

# ECU COVID-19 SAFETY PLAN

August 2020



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## PLAN REVISION TRACKER

Revision	Date
Original Release	August 13, 2020
Revision 1	September 3, 2020

## SCOPE

This COVID-19 Safety Plan (Exposure Control Plan, the “Plan”) applies to ECU faculty, staff and students who could be exposed to the COVID-19 virus while doing their assigned work.

In addition, it sets out provisions to reduce the likelihood of transmission among the larger ECU community, including contractors and students, during ECU activities.

**NOTE: This plan will continue to evolve and change as needed in response to the COVID-19 pandemic.**

## STATEMENT OF PURPOSE

ECU is committed to providing a safe and healthy work environment for all of our staff. A combination of preventative measures will be used to minimize employee exposure to, and transmission of, the COVID-19 virus, including the most effective control technologies available. Our work procedures will not only protect our employees, but also other people who enter our facility, including our students. All employees must follow, and assist students and contractors to follow the procedures outlined in this plan to reduce the risk of exposure to, and transmission of, the COVID-19 virus.

Emily Carr University is committed to providing working conditions that respect the different experiences and needs of each employee while we endeavour to resume on-campus work activities that are required for the ongoing operations of the university. The fundamental tenants underlying this document are rooted in the principles of support, compassion and empathy.

A key purpose of this Plan is to comply with the Public Health Officer’s order regarding Employer Workplace COVID-19 Safety Plans, in addition to meeting the WorkSafeBC Occupational Health and Safety Regulation 5.54 and 6.3, regarding Exposure Control Plans.

ECU will strive to find ways to control or eliminate exposure to, and transmission of, the COVID-19 virus by developing and implementing proper risk controls, establishing safe work procedures, raising awareness, and providing education and training for our employees.

Wherever possible, ECU will support staff to work from home in order to minimize the risks to themselves and others.



ECU will follow direction and controls as specified by the BCCDC, the BC Ministry of Health, the Provincial Health Officer and regional Medical Health Officers, and WorkSafeBC while continuing to monitor and liaise with these authorities on changes that may impact the Institution.

## ACRONYMS

AEST – Ministry of Advanced Education and Training  
BCCDC – British Columbia Centre for Disease Control  
ECP – Exposure Control Plan  
CTF – COVID-19 Task Force  
FA – First Aid  
ECU – Emily Carr University of Art + Design  
PEC – Presidents Executive Committee  
MHO – Medical Health Officer  
OHS – Occupational Health & Safety  
PHO – Provincial Health Officer  
PHAC – Public Health Agency of Canada  
PPE – Personal Protective Equipment  
SWP – Safe Work Procedure  
WHO – World Health Organization

## RESPONSIBILITIES

### STRATEGIC GOALS (PRINCIPLES)

ECU has established the following Strategic Goals (Principles) to guide our pandemic response.

1. Safety of students, staff and faculty
2. Minimize the risk related to COVID-19 across the entire University
3. Follow direction of AEST and MOH/PHO
4. Minimize academic impacts for students
5. Transition to distributed learning where feasible
6. Support essential learning activities
7. Support essential administrative activities

**In order to achieve these goals we have identified the following responsibilities.**

**NOTE: These responsibilities may change as the situation evolves.**

## ECU:

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- Using a risk-based approach, modify service models and levels unless otherwise ordered by national, provincial or local health authority.
- Ensure that managers, supervisors and employees are educated and trained to an acceptable level of competency and follow the direction of ECU and the COVID-19 Task Force.
- Select, implement and document the appropriate site or scenario-specific control measures.
- Ensure that, when required, employees use appropriate personal protective equipment – for example, gloves, eye protection, masks or face shields.
- Ensure that the materials (PPE, alcohol-based hand rubs, hand-washing supplies, cleaning supplies) and other resources (such as worker training materials, barriers, and signage required to implement and maintain the Plan) are readily available where and when they are required. If due to supply chain disruption, ECU becomes unable to obtain the necessary resources, ECU will re-evaluate this plan and the ability to continue to conduct activities that rely on those supplies for safe operation.
- Conduct a periodic review of the Plan's effectiveness.  
(initial two-month review cycle, shift to every four months when appropriate).
- Maintain records as necessary such as training and campus access.
- Ensure that a copy of the Plan is available to managers, supervisors and employees.

## COVID-19 Task Force:

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- Ensure the Plan is reviewed and updated as necessary.
- Support the development of the Plan's related resources (such as check-lists, online training, FAQs, posters, Safe Work Procedures).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure a system for documenting instruction, training and fit testing is in place.

## Managers:

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- Assess the risk(s) related to the COVID-19 virus for the positions and activities under their management in consultation with employees, OHS Committees, and COVID-19 Task Force.
- Task Force and OHS available for help or guidance.

- Ensure that awareness and information resources are shared with employees.
- Ensure and provide training, SWPs, PPE and other equipment as necessary to manage the identified risks.
- Ensure employees have been trained on the selection, care, maintenance and use of any PPE, including fit testing for those employees who may be required to use a respirator.
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees.
- Ensure employees, instructors, and students understand that they must not come to campus if experiencing any COVID-19 symptoms – and how they will be supported to stay away.
- Ensure employees follow Safe Work Procedures (SWPs), and use appropriate PPE for the task at hand.
- Understand who should be considered highly vulnerable in both work and employee personal contact circles. Work with your employees to ensure appropriate additional controls are identified and implemented as required.
- Follow Campus entry and exit protocols and instructional signage. Maintain a minimum 2m physical distancing when entering and exiting. Do not hold doors for others or “piggy-back” when others are entering or exiting. Entry and exit doors are monitored.
- **If experiencing COVID-19 symptoms do not come to work.** Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

See *Appendix K: Supervisor Responsibilities*.

#### Employees:

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- Review information resources, ask questions and follow-up with supervisor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Select, care for, and use any assigned PPE (including non-medical fabric masks) as trained and instructed.
- Rely on information from trusted sources including ECU, PHO, MHOs, BCCDC, PHAC and WHO.

- Understand how exposure can occur and when and how to report exposure incidents (See Education and Training).
- Understand who should be considered highly vulnerable in your work or personal contact circles. Work with your manager to ensure appropriate controls are in place.
- Follow Campus entry and exit protocols and instructional signage. Maintain a minimum 2M physical distancing when entering and exiting. Do not hold doors for others or “piggy-back” when others are entering or exiting. Entry and exit doors are monitored.
- **If experiencing COVID-19 symptoms do not come to work.** Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

#### Students:

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- Review information resources, ask questions and follow-up with supervisor/instructor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related SWPs.
- Select, care for, and use any assigned PPE (including non-medical fabric masks) as trained and instructed.
- Rely on information from trusted sources including ECU, PHO, MHOs, BCCDC, PHAC and WHO.
- Understand how exposure can occur and when and how to report exposure incidents.
- Understand who should be considered highly vulnerable in your work/school or personal contact circles. Work with your instructor to ensure appropriate controls are in place.
- Follow Campus entry and exit protocols and instructional signage. Maintain a minimum 2M physical distancing when entering and exiting. Do not hold doors for others or “piggy-back” when others are entering or exiting. Entry and exit doors are monitored.
- **If experiencing COVID-19 symptoms do not come to school.** Report symptoms to instructor and contact 8-1-1 or use the BC COVID-19 Support App or online self-assessment tool <https://bc.thrive.health/> and follow the directions.

## RISK IDENTIFICATION, ASSESSMENT AND CONTROL

### RISK IDENTIFICATION

Coronavirus disease (COVID-19) is an illness caused by a coronavirus. COVID-19 has spread worldwide, including to British Columbia, and has been declared a global pandemic.

### SYMPTOMS

Some symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. Common symptoms for COVID-19 include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.

Symptoms vary from person to person. Some people experience mild symptoms, while others have more severe symptoms. Much is still being learned about COVID-19, but to date it appears that children are less likely to have severe symptoms or to spread the illness, whereas for older adults and those with underlying medical conditions the illness can be serious and even fatal.

### HOW IT SPREADS

**Note: The following is the best information that ECU has to date, and is subject to change as new information emerges.**

Coronavirus is spread from an infected person through respiratory droplets expelled when they cough, sneeze, or yell. The droplets are relatively heavy and most drop out of the air due to gravity within about 2m. The droplets settle on the person, anyone else within that 2m proximity and surrounding objects and, depending on the surface type, can stay viable for a number of days.

The virus passes to the next person when droplets come into contact with the eyes, nose, or mouth. This happens either by directly contacting the droplets before they fall out of the air or by:

- Close personal contact such as touching or shaking hands.
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Therefore basic required precautions for everyone include:

- Keep 2 metres away from others, to reduce breathing in droplets if they are sick and cough or sneeze.
- Wear non-medical fabric face mask whenever in shared spaces.

- Wash your hands often with soap and water for at least 20 seconds. Using soap and water is the single most effective way to reduce the spread of infection.
- If a sink is not available, you can use alcohol-based hand rubs (ABHR) to clean your hands as long as they are not visibly soiled. If they are visibly soiled, use a wipe and then ABHR to effectively clean them.
- Do not touch your face, eyes, nose or mouth with unwashed hands.
- Regularly clean and disinfect frequently touched surfaces.
- Do not share food, drinks, utensils, etc.

*Resource:* Please review PHAC About Coronavirus Disease COVID-19 poster in **Appendix G: Education Signage**.

