#)

Infection prevention and exposure control measures help create a safe environment for students and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. The Hierarchy for Infection Prevention and

Exposure Control Measures for Communicable Disease below provide example of safety control measures.

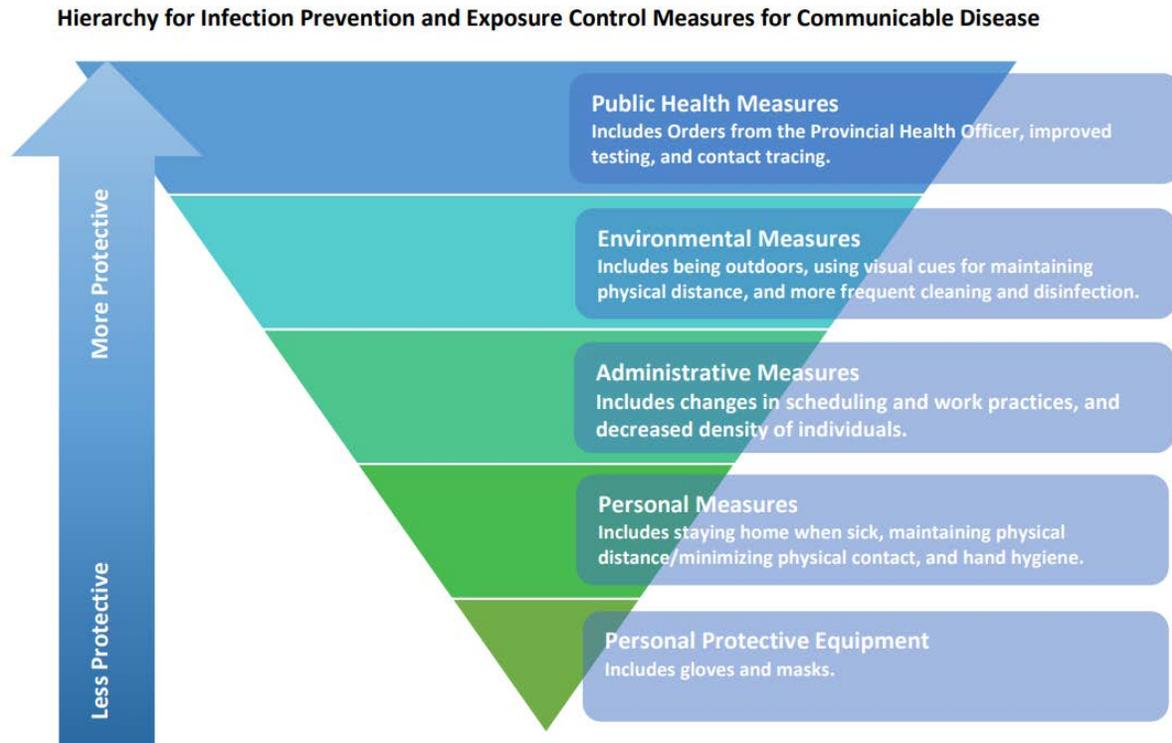


Image Source: [http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_IPCGuidelinesCommunityBasedAlliedHCPsClinicSettings.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCGuidelinesCommunityBasedAlliedHCPsClinicSettings.pdf)

**Public Health Measure** are actions taken across society to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travellers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

**Environmental Measures** are physical changes in the setting that reduce risk of exposure by isolation or ventilation. Examples include being in outdoor spaces, having suitable ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate, and frequent cleaning and disinfection of work and living spaces.

**Administrative Measures** are measures enabled through the implementation of policies, procedures, training and education. Examples of these include decreased density of staff and patients in clinics, staggered appointments and using virtual health where appropriate.

**Personal Measures** are actions individuals can take to both protect themselves, as well as to prevent the spread to others. Examples include washing your hands frequently, coughing into your elbow and staying home from work if you are sick.

**Personal Protective Equipment** is the last and least effective of the infection prevention and exposure control measures and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure. PPE must be suited to the task and must be worn and disposed of properly.

## Safety Planning during the COVID-19 Pandemic

### Managing Access to school Facilities

#### Daily Health Assessment

- All Individuals must not enter the facilities if they are sick and/or if sick or experiencing cold, flu or COVID-19-like symptoms, even mild ones. Symptoms include: Fever\*, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches. While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.  
\*Fever: Average normal body temperature taken orally is about 37°C (98.6°F) Your temperature may be as low as 36.3°C (97.4°F) in the morning or as high as 37.6°C (99.6°F) in the late afternoon. Your temperature may go up when you exercise, wear too many clothes, take a hot bath, or are exposed to hot weather.
- Daily health checks for all Individuals entering the facilities <https://www.thrive.health/bc-self-assessment-tool>.
- All Individuals must use the SwipedOn app for sign-in/out procedures and to log daily health checks.

#### Access Control & Arrival Protocols

- Signage at entrances is displayed to serve as visual reminders of the importance of staying home if presenting with COVID19 symptoms as per WCB guidance.
- Access to the school campus will be through a designated entrance.
- Daily health checks for all Individuals entering the facilities <https://www.thrive.health/bc-self-assessment-tool>.
- External visitor are prohibited from the college campus. In special circumstances only visitors must have a pre-arranged appointment and follow all college protocols.
- All Individuals must use the SwipedOn app for sign-in/out procedures and to log daily health checks and for contact tracing purposes.
- Directional signage is installed in the building and must be adhered to by all Individuals.
- Outside spaces are provided where people can meet or study. All social distancing and safety protocols also apply to anyone accessing these spaces.
- Student Cohorts of Individuals will be assigned and maintained as consistent and distant as possible.
- There are posted occupancy limits for common areas, studios, classrooms and shared workspaces
- Essential employees have been identified and will remain onsite at the campus facilities.
- All other employees are encouraged to work remotely, when possible based on their role at the college. Employees that are working remotely must adhere to the Temporary Working Remotely Policy.

- To ensure safety when physical distancing is not possible all Individuals are required to wear a mask when moving through the campus and facility. When in class, and with their cohort, there will be times a mask is optional for the student but when moving through any common areas, offices or hallways, masks are mandatory for all Individuals. Only when you are physically distant and at your work space or in your studio or classroom can you remove your mask.
- Instructors will keep masks on their bodies at all times. If instructors cannot maintain the 2 m physical distancing requirement with a student i.e. to administer first aid, to make a body adjustment, they will first put on a mask before breaking the distance.
- Individuals who start to experience cold, flu or COVID-19-like symptoms, even mild ones, while at the college facilities are asked to immediately put on their mask and proceed home. Individuals are to sign-out of the building using the contactless app and email the instructor, Registrar and/or Director of Education and Programming.

#### Administration Area

- In order to reduce the number of people at the campus, we have instituted work from-home arrangements, virtual, blended and outside meetings and limited the number of employees in the workplace.
- All staff, contractors, students and faculty will be asked to maintain physical distance of 2 metres and to refrain from all physical contact. If a 2 metre distance is not possible, masks are to be worn.
- In offices with 2 or more workstations only 2 Individuals will be present at any time.
- Temporary Working Remotely Policy in place during Coronavirus (COVID-19) Crisis.
- The In/Out Board will become Sign In/Out App (SwipedOn) a contactless attendance system, will be accessed through personal devices. All staff, contractors, students and faculty are required to sign in/out daily for contact tracing purposes.
- Barriers and partitions are installed at access points where there are direct contact between Individuals and customers/visitors; specifically at the Audience Services Window and the Registrar's Window.
- HEPA filters are installed to increase air quality throughout the facilities.
- Signage is displayed to communicate protocols and physical distancing.

#### Hygiene and Physical Distancing

##### Hand Hygiene

- All Individuals will wash and/or sanitize their hands, when entering the facilities; before and after going on a break; after using the washroom; before and after use of shared tools and equipment; before and after using masks or other personal protective equipment; and before and after each class.
- Multiple hand sanitizing stations are accessible outside every studio/classroom and throughout the campus. Hand washing is available in the washrooms and student kitchen.
- Proper hygiene practices have been communicated in the Student and Faculty Orientation packages as well as in person during orientation.
- Students, staff and faculty are required to sanitize before use and to wipe down their work area surfaces before and after use.
- Hand hygiene visual signs are posted at sinks, washrooms, common areas and administration areas.

- All hygiene supplies will be maintained regularly throughout the day.

### Respiratory Etiquette

- All individuals should cough or sneeze into their elbow sleeve or a tissue and throw away used tissues and immediately perform hand hygiene.
- Refrain from touching eyes, nose or mouth with unwashed hands.
- Refrain from sharing food, drinks, unwashed utensils, cigarettes or vaping devices.
- Tissues will be available in classrooms and common areas.
- Closed, lined bins will be available in common areas and classrooms.
- Respiratory etiquette visual signs are posted throughout the school and administration areas.

### Physical Distancing

- There are posted occupancy limits for common areas, studios, classrooms and shared workspaces.
- Any excess chairs and tables are removed or visually taped off.
- Physical distancing posters are displayed in the common area.
- Directional signage is installed in the building and must be adhered to by all Individuals.
- Classroom desks and layouts are re-configured to accommodate physical distancing.
- Minimized onsite staffing by means of staggering work schedules.
- Elimination of group activities and any activities that require physical contact.
- To ensure safety when physical distancing is not possible all Individuals are required to wear a mask when moving through the campus and facility. When in class, and with their cohort, there will be times a mask is optional for the student but when moving through any common areas, offices or hallways, masks are mandatory for all Individuals. Only when you are physically distant and at your work space or in your studio or classroom can you remove your mask.
- Portable barriers and partitions will be available to use in studios and classrooms when Individuals are unable to physical distance or for enhanced safety protocols are required (ie. Private Voice courses).
- Instructors will keep masks on their bodies at all times. If instructors cannot maintain the 2 m physical distancing requirement with a student i.e. to administer first aid, to make a body adjustment, they will first put on a mask before breaking the distance.

### Work and School Environment

#### Reception Area and Shared Spaces

- Physical distancing must be maintained in the reception and common areas and students / staff must avoid non-essential loitering.
- Common areas display occupancy limits as required.
- Common areas display physical distancing posters.
- Hallways and high traffic spaces display directional traffic flow signage.
- Tissues and closed, lined bins are available in common areas.
- Hand sanitizer is available in common areas.

#### Student Lounge

- Furniture is arranged, removed and taped off in a way to comply with physical distancing and more than 6 feet apart.

- Closed top, lined bins will be available and emptied daily.
- Tissues are be available.
- Occupancy limits displayed.

### Classrooms and Studios

- Desks and furniture arranged in a way to comply with physical distancing.
- No sharing of books, classroom equipment such as pens, paper. Students must bring their own supplies.
- Hand sanitizers are available in each classroom.
- Tissues and closed topped bins with liners are available in each classroom.
- Classrooms, desktops and counters decluttered with nonessential items to allow for proper cleaning and disinfection.
- Class schedules and class sizes adjusted to comply with classroom capacity, delivery method and/or blended learning, live streaming and/or split, rotating in class schedules.
- Posted signage with maximum occupancy limits per room.

### Washrooms

- Limited capacity to number of washroom stalls and urinals.
- Occupancy limit posted at entrances.
- Signage posted at the sinks on the correct hand washing techniques.

### Administration Offices

- In order to reduce the number of people at the campus, we have instituted work from-home arrangements, virtual, blended and outside meetings and limited the number of employees in the workplace.
- Essential employees have been identified and will remain onsite at the campus facilities.
- All other employees are encouraged to work remotely, when possible based on their role at the college. Employees that are working remotely must adhere to the Temporary Working Remotely Policy.
- In offices with 2 or more workstations only 2 individuals will be present at any time.

### Kitchen Area

- Physical distancing measures in the kitchen, including access to any frequently used equipment. Seating and tables are clearly marked to ensure physical distancing.
- Kitchen area displays the maximum occupancy limit.
- The kitchen has been closed to meal preparation.
- Communal food, cooking equipment and utensils have been removed.
- Cohorts have been assigned individual fridges and microwaves that must be sanitized before and after use, they have been spread out into the student lounge as to allow for greater physical distancing.
- Signage posted at the sink on the correct hand washing technique.

## Cleaning and Disinfecting Protocols

### Cleaning Schedules

- All cleaning is done in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings.

- Students, staff and faculty are required to sanitize before use and to wipe down their work area surfaces before and after use.
- The campus employment cleaning members (Pride Team) will disinfect high/common touch areas mid-morning (12-3) and end of day (after 6:45) throughout the week.
- A separate area is dedicated for cleaning supplies and available for restock when needed.
- Our caretakers will conduct thorough, daily sanitizing and cleaning of the whole building in the morning and end of day.

### Pianos, Keyboards and electronic devices

Mobile phones and other frequently touched electronics like pianos, tablets, remotes, keyboards, mice and any consoles should be cleaned and disinfected regularly. **This will be the responsibility of the user.**

When cleaning electronic devices please consider the following,

- Use provide disinfectant wipes provided for electronics and pianos
- First, remove visible dirt, grease, etc
- Check the manufacturer's instructions for cleaning and disinfecting requirements
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- Do not clean inside any ports or openings
- Clean between users.

