



# CAMPUS PLAN FOR CONFIRMED CASE OF COVID-19

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**College Directors**

Policy Authority

**September 2020**

Implementation Date

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**All members of College  
Community**

Applicability

**Oct 29, 2020**

Date of Last Revision

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## 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/>

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## DEFINITIONS & APPENDICES

**“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.

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## 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

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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

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**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

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**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

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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