## **RISK ASSESSMENT**

### Specific Activity Risk Assessments

In late March 2020, following guidance of the PHO, BC Post-Secondary Institutions, including ECU, suspended as much face-to-face activity as possible and temporarily moved to online program delivery and business models. The Province of BC and PHO presented the Go Forward Management Strategy and the BC Restart Plan on May 4, 2020.

In response to this guidance ECU has established a Continuity of Learning Program that is supported by this Plan. It takes into account existing risk management guidance and expectations from PHO and WorkSafeBC, and will continue to be updated as this guidance changes, including a full review on release of anticipated Post-Secondary sectoral guidance when it is published.

ECU will not be returning to pre-COVID-19 levels of face-to-face classes and programs until authorized to do so by PHO and AEST. We are taking the following approach:

- Courses will continue to be conducted online wherever possible.
- For programs that require some face-to-face instruction and evaluation, all theory instruction will be online where possible to minimize the amount of time students, staff and faculty will be on our campuses or engaged in face-to-face activity.

In order to safely manage gradual resumption of face-to-face activities, we have completed the WorkSafeBC **COVID-19 Safety Plan Checklist** and implemented the **ECU Risk Assessment Tool**. This tool is to be used by all Units, and Departments to evaluate each activity considered for resumption of operations and to identify appropriate control measures to mitigate risk of

COVID-19 exposure and/or transmission. See *Appendix A: Risk Assessment and Mitigation Plans*. These risk assessments and control plans must be completed in consultation with OHS Committees and Safe Return Task Force representatives, with sign off by the managers responsible for the area. PEC will reserve the right of final decision with respect to the activities which are considered.

### Campus Capacity Assessments (Estimated Room Capacity)

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Campus Capacity Assessments (estimated room capacity) are coordinated by Safe Return Task Force to review classroom and common area capacities, mechanisms to limit congregating, traffic patterns, supervisory needs (e.g. Floor Wardens), support service provisions, equipment, and resource availability to meet needs identified in various ECU risk assessments. See *Appendix B: Campus Occupancy Assessment and Monitoring*.

### Exposure Risk Level Assessments

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Using the Pandemic Risk Assessment Table, adapted from WorkSafeBC OHSR Guideline G6.34-6 as a reference, we have identified general risk levels to our workers and students, depending on their potential exposure in the workplace. We have further assessed which positions face greater exposure. See *Appendix C: Position Exposure Risk Evaluation*.

*Important Note:* These Exposure Risk Evaluation tables do not take into account **vulnerability** of particular populations. According to the Public Health Agency of Canada, there are people who are at a higher risk of developing more severe illness or complications, or fatality from COVID-19. These include:

- People with medical conditions such as heart disease; hypertension (high blood pressure); lung disease; diabetes; and cancer.
- People with weakened immune systems from a medical condition or treatment, such as chemotherapy.
- Older adults and seniors.

Staff and faculty who fall into these categories should self-identify and work with their supervisor to ensure their specific additional risk level is addressed in any work planning. Students in these categories should be advised to avoid participating in on-campus activities.

Please refer to *Appendix H: Human Resources Guide on Returning to Campus* for further information.

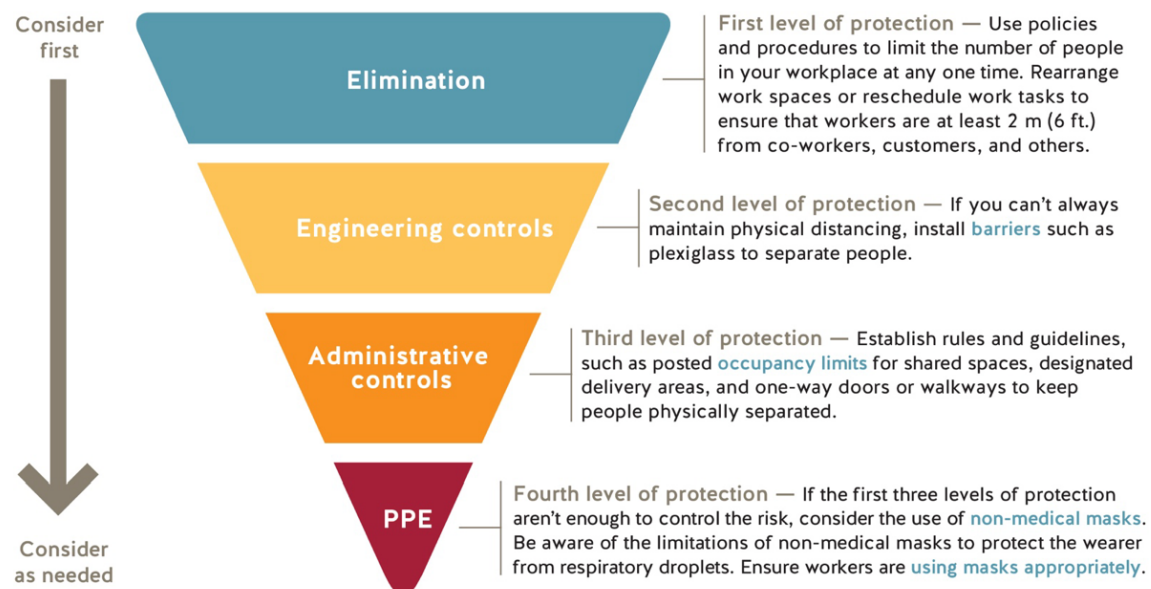
## RISK CONTROL

The Occupational Health and Safety Regulation (OHSR) requires ECU to implement controls in the following order of preference:

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
  - Education and Training
  - Safe Work Procedures
- Personal Protective Equipment

Note that control measures identified in blue text below are outlined in the [WorkSafeBC COVID-19 Safety Plan Checklist](#) which includes this table for prioritizing controls.

**Resource:** Please review the WorkSafeBC diagram below.





## Elimination

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Elimination controls are those that **remove** the risk of contracting COVID-19 in a workplace. Development and rollout of a successful vaccine could eventually eliminate this risk in our community. PHO Physical Distancing orders that closed personal care services and in-restaurant dining can be seen as a form of Elimination in that they eliminated the possibility of contact in those workplaces. Policies that prohibit travel are another example.

Note that while many methods of Physical Distancing actually belong to the categories of Engineering Controls and Administrative Controls, Physical Distancing is such an important strategy to manage pandemic transmission that both Ministry of Health and WorkSafeBC have placed it at the top of the hierarchy.

### *Control measures for maintaining physical distance in the workplace:*

Working Offsite or Remotely:

- ECU has transitioned to remote work for faculty and staff on an as-possible basis and implemented a process to verify any proposed on-campus work is both necessary and able to be performed safely. Whenever possible, programs and instruction will be provided in online formats.

Food Services:

- Food Services are currently closed on campus. Prior to resumption, an appropriate Risk Assessment and Mitigation Plan will be developed and appended to this plan

Occupancy limits for workers and students:

- ECU believes it is essential to resume providing limited face-to-face training opportunities for students where learning outcomes can't be achieved remotely. Staff who provide critical on-campus supports and need to physically attend campus are managed through a process established to identify, plan for, and approve their work arrangements with sign-off by the responsible manager. See *Appendix A: Risk Assessment and Mitigation Plans*.
- Occupancy Limits have been established for each campus space based on the 5m<sup>2</sup>/per person PHO guideline. Occupancy is monitored on a day-by-day basis. See *Appendix B: Campus Occupancy Assessment & Monitoring*.

Changes to work and class schedules:

- Work and class schedules will be modified as required to ensure occupancy load can be staggered to remain within campus, room, and service area physical distancing capacity limits. Schedules must be approved by the Safe Return Task Force.

Changes to how tasks are done:

- Administrative and finance tasks have been modified to allow acceptance of electronic signatures and submissions to reduce need for in-person contact and paper handling.
- Instruction and support services have transitioned to online delivery where possible.
- When instructional or support service activities/tasks are identified which cannot be delivered online/remotely, a process has been established to prioritize and consider task modifications to enable face-to-face activity. Process includes documented risk assessment and mitigation plans, review by OHS committees, and Safe Return Task Force.

Limiting or prohibiting visitors:

- The campus is closed to the general public, with on-site access and services limited to registered students and authorized staff and faculty.

## Engineering

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Engineering controls are those that alter the work environment to reduce the risk. This would include installing enclosures or partitions to separate individuals and thereby prevent transmission via droplets. Other examples include reconfiguring lab, classroom or studio areas to allow 2M physical distancing.

### *Control measures using physical barriers:*

- Plexiglass barriers have been installed at face-to-face service locations where identified through the Risk Assessment and Control process. See ***Appendix A: Risk Assessment and Mitigation Plans***.
- Plexiglass barriers will be evaluated and installed in some facilities, and on desks in certain classrooms, labs, studios or shops, when required to allow increases to the Physical Distancing occupancy capacity. When used in conjunction with other risk mitigation measures, these barriers will support separation of students and instructors.
- Barrier cleaning has been included in our cleaning protocols.

## Administrative

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Administrative controls are policies, procedures, scheduling, education and communications that can be implemented to reduce the risk of transmission. Administrative controls tell people what to do, but rely on disciplined application of the expectations.