### Policies to Manage the Workplace

#### Stay at Home Policy

- Any student or staff member who is displaying symptoms, (fever, cough, sore throat, sneezing) whether or not the illness has been confirmed **must stay at home.**
- Any student or staff member that is exposed to, or live in the same household with a clinically confirmed COVID-19 case or has been exposed to a confirmed COVID-19 infected person and advised by 811 public health to self-isolate **must stay at home** and follow the direction of public health.
- All individuals who have travelled internationally returning to Canada **must quarantine for the required 14 days.**

#### Sick at School Policy

The *CCPA Campus Plan for Confirmed Case of COVID-19* clearly states that if a member of the college community discloses a positive diagnosis, close contact, or symptoms of COVID-19, the individual will:

- a) Be asked to leave the campus immediately to self-isolate and monitor for symptoms,
- b) Be advised on safe and viable options for returning to their residence,
- c) Be encouraged to seek COVID-19 testing,
- d) Be encouraged to seek public health or medical advice if symptoms appear,
- e) Be interviewed for relevant information such as where have they been on campus, with whom have they been in contact while on campus, etc.

Following the student's departure from campus, a member of the College Senior Management Team will,

- a) Immediately activate its *Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan*. Areas of the campus which have been identified as having been visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines,
- b) Remain in daily contact with the individual to stay informed of their health status and ensure individuals have support during their isolation period, and
- c) Follow the individual's medical practitioner or health authority's direction to determine the appropriate timing for the individual to return to the campus. Final screening is required by a health care professional within 24 hours of the end of the required self-isolation period.

### Attendance Records

Attendance will be taken for all staff, students and visitors – which can be provided if needed to clinical authorities for contact tracing purposes:

- Daily attendance is recorded for all entering the campus through the contactless SwipedOn app on all members of the community individual devices.
- Visitor attendance is recorded in the SwipedOn app through a designated iPad at the Office of the Registrar. The Operations Manager and the Registrar can also pre-register visitors from their individual workstations.
- Student in-class attendance is recorded by the instructor through the student database (AmpEducator).
- Remote Student attendance is tracked through Google Meet and reports can be generated at any time.

### Visitors or Guests during COVID-19

External visitors are prohibited from the college campus. In special circumstances only visitors must have a pre-arranged appointment and follow all college protocols. Visitors to the campus will be restricted to essential activities until restrictions are reduced by local health authorities.

- Alternate options for meetings should be considered including tele or video conferencing
- Where visitors are essential, the duration of visits should be kept to a minimum
- Visitors must sign-in through the SwipedOn app along with their contact details in case contact tracing is required
- For visits exceeding four hours duration, visitors must be oriented to the CCPA COVID protocols by the staff member they are meeting, to ensure they are informed of, and willing to comply with the COVID Safety Plan
- Prior to accessing meetings with staff members, visitors are required to answer the following questions:
  - Are you experiencing cold or flu like symptoms?
  - Have you had a temperature in last 48 hours? Have their temperature checked
  - Have you been in contact with anyone that is confirmed to have COVID-19 in the last 14 days?
  - Have you returned from another country in the past 14 days?

- If a visitor answers yes to any of these questions, the visit is to be cancelled and the visitor ask to leave immediately

### Academic Instruction, Experiential Learning and Research Activities

- Number of students in acting classes are smaller in size, with 4 cohorts of no more than 14 students. Dance classes have groupings of no more than 18 in the largest studios.
- All dance studios and classrooms are taped to indicate a 2 m distance space which students remain within. Individual tables and chairs allow for students to maintain their physical distance during academic classes.
- Physical Theatre classes and movement classes can be moved outdoors where feasible and weather permitting. Park rentals have been arrange with the municipality and are close proximity to the college campus.
- HEPA filters and vinyl barriers have been installed and are used in all studios where vocal training takes place.
- Faculty will keep online class delivery (Google Meet) open and running during their on-campus classes; recordings are kept as a backup for 7 days, to enable students who are sick or experiencing symptoms to attend remotely.
- Communal breaks such as lunch and dinner have been eliminated from the schedule allowing cohorts to break at staggered times.
- Mask wearing is mandatory in all common areas within the campus building, until which time individuals can be 2 m apart in their designated space in the classroom. Anytime an individual is moving from point A to B a mask must be worn. Masks may be worn even when physically distanced in their designated space in the classroom.

## Readiness Requirements for International Students

### Overall Requirements

Canadian College of Performing Arts (CCPA) is well-prepared to receive international students at this time based upon the following provisions:

#### 1. Pre-Existing Guidelines and Protocols

CCPA has already developed and put into place operational plans and protocols that meet or exceed the expectations of the *B.C. Post-Secondary COVID 19 Go-Forward Guidelines*, *Government of Canada's Guidance for Post-Secondary Institutions During the COVID-19 Pandemic*, and demonstrate compliance with WorkSafe BC's *COVID-19 Safety Plan*.

CCPA *COVID-19 Safety Plan* can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/10/COVID-Safety-Plan-Canadian-College-of-Performing-Arts-1701-Elgin-Road-Victoria-BC.pdf>

#### 2. Public Health Readiness

According to a recent Island Health Authority (VIHA) press release dated October 26, 2020, *"To meet the demand for COVID-19 testing on the south island, testing capacity and staffing have also been increased at the existing Victoria Health Unit and Peninsula Health Unit collection sites, and a new collection site was opened in September in the Westshore at the Juan de Fuca Recreation Centre site."*

<https://www.islandhealth.ca/news/news-releases/island-health-improves-access-covid-19-testing-greater-victoria>

### 3. Public Health Outbreak Response Capabilities

Throughout the COVID-19 pandemic, the Island Health Authority (VIHA) has demonstrated the ability to respond quickly and relevantly to any outbreaks. Notification systems have been utilized to communicate outbreak information and VIHA has undertaken several unusual initiatives to address rapid access to testing, and further outbreak directions.

Further, CCPA's anticipated enrolment numbers of new-arriving International Students for September-December 2020 will not overextend our capacity to meet federal quarantine requirements and the *B.C. Post-Secondary COVID 19 Go-Forward Guidelines* and continue to deliver education to our current students.

### 4. Institution Outbreak Response and Case Management

CCPA has developed a detailed contingency plan with safety protocols if an outbreak is detected and the appropriate individuals that need to be informed and how action will be taken.

The *CCPA Campus Plan for Confirmed Case of COVID-19* clearly states that if a member of the college community discloses a positive diagnosis, close contact, or symptoms of COVID-19, the individual will:

- a) Be asked to leave the campus immediately to self-isolate and monitor for symptoms,
- b) Be advised on safe and viable options for returning to their residence,
- c) Be encouraged to seek COVID-19 testing,
- d) Be encouraged to seek public health or medical advice if symptoms appear,
- e) Be interviewed for relevant information such as where have they been on campus, with whom have they been in contact while on campus, etc.

Following the student's departure from campus, a member of the CSMT will,

- a) Immediately activate its *Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan*. Areas of the campus which have been identified as having been visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines,
- b) Remain in daily contact with the individual to stay informed of their health status and ensure individuals have support during their isolation period, and
- c) Follow the individual's medical practitioner or health authority's direction to determine the appropriate timing for the individual to return to the campus. Final screening is required by a health care professional within 24 hours of the end of the required self-isolation period.

*CCPA Campus Plan for Confirmed Case of COVID-19* can be found on our website at

<http://www.ccpacanada.com/wp-content/uploads/2020/11/Campus-Plan-for-Confirmed-COVID-19-Cases.pdf>

## 5. Public Health Notification Protocols

A portion of the *CCPA Campus Plan for Confirmed Case of COVID-19* outlines protocols for communicating with and offering assistance to the local public health authorities.

Specifically, if a positive diagnosis is reported to the College, CCPA is prepared to assist the local health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus.

The health authority, with assistance from, and in coordination with the CCPA, will notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area.

Close contacts will be instructed that, out of an abundance of caution, CCPA is requesting that they not return to campus for at least 14 days since the last point of contact and/or contact a health professional by calling 811 to secure a COVID-19 test. These contacts will be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate.

In conjunction with, and in consideration of the advice of local health authorities, CCPA will work with all members of the college community to ensure there is adequate support during their quarantine period and the process of care is met. The Office of the Registrar will be in touch with students, and Director of Education will be in touch with faculty and guest artists on an on-going basis. For staff, direct Supervisors and will support staff during their quarantine period.

## 6. Communication Protocols

While The Canadian College of Performing Arts is sensitive to the needs of all our students, CCPA is also aware that anxiety in our international student community may be extremely high considering the impact the pandemic may have on work or student visas, accommodations, or educational experience.

Respectful of this, the public communication protocols outlined in the *CCPA Campus Plan for Confirmed Case of COVID-19* states that a member of the CSMT will contact the individual to confirm the diagnosis. The individual should be advised that their disclosure is appreciated, that they will not be discriminated against or face retaliation because of the diagnosis, and that while information about the diagnosis may be shared with others, they will not be identified by name.

Following, CCPA will issue a public notice that an individual (or individuals) has tested positive for COVID-19, without identifying the individual, via email. This notice should reassure faculty, staff, students and other members of the college community that the college is working with the PHO/CDC/local health authorities. Messaging will outline that: unless notified directly by the College and/or local health authority, it is not believed that they have been in close contact with or shared a common space with the infected individual. Faculty, staff, students and other members of the college community should be reassured that the College is providing the notice out of an abundance of caution so that all individuals may continue to monitor themselves for symptoms and seek treatment if needed.

Social media will be monitored by the Communications and Marketing Officer to manage concerns or rumors and provide accurate information. Responses to questions and concerns will be managed on an ongoing basis.

## 7. Re-start Plans

Following a full campus shutdown in March, 2020, the Canadian College of Performing Arts initiated a wide range of health and safety protocols which were aligned with recommendations outlined in the *BC Restart Plan*, and detailed in the *BC Post-Secondary COVID-19 Go-Forward Guidelines* to address and mitigate the potential transmission of COVID-19 prior to allowing any member of the college community return to campus. The campus re-opened to in-person training for the 2020/21 school year in September 2020.

A brief summary of the CCPA COVID-19 Safety Plan was provided to the student in a *COVID Day-in-the-Life* document which can be found at <http://www.ccpacanada.com/wp-content/uploads/2020/09/COVID-day-in-the-life.pdf>

A more detailed *COVID-19 Enhanced Protocols Code of Conduct* was signed by all members of the college community prior to the return to on campus in-person training and can be found at <http://www.ccpacanada.com/wp-content/uploads/2020/09/CCPA-COVID-19-Code-of-Conduct.pdf>

The WorkSafe BC's *COVID-19 Safety Plan* for Canadian College of Performing Arts 1701 Elgin Road, Victoria BC can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/10/COVID-Safety-Plan-Canadian-College-of-Performing-Arts-1701-Elgin-Road-Victoria-BC.pdf>

## 8. Plan Maintenance

The Canadian College of Performing Arts' commitment to the health and safety of our community, staff, faculty and students is primary and the process of care for all students will continue to be upheld. This requires having a rigorous and ongoing evaluation process for our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan*.

While the protocols which were put into place prior to our return-to-campus continue to provide the foundation for our safe operation, CCPA's CSMT has regularly scheduled weekly meetings to evaluate whether our plan continues to meet or exceed best practices, particularly as new challenges present themselves, or health authorities offer new recommendations, issue new orders or amend regulations.

Minutes are taken at each of College Senior Management Team meetings and requests to view those minutes can be made to the Managing Artistic Director via email at [director@ccpacanada.com](mailto:director@ccpacanada.com)

CCPA is constantly ready to make amendments and additions to our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan* and we are prepared to continue doing so in perpetuity.

## Pre-Arrival Requirements

1. *Communication with International Students and their Co-Arriving Immediate Family Members*  
Prospective international students will be contacted by the Office of the Registrar and offered direct and ongoing support in planning for, and arranging travel to Canada in accordance with the most up-to-date information about travel restrictions, exemptions, and the expectations of all levels of government and local health authorities as outlined on the IRCC website. <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html>

Prior to making any travel plans to Canada, international students will be made aware of, and will be supported by the Office of the Registrar to understand the travel restrictions and exemptions as referred

to on the IRCC website. <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html>

Prospective students will be made aware that all travelers arriving in Canada are required to self-isolate (quarantine) for 14-days under the Quarantine Act <https://laws-lois.justice.gc.ca/eng/acts/q-1.1/page-1.html> in order to slow the spread of COVID-19.

Prospective students will also be directed to visit the IRCC website for information about quarantine requirements. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#f>

The Office of the Registrar will make direct contact with the student to ensure there is full understanding of, and intention to comply with all these requirements.

## 2. Completion of *ArriveCAN* application

International students and their co-arriving immediate family members will be directed to download the Government of Canada's *ArriveCAN* application prior to arrival at the border and to complete the information required. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>

The Office of the Registrar will be available to support the international student(s) to complete this application and request that a facsimile of the application be made available upon its completion to demonstrate compliance. The copy of the *ArriveCAN* application will be added to the international students' file and kept in a secured location on campus.

## 3. Transportation of International Students and their Co-Arriving Immediate Family

Transport Canada's most recent directive <https://www.canada.ca/en/transport-canada/news/2020/04/new-measures-introduced-for-non-medical-masks-or-face-coverings-in-the-canadian-transportation-system.html> requires all air passengers to have a non-medical mask or face covering to cover their mouth and nose at various times during their travels. Specifically, international students and their co-arriving immediate family members will be required to cover their mouth and nose:

- at Canadian airport screening checkpoints, where the screeners cannot always keep two metres of separation between themselves and the traveller;
- when they cannot physically distance from others, or as directed by the airline employees; and
- when directed to do so by a public health order or public health official.

International students and their co-arriving immediate family members will also be required to demonstrate they have the necessary non-medical mask or face covering during the boarding process otherwise they will not be allowed to continue their journey.

Additionally, it is possible that some carriers will have their own policies in place requiring masks to be worn throughout the duration of their flight.

As part of their pre-arrival outreach, the Office of the Registrar will convey this information to the international student.

International students will have direct transportation from Victoria International Airport (YYJ) to their quarantine location. CCPA will ensure that the student will be picked up and dropped off in a safe and viable manner. CCPA is committed to working directly with international student(s) and an approved carrier so that their rides are arranged and paid for by the international student(s). The college can facilitate payment on the students' behalf with the charges added to the students account with CCPA Finance department. For tracking purposes the Office of the Registrar will communicate with the carrier to record the name of the driver and any staff at the quarantine location who were in direct contact with the international student upon their arrival. This record will be kept in the student file in a secure location on campus.

#### 4. Mandatory 14-Day Quarantine

Information about the expectations for self-isolation in accordance with the Government of Canada's 14-Day Quarantine Requirements will be conveyed via direction to the Government of Canada website, referral to the Quarantine Act, as well as through direct contact between the international student and the Office of the Registrar.

CCPA has already been in contact with hotels/tourism accommodations and has a list of quarantine locations throughout the Greater Victoria area which are confirmed to be acceptable and meeting the 14-Day Quarantine Requirements outlined by the Government of Canada.

International students who have already arranged accommodations with relatives or friends will be explicitly instructed by the Office of the Registrar to avoid contact with others until the quarantine period is over. A member of the CSMT will be verbally confirming compliance with this directive in each daily contact with the international student following their arrival at the quarantine destination.

#### 14-Day quarantine requirements

##### 1. Quarantine Arrangements for International Students and Co-Arriving Immediate Family Members

CCPA has been in contact with hotels/tourism accommodations and has a list of quarantine locations throughout the city. As an example, the following hotels/tourism accommodations offer short-term housing options which were confirmed via phone calls and emails between CCPA and representatives of the accommodations providers to be acceptable and meeting the 14-Day Quarantine Requirements outlined by the Government of Canada:

##### **Accent Inns Victoria**

Address: 3233 Maple St, Victoria, BC, V8X 4Y9

Website: [www.accentinns.com](http://www.accentinns.com)

Price: \$85/night + tax

Inclusions: Parking, Wi-Fi, local telephone calls, coffee/tea in rooms and daily breakfast to go (yogurt, fruit, granola bar)

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [schan@accentinns.com](mailto:schan@accentinns.com)

### **Hotel Zed**

Address: 3110 Douglas St, Victoria, BC, V8Z 3K4

Website: [www.hotelzed.com](http://www.hotelzed.com)

Price: \$85/night + tax

Inclusions: Parking, Wi-Fi and local telephone calls

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [schan@accentinns.com](mailto:schan@accentinns.com)

### **Quality Inn Victoria**

Address: 850 Blanshard St, Victoria, BC, V8W 2H2

Website: [www.victoriaqualityinn.com](http://www.victoriaqualityinn.com)

Price: \$99/night + tax; \$129/night + tax (suites)

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [info@victoriaqualityinn.com](mailto:info@victoriaqualityinn.com); [gm@victoriaqualityinn.com](mailto:gm@victoriaqualityinn.com)

### **Days Inn Victoria on the Harbour**

Address: 427 Belleville St, Victoria, BC, V8V 1X3

Website: <https://www.wyndhamhotels.com/en-ca/days-inn/victoria-british-columbia/days-inn-victoria-on-the-harbour/overview?CID=LC%3ADI%3A20160927%3ARio%3ALocal&piata=00093796>

Price: \$125/night + tax

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@daysinnvictoria.com](mailto:gm@daysinnvictoria.com)

### **Days Inn Victoria Uptown**

Address: 229 Gorge Rd E, Victoria, BC, V9A 1L1

Website: [www.daysinnvictoriauptown.com](http://www.daysinnvictoriauptown.com)

Price: \$105/night + tax

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@daysinnvictoria.com](mailto:gm@daysinnvictoria.com)

### **Howard Johnson Hotel and Suites Victoria – Elk Lake**

Address: 4670 Elk Lake, Victoria, BC, V8Z 5M2

Website: <https://www.wyndhamhotels.com/en-ca/hojo/victoria-british-columbia/howard-johnson-hotel-and-suites-victoria-elk-lake/overview?CID=LC%3AHJ%3A%3AGGL%3ARIO%3ANational%3A11927&iata=00093796>

Price: \$129/night + tax

Inclusions: Wi-Fi, Breakfast

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [fom@hojovictoria.ca](mailto:fom@hojovictoria.ca)

### **Motel 6 – Victoria Airport**

Address: 2401 Mount Newton Cross Road, Victoria, BC, V8M 1T8

Website:

[https://www.motel6.com/en/motels.bc.saanichton.5739.html?lid=Local\\_Milestone\\_5739&travelAgentNumber=TA001305&corporatePlusNumber=CP792N5W&utm\\_source=google%20my%20business&utm\\_medium=listing&utm\\_campaign=visit%20website](https://www.motel6.com/en/motels.bc.saanichton.5739.html?lid=Local_Milestone_5739&travelAgentNumber=TA001305&corporatePlusNumber=CP792N5W&utm_source=google%20my%20business&utm_medium=listing&utm_campaign=visit%20website)

Price: \$109/night + tax

Inclusions: Wi-Fi, Breakfast

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@hie victoria.com](mailto:gm@hie victoria.com)

The local hotels provide discounted nightly rates for students who require self-isolation accommodations. To ensure that you receive the discounted rates, please identify yourself as a Canadian College of Performing Arts student when making your booking. If you book hotel space with a kitchenette, confirm with the hotel directly what kitchen supplies are included so that you can plan your grocery and meal supplies accordingly.

As these rooms would be designated for self-isolation, hotel staff would not enter the room for cleaning during the isolation period. The hotel would drop off clean towels and fresh sheets on a weekly basis and provide extra garbage bags to be placed outside their door for removal. As guests are in isolation, and not allowed to leave their rooms until isolation is completed, breakfast served in a common dining area would not be included.

International students who have already arranged accommodations with landlords, relatives or friends should avoid contact with others until the quarantine period is over. For more information on how to self-isolate (quarantine) with others, please visit the Government of Canada website.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>

A comprehensive checklist has been produced to ensure that international students understand and meet the Quarantine Act requirements and to confirm that the chosen quarantine location is viable and safe for the student. The CSMT will review the checklist and confirm that all aspects of the Go Forward Plan are being met. The checklist will be kept in the student file in a secure location on campus.

A copy of the checklist can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/11/International-Quarantine-Checklist.pdf>

In addition, written consent by a host family/landlord as well as acknowledgment that the host family/landlord of the international student understands and will abide by the 14-Day Quarantine Requirements outlined by the Government of Canada will be secured by the Office of the Registrar and stored in the student file in a secure location on campus.

Travelers to Canada may not leave their quarantine location to purchase meals, groceries, or other necessities. If needed the Canadian College of Performing Arts will arrange to have someone deliver meals and groceries and other necessities as needed. CCPA will work with International Students on securing and delivery of the food so that students do not need to leave their quarantine location. The college can facilitate payment on the students' behalf with the charges added to the students account with CCPA Finance department.

A detailed *Preparations for Pre-Arrival to Canada* document can be found on our website at <http://www.ccpacanada.com/wp-content/uploads/2020/11/Preparations-for-Pre-Arrival-to-Canada.pdf>

## 2. Ongoing Self-Monitoring and Assessment of COVID-19 Symptoms

The Office of the Registrar is committed to initiating regular, daily communication with international students who are in quarantine to assess their overall health and well-being. If an international student discloses that they are exhibiting any COVID-19 symptoms, they will be directed to continue to avoid

contact with others and encouraged to seek an immediate COVID-19 test by calling 8-1-1 to secure a testing appointment.

Common symptoms for COVID-19 include fever, chills, cough, shortness of breath, fatigue, and loss of sense of smell or taste.

Even if an international student suggests that their symptoms are mild, they will be directed to self-isolate and avoid leaving their accommodation or residence, except to seek medical intervention.

In accordance with Ministry of Advanced Education, Skills and Training's *COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector*, CCPA already has a *Potential COVID-19 Exposure Tracking Record* in place. Any relevant disclosures about potential or confirmed incidents of exposure by an international student will be documented in this record.

Requests to view the *Potential COVID-19 Exposure Tracking Record* by relevant authorities, and redacted to ensure the privacy of individuals named in the Record, can be made to the Managing Artistic Director via email at [director@ccpacanada.com](mailto:director@ccpacanada.com)

If a medical intervention is necessary, CCPA is committed to providing safe transportation for the international student to travel to the local COVID-19 testing station, as well as return transportation to the quarantine location following testing. CCPA is committed to working directly with international student(s) and an approved carrier so that their rides are arranged and paid for by the college. For tracking purposes the Office of the Registrar will communicate with the carrier to record the name of the driver and any staff at the quarantine location who were in direct contact with the international student upon their arrival. This record will be kept in the student file in a secure location on campus.

### 3. Utilization of the *ArriveCAN* Application for Daily Symptom Reporting

The Office of the Registrar is committed to utilizing relevant aspects of the *ArriveCAN* application to encourage and assist international students to provide the Government of Canada with voluntary updates on their quarantine compliance and to report on the development of any symptoms during the 14 days after arriving in Canada.

### 4. Individual Accommodation Options

In addition to the hotel/tourism accommodations, there are many other accommodation options for students in the Greater Victoria area and they include furnished and unfurnished rentals in houses, basement suites, condos, apartments.

While resources for locating available housing can be found online, the Office of the Registrar has already made many connections with landlords, supported housing options, real estate agents and community members at large who provide us with notice of housing opportunities.

All housing options provided to international students will be vetted by a member of the CSMT to confirm they are acceptable and meet the 14-Day Quarantine Requirements outlined by the Government of Canada.

Options will be made available to allow the international student to participate in classes remotely and for the Director of Education and/or Registrar to provide relevant resources for students during their quarantine period.

A member of the CSMT will remain in contact with individual international students to stay informed of their health status and help them feel connected and supported. Regular contact will be on a day to day basis to ensure international students have support and access to food, medical care, and COVID-19 infection control information and direction during their isolation period. Documentation of these touchpoints will be made by the CSMT and those records will be stored in the student file in a secure location on campus.

In addition, international students will be given individualized, personal support to follow a medical practitioner or health authority's direction regarding the appropriate timing for their return to school.

A final screening consultation with a health care professional will be required within 24 hours of the end of self-isolation. Confirmation of this consultation and the results will be made by a member of the CSMT. Documentation of this consultation and the results will be stored in the student file in a secure location on campus.

## 5. COVID-19 Messaging

It is understood that how we communicate about COVID-19 is critical in supporting people to take effective action to help combat the disease and to avoid fueling stigma and social barriers.

CCPA has always employed an integrated communication plan that considers all of the communication/messages that are sent to the campus community. In accordance with recommendations of the Ministry of Advanced Education, Skills and Training's *COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector*, CCPA's communication plan:

- Ensures that content is consistent with provincial and local public health advice,
- Is intentional about messaging by considering equity and diversity, language, and tone,
- Ensures that communication is accessible to the whole campus community, including those with low literacy, and
- Clearly communicates that acts of discrimination against people will not be tolerated.

## 6. Mitigation of Social Barriers to Support Quarantine Compliance

CCPA will be following the recommendations of the *World Health Organization COVID-19 Stigma Guide* to encourage social cohesion and mitigate possible social isolation; factors which contribute to the possibility that an international student might hide the illness to avoid discrimination, may avoid seeking prompt health care, and might discourage them from adopting healthy behaviors, including quarantine compliance.

The Canadian College of Performing Arts is dedicated to fostering a sensitive, welcoming, open, and trustworthy environment in which the disease and its impact can be discussed and addressed openly, honestly, and effectively.