### *Administrative control measures in place:*

- Safe Work Procedures supported by COVID-19 Campus Signage Program.  
See *Appendix D: Physical Distancing and Hygiene Signage Program*.
  - Hand washing and cough/sneeze etiquette.
  - Physical distancing traffic management.
- Cleaning protocols and increased cleaning frequencies for shared work surfaces and equipment and tools. See *Appendix E: Cleaning Standards and Frequencies*.
- Activity Risk Assessment and Mitigation processes designed to reduce Contact Intensity and/or Number of Contacts in any given activity or location.  
See *Appendix A: Risk Assessment and Mitigation Plans*.
  - Close contact activities limited to short time duration, then return to 2M distancing.
  - Staggered work/class schedules and breaks.

## Personal Protective Equipment

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Personal Protective Equipment is the last resort of mitigation strategy and includes using PPE for protection against exposure and/or transmission such as wearing non-medical fabric face masks, respirators, gowns or aprons, gloves, and/or face shields. The use of PPE is required in high-risk situations. PPE is an important control but must always be used in addition to, and not in place of other controls.

### *Control measures involving masks:*

The use of non-medical fabric masks is required by everyone whenever they are circulating through shared spaces on campus.

What work tasks will require the use of masks?

- Non-medical fabric masks have been specified as a supporting control where students or instructors must have brief contact closer than 2M in order to practice and achieve required learning outcomes; where effective face shields have been identified as required PPE.

- Non-medical fabric masks have been specified as a supporting control where Technology Services and Facilities service staff must briefly engage in activities where 2M physical distancing cannot be maintained.

How have workers been informed of the correct use of masks?

- Correct use of masks instruction is included in this ECU COVID-19 Safety Plan document and in the COVID-19 Safety Plan Orientation module which is required to be completed by each student, instructor, or employee before engaging in on-campus activities.

ECU has established policies and procedures including Safe Work Procedures to manage the risks of COVID-19 transmission.

*Resource:* Please review PHAC *How To Safely Use a Non Medical Mask or Face Covering* poster in *Appendix G: Education Signage*.

## SAFE WORK PROCEDURES

### EMILY CARR SAFE WORK PROCEDURES

#### Physical Distancing: Keep 2 metres between yourself and others

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- Follow directional signs and room/elevator occupancy limits.
- Do not congregate in shared areas like the hallway or copier room, and be aware if someone is waiting to pass.
- Do not enter or block the doorway of someone else's cubicle.
- Cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

*Resource:* Please review the BCCDC Reduce the Spread of COVID-19 poster in *Appendix G: Education Signage*.

#### Cleaning and disinfecting of shared surfaces

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- The cleaning and disinfecting protocols will follow the BCCDC guidelines for cleaning of public settings.

*Resource:* Please review the BCCDC *Cleaning and Disinfectants for Public Institutions* poster in *Appendix G: Education Signage*.

### Minimize sharing of office space, equipment, and classroom space.

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- When you do, **clean shared equipment / surfaces** with disinfectant wipes between users.
- **Shared desks** include the computer keyboard and mouse, desk surface, and phone.

### Manage Breaks

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- As the building gets busier, adhere to any **rotating break schedule** implemented to allow for 2 metres distance between workers/students in all break rooms and cafeteria.
- **Take all breaks outdoors** when possible. If this is not possible, consider eating at your desk to leave other spaces available for students and instructors.
- **Bring your own lunch** and beverages. Do not share food or drink (no buffets or platter service). There are currently no active food services on site.

### Hand Hygiene

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- Wash your hands often throughout the day.
- Consider bringing and using your own hand sanitizer between washes – for times it may be inconvenient to get to a sink or dispenser location.
- Avoid touching shared surfaces where ever possible.
- Gloves are not a protection from spreading COVID-19. This virus does not transfer via skin contact, it transfers when droplets get into your lungs via eyes, nose or mouth. If you touch contaminated surfaces with your gloves and continue to wear them, you will spread the contamination to every other surface you touch including your face. To remove gloves safely, carefully turn them inside over each other while only touching glove to glove or skin to skin. If they are disposable, throw them in the trash immediately.

**Resource:** Please review the BCCDC *Hand Hygiene* poster in **Appendix G: Education Signage**.

### HAND HYGIENE DETAIL

Hand washing, proper coughing and sneezing etiquette, and not touching your face are the key to the prevention of transmission and therefore minimize the likelihood of infection.

Proper hand washing helps prevents the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. Wash your hands “well” and “often” with soap and water for at least 20 seconds (the time it takes to hum the “Happy Birthday” or favourite song twice). If soap and water is not available, use an alcohol-based hand rub to clean your hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)
- before and after using shared equipment

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hands thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or tooth picks when eating and serving foods (especially snacks or “finger foods”)

## **COUGH/SNEEZE ETIQUETTE**

All building occupants are expected to follow cough/sneeze etiquette, which are a combination of preventative measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs.
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards.
- Turn your head away from others when coughing or sneezing.

**Resource:** Please review WSBC [Cover Coughs and Sneezes](#) poster.

## CHECK IN PROCEDURE, DAILY HEALTH SCREENING

Follow Campus entry and exit protocols and instructional signage. Maintain a minimum 2M physical distancing when entering and exiting. Do not hold doors for others or “piggy-back” when others are entering or exiting. Entry and exit doors are monitored.

Approved staff, faculty and students working at the Campus must swipe their ID card for access at the South West entrance. The daily completion of the health screening questionnaire through the BC COVID-19 Support App or online self-assessment tool is required prior to entering the campus. Access into campus is through the designated entrance only, one person at a time in single file while maintaining the required 2M physical distancing.

In accordance with the BC Post-Secondary guidelines, anyone arriving in Canada from another country must self-isolate for 14 days before attending campus. See *Appendix J: International Student Protocol*.

## EDUCATION AND TRAINING

ECU in response to the COVID-19 virus has established the following means of sharing information across the organization:

- COVID-19 information button on ECU main webpage for students and public
- Signage and wayfinding installed throughout campus to reinforce health and safety information
- COVID-19 Safety Plan Orientation module
- Updates to training requirements will be shared by managers as required
- All ECU community emails staff and instructor emails – sent as required

Additionally, prior to resumption of face-to-face or on-campus activities, involved staff, instructors, and students will be required to complete a COVID-19 Safety Plan Orientation module addressing:

- What COVID-19 is, how it spreads, and how to reduce risk of transmission both on and off campus including the importance of keeping your contact circle small.
- Understanding what makes someone vulnerable to COVID-19 and what to do if you or a close contact are vulnerable.
- ECU policies and procedures related to COVID-19.
- Requirement and how to perform daily health self-assessment.
- Requirement to stay away from work/school when even mild symptoms are present, and what sick leave/absence policies are in place.

- General physical distancing procedures on campus including expectation to follow traffic management signage; respect occupancy limits etc.
- General hygiene expectations including handwashing; sneeze & cough etiquette; safely participate in cleaning of shared equipment.
- Requirement to use non-medical fabric face mask when circulating through shared spaces on campus.
- Manager and staff responsibilities on monitoring and ensuring policies and procedures are being followed.
- Personal responsibility towards own social circles, classmates and campus community.
- Following Campus entry and exit protocols and instructional signage. Maintaining a minimum 2m physical distancing when entering and exiting. Not holding doors for others or “piggy-backing” when others are entering or exiting. Entry and exit doors are monitored.

Upon completion of the training module students, staff, and faculty will be asked to sign and submit an attestation confirming they have reviewed and understood the content, and commit to the following:

- Perform a daily personal health assessment (based on BC Thrive) and will stay away from school/work if directed by assessment outcome or MHO (and report both to instructor, or manager).
- Follow all site signage and class protocols established to minimize transmission.
- Maintain awareness of COVID-19 risks, and report any potential exposures or circumstances that may impact the safety of others at ECU to your instructor or manager.

Refusal or failure to uphold these commitments may result in campus access being denied.

## **HEALTH MONITORING**

Prior to daily site entry all workers and students are required to perform a personal health assessment questionnaire using the BC COVID-19 Health Assessment tools found at:

<https://bc.thrive.health/>

If the individual answers yes to any question in the assessment, they **MUST NOT** attend the site for at least 14 days. They should immediately communicate this status to their instructor or supervisor by email or phone.



Users have the option to access the daily questionnaire via:

1. Download BC COVID-19 app from either the Apple or Google Play store
2. Use the online tool directly at: <https://bc.thrive.health/> see *Appendix F: Health Assessment Tool – Thrive BC*
3. Phone 8-1-1 and talk through the question set with a representative

These methods ensure the user receives immediate current PHO direction depending on the answers they provide.

## ACTIONS IN THE EVENT OF PRESUMED OR CONFIRMED CASE OF COVID-19 ON CAMPUS

- Contact 9-1-1 if the situation is life threatening i.e. shortness of breath.
- Contact First Aid.
- Notification to PEC.
- Send the individual home and have them contact 8-1-1 or 9-1-1 as needed. Have them wear a mask and avoid public transit.
- If unable to send the individual home - isolate the individual until they can be transported and have them wear a mask.
- Shut down the areas the individual was in for cleaning and disinfecting.
- Respond to health officials as required in the event that contact tracing is required.

If "outbreak" occurs (i.e. more wide spread impact):

- Discontinue campus access and shut down the impacted areas for cleaning and disinfecting.
- An evaluation of business continuity capability would be conducted in the event that the outbreak impacts the ability for staff to continue to work remotely. Departmental survey to be conducted to confirm capabilities to deliver services.
- Services would be triaged based on available resources.