Specifically, CCPA is committed to:

- Using inclusive language and less stigmatizing terminology that respects and empowers people in all communication channels, including the media, and

- Modeling positive, supportive behaviors around the new coronavirus disease (COVID-19).

The CSMT will build trust by providing reliable health services advice, by consistently demonstrating empathy, by working diligently to understand the latest medical information regarding the disease itself, and by encouraging effective, practical measures to help keep everyone, including international students and their immediate families, safe.

## International Students – Preparations for Pre-Arrival to Canada

### Travel Restrictions and Quarantine Requirements

Before students make plans to travel to Canada, it is very important that they understand the travel restrictions and exemptions for international students.

Please refer to the Immigration, Refugees and Citizenship Canada (IRCC) website for more information regarding Travel Restrictions and Exemptions. <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html>

It is important to note that Canada border services can use their discretion to determine if travel is considered discretionary (not essential) or non-discretionary (essential) based on the information provided. Travelers arriving in Canada are required to self-isolate (quarantine) for 14 days under the Quarantine Act in order to slow the spread of COVID-19.

The Quarantine Act can be found at <https://laws-lois.justice.gc.ca/eng/acts/q-1.1/page-1.html>

Please visit the IRCC website for information about Quarantine Requirements.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#f>

### Communicate Your Travel Plan with the Office of the Registrar

Once you have determined that you are eligible <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/visitors-foreign-workers-students.html#restrictions-students> to travel to Canada and have booked your flights, please email the Office of the Registrar at [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com) the following information:

1. Your full name, student number, and program of study
2. A copy of your flight ticket
3. Your self-isolation/quarantine plan  
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>
4. Once you arrive in Canada, please email the Office of the Registrar at [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com) or call 250-595-9970 ext. 101 to let us know of your arrival.
5. You must remember to stay in your quarantine location for 14 days before you can attend classes (if required). All students are required to complete a pre-screen questionnaire through the SwipedOn Pocket App before being allowed to come on campus. Please email the Office of the Registrar at [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com) for more information or technical support for the app.

## Planning Your Travel to Canada

International students should plan to arrive in Canada with adequate time to fulfil the 14-day quarantine plan before attending any classes in person (if applicable). This requires advance flight booking and planning with airlines.

### Things to prepare for the flight (check with airlines for specific guidelines):

- Wear a non-medical mask or face covering
- Wear gloves (if applicable)
- Practice safe social distancing
- Carry hand sanitizer and wash hands frequently

### Things to prepare upon arrival in Canada:

- Wear your non-medical mask or face covering on until you reach your quarantine location
- Provide basic information using the ArriveCAN mobile app or the Traveler Contact Information Form <https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca/>
- Undergo a health check screening
- Provide Quarantine Plan <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html#quarantine>
- Show your passport, CCPA provided LOA for Visa purposes, Port of Entry Introduction Letter <https://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?top=26#http://www.cic.gc.ca/english/helpcentre/results-by-topic.asp?top=26> or study permit, proof of funds, and course registration information.

## Transportation from Victoria International Airport (YYJ) to Quarantine Location

International students will have direct transportation from Victoria International Airport (YYJ) to their quarantine location. CCPA will ensure that the student will be picked up and dropped off in a safe and viable manner. CCPA is committed to working directly with international student(s) and an approved carrier so that their rides are arranged and paid for by the international student(s). The college can facilitate payment on the students' behalf with the charges added to the students account with CCPA Finance department. For tracking purposes the Office of the Registrar will communicate with the carrier to record the name of the driver and any staff at the quarantine location who were in direct contact with the international student upon their arrival. This record will be kept in the student file in a secure location on campus.

It is required that you wear a mask or face covering throughout the transportation process.

**Note: You should NOT take public transportation once you leave the airport as you will be exposing yourself to the public. IF you plan on taking public transportation after your quarantine period, you are required to wear a mask or face covering as stipulated by BC Transit effective August 24, 2020.**

## Accommodations for 14-Day Quarantine Requirement

CCPA has been in contact with hotels/tourism accommodations and has a list of quarantine locations in the Greater Victoria region. As an example, the following hotels/tourism accommodations offer short-term housing options which are confirmed to be acceptable and meeting the 14-Day Quarantine Requirements outlined by the Government of Canada:

### **Accent Inns Victoria**

Address: 3233 Maple St, Victoria, BC, V8X 4Y9

Website: [www.accentinns.com](http://www.accentinns.com)

Price: \$85/night + tax

Inclusions: Parking, Wi-Fi, local telephone calls, coffee/tea in rooms and daily breakfast to go (yogurt, fruit, granola bar)

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [schan@accentinns.com](mailto:schan@accentinns.com)

### **Hotel Zed**

Address: 3110 Douglas St, Victoria, BC, V8Z 3K4

Website: [www.hotelzed.com](http://www.hotelzed.com)

Price: \$85/night + tax

Inclusions: Parking, Wi-Fi and local telephone calls

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [schan@accentinns.com](mailto:schan@accentinns.com)

### **Quality Inn Victoria**

Address: 850 Blanshard St, Victoria, BC, V8W 2H2

Website: [www.victoriaqualityinn.com](http://www.victoriaqualityinn.com)

Price: \$99/night + tax; \$129/night + tax (suites)

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [info@victoriaqualityinn.com](mailto:info@victoriaqualityinn.com); [gm@victoriaqualityinn.com](mailto:gm@victoriaqualityinn.com)

### **Days Inn Victoria on the Harbour**

Address: 427 Belleville St, Victoria, BC, V8V 1X3

Website: <https://www.wyndhamhotels.com/en-ca/days-inn/victoria-british-columbia/days-inn-victoria-on-the-harbour/overview?CID=LC%3ADI%3A20160927%3ARio%3ALocal&iata=00093796>

Price: \$125/night + tax

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@daysinnvictoria.com](mailto:gm@daysinnvictoria.com)

### **Days Inn Victoria Uptown**

Address: 229 Gorge Rd E, Victoria, BC, V9A 1L1

Website: [www.daysinnvictoriauptown.com](http://www.daysinnvictoriauptown.com)

Price: \$105/night + tax

Inclusions: Wi-Fi

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@daysinnvictoria.com](mailto:gm@daysinnvictoria.com)

### **Howard Johnson Hotel and Suites Victoria – Elk Lake**

Address: 4670 Elk Lake, Victoria, BC, V8Z 5M2

Website: <https://www.wyndhamhotels.com/en-ca/hojo/victoria-british-columbia/howard-johnson-hotel-and-suites-victoria-elk-lake/overview?CID=LC%3AHJ%3A%3AGGL%3ARIO%3ANational%3A11927&iata=00093796>

Price: \$129/night + tax

Inclusions: Wi-Fi, Breakfast

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [fom@hojovictoria.ca](mailto:fom@hojovictoria.ca)

### **Motel 6 – Victoria Airport**

Address: 2401 Mount Newton Cross Road, Victoria, BC, V8M 1T8

Website:

[https://www.motel6.com/en/motels.bc.saanichton.5739.html?lid=Local\\_Milestone\\_5739&travelAgentNumber=TA001305&corporatePlusNumber=CP792N5W&utm\\_source=google%20my%20business&utm\\_medium=listing&utm\\_campaign=visit%20website](https://www.motel6.com/en/motels.bc.saanichton.5739.html?lid=Local_Milestone_5739&travelAgentNumber=TA001305&corporatePlusNumber=CP792N5W&utm_source=google%20my%20business&utm_medium=listing&utm_campaign=visit%20website)

Price: \$109/night + tax

Inclusions: Wi-Fi, Breakfast

Kitchenette: Yes

Can accommodate families: Yes

Reservation email: [gm@hie victoria.com](mailto:gm@hie victoria.com)

The local hotels provide discounted nightly rates for students who require self-isolation accommodations. To ensure that you receive the discounted rates, please identify yourself as a Canadian College of Performing Arts student when making your booking. If you book hotel space with a kitchenette, confirm with the hotel directly what kitchen supplies are included so that you can plan your grocery and meal supplies accordingly.

As these rooms would be designated for self-isolation, hotel staff would not enter the room for cleaning during the isolation period. The hotel would drop off clean towels and fresh sheets on a weekly basis and provide extra garbage bags to be placed outside their door for removal. As guests are in isolation, and not allowed to leave their rooms until isolation is completed, breakfast served in a common dining area would not be included.

International students who have already arranged accommodations with landlords, relatives or friends should avoid contact with others until the quarantine period is over. For more information on how to self-isolate (quarantine) with others, please visit the Government of Canada website.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>

### Accommodation Options after Quarantine Period

There are many accommodation options for students in Victoria (eg. furnished and un-furnished rentals in houses, basement suites, condos, apartments). Resources for locating available housing can be found online but the Office of the Registrar is also available to assist you with finding accommodations. You are recommended to be familiar with your rights as responsibilities as a tenant by reviewing the information from the Tenant Resource and Advisory Centre. <https://tenants.bc.ca/>

If you would like support to find accommodation or review your rights and responsibilities as a tenant, you can contact the Office of the Registrar at 250-595-9970 ext. 101 or by email at [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com)

## Meals and Groceries

Travelers to Canada may not leave their quarantine location to purchase meals, groceries, or other necessities. If needed the Canadian College of Performing Arts will arrange to have someone deliver meals and groceries and other necessities as needed. CCPA will work with International Students on securing and delivery of the food so that students do not need to leave their quarantine location. The college can facilitate payment on the students' behalf with the charges added to the students account with CCPA Finance department.

Some options are listed below to which stores and delivery services that will be used to assist International Students during their quarantine time.

### Grocery Delivery Services:

Due to high demand for grocery delivery, consider setting up your grocery order prior to your arrival. To determine the correct store for delivery, use the postal code for your hotel or other accommodations. In most cases the order must be received 24 hours in advance and requires a minimum dollar amount.

Save-on-Foods <https://www.saveonfoods.com/>

Thrifty Foods <https://www.thriftyfoods.com/>

Spud.ca <https://spud.ca>

### Meal Delivery Services:

Chef on the Run <https://chefontherun.ca/>

Door Dash <https://www.doordash.com/food-delivery/victoria-bc-restaurants/>

SkipTheDishes <https://www.skipthedishes.com/victoria/restaurants>

Tutti <https://www.tutti.app/app>

Uber Eats <https://www.ubereats.com/ca/location/victoria>

### Meal Kit Delivery Services:

Hello Fresh <https://www.hellofresh.ca/>

FreshPrep <https://www.freshprep.ca/>

Local Urban Bites <https://localurbanbites.com/>

## Medical Insurance

All BC residents, including international students, who reside in Canada for more than six months are required to have medical coverage through the publicly funded BC Medical Services Plan (MSP). MSP provides basic medical benefits including doctor/clinic visits and emergency services. You should apply for MSP immediately upon arrival in BC by completing the online application form from the MSP Website. <https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents>

There is a three-month waiting period for all new residents to BC. During this waiting period, you will be required to have private medical insurance.

## How to Monitor for Symptoms of COVID-19

If you have any COVID-19 symptoms, you should avoid contact with others. Even if your symptoms are mild, self-isolate for a minimum of 10 days. You should not plan to leave your home.

Common symptoms for COVID-19 include fever, chills, cough, shortness of breath, fatigue, and loss of sense of smell or taste. Symptoms may take up to 14 days to appear after exposure. If you are unsure about your symptoms, use the BC COVID-19 Symptom Self-Assessment Tool <https://bc.thrive.health/> or call HealthLink BC (8-1-1).

Anyone with symptoms, however mild, can get tested for COVID-19 in B.C.

Information about how and where to get tested in the Greater Victoria area can be found at <https://www.islandhealth.ca/learn-about-health/covid-19/symptoms-and-testing>

## Planning for COVID-19: Case Management and Outbreak Response

CCPA has developed a detailed contingency plan with safety protocols if an outbreak is detected and the appropriate individuals that need to be informed and how action will be taken.

The *CCPA Campus Plan for Confirmed Case of COVID-19* clearly states that if a member of the college community discloses a positive diagnosis, close contact, or symptoms of COVID-19, the individual will:

- a) Be asked to leave the campus immediately to self-isolate and monitor for symptoms,
- b) Be advised on safe and viable options for returning to their residence,
- c) Be encouraged to seek COVID-19 testing,
- d) Be encouraged to seek public health or medical advice if symptoms appear,
- e) Be interviewed for relevant information such as where have they been on campus, with whom have they been in contact while on campus, etc.

Following the student's departure from campus, a member of the College Senior Management Team will,

- a) Immediately activate its *Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan*. Areas of the campus which have been identified as having been visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines,
- b) Remain in daily contact with the individual to stay informed of their health status and ensure individuals have support during their isolation period, and
- c) Follow the individual's medical practitioner or health authority's direction to determine the appropriate timing for the individual to return to the campus. Final screening is required by a health care professional within 24 hours of the end of the required self-isolation period.

A portion of the *CCPA Campus Plan for Confirmed Case of COVID-19* outlines protocols for communicating with and offering assistance to the local public health authorities.