Additional cleaning/disinfection if a presumed/confirmed case is identified:

Departments who are informed of a presumed or confirmed case of COVID-19 in their areas should close the impacted space and contact Facilities Services to request additional cleaning/disinfection of the area.

## CONCERNS ABOUT OTHERS ON-SITE WHO MAY BE ILL

While all staff are asked to be vigilant in helping ensure people understand and adhere to the guidance in this Plan, please route any concerns about apparent non-compliance through your normal reporting chains. Supervisors and Instructors have a responsibility to enforce these expectations. Please do so in supportive, non-stigmatizing ways.

If someone tells you they might be ill direct the person to contact First Aid: They will be asked to put on a face mask, temporarily isolated from the rest of campus, and assessed as to severity of symptoms and either transferred to emergency, or sent home.

## SUPPORT DURING THIS DIFFICULT TIME

If you're feeling stressed or worried, please remember that the following resources are available for:

Employees: ECU provides support to regular employees and their families via free access to the [Employee & Family Assistance Program \(EFAP\) through Morneau Shepell](#). In addition, mental health and anxiety support is available to all British Columbians through [www.bouncebackbc.ca](http://www.bouncebackbc.ca) and [www.anxietycanada.com](http://www.anxietycanada.com).

Students: Email and telephone support is available to all ECU students. They may contact Counselling between 9:30 a.m. and 3:30 p.m., Monday to Friday, email [counselling@ecuaad.ca](mailto:counselling@ecuaad.ca) to book an appointment. **Mindshift** and **Headspace** are helpful apps you can download to help with feelings of anxiety and worry.

The **BC Crisis Line** is also available 24/7 at 1.800.784.2433.

## PLANNING DOCUMENTS AND RECORD KEEPING

In addition to records kept per ECU's already current processes. The following records specific to this plan are to be maintained and electronic records retained for 1 year:

- Risk Assessments
- Campus Access Records
- COVID-19 Safety Plan and Training Records
- Compliance Tracking Record

# ECU COVID-19 SAFETY PLAN

## Appendices



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## APPENDIX A: RISK ASSESSMENT AND MITIGATION PLANS

- ECU Risk Assessment Instructions
- ECU Risk Assessment Tool
- Safe Work Procedure Form
- Record of Exposure Templates

## RISK ASSESSMENT

The purpose of the Emily Carr COVID-19 risk assessment tool is to pre-identify critical tasks/work activities occurring in each area and assess risks relating to those tasks while planning hazard controls in order to protect workers and students from COVID-19 as part of return to campus planning. Identifying tasks will also assist in determining what safe work procedures need to be amended or developed. Any additional equipment or resources required to implement a new safe work procedure will be acquired by ECU's centralized procurement process. **One risk assessment should be completed for each job classification in the Department/Area by the area manager, in collaboration with Department/Area staff.**

As example, a risk assessment for wood shops critical tasks would include: delivering technical instruction, supervising and observing student work, performing routine maintenance, providing process demonstrations, and providing one-on-one support. Other employee tasks should also be included if applicable: overseeing student staff, office work etc.

For more information on safety planning processes, please visit [WorkSafeBC COVID-19 Information and Resources](#).

## RISK ASSESSMENT TOOL DIRECTIONS

1. List critical tasks/situations encountered in the work setting.
  - a. Critical tasks/work are those tasks that must be completed – E.g. Students enter studio, staff deliver technical demonstration, reception responds to question, library staff deliver research methods tutorial
2. Indicate possible methods of exposure to COVID-19 for each task/situation:
  - a. Respiratory droplets: from coughing or sneezing
  - b. Direct contact: working closely with infected individuals, person-to-person contact i.e. handshakes
  - c. Indirect contact: contact with contaminated surfaces
3. Assess the risk of exposure to COVID-19 (low risk, medium risk, or high risk).
  - a. E.g. Low – deliver a demonstration with physical distancing intact
  - b. E.g. Medium – task requires breaching the 2m physical distance to conduct work
  - c. E.g. High – task requires prolonged contact with individuals
4. Select the appropriate control strategy(ies) for the task/situation:
  - a. Elimination: Postpone in-class or onsite instruction, offer online option
  - b. Engineering: Install Plexiglas barrier
  - c. Administrative: Minimize class sizes, arrange class to promote physical distancing, stagger teaching times, enhance cleaning protocols, etc.
  - d. Personal Protective Equipment: Only considered after carefully considering previous control measures
5. Re-evaluate the risk of exposure to COVID-19 with control measures in place (low risk, medium risk, or high risk).
6. Describe the mitigation strategy chosen.
  - a. E.g. Physical distancing - cordon off the waiting area
  - b. E.g. Administrative - sanitizing tools/equipment

(At a minimum, administrative and/or PPE controls will require a new safe work procedure)



# ECU COVID-19 RISK ASSESSMENT TOOL

<b>DEPARTMENT/AREA:</b>	<b>JOB CLASSIFICATION:</b>	<b>EMAIL:</b>	<b>DATE:</b>
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**DESCRIPTION OF JOB FUNCTION** *Describe key area activities/services/functions. Consider frequency (high and low) of activities that unfold.*

<b>CRITICAL TASKS</b> <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	<b>METHOD OF EXPOSURE</b> <i>Indicate how COVID-19 could be transmitted. Multiple may be selected.</i>	<b>RISK OF EXPOSURE</b> <i>Assess the risk of exposure to COVID-19. Examples in directions.</i>	<b>HAZARD CONTROL</b> <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	<b>RE-EVALUATE RISK OF EXPOSURE</b> <i>Re-evaluate the risk of exposure with control measures in place.</i>
<b>1.</b>	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				
<b>2.</b>	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				

# ECU COVID-19 RISK ASSESSMENT TOOL

CRITICAL TASKS <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	METHOD OF EXPOSURE <i>Indicate how covid-19 could be transmitted. Multiple may be selected.</i>	RISK OF EXPOSURE <i>Assess the risk of exposure to covid-19. Examples in directions.</i>	HAZARD CONTROL <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	RE-EVALUATE RISK OF EXPOSURE <i>Re-evaluate the risk of exposure with control measures in place.</i>
3.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				
4.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				
5.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				



# ECU COVID-19 RISK ASSESSMENT TOOL

CRITICAL TASKS <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	METHOD OF EXPOSURE <i>Indicate how covid-19 could be transmitted. Multiple may be selected.</i>	RISK OF EXPOSURE <i>Assess the risk of exposure to covid-19. Examples in directions.</i>	HAZARD CONTROL <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	RE-EVALUATE RISK OF EXPOSURE <i>Re-evaluate the risk of exposure with control measures in place.</i>
6.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				
7.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				
8.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
<i>Is a new safe work procedure required?</i> YES      NO				

# ECU COVID-19 RISK ASSESSMENT TOOL

**EMILY CARR**  
UNIVERSITY OF ART+ DESIGN

CRITICAL TASKS <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	METHOD OF EXPOSURE <i>Indicate how covid-19 could be transmitted. Multiple may be selected.</i>	RISK OF EXPOSURE <i>Assess the risk of exposure to covid-19. Examples in directions.</i>	HAZARD CONTROL <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	RE-EVALUATE RISK OF EXPOSURE <i>Re-evaluate the risk of exposure with control measures in place.</i>
9.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>  <i>Is a new safe work procedure required?</i> YES      NO			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	
10.	RESPIRATORY DROPLETS DIRECT CONTACT INDIRECT CONTACT	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
<i>Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:</i>  <i>Is a new safe work procedure required?</i> YES      NO			<i>List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)</i>	

<b>OH&amp;S COMMENTS:</b>		
<b>OH&amp;S REVIEWER:</b>	<b>DEPARTMENT APPROVER:</b>	<b>DATE:</b>

## COVID-19 SAFE WORK PROCEDURE

**EMILY CARR**  
UNIVERSITY OF ART+DESIGN

## SAFE WORK PROCEDURES

As a part of safe return to campus operational planning, new safe work procedures that minimize the risk of exposure to COVID-19 will be developed and adopted as standard practice for the foreseeable future. Tasks that are simple (i.e. single step) can be briefly outlined. Tasks that are more complex will require a more detailed breakdown.

<b>CRITICAL TASK:</b>		<b>UNIT NAME:</b>
<b>METHOD OF EXPOSURE TO COVID-19 HAZARD:</b> <input type="checkbox"/> RESPIRATORY DROPLETS <input type="checkbox"/> DIRECT CONTACT <input type="checkbox"/> INDIRECT CONTACT	<b>HAZARD CONTROL MEASURE:</b> <input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> PPE	<b>REQUIRED PPE:</b> <input type="checkbox"/> FACE MASK: N95+ <input type="checkbox"/> FACE MASK: NON-MEDICAL / CLOTH <input type="checkbox"/> FACE SHIELD <input type="checkbox"/> GLOVES <input type="checkbox"/> OTHER: _____
<b>PROVIDE A STEP-BY-STEP DESCRIPTION OF THE NEW PROCEDURE:</b>		
<b>OH&amp;S COMMENTS:</b>		
<b>UNIT APPROVER:</b>	<b>OH&amp;S REVIEWER:</b>	<b>DATE:</b>

# COVID-19

## EXPOSURE REPORT

**EMILY  
CARR**  
UNIVERSITY  
OF ART + DESIGN

THIS FORM IS AN INITIAL REPORTING TOOL TO BE DELIVERED TO YOUR SUPERVISOR - COMPLETE ALL DETAILS TO THE BEST OF YOUR ABILITY.

### 1 LOCATION + TIME

LOCATION

DATE OF EXPOSURE

TIME OF EXPOSURE

### 2 PARTICIPANTS + BYSTANDERS // FOR CONTACT TRACING

	FIRST NAME	LAST NAME	PARTICIPANT	BYSTANDER
A				
B				
C				

### 3 SEQUENCE OF EVENTS

4 SAFETY OBSERVATIONS + CORRECTIVE MEASURES

DESCRIBE ANY UNSAFE CONDITIONS, ACTS, OR PROCEDURES THAT SIGNIFICANTLY CONTRIBUTED TO THE EXPOSURE. EXAMPLES: POOR HOUSE KEEPING, LACK OF SAFE WORK PROCEDURES. USE HIERARCHY OF CONTROLS (BELOW) TO OUTLINE CORRECTIVE ACTIONS IDENTIFIED AND TAKEN TO PREVENT RECURRENCE OF SUBSEQUENT EXPOSURES.

	1 ELIMINATION	2 SUBSTITUTION	3 ENGINEERING CONTROLS	4 ADMINISTRATIVE CONTROLS	5 PPE
	ACTION		ACTION ASSIGNED TO		COMPLETED
A					
B					
C					

5 REPORT COMPLETED BY

	FIRST NAME	LAST NAME	DATE
A			
B			

## APPENDIX B: CAMPUS OCCUPANCY ASSESSMENT & MONITORING

- Room Occupancy List
- Room Occupancy Map and Posters
- Occupancy Compliance Tool

## ECU OCCUPANCY LIMITS - WASHROOMS

Room Type	Number	Max. Occupancy
Women's Washroom	W1140	2
Men's Washroom	W1145	2
Washroom	W1211	1
Washroom	W1212	1
Gender Neutral Washroom	W1370	3
Washroom	W1384	1
Gender Neutral Washroom	W2125	4
Washroom	W2242	1
Women's Washroom	W2341	2
Men's Washroom	W2342	2
Women's Washroom	W3123	2
Men's Washroom	W3125	2
Universal Washroom	W3132	1
Gender Neutral Washroom	W3340	3
Women's Washroom	W4123	2
Men's Washroom	W4125	2
Universal Washroom	W4132	1
Gender Neutral Washroom	W4340	3
End of Journey Washroom	B1152	1
End of Journey Washroom	B1151	1
End of Journey Washroom	B1153	1
End of Journey Washroom	B1155	1
End of Journey Washroom	B1156	1

1

## ESTIMATED ROOM OCCUPANCY BY SQUARE METRES

■ = 1 square metre

■ = 5 square metres

- Provincial health guidelines recommend 5 square metres of floor space per person.
- Counting the 5m squares in each room gives a rough estimate of maximum occupancy while maintaining safe distancing.

- The number for each space is minus any partial squares, and the paths through.
- While the paths correspond to real room use as much as possible, the squares aren't meant to directly represent an arrangement of work spaces. It's a rough capacity number, and final layouts can depend on each space's furnishings and specific needs.

- Active shop areas are tentatively assigned the number **6**
- Some large studio spaces have had capacity further reduced with extra paths, to represent the needs of the workspace.

Pink = spaces that are not enclosed rooms, **or** usually have public access



Wilson Arts Plaza  
MAX OCCUPANCY 50



Elevator



Printers



Gender Neutral Washroom



Gendered Washrooms



# 2

## ESTIMATED ROOM OCCUPANCY BY SQUARE METRES

■ = 1 square metre

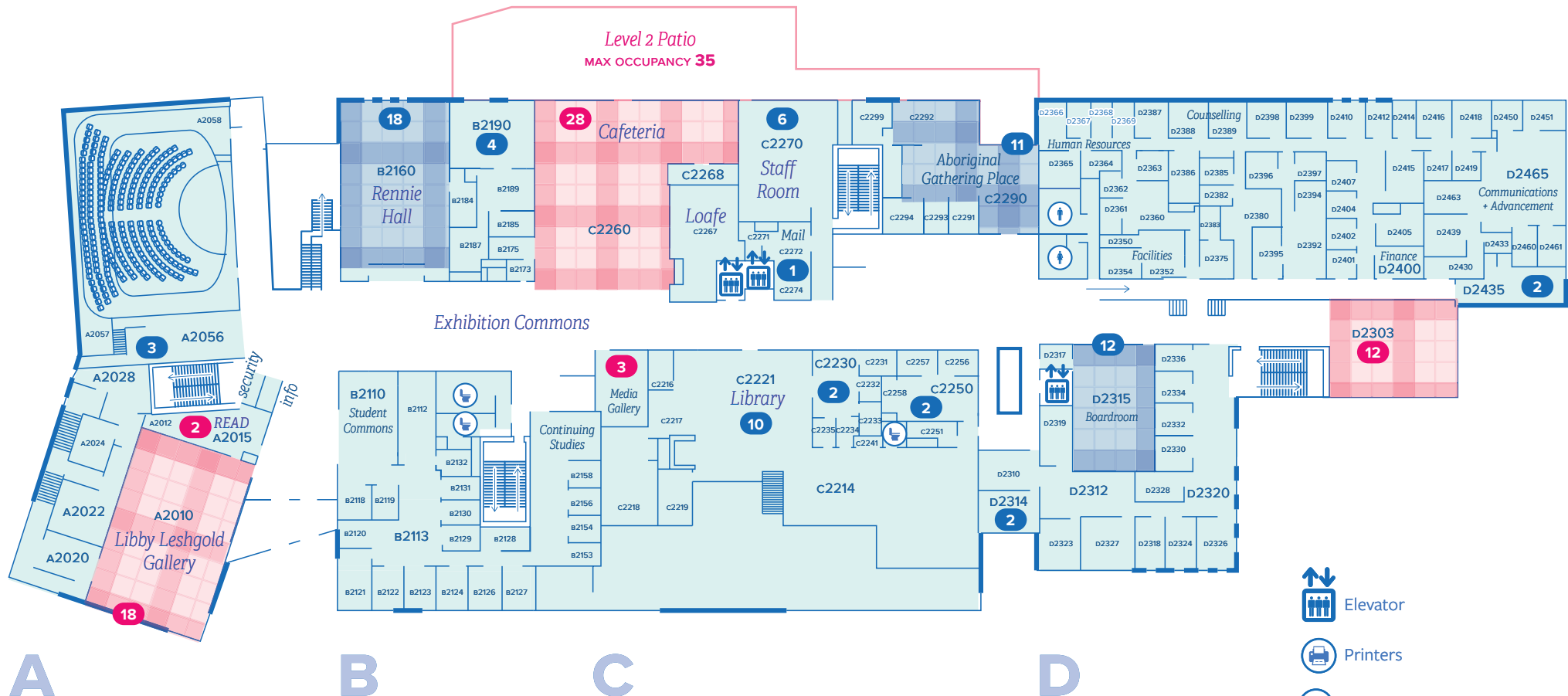
■ = 5 square metres

- Provincial health guidelines recommend 5 square metres of floor space per person.
- Counting the 5m squares in each room gives a rough estimate of maximum occupancy while maintaining safe distancing.