Specifically, if a positive diagnosis is reported to the College, the Director of Education will immediately contact Island Health and CCPA is prepared to assist the local health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus.

The health authority, with assistance from, and in coordination with the CCPA, will notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area.

Close contacts will be instructed that, out of an abundance of caution, CCPA is requesting that they not return to campus for at least 14 days since the last point of contact and/or contact a health professional by calling 811 to secure a COVID-19 test. These contacts will be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate.

In conjunction with, and in consideration of the advice of local health authorities, CCPA will work with all members of the college community to ensure there is adequate support during their quarantine period and the process of care is met. The Office of the Registrar will be in touch with students, and Director of Education will be in touch with faculty and guest artists on an on-going basis. For staff, direct Supervisors and will support staff during their quarantine period.

## Contact Tracing, Testing Locations and Care Facilities

### Contact Tracing

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation/contact-tracing>

1. When a person tests positive for COVID-19, they become a “case”.
2. A public health nurse interviews the case to identify people they’ve spent time with. These people are “contacts.”
3. Public health gets in touch with the contacts and asks them about symptoms of COVID-19.
4. Not every contact needs to be identified: only those who could have been exposed to the case’s respiratory droplets from coughing, sneezing or speaking.
5. Public health maintains the case’s privacy. A case can choose to tell others about their diagnosis but should not do their own contact tracing.
6. Contacts with symptoms are sent for testing.
7. If they test positive, they become a ‘case’ and the process repeats.
8. Contacts with no symptoms are asked to self-isolate and monitor for symptoms for 14 days after their last contact with the case.
9. Contact tracing helps people get diagnosed earlier and reduces the chance of spreading the virus.

### Testing

The Island Health COVID-19 Testing Call Centre is available for individuals experiencing symptoms of COVID-19.

**CALL CENTRE HOURS OF OPERATION: MONDAY - SUNDAY, 8:30 A.M. - 8:00.P.M.**

You will be asked to leave a callback number rather than wait on-hold. Calls will be processed in priority order during business hours but you may receive a call back after Call Centre hours, as we work to keep

up with demand. Please ensure you provide a phone number that you can be reached at after our hours of operation. You will need your personal health number (or your child's) available when Call Centre staff return your call.

**1-844-901-8442 (8:30 A.M. – 8:00 P.M.)**

### Testing Locations

Appointments for COVID-19 testing **must be pre-booked** through our Call Centre. We are not providing tests for walk-up or drive-in clients without an appointment.

To cancel your appointment, call the Testing Call Centre (1-844-901-8442) during business hours and press option '4' when prompted.

Community	Location	Hours of Operation
Victoria – 1	Victoria Health Unit 1947 Cook Street	9am - 4pm - Mon- Sun
Victoria – 2	University of Victoria Lot 10 – off Gordon Head Road via West Campus Way	9am - 4pm - Mon- Sun
Westshore	Juan de Fuca Recreation Centre 1767 Island Hwy	9am - 4pm - Mon- Sun

### Waiting For Test Results

While waiting for test results, the person with symptoms needs to stay home and isolate from other household members (other than a direct caregiver if required).

Household members who do not have symptoms, and/or are not directly caring for a sick child, do not need to stay home and can continue their normal activities, while maintaining a physical distance of 2-metres from others, wearing a mask where appropriate and washing hands frequently.

If any close contacts develop symptoms, please stay home and call 8-1-1 or visit [bc.thrive.health](https://bc.thrive.health) for information.

Start making a list of people you were in close contact with, as of two (2) days (48 hrs.) before you began experiencing symptoms. Include their names and contact information.

### What If I Test Negative For COVID-19?

After a negative COVID-19 test, there are self-isolation requirements. See our Isolation Protocols for details specific to your situation.

### Isolation Protocols after a Negative COVID-19 Test

After a negative COVID-19 test, there are self-isolation requirements for:

- **those with symptoms.** Continue to isolate until your symptoms resolve. If your symptoms worsen, contact your health care provider or call 8-1-1.

- **those exposed to a case of COVID-19.** Continue to self-isolate for 14 days from your last contact with a case of COVID-19. If you develop symptoms, continue to self-isolate for at least 10 days from when your symptoms started OR 14 days from when you started self-isolating, whichever is longer. If your symptoms worsen, contact your health care provider or call 8-1-1.
- **international travellers returning to Canada.** You must continue to isolate for 14 days from the day you landed back in Canada. If you develop symptoms, you must continue to self-isolate for at least 10 days from when your symptoms started OR 14 days from when you started self-isolating, whichever is longer. If your symptoms worsen, contact your health care provider or call 8-1-1.
- **health care providers.** Check with your employer about self-isolation following a negative test and report any symptoms. Workplaces may have different return to work policies after a negative COVID-19 test.

### Care Facilities

Hospital	Location	Telephone
Royal Jubilee Hospital	1952 Bay St Victoria, B.C. V8R 1J8	250-370-8000  1-877-370-8699
Victoria General Hospital	1 Hospital Way Victoria, B.C. V8Z 6R5	250-727-4212
Saanich Peninsula Hospital	2166 Mt. Newton X Road Saanichton, BC V8M 2B2	250-544-7676

## Campus Plan for Confirmed Case of COVID-19

### Reason For Policy

The Canadian College of Performing Arts (CCPA) has a plan in place for limiting the spread of COVID-19, responding quickly to any suspected or confirmed case of COVID-19 at the campus, and caring for those affected by the virus. CCPA will support students, staff, faculty or other members of the college community to ensure they receive the appropriate resources and support during this unprecedented time. For more information of our overall COVID-19 plan, please find on our website at

<http://www.ccpacanada.com/covid-19/>

### Definitions & Appendixes

**“Canadian College of Performing Arts Campus”** and/or **“Campus”** is all offices, studios, common spaces, parking lots and outdoor spaces connect to 1701 Elgin Rd, or an insured, contracted rental space.

**“College Senior Management Team (CSMT)”** is the Managing Artistic Director, the Director of Education, the Registrar and the Operations Manager, or anyone appointed as “Acting” in any of those roles.

**‘Guest Artists’** includes all contracted creative, education and production staff.

### Policy Statement

CCPA has a Pandemic/Communicable Disease Response Plan, which is part of our broader Response to Health or Emergency Policy. This document is intended to provide information to our community on the specific steps that will be taken in the event of a confirmed positive diagnosis of a student, staff, faculty or other member of the college community. The protocols in this plan outline the steps local health experts, as well as provincial and national public health authorities, will take in a pandemic to limit the spread of the virus. CCPA will support health authorities by ensuring our community follows these protocols.

As the pandemic is an evolving situation, and we are regularly updating and adapting our plans to ensure we are operating in compliance with the advice, orders, regulations and requirements of the BC Centre for Disease Control (BCCDC), the Provincial Health Officer (PHO), the Island Health Authority (VIHA), and WorkSafeBC. With no known vaccine or treatment currently available for COVID-19, reopened campuses could experience confirmed cases of the virus.

Any member of the college community who tests positive for COVID-19 will be notified by the local health authority and will be quarantined. As per the Island Health Authority and the PHO, individuals who test positive for COVID-19 must self-isolate for a minimum of 14 days, followed by three consecutive days of feeling well and having no fever (must maintain a temperature in the 36.5-37.2 range without fever reducers). Close contacts to a case will need to quarantine for 14 days past their last contact with the positive case. Close contacts should be tested any time during their 14-day quarantine if they begin to show any symptoms. Otherwise, a close contact should be tested at the end of their quarantine. If they are tested at the beginning of the 14-day quarantine, the individual will still need to quarantine the full 14 days as the virus could still be in the incubation phase. Health authorities will notify both the positive case and any close contacts as to when their isolation or quarantine should end. A representative from the health authority will call daily to monitor the individual’s health. According to VIHA, a close contact is someone in the same household or who has been in close contact (within 6 feet for 10-15 minutes or more) to an infected individual. When the health authority is notified of a positive case, their contact tracers will immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc. The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer calls or otherwise personally notifies each contact to let them know that they have been exposed to a positive case. Those exposed to the diagnosed individual would not include everyone who had a class with the individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.

### Procedure and Protocol for confirmed cases and contacts

If a staff, faculty or other member of the college community who has been on campus receives a confirmed positive COVID-19 diagnosis they should immediately notify a member of the College Senior Management Team (CSMT).

If a student who has been on campus receives a diagnosis confirming a positive COVID-19 test, they should immediately notify the Registrar and/or Director of Education.

**Once a positive test result is reported, the following steps will be taken:**

1. A member of the CSMT will contact the individual to confirm the diagnosis. The individual should be advised that their disclosure is appreciated, that they will not be discriminated against or face retaliation because of the diagnosis, and that while information about the diagnosis may be shared with others, they will not be identified by name.
  2. The individual must be instructed to stay home for at least 14 days (or longer, if recommended by their health care provider or the health authority). The individual should contact their supervisor (staff), Director of Education (faculty, guest artist or contractor) or instructors (students) for arrangements to work from home or to progress in their coursework online if possible.
  3. To identify the immediate scope of the risk, the health authority will interview the individual to determine who they may have come into close contact with during the 14-day period prior to the positive test. The individual should also be asked to identify all areas on the campus where they were physically present during the incubation period.
  4. A representative of CCPA will assist the local health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus. The health authority, in coordination with CCPA, shall notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area. Close contacts shall be instructed that, out of an abundance of caution, CCPA is requesting that they not return to campus for at least 14 days since the last point of contact. The contacts should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The contacts should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.
  5. CCPA will issue a public notice that an individual (or individuals) has tested positive for COVID-19, without identifying the individual, via email. This notice should reassure faculty, staff, students and other members of the college community that the college is working with the PHO/CDC/local health authorities. Messaging will outline that: unless notified directly by the College and/or local health authority, it is not believed that they have been in close contact with or shared a common space with the infected individual. Faculty, staff, students and other members of the college community should be reassured that the College is providing the notice out of an abundance of caution so that all individuals may continue to monitor themselves for symptoms and seek treatment if needed.
- Social media will be monitored to manage concerns or rumours and provide accurate information. Responses to questions and concerns will be managed on an ongoing basis.
6. CCPA will immediately activate its *Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan*. Areas of the campus which have been identified as having been visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines.
  7. CCPA will work with all members of the college community to ensure there is adequate support during their quarantine period and the process of care is met. The Office of the Registrar will be in touch

with students, and Director of Education will be in touch with faculty and guest artists on an on-going basis. For staff, direct Supervisors and will support staff during their quarantine period.

### CCPA/CSMT Procedure and Protocol

#### **If a member of the college community discloses a positive diagnosis, close contact, or symptoms:**

1. Request that the member of the college community leave the campus immediately to self-isolate and monitor for symptoms. Advise that they seek public health or medical advice if symptoms appear. CCPA will ensure that the member of the college community are provided safe and viable options for returning to their residence to self-isolate.
2. Collect relevant information from the member of the college community (Where have they been on campus, with whom have they been in contact while on campus, etc.).
3. Protect the member of the college community's personal information, including medical information. Names should not be disclosed.
4. Contact a member of the CSMT to initiate the Confirmed COVID-19 Thorough Campus Cleaning and Sanitation Plan of affected areas.
5. For staff, identify an alternative individual to perform the duties if their job duties cannot be completed in a remote work environment, or if they are too ill to work.
6. For students, identify an option to allow the student to continue to participate remotely and for faculty with assistance from the Registrar and/or Director of Education to provide relevant resources for students during their quarantine period.
7. CSMT will remain in contact with the individual to stay informed of their health status and help them feel connected and supported. Regular contact will be on a day to day basis to ensure individuals have support during their isolation period.
8. Follow the individual's medical practitioner or health authority's direction regarding the appropriate timing for the individual to return to campus. Final screening is required by a health care professional within 24 hours of the end of the required self-isolation period.

### Member of the college community Procedure and Protocol

#### **If a member of the college community are experiencing symptoms of COVID-19, have been identified as a close contact, or have received a positive diagnosis:**

1. Students should notify the Registrar and/or Director of Education, or in absence of, their instructor. Faculty and Guest artists should notify the Director of Education and/or Registrar. Staff should notify their supervisor and a member of the CSMT.
2. The individual will inform the CSMT of all campus location(s) used, as well as the names of individual(s) with whom they had close contact while on campus.
3. After notifying their instructor, and/or member of the CSMT, the individual should immediately leave the campus. If transportation is required the instructor, and/or CSMT will arrange for safe transportation.

4. The individual should be encouraged to be tested for COVID-19 (if not yet diagnosed).
5. The individual should self-isolate and monitor for symptoms. They should seek medical and/or public health advice if symptoms appear, in accordance with public health direction.

### Additional Considerations for International Students

The Canadian College of Performing Arts is sensitive to the needs of international students and the potential challenges faced in their planning for a safe return to campus. Anxiety in our international student community may be extremely high considering the impact the pandemic may have on work or student visas, accommodations, or educational experience. International students are a valued and important part of our community and CCPA will not tolerate any discrimination toward individuals based on race, ethnicity, or country of origin.

International students can also connect with the Office of the Registrar as follows:

Office Phone: 250-595-9970 ext. 101

Email: [registrar@ccpacanada.com](mailto:registrar@ccpacanada.com)

After Hours Emergency (Personal Cell Phone): 250-514-0402

### Notifying Local and Provincial Public Health Authorities Of Any Compliance Issues Within The 14-Day Mandatory Quarantine Period

CCPA is committed to ensuring community members do not have any compliance issues while undergoing the mandatory 14-day quarantine. The Registrar or another member of the College Senior Management Team(CSMT) will conduct daily telephone and/or video call check-ins while any students are in their 14-day quarantine. The CSMT will ensure:

- all students, prior to leaving their country of origin, understand and agree to the terms of their 14-day quarantine
- all students have secured appropriate accommodations from one of the pre-approved quarantine partner hotels (or any accommodation as approved by the CMST)
- all students understand and agree that disregarding any of the 14-day quarantine requirements is against the law and will result in serious consequences up to and including a fine of up to \$750,000 and/or imprisonment for six months.
- all students receive a daily check-in (zoom, phone) to enquire on their wellbeing and to remind them of their responsibilities.
- any issues of non-compliance are immediately reported to the Managing Artistic Director for immediate reporting to the local and provincial health authorities.

CCPA has established a response team, consisting of the members of the (CMST), including the Managing Artistic Director, Education Director, Operations Manager and Registrar, who will liaise with members of the local PHA and other authorities in the unlikely event that any compliance issues arise within the mandatory 14-day quarantine period.

The following agencies will be contacted in the event that any compliance issues arise:

Provincial Health Officer: [educ.covid@gov.bc.ca](mailto:educ.covid@gov.bc.ca)

250-387-6121

Vancouver Island Health Authority:

Dr. Richard Stanwick (Chief) [richard.stanwick@viha.ca](mailto:richard.stanwick@viha.ca)

250-519-3406

After Hours On Call#: 1-800-204-6166

Dr. Murray Fyfe [murray.fyfe@viha.ca](mailto:murray.fyfe@viha.ca)

250-519-3406

Dr. Dee Hoyano [dee.hoyano@viha.ca](mailto:dee.hoyano@viha.ca)

250-519-3406

BC Centre for Disease Control: [admininfo@bccdc.ca](mailto:admininfo@bccdc.ca)

604-707-2400

Oak Bay Police Department:

250-592-2424

Victoria Police Department:

250-995-7654

Border Watch at Border Services Agency:

1-888-502-9060

Local Bylaws Officer:

3-1-1

## Recovery from a COVID-19 Outbreak

Canadian College of Performing Arts will work in collaboration with the local health authority (Island Health) to determine when the outbreak has ended in the community or institution.

The Canadian College of Performing Arts' commitment to the health and safety of our community, staff, faculty and students is primary and the process of care for all students will continue to be upheld. This requires having a rigorous and ongoing evaluation process for our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan*.

While the protocols which were put into place prior to our return-to-campus continue to provide the foundation for our safe operation, CCPA's College Senior Management Team has regularly scheduled weekly meetings to evaluate whether our plan continues to meet or exceed best practices, particularly as new challenges present themselves, or health authorities offer new recommendations, issue new orders or amend regulations.

Minutes are taken at each of College Senior Management Team meetings and requests to view those minutes can be made to the Managing Artistic Director via email at [director@ccpacanada.com](mailto:director@ccpacanada.com)

CCPA is constantly ready to make amendments and additions to our COVID-19 policies, not limited to the WorkSafe BC's *COVID-19 Safety Plan* and we are prepared to continue doing so in perpetuity.

## COVID-19 Messaging

It is understood that how we communicate about COVID-19 is critical in supporting people to take effective action to help combat the disease and to avoid fueling stigma and social barriers.

CCPA has always employed an integrated communication plan that considers all of the communication/messages that are sent to the campus community. In accordance with recommendations of the Ministry of Advanced Education, Skills and Training's *COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector*, CCPA's communication plan:

- Ensures that content is consistent with provincial and local public health advice,
- Is intentional about messaging by considering equity and diversity, language, and tone,
- Ensures that communication is accessible to the whole campus community, including those with low literacy, and
- Clearly communicates that acts of discrimination against people will not be tolerated.

## Mitigation of Social Barriers to Support Quarantine Compliance

CCPA will be following the recommendations of the *World Health Organization COVID-19 Stigma Guide* <http://www.ccpacanada.com/wp-content/uploads/2020/11/covid19-stigma-guide.pdf> to encourage social cohesion and mitigate possible social isolation; factors which contribute to the possibility that an international student might hide the illness to avoid discrimination, may avoid seeking prompt health care, and might discourage them from adopting healthy behaviors, including quarantine compliance.

The Canadian College of Performing Arts is dedicated to fostering a sensitive, welcoming, open, and trustworthy environment in which the disease and its impact can be discussed and addressed openly, honestly, and effectively.

Specifically, CCPA is committed to:

- Using inclusive language and less stigmatizing terminology that respects and empowers people in all communication channels, including the media, and
- Modeling positive, supportive behaviors around the new coronavirus disease (COVID-19).

The CSMT will build trust by providing reliable health services advice, by consistently demonstrating empathy, by working diligently to understand the latest medical information regarding the disease itself, and by encouraging effective, practical measures to help keep everyone, including international students and their immediate families, safe.

## Post Quarantine Requirements

### Ongoing Support

Our commitment to our community, staff and students is primary and the process of care for all international students will continue to be upheld in perpetuity. All students have access to ongoing support from the College on campus administration.

### Physical & Mental Health Supports

As we do with all our students, CCPA is fully prepared to assist international students who are facing circumstances and challenges related to their physical well-being and mental health.

All BC residents, including international students, who reside in Canada for more than six months are required to have medical coverage through the publicly funded BC Medical Services Plan (MSP). MSP provides basic medical benefits including doctor/clinic visits and emergency services. The International Student Liaison will work with international students to help them to apply for MSP immediately upon arrival in BC by offering to help the student complete the online application form from the MSP website.

There is a three-month waiting period for all new residents to BC. During this waiting period, international students will be required to present evidence to the Office of the Registrar that they have private medical insurance in place. Evidence that this requirement is in place will be added to the student file and stored in a secure location on campus.

Victoria has a multitude of in-person and virtual online mental health services which can be accessed by international students. Members of the CSMT are very familiar with these resources and frequently utilize them to assist in the health and well-being of our students. If needed, this information will be shared with an international student by the Office of the Registrar, or a member of the CSMT.

All students have Virtual Healthcare offered through Wello Virtual healthcare as part of their student fees.

*Here2Talk* is an app that was made for domestic and international students. All students currently registered to study at any post-secondary institution in British Columbia, whether public or private, are eligible for this program.

Additionally, CCPA has 3 registered clinical counsellors on staff to provide both in-person and virtual counselling sessions to all of our students including international students.

Anyone can call 310-6789 toll-free to access emotional support, information, and resources specific to mental health and substance use issues. This phone service is available 24 hours a day.

### [Anti-Racism & COVID-19 Stigma Supports](#)

CCPA has many policies in place to protect students from discrimination, harassment and bullying, and is committed to providing an environment that respects and promotes human rights and personal dignity, including but not limited to CCPA's Respectful & Fair Treatment of Students Policy, Sexual Harassment Policy, Vulnerable Sectors Policy and Code of Conduct & Dismissal Policy.

A copy of the current Student Handbook can be found on our website at

<http://www.ccpacanada.com/wp-content/uploads/2020/09/2020-21-Student-Handbook-20-09-14.pdf>

### *Respectful & Fair Treatment of Students Policy*

#### **Policy:**

The Canadian College of Performing Arts (CCPA or the College), which is operated by the Canadian Heritage Arts Society (CHAS), is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students, staff and faculty, and as such is committed to:

- ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment, and bullying and are supported in managing differences both in the college and the workplace; and
- providing an environment that respects and promotes human rights and personal dignity.

CCPA supports the principle that all individuals, including employees, students, contractors, board members, visitors, and volunteers, are entitled to work in an educational environment that is free from any form of discrimination and discriminatory harassment.

CCPA welcomes people with diverse backgrounds, cultures, strengths and opinions into the college. Staff, students and faculty are expected to work to understand cultural differences, work constructively to accommodate and value each other's differing styles and contributions.

It is CCPA's policy to endeavor to address negative or uncomfortable issues in their earliest stages in order that mutually beneficial resolutions can be found before any relationships are damaged. Equally, constructive and creative ideas are welcome for discussion.

#### **Definitions:**

**"Disrespect"** is showing a lack of respect or courtesy; impolite.

**"Devaluing Behaviour"** is behaviour that has the effect of making another feel less valuable or important, whether or not that was an intended result.

**"Exclusive Behaviour"** is behaviour that makes another feel excluded from a group for any reason, whether or not that was an intended result.

**“Inconsiderate Behaviour”** is behaviour that does not consider others’ needs, space, safety, health, accommodation, reputation, performance or progress. It includes rude, abrasive, or offensive communications. It includes derogatory language, not required in a script use, referencing gender, race, sexual orientation, or any kind of disability. It includes discourteous or aggressive behavior.

**“Harassment”** includes sexual harassment and is any behaviour by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation. It includes offensive or intimidating behavior that is unwelcome by another. It can be direct or indirect, obvious or subtle, active or passive. It can be written, verbal, physical, electronic or any other form of expression. It can be physical and/or psychological. It is defined by the impact on the subject of the harassment and not by the **intent** of the harasser. It can be a one-time occurrence or repeated incidents. It includes: making derogatory comments to or about another person, swearing, yelling, inappropriately interfering in another person's work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another's rights, improper use of power or authority or physical assault.

**“Bullying”** is any repeated or systematic behaviour, physical, verbal or psychological including shunning, which would be seen by a reasonable person as intending to belittle, intimidate, coerce or isolate another person.

**“Discrimination”** is unfair differential treatment, whether intentional or not, of an individual or group, as identified by race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability and a conviction for which a pardon has been granted or a record suspension has been ordered.

**“Sexual Harassment”** or **“Sexual Misconduct”** includes unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature including when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of employment, casting or of educational progress;
- b. submission to or rejection of such conduct is used as the basis for employment, casting or academic decisions affecting that employee or student; or
- c. such conduct has the effect or purpose of interfering with a student's academic performance or creating an intimidating, hostile, or offensive working or educational environment.

References to **“including”** are not intended to be limiting.

**Procedures:**

1. Each of the behaviours defined above are prohibited and will not be tolerated.
2. Individuals are responsible for conducting themselves in a respectful manner in the College and at work-related activities. Students, staff, faculty, Board Members, volunteers, visitors or guests found to be engaged in conduct that violates respectful

and fair treatment of others, or the facility will be subject to remedy up to and including suspension from the College and/or removal of access to College facilities and grounds. Failure to maintain respectful & fair conduct may lead to dismissal from the College.

3. While it is understood faculty, staff may at times be required to be alone with students, faculty and staff are not permitted to be alone with a student where intoxicants are present .
4. **Intimate or physical relationships:** No staff, faculty or guest artist may engage in any form of intimate or physical relationship with any current student and for 2 years after the student's departure from the College.
5. **Staff and Faculty Interactions with Students:**
  - a) Staff and faculty are not to initiate private extra-curricular contact with a current student.
  - b) All interactions with students are to be limited to those reasonably necessary for the course of study or other College business.
  - c) All interactions with students are to be conducted with the utmost professionalism.

Staff and faculty may not engage in social media, texting or other contact with students other than as is reasonably necessary for study or other College business.

- d) If a student initiates contact over social media, texting or otherwise with a member of the staff or faculty other than as is reasonably necessary for study or other College business, the staff or faculty member so contacted should politely make the student aware of this policy.

#### **6. Student Interactions with Students**

- a) Students are expected to clearly identify and maintain boundaries with other students before they escalate or lead to misunderstandings. When students interact off campus students are responsible for their own behavior and interactions.
- b) Students are expected to recognize that any touch can be misunderstood.
- c) If a student has a complaint with respect to an interaction with another student, that complaint should be reduced to writing and provided to the Director of Education & Programming or the Managing Artistic Director.

7. Any alleged violation of this policy should be promptly reported, preferably in writing, to a supervisor, manager, director, or the Student/Staff/Faculty Liaison Committee Chair of the Board of Directors. Any complainant is expected, when requested to do so, to participate in appropriate initiatives to improve appropriate behavior within the College.

#### **8. Making and Resolving Complaints:**

- a) Anyone witnessing or experiencing any conduct prohibited by this policy should document the incident and report it to the Director of Education & Programming and/or the Managing Artistic Director. This should be done in a timely manner.
- b) Anyone witnessing or experiencing any conduct prohibited by this policy may make the issue known to a trusted third party, the Director of Education & Programming and/or the Managing Artistic Director so that options for resolution may be considered and facilitated.
- c) If informal attempts to resolve the issue are not either appropriate or successful, and a formal complaint is necessary or if the complaint is against a staff member, faculty member, Board Member, or the Director of Education & Programming, the complaint should be made in writing to the Managing Artistic Director.
- d) If the complaint is against the Managing Artistic Director, the complaint should be brought to the Director of Education & Programming and to any member of the CHAS Board of Directors.