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# 3

## ESTIMATED ROOM OCCUPANCY BY SQUARE METRES

■ = 1 square metre

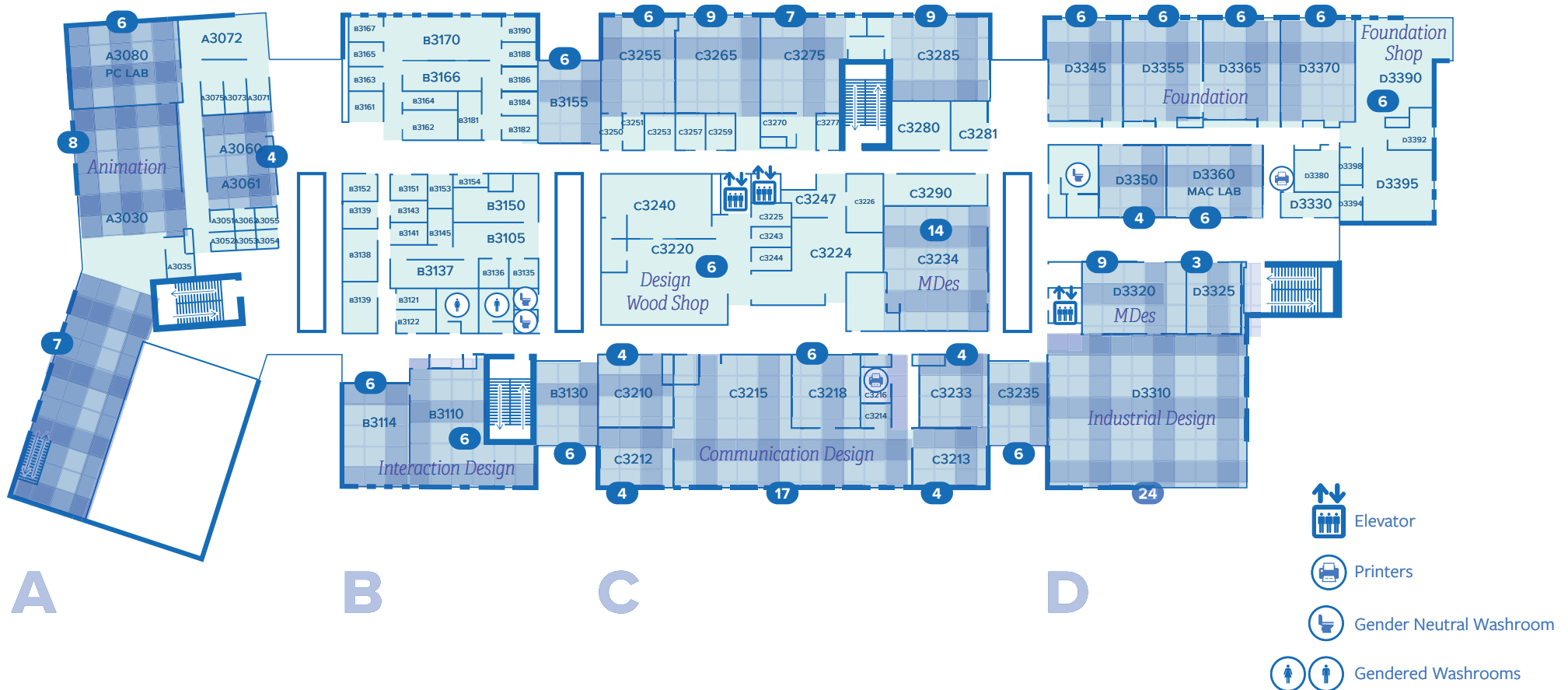
■ = 5 square metres

- Provincial health guidelines recommend 5 square metres of floor space per person.
- Counting the 5m squares in each room gives a rough estimate of maximum occupancy while maintaining safe distancing.

- The number for each space is minus any partial squares, and the paths through.
- While the paths correspond to real room use as much as possible, the squares aren't meant to directly represent an arrangement of work spaces. It's a rough capacity number, and final layouts can depend on each space's furnishings and specific needs.

- Active shop areas are tentatively assigned the number **6**
- Some large studio spaces have had capacity further reduced with extra paths, to represent the needs of the workspace.

Pink = spaces that are not enclosed rooms, **or** usually have public access



# 4

## ESTIMATED ROOM OCCUPANCY BY SQUARE METRES

■ = 1 square metre

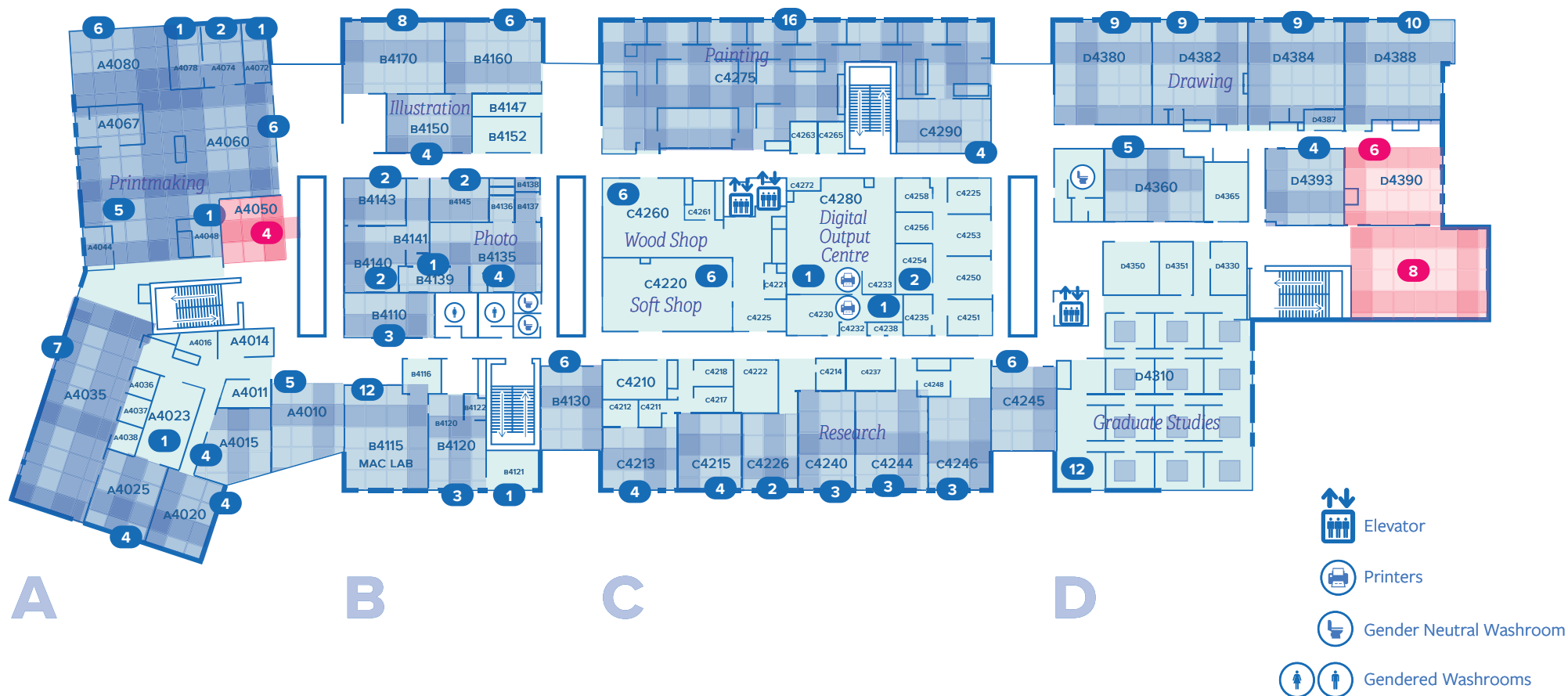
■ = 5 square metres

- Provincial health guidelines recommend 5 square metres of floor space per person.
- Counting the 5m squares in each room gives a rough estimate of maximum occupancy while maintaining safe distancing.

- The number for each space is minus any partial squares, and the paths through.
- While the paths correspond to real room use as much as possible, the squares aren't meant to directly represent an arrangement of work spaces. It's a rough capacity number, and final layouts can depend on each space's furnishings and specific needs.

- Active shop areas are tentatively assigned the number 6
- Some large studio spaces have had capacity further reduced with extra paths, to represent the needs of the workspace.

Pink = spaces that are not enclosed rooms, **or** usually have public access



Room	Maximum Occupancy	Recorded Occupancy	
A1010	12		
A1060	20		
B1110	6		
B1115	2		
B1116	2		
B1120	4		
B1122	6		
B1160	6		
B1165	2		
B1170	1		
B1175	2		
B1178	2		
B1185	8		
B1190	1		
C1202	6		
C1210	10		
C1220	6		
C1234	1		
C1236	1		
C1237	1		
C1245	6		
C1247	1		
C1249	1		
C1260	3		
C1262	3		
C1272	1		
C1279	2		
C1282	6		
C1290	1		
C1295	1		
D1310	2		
D1315	1		
D1320	2		
D1321	1		
D1322	2		
D1323	1		
D1324	1		
D1326	2		
D1331	1		
D1332	1		
D1333	1		
D1334	1		
D1337	1		
D1340	1		
D1342	1		
D1343	1		
D1345	1		
D1346	1		
D1347	1		
D1348	1		
D1349	1		
D1350	5		
D1357	3		
D1359	13		
D1362	1		
D1363	1		
D1365	1		
D1375	4		
D1385	9		
D1387	12		
D1390	4		
D1400	16		
Wilson AP	50		
DATE:		CHECKED BY:	

[illegible]

[illegible]

[illegible]

## APPENDIX C: POSITION EXPOSURE RISK EVALUATION

- Risk Assessment for Pandemic Influenza
- Risk By Role



## Risk Assessment for Pandemic Influenza (including COVID-19)

	<b>Low Risk</b> Workers/Students who typically have no contact with infected people.	<b>Moderate Risk</b> Workers/Students who may be exposed to infected people from time to time in relatively large, well- ventilated workspaces	<b>High Risk</b> Workers/Students who may have close and/or extended contact with people or infected patients
<b>Hand Hygiene</b>	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol- based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable Gloves</b>	Not required Note: use of cleaning products may require gloves	Not required Note: use of cleaning products may require gloves	Yes, in some cases, such as when working directly with infected patients (eg. First Aid).
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	Yes, in some cases, such as when working directly with infected patients (eg. First Aid).
<b>Eye protection – goggles or face shield</b>	Not required	Not required	Yes, in some cases, such as when working in close or extended contact with people.
<b>Respiratory Protection</b> (minimum N95 or equivalent).	Not required	Not required	Yes, in some cases, such as when working directly with infected patients (eg. First Aid).
<b>Droplet Containment</b> (non-medical fabric mask)	Not required, personal choice to help prevent transmission in case asymptomatic	Yes, in some cases, when physical distancing is difficult to maintain	Yes, in some cases, such as when working in close or extended contact with people.