\*NOTE: In circumstances such as sexual or physical assault, the complainant may elect to file a complaint with the police. In these circumstances no investigation will take place while an active police investigation or legal proceedings are underway.

\*\*NOTE: Anonymous complaints or allegations, submitted by, but not limited to, letters, surveys, or 3<sup>rd</sup> party reports will not be acted upon without further detail and context.

**9. Investigations:** Complaints of alleged breaches of this policy will be investigated immediately utilizing either internal or external investigators at the discretion of the CHAS Board of Directors.

a) Once the College is made aware of an alleged complaint, there is a duty to investigate, whether or not a formal complaint has been made. An investigation will commence when any of the following occur:

- A student, employee, faculty member, contractor, or volunteer makes a complaint of a breach of this policy; or
- CCPA Management or the CHAS Board of Directors becomes aware of the complaint.

b) The College will ensure accommodation of any special needs of all persons involved (i.e. documents in alternate formats, off-site, after-hours meetings, interpretation and translation.)

c) All complaints will be handled in a confidential manner and information regarding the investigation will only be disclosed on a need to know basis.

d) All interviewees in both internal and external investigations will have the opportunity to review and agree to the accuracy of the record of their respective interviews.

e) **Internal Investigation:**

- The Managing Artistic Director and the Director of Education & Programming will be trained to conduct internal investigations. Internal investigations will be carried out by one or both said Directors. In all cases of investigation, the CHAS Board of Directors will be advised that such is taking place and will receive a summary of findings and actions taken.

f) **External Investigation:**

- The College will engage a qualified, professionally trained external investigator, at its sole expense, where the Board of Directors considers that an external investigation is warranted.
- In any complaint against the Managing Artistic Director, the Director of Education & Programming, or a member of the CHAS Board of Directors, an external investigator will be used and generally:
  - I. In cases of sexual harassment,
  - II. Where in the judgment of the CHAS Board of Directors or its Executive Committee, a high degree of liability may exist,
  - III. If the alleged events occurred in private and without the opportunity of a witness,
  - IV. Where the allegations are similar in nature and made against a number of persons.
- The external investigator will have the authority to independently schedule interviews and to make recommendations of actions to be taken.

**10. Investigative Reports:**

- a) A final report will be completed in writing by the investigator and submitted to the Managing Artistic Director or in the case of a complaint against the Managing Artistic Director, to a member of the Executive Committee of the CHAS Board of Directors, which will include a summary of findings and recommendations..
- b) The full report will be maintained in a separate file space accessed only by the Managing Artistic Director and the CHAS Board of

Directors (except in the case of a complaint against the Managing Artistic Director, in which case the report will be kept with the Board's confidential files) but will NOT form a part of the personnel files. No documentation of unsubstantiated claims will be maintained.

**11. Conclusions, Recommendations & Actions:** Following an investigation, all parties will be advised of the investigator's finding with respect to whether or not a breach of policy or other misconduct was established. The complainant will not be advised of details of any disciplinary action taken.

1. If the investigation finds misconduct was established, action will be taken to remedy the situation.
2. This may include mediation, restorative justice, sensitivity training or other educational requirements.
3. Discipline may include: official warning and follow up monitoring, temporary suspension or termination.
4. In cases where the investigation is inconclusive or unfounded, the College may provide conflict resolution measures for the parties.
5. In the case where a complaint is found to have been vexatious or retaliatory, or brought for any other improper motive, the College may take disciplinary action against the complainant.
6. If the investigator recommends revisions to CCPA policy, the CHAS Board of Directors will conduct a review of the applicable policy.

While there have been some documented cases where the current COVID-19 outbreak has provoked social stigma and discriminatory behaviors against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus, there have been no known cases of this sort of negative behavior within the CCPA community.

International students are a valued and important part of our community and CCPA will never tolerate any discrimination toward individuals based on race, ethnicity, or country of origin.

In addition, the entire community of the Canadian College of Performing Arts is committed to being intentional and thoughtful when communicating with all students, modeling supportive behaviors, prioritizing the sharing of accurate information about affected areas, outbreaks, treatment options and where to access health care and information using simple, easily-understood language.

We anticipate that anxiety in our international student community may be high because of the perceived impact the pandemic may have on international students' work or student visas, accommodations, or educational experience. To that end, the CSMT is available to directly assist international students to navigate any challenges which present themselves in these areas.

## Appendix A: COVID-19 ENHANCED PROTOCOLS CODE OF CONDUCT

This document applies to students, staff, faculty, and guest artists of the Canadian College of Performing Arts (CCPA or the College). It supplements and supersedes the health and safety policies in CCPA's handbooks applicable to students, staff and faculty. It also contains policies that apply to the College itself, and to visitors to the College including but not limited to Board Members, Volunteers and patrons. In response to and following the guidelines of the Provincial Health Authorities and WorkSafe BC, and to assist everyone engaging in the training programs at CCPA to maximize the training potential and minimize the risks of the spread of the COVID-19 virus, the College expects intentional and concerted efforts on each individual's part to conform to new practices and conduct at CCPA's premises as described in this document.

By establishing these policies and in the expectation that they will be complied with, CCPA seeks to ensure **that everyone will feel safe in participating in an "In-Person" model of training and creating, that we all know is best for artistic development and practice.**

COVID-19 is not yet fully understood and the measures recommended by the relevant health authorities to reduce its spread have changed over time and may continue to do so. As a result the policies in this document are subject to change at any time. If changes are made, they will be posted on CCPA's website and brought to the attention of those affected by the changes.

It must also be recognized by everyone participating in CCPA activities or entering its premises that doing so will involve some risk associated with COVID-19. COVID-19 is a highly contagious and infectious disease (which can result in very serious health consequences including death) and the establishment and administration of reasonable policies such as those in this document to reduce this risk cannot completely eliminate it or guarantee that COVID-19 will not be transmitted by or to someone while at the College.

**CCPA is an institution devoted to training and learning.** All activities, small or large, in the building will be to that end. **The College facility is not a place for social gatherings or extracurricular activities of any kind.** If anyone gathers in small or large groups at CCPA's premises for reasons unrelated to CCPA activities, they will be asked to leave the premises.

### **The College plans to do the following:**

1. Daily health checks for **anyone entering the facility.**
2. Use a Touchless App Attendance Tracking System to reduce contact points and congestion entering and exiting the building.
3. Follow the Provincial Health Authorities protocols should a case of COVID-19 be identified at the College.
4. All Students & Faculty will wash and sanitize their hands, before and after every class.
5. Post clear signage, protocols and directions for ease of movement in the building.
6. Extensive full facility cleaning by Custodians at the end of/beginning of each day.
7. Enhanced cleaning practices are in place. All ledges, door knobs, handles, bars, mats, tables are wiped down after every class by Pride Team Members with the support of that dedicated cohort.
8. Pride Team and cohorts will have a checklist of daytime cleaning required at various intervals in the day and between classes.
9. Faculty members will clean and disinfect their station, before and after every class.

10. Faculty and staff members will clean and disinfect digital conferencing items such as keyboards, computers, lap tops, iPads.
11. Everyone in the facility will be responsible for cleaning items they personally touch that will then be used by others.
12. Staff will continue to be available onsite and/or remotely, in order to support students and Faculty.
13. Outside spaces, where people can meet or study at a distance, will be identified. All social distancing and safety protocols also apply to anyone accessing these spaces.
14. Work collaboratively to ensure that appropriate safety measures are in place and adhered to.
15. Anyone who feels sick or unwell or has had contact with someone suspected or confirmed to have had COVID-19 is required to stay at home.
16. Learning cohorts will be consistently maintained, with as much distancing as possible.
17. Mixing between faculty and student cohorts will be minimized, as much as possible.
18. Concerns of each and any individual, will be listened to respectfully and action taken where it is determined best for all.
19. Enhance, adjust and introduce new protocols and/or changes required to ensure adherence to Health Authority directives and overall safety for those entering the facility. Policies will be reviewed monthly and as needed on an ongoing basis. **Everyone attending CCPA for in-person training or work will be expected to adhere to the following health and safety policies:**

**THEFT:** The College is creating broad access to sanitization and technology in every studio. While the College takes incidents of theft in any form very seriously - any theft of cleaning / sanitization supplies, protective equipment or digital technologies will be viewed as an attempt to sabotage the safety of the entire CCPA Community and the authorities will be notified immediately.

**The College is currently closed to members of the public unless approved by Senior Management and by pre-arranged appointment.** Any member of the public entering the facility will be required to complete a health check, wear a mask and adhere to all applicable protocols.

**REGARDING PERSONAL HEALTH:**

- 1. Do not come to the facility for any reason if you are experiencing any of the symptoms associated with COVID-19, or any other illness. Please stay home:
  - if you have a fever, cough, difficulty breathing, cold or sneezing.
  - if you have been outside the country in the past 14 days. You are required to follow all Quarantine protocols and self-isolate before coming to the College.
  - if you have been in close contact with a confirmed or probable case of COVID-19.
  - if a family member is sick at home.
- If anyone starts to develop symptoms or feel unwell while at the College, they should report to a faculty or staff member that they are unwell, and return home. Follow up with health professional or 811 for medical advice.
- If students are unable to attend class in person, attend via the Video Conferencing link provided for the class. Students are still responsible for the materials and training presented in all classes.

In addition to following all procedures as per the Attendance Policy as outlined in the Handbook, notify the Registrar or Director of Education & Programming if you have been in direct contact with someone who is unwell or has been tested for COVID-19.

### **REGARDING PERSONAL INTERACTIONS INSIDE THE COLLEGE:**

- Be willing to offer personal information regarding health, social behaviours outside the College and provide any information necessary for contact tracing.
- Engage in touchless greetings: we will not be shaking hands, high 5'ing, or sharing hugs at this time.
- Be Kind, Be Calm and Be Safe in all encounters with others. Acknowledge that everyone's comfort levels are different and are to be respected.
- If someone requests that you step away to create more distance between you and them, do so without challenge.
- If someone requests that you put on a mask, do so without challenge. "My mask protects you and your mask protects others".

### **REGARDING SOCIAL INTERACTIONS OUTSIDE THE COLLEGE:**

- Keep your personal "Bubble" as small as possible. Have contact tracing capacity in mind if you expand beyond your own home and college interactions.
- While we know we cannot patrol and manage everyone's social and personal behaviours, we are asking everyone to help ensure that the overall program not be put at risk by individuals attending or engaging in activities where there is proven heightened risk of contracting the virus during the course of study and program year. High risk activities include but are not limited to bars, nightclubs, parties and large public social gatherings.
- If anyone attends large uncontrolled events or activities, we ask that the Registrar and/or Director of Education & Programming be notified, so we are aware, and can assist in advising best steps to minimize the CCPA's community's risk.

### **REGARDING FACILITY ACCESS & FLOW**

- Enter and exit the building through designated doorways.
- Follow the directional pathways established for movement through the building.
- Follow Social Distance guidelines, and where not possible, quickly pass through the space to a place you can be distanced.
- Wear a mask when moving outside studios, in stairwells and hallways at all times.
- Disinfect, sanitize or wash your hands upon entry to the building and upon entering any studio during the course of day.
- Bring your own water bottle and never share with others.
- Minimize the personal items you need for your study, training, work or teaching to the facility. Take personal items home at the end of day.
- Fridges will be available to store food, and microwaves to heat food in personal containers (not provided by the College) but you will be required to eat in one of the outdoor spaces provided or away from the facility.
- There will be no cooking, use of communal kitchen utensils or food preparation in the kitchen areas.
- Students should plan to leave the building on their spares and longer breaks during the day. Plan ahead for these breaks.
- Furniture in Common areas may not be moved. It will be set up in socially distanced configurations and must as such be left in one place.

- Furniture in studios/rehearsals may only be moved at the request of and under the supervision of a staff member or Instructor/Director.
- Arrive in the clothes you are required to be in for your first classes of the day.
- Showers are not available for use.
- Students may only access the studios they or their cohort are assigned to in order to avoid mixing of cohorts.

#### **YOUR SAFETY AND PERSONAL COMFORT**

- Anyone may choose to wear a mask at any time, location or during any activity on campus. If a member of the CCPA community is more comfortable wearing a mask in a studio even when socially distanced they may do so.
- Instructors/Directors may at any time ask students to wear their masks and/or sanitize before any change in activity.
- An Instructor/Director may not require anyone to remove a mask/not sanitize in advance of any activity that reduces social distancing.
- If at any time a member of the College community feels unsafe with an activity involving a partner they may identify that and require that mask / distancing / or sanitization measure be taken prior to proceeding with that activity that directly impacts them.
- Everyone is required to follow the policies applicable to them as described in this document. Those that disregard them while on the premises will be assumed to be disregarding them when dealing with society at large.
- CCPA has no interest in creating an atmosphere where our community is reporting on each other's behaviour unless it is an egregious violation of protocols. **College Administration will not act on anonymous or generalized complaints. Safety reporting requires specificity so swift and accurate actions can be taken.**
- No one will be expected to work in **close proximity** with someone they do not trust is adhering to the orders, advice, and guidance respecting COVID-19 issued by relevant public health authorities in all of their dealings. **Students may not refuse to work with a partner however they have the right to require masks / sanitization / distance at any time.**

#### **CONTACT AND DISTANCING IN CLASSES:**

- **ALL Diploma Classes are to remain contact free between students until further notice.** (This policy will be re-evaluated in the 2<sup>nd</sup> Unit for classes involving lifts, Stage Combat and other activities that may reduce distancing.)
- Instructors/Directors should avoid physical contact within their classes/scenes as much as possible. If contact is REQUIRED to be made by the Instructor/Director, such as identifying body adjustments, consent of all involved must be given and sanitization must take place before and after (hands and areas of contact).
- Instructors must wear a mask when moving through their class and reducing social distancing.

#### **CLOSE CONTACT AND INTIMATE SCENES (permitted in "Company C" Studio Ensemble only)**

**(These policies currently apply to the "Company C" Studio-Ensemble only.** Consideration for reduced distancing and physical contact will be reviewed for Year 2 Plays, Year-End Musical and New Works Festival.)

To minimize the risk of infection in close contact or intimate scenes, where physical connection is optimally required, the following controls are being implement:

- Directors should eliminate close contact where practicable. This may include removing (or restaging at a distance) scenes that require close contact.
- If within the dedicated cohort it is deemed that proximity and intimacy should be explored by reducing physical distancing it may only be done so with the consent of all involved.
- Minimize the number and duration of scenes involving close contact. Minimize the duration and extent of performer close contact.
- **Create cohorts for scenes involving close physical contact so that performers are working with the same people in every performance.**
- Schedule close contact work activities as close together as possible in time, and minimize the interaction that these performers have with others between scenes.
- **Intimate and close contact scenes should be limited to body parts easily sanitized** (e.g., mouth-to-mouth kissing could be redirected to the neck).
- For intimate scenes involving kissing, performers are required to rinse their mouths with a hydrogen peroxide-based oral rinse (such as that used by dentists) just prior to the performance.
- Performers who need to make physical contact should sanitize before and after making contact.

CCPA Administration takes the safety and confidence of its stakeholders seriously. We also acknowledge the work, experience and wisdom of the relevant public health authorities and the College's regulator, the Private Training Institutions Branch, and accept their guidance and parameters to be able to safely engage in the training and programs we strive to provide. We want to create an environment where the community assembling for the 2020-21 program year can safely and together, in-person, learn and create. **This will take each individual considering the needs of the greater community as well as their own comfort levels to heart; and respectfully adhering to the policies set out in this document as a part of the training environment.**

**Anyone found to be in violation of these policies can expect:**

1. To be requested politely by others in the community to adhere or change
2. If the policies continue to be disregarded a second time, to be reported to College Administration (Operations Manager, Registrar, Director of Education or Managing Artistic Director)
3. To be asked to change behaviours, or consider voluntarily leaving the facility and program CCPA provides.

If a third violation is reported, to be dismissed from the CCPA and to be prohibited from any involvement in the facility.

*I have read and understand the policies and protocols as stated and set forward in this document.*

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix B: PHO Order on Province-wide Restrictions

**IMPORTANT: Any Order that is currently in effect shall supersede any measures and protocols outline in the Canadian College of Performing Arts' COVID-19 Campus Safety Plan for the duration of that Order.**

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

Last updated: **December 9, 2020**

## PHO order on province-wide restrictions

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

The order is in effect from November 19, 2020 at midnight to January 8, 2021 at midnight.

## Events and social gatherings

In-person events and community-based gatherings as defined in the [PHO order – Gatherings and Events \(PDF\)](#) are suspended. For example:

- Seasonal activities, including indoor and outdoor holiday events (with the exception of [drive-in and drop-off events](#))
- Musical or theatre performances
- Galas
- Silent auctions
- Movie viewings in cinemas
- Outdoor skating events

## Social gatherings

No social gatherings of **any size** at your residence with anyone other than your household or core bubble. For example:

- Do not invite friends or extended family to your household
- Do not host gathering outdoors
- Do not gather in your backyard
- Do not have playdates for children

## *Core bubble*

For most people, their core bubble is their immediate household. An immediate household is a group of people who live in the same dwelling. For example:

- If you have a rental suite in your home, the suite is a separate household
- If you live in an apartment or house with roommates, you are all members of the same household

For others, including people who live alone, their core bubble may also contain a partner, relative, friend or co-parent who lives in a different household. This should be a maximum of two people outside of those living in your immediate household.

## Allowed activities

These activities are not considered a social gathering:

- Going for a walk. You must make sure a walk does not turn into a group of people meeting outside
- Parents carpooling kids to and from school
- Grandparents providing child care

## Christmas and holiday celebrations

All December celebrations will look different this year. Celebrate with your immediate household or core bubble.

- Consider hosting virtual parties and religious services
- Unwrap gifts over Zoom or Skype
- If you must travel for essential reasons, [review the health and safety precautions](#)

## Restaurants, pubs and bars

You must [wear a mask when not at a table](#). Events are no longer allowed.

Restaurants, pubs and bars can continue to operate if they have a COVID-19 Safety Plan and employee protocols in place.

- Remember, a maximum of six people at a table and no moving between tables

WorkSafeBC will be conducting inspections to verify that COVID-19 Safety Plans remain effective. Establishments that are noncompliant with plan requirements may face orders and fines, and possible referral to public health which may result in a closure order.

- Review the [PHO Order – Food and Liquor Serving Premises \(PDF\)](#)

## Physical activities and gyms

By order of the PHO, restrictions are in place for indoor physical activities. These temporary restrictions are in place to limit the amount of physical interactions and travel to help reduce the spread of COVID-19.

- Review the [PHO Order – Gatherings and Events \(PDF\)](#)

## High intensity group fitness activities

Businesses, recreation centres or other organizations that organize or operate high intensity group fitness activities must suspend the following activities:

- Hot yoga
- Spin classes
- Aerobics
  
- Bootcamp
- Circuit training
- High intensity interval training (HIIT)

High intensity fitness activities cause a sustained and accelerated rate of breathing and may involve close contact with other people.

## Low intensity group fitness activities

Businesses, recreation centres or other organizations that organize or operate low intensity group fitness activities must temporarily suspend them or move to

virtual options, until guidance is developed to allow these activities to resume. These include:

- Yoga
- Pilates
- Light weightlifting
  
- Adult dance classes
- Stretching or strengthening
- Tai-Chi

Low intensity fitness activities do not cause a sustained and accelerated rate of breathing and do not involve close contact with other people.

## Gyms and recreation facilities

Gyms and recreation facilities that offer individual workouts and personal training sessions can remain open as long as they have a COVID-19 Safety Plan that is strictly followed.

## Sports and extracurricular activities

By order of the PHO, restrictions are in place for adult and youth indoor and outdoor team sports. These temporary restrictions are in place to limit the amount of physical interactions and travel to help reduce the spread of COVID-19.

- Review the [PHO Order – Gatherings and Events \(PDF\)](#)

## Adult indoor and outdoor team sports

All indoor and outdoor sports for people 19 years of age and older are suspended. These include:

- Basketball
- Cheerleading
- Combat sports
- Floor hockey
- Floor ringette
- Road hockey
- Ice hockey

- Ringette
- Martial arts
- Netball
- Team skating
- Soccer
- Volleyball
- Indoor bowling
- Lawn bowling
- Curling
- Lacrosse
- Hockey
- Ultimate
- Rugby
- Football
- Baseball
- Softball

## Youth indoor and outdoor team sports

All organized indoor and outdoor sports for people under 19 years of age must follow [viaSport's Return to Sport Phase 2 guidance](#) with respect to maintaining physical distance for participants. This means games, tournaments and competitions are temporarily suspended for teams.

- Individual drills and modified training activities can continue
- Amateur sports organizations and leagues may implement additional guidelines to ensure the health and safety of participants

### *Spectators*

Under the order, no spectators are allowed at any sport activities. The only people allowed to attend sport activities are those that provide care to a participant or player. For example, providing first aid.

## *Travel for team activities*

Travel to, from and between communities for team athletic activities like games, competitions, training and practice is prohibited. For example:

- A team from Abbotsford cannot attend a training session in Chilliwack
- A team from Victoria cannot attend a practice in Richmond

## *Sport exemptions*

High performance athletes, professional athletes and professional performers like dancers are not included in the order. To qualify as a high performance athlete, you must be:

- Identified by the Canadian Sports Institute Pacific as a high performance athlete affiliated with an accredited provincial or national sports organization
- Continuing to follow the safety guidelines of your provincial sports organization

## Youth extracurricular activities

Structured extracurricular activities and programs for people under 19 years of age can continue to operate with a COVID-19 Safety Plan in place and must be supervised by an adult. These include:

- Educational programs
- Music
- Art
  
- Dance
- Drama
- Recreational programs
  
- Outdoor fitness
- Social activities

Under the order, performances, recitals and demonstrations are not allowed.

# Mask requirements in public indoor settings

As outlined in the [mask mandate order](#), masks are required for everyone in many public indoor settings. A face shield is not a substitute for a mask as it has an opening below the mouth.

There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12

Masks are required in many indoor public settings and all retail stores. This includes:

- Malls, shopping centres
- Grocery stores
- Airports
- Coffee shops
- On public transportation, in a taxi or ride-sharing vehicle
- Places of worship
- Libraries
  
- Common areas of post-secondary institutions, office buildings, court houses, hospitals and hotels
- Clothing stores
- Liquor stores
- Drug stores
  
- Community centres
- Recreation centres
- City Halls
- Restaurants, pubs and bars when not seated at a table
- Sport or fitness facilities when not working out

## Mask enforcement

You are subject to a \$230 fine if you:

- Do not wear a mask in an indoor public setting, unless you are exempt
- Refuse to comply with the direction of an enforcement officer, including the direction to leave the space
- Engage in abusive or belligerent behaviour

## Masks at workplaces and shared living areas

Emergency Management BC is reviewing other community locations where a mask mandate may be advisable and anticipates issuing a further order to enforce requirements for masks in common areas of apartment buildings, condos and workplaces.

It is strongly recommended that masks be worn in the following areas:

- Common areas in apartment buildings and condos, including:
  - Elevators
  - Hallways
  - Lobbies
  - Stairwells
- Shared indoor workplace spaces, including:
  - Elevators
  - Kitchens
  - Hallways
  - Break rooms

## Travel advisory

At this time, all non-essential travel should be avoided. This includes travel into and out of B.C. and between regions of the province. For example:

- Do not travel for a vacation
- Do not travel to visit friends or family outside of your household or core bubble

## What is essential travel?

Individual circumstances may affect whether a trip is considered essential or non-essential. Essential travel within B.C. includes:

- Regular travel for work within your region
- Travel for things like medical appointments and hospital visits

For example, if you live in Vancouver and work in Surrey you can continue to commute.

If you need to travel for essential reasons, take the same health and safety precautions you do at home.

- Wash your hands often
- Practice safe distancing, 2 m
- Travel only with yourself, household or pandemic bubble
- Stick to the outdoors whenever possible
- Clean spaces often
- Wear a mask in indoor spaces

### *First Nations communities*

Many First Nations have declared a state of emergency for their communities and enacted COVID-19 community protection by-laws including travel bans for non-residents and non-essential visitors. It is important to respect these restrictions in addition to the province-wide travel advisory.

### *Travel for mountain sports*

Ski and snowboard at your local mountains. For example, if you live in Vancouver, you should ski at Cypress, Grouse or Mt. Seymour.

## Coming from outside of B.C.

At this time, people travelling to B.C. from another province or territory within Canada should only come for essential reasons. If you do travel, you are expected to follow the same travel guidelines as everyone else in B.C.

- [The restriction of all non-essential travel at the Canada-U.S. border](#) remains in effect
- [Travellers to and from the United States going to and from Alaska](#) must proceed directly to their destination and self-isolate during any necessary overnight stops

- International travellers returning to B.C. are required by law to [self-quarantine for 14 days and complete the federal ArriveCAN application](#)

### *Flights to and from B.C.*

The order does not restrict flights entering and leaving B.C.

## Enforcement

During a public health emergency under the Public Health Act, the PHO can make orders as needed. You must follow the orders.

Under the Government's Emergency Program Act, some orders can be enforced by police or other compliance and enforcement officials. People who don't follow these orders could be fined.

## Workplace enforcement

In addition to compliance activities by WorkSafe, an Environmental Health Officers team will focus on workplaces in the Vancouver Coastal and Fraser Health regions to ensure COVID-19 Safety Plan compliance and enable rapid response and action.