EMILY CARR UNIVERSITY RISK BY ROLE							
Unit	Area	Role	Risk	Controls	Engineered Needs	PPE/Other supplies	
Aboriginal Gathering Place	AGP	Director	Low	Regular and effective hand hygiene, alternate access models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
Academic Affairs	Library	Library Operations Coordinator	Low/Medium	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent barrier at circulation desk	Gloves, Masks, Sanitizers	
		Archivist	Low	Elimination, Alternate support models		Gloves, Masks, Sanitizers	
		Librarian, Library Circulation Technician, Library Assistant4	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		Gallery	Gallery Technician	Low/Medium	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Process specific masks, Gloves, re-easableMasks, Sanitizers, equipment carts
	Administration	Bookstore Coordinator	Low	Regular and effective hand hygiene, alternate access models, physical distancing, increased sanitization	Transparent barrier at register	Gloves, Masks, Sanitizers	
		Registrar	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		Scheduling coordinator, Deans, Director of Technical Services	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Masks, Sanitizers	
	Faculty	Admin Assistant	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent barrier at workstation	Gloves, Masks, Sanitizers	
		Art Faculty	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		Technical Services	Shop/Studio Technician	Low/Medium	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent barrier at workstation/ Creation of Student question kiosk.	Process specific masks, Gloves, Reusable masks, Sanitizers, Enhanced PPE as process and proximity requires.
	Counseling, Wellness, Accessibility	Counseling Wellness Accessibility	Administration, CUPE, Faculty	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers
Finance	Finance	Payroll, Accounts Payable	Low	Regular and effective hand hygiene, alternate access models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
	HR	Accounts Receivable	Low/Medium	Regular and effective hand hygiene, alternate access models, physical distancing, increased sanitization	Transaction window barrier review	Gloves, Masks, Sanitizers	
		HR Administration	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
ITS	MR/CTS	Media Resources Technician	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent barrier at equipment circulation desk	Process specific masks, Gloves, reusable Masks, Sanitizers, equipment carts	
		CTS Repair Technician	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		CTS Film Support	Low/Medium	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Enhanced PPE, Gloves, reusable Masks, Sanitizers	
	Information Technology	Digital Output Technician	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent service window barrier review	Gloves, Masks, Sanitizers	
		IT helpdesk Support	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization	Transparent Helpdesk barrier	Gloves, Masks, Sanitizers	
		IT Officer	Low	Elimination, Alternate support models			
	ITS System and network	Business Analyst	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		Systems Admin, Network Admin, Tier 2 support	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
		Research	Research Ethics Coordinator, Research Financial Analyst, Director, Executive Assistant, Project Coordinator	Low	Elimination, Alternate support models		
			Research Assistant, Research Lab Coordinator	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers
Student Services	International Services	International Program Advisor, Admissions Advisor, Director.	Low	Elimination, Alternate support models			
		International Student Advisor, Graduate coordinator of recruitment, Admissions Associate, Admissions Assistant	Low	Elimination, Alternate support models	Transparent barrier at workstation where on campus work is required	Gloves, Masks, Sanitizers	
Human Resources	HR	HR Administration	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	
Counseling, Wellness, Accessibility	Counseling Wellness Accessibility	Administration, CUPE, Faculty	Low	Regular and effective hand hygiene, alternate support models, physical distancing, increased sanitization		Gloves, Masks, Sanitizers	

## APPENDIX D: PHYSICAL DISTANCING AND HYGIENE SIGNAGE PROGRAM

- ECU COVID-19 Signage Program

# Wash your hands here.

---

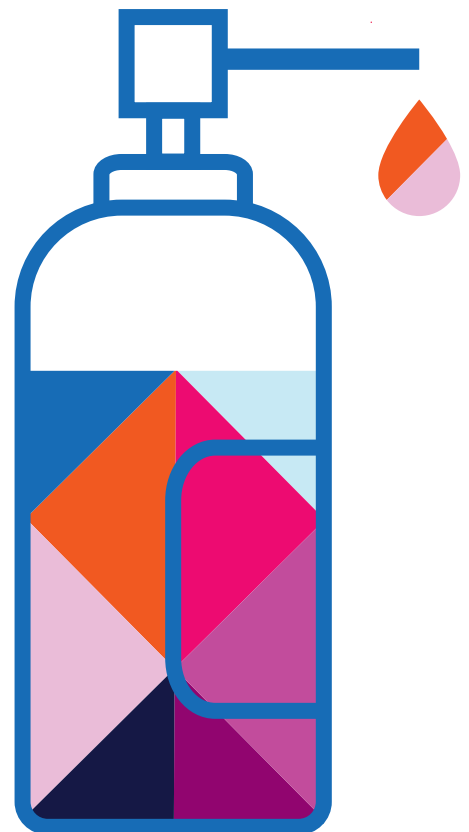
WITH SOAP AND  
WATER FOR AT LEAST  
20 SECONDS.



# Sanitize your hands here.

---

PLEASE HELP  
YOURSELF TO  
HAND SANITIZER.



# Daily health check required.

---

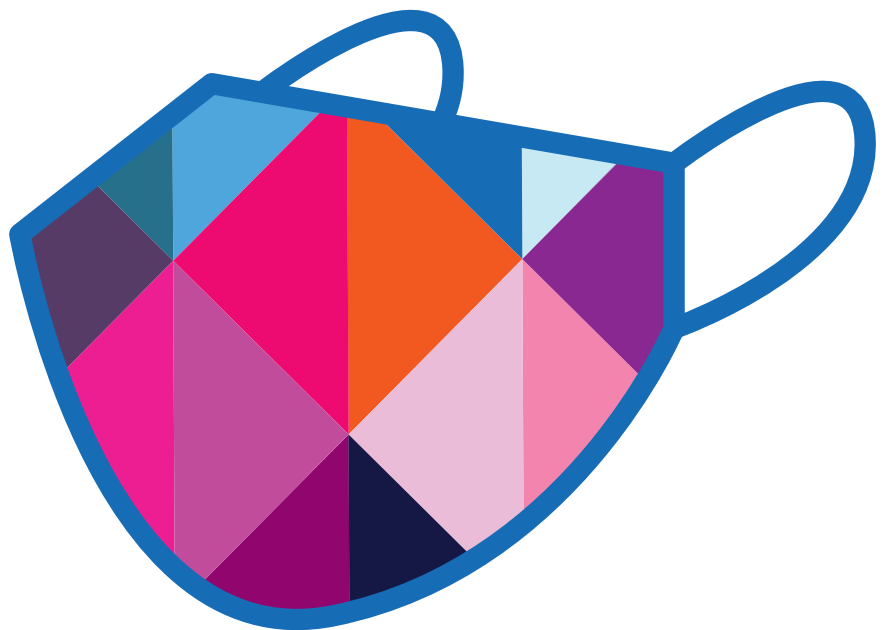
COMPLETE YOUR  
SELF-ASSESSMENT AT  
[BC.THRIVE.HEALTH](https://bc.thrive.health) BEFORE  
ENTERING CAMPUS.



# Face mask required inside.

---

THANKS FOR KEEPING  
OUR COMMUNITY SAFE.

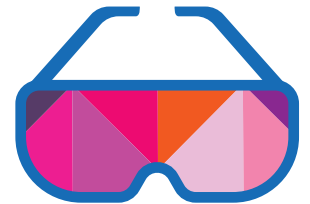
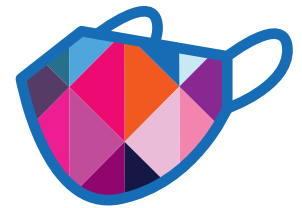


# PPE required inside.

---

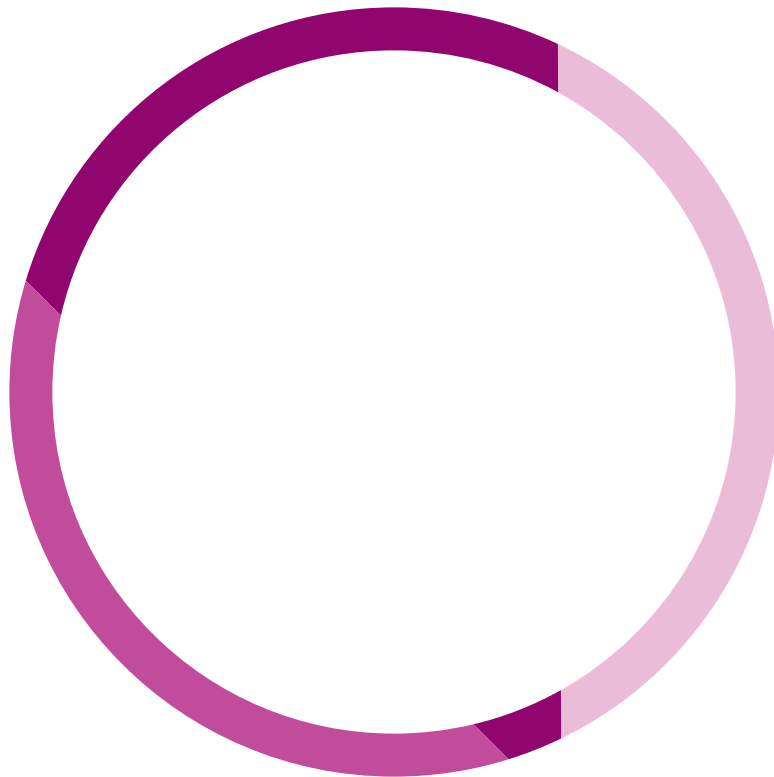
WHAT YOU'LL NEED FOR  
THE FOLLOWING ACTIVITY:

- ☐ FACE MASK
- ☐ SAFETY GLASSES
- ☐ GLOVES
- ☐ FACE SHIELD



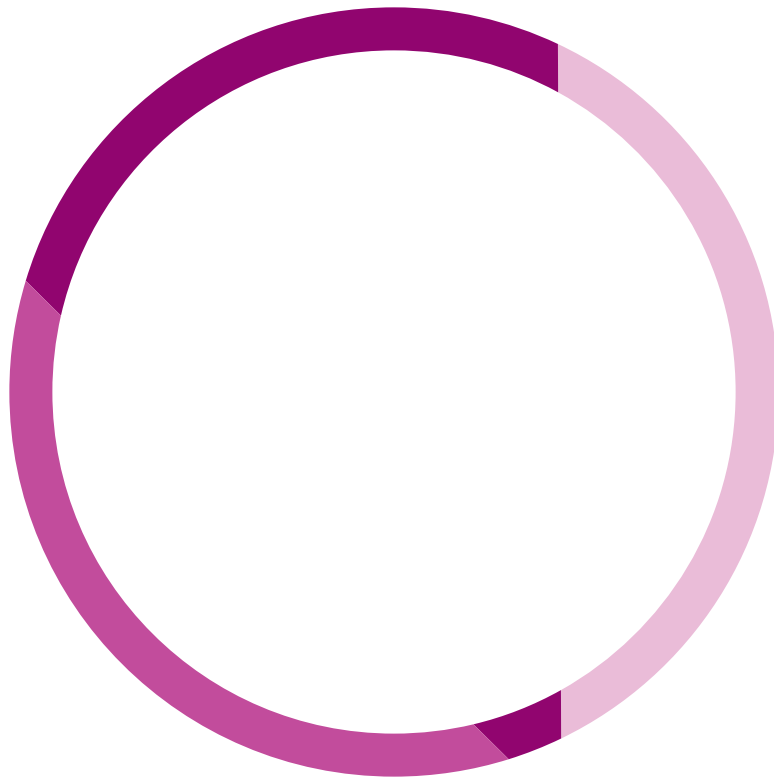


**This room's  
occupancy  
limit is:**



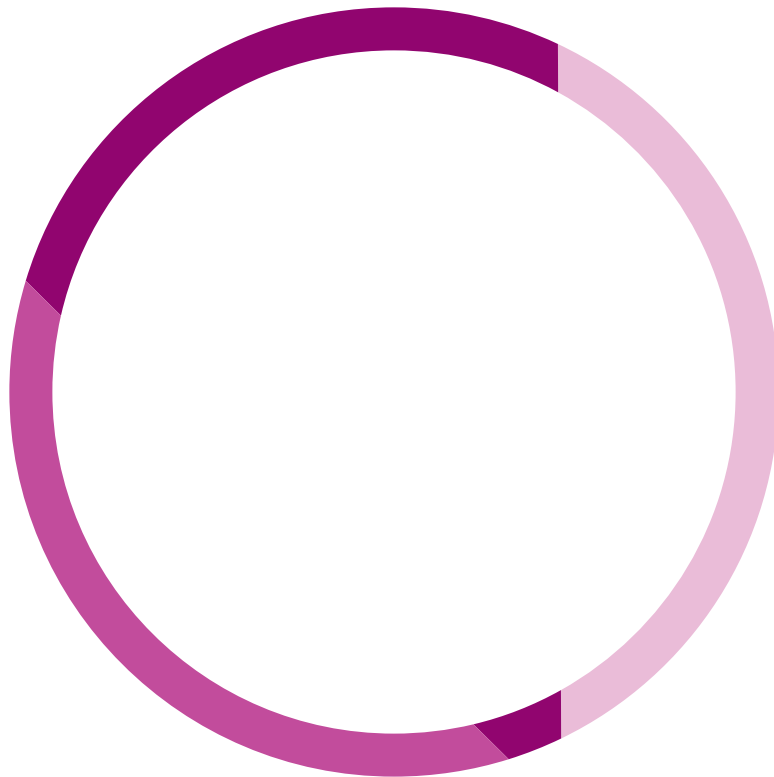
**CREATIVE FOLKS**

**This room's  
occupancy  
limit is:**



**VISIONARY THINKERS**

**This room's  
occupancy  
limit is:**



**IMAGINATIVE MAKERS**



DRAFT FLOOR DECAL FOR  
HIGH-TRAFFIC AREAS

STAIRWELL D

# One-way traffic up.



ACCESS TO LEVELS 1, 2 + 3

# Watch for two-way traffic.



BE AWARE, MOVE SLOWLY

**This is a  
high-traffic  
area.**



**BE AWARE, MOVE SLOWLY**

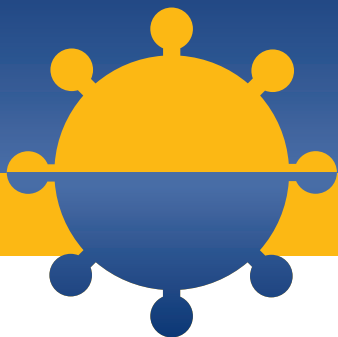
## APPENDIX E: CLEANING STANDARDS AND FREQUENCIES

These cleaning standards and frequencies are based on the BCCDC document for Cleaning Public Institutions.

1. Cleaning protocols performed by the Facilities cleaning service provider have been aligned to meet the BCCDC document for Cleaning Public Institutions.
  - Frequently-touched surfaces:  
Frequency: At least twice per day  
Examples: door handles, light switches, handrails, elevator buttons, counters, washrooms Responsible: Facilities cleaning service provider
  - General cleaning of classrooms with scheduled face-to-face activity:  
Frequency: At least once per day  
Examples: Chairs, tables, plexi-glass barriers, podiums, floors. Responsible: Facilities cleaning service provider
  - General cleaning of administrative, service, and common areas:  
Frequency: At least once per day Examples: counters, desks, tables, floors  
Responsible: Facilities cleaning service provider
2. User cleaning of shared equipment with disinfectant wipes.  
Hand sanitizer and disinfectant wipes dispensers are located throughout the campus common areas. Cleaning materials are available to program staff for use in classrooms and administrative areas.
  - Shared equipment during face-to-face class:  
Frequency: In between students  
Examples: TBD by each program/class, includes tools and equipment  
Responsible: Students (supervised by instructors)
  - Shared equipment staff spaces:  
Frequency: In between users  
Examples: Prep rooms, break rooms  
*Responsible: individual staff*

**Resource:** BCCDC [Cleaning and Disinfectants for Public Settings](#) poster.





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

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

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

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



OR



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

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

***All visibly soiled surfaces should be cleaned before disinfection.***

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

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

### Recommendations:

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

### Cleaning .....

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

### Disinfection .....

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





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

See Health Canada's **List of hard-surface disinfectants for use against coronavirus (COVID-19)** for specific brands and disinfectant products.

### IMPORTANT NOTES:

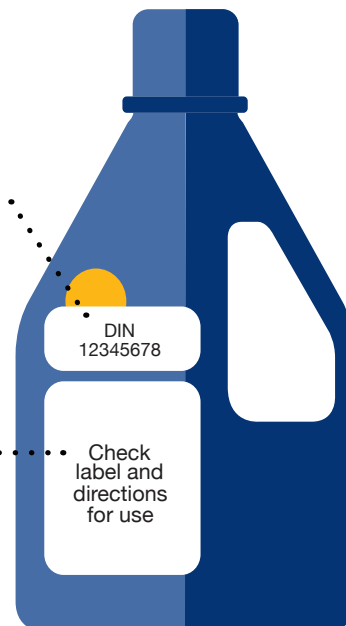
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time and safe use.
- All visibly dirty surfaces should be cleaned **BEFORE** disinfecting (unless otherwise stated on the product).

### Drug Identification Number (DIN):

A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

### Agents effective against coronavirus:

- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl benzyl ammonium chlorides (QUATs)



### List of disinfecting agents and their working concentrations known to be effective against coronaviruses<sup>1,2</sup>:

Agent and concentration	Uses
1. <b>1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%)*</b> 10 ml bleach to 990 ml water	Used for disinfecting surfaces (e.g. hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.
2. <b>1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)*</b> 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. <b>Hydrogen Peroxide 0.5%</b> <b>Do not dilute your own.</b>	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. <b>Quaternary Ammonium Compounds (QUATs):</b> noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label <b>Do not dilute your own.</b>	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

<sup>1</sup> Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

<sup>2</sup> Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). [https://www.picnet.ca/wp-content/uploads/PICNet\\_Home\\_and\\_Community\\_Care\\_Guidelines\\_2014\\_.pdf](https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf)

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.



## APPENDIX F: HEALTH ASSESSMENT TOOL – THRIVE BC

- BC COVID-19 Health Assessment tools found at: <https://bc.thrive.health/>



British Columbia COVID-19

Powered by  thrive health

Help to stop the spread and stay informed by using these tools:



[Support App &  
Self-Assessment Tool](#)



[Self-Assessment Tool](#)

🌐 Also available in 中文, हिन्दी,  
ਪੰਜਾਬੀ, 한국어, العربية, فارسی

## APPENDIX G: EDUCATION SIGNAGE

- About Coronavirus Disease (BCCDC)
- How To Safely Use a Non-Medical Mask or Face Covering (PHAC)
- Reduce the Spread of COVID-19 (BCCDC)
- Cleaning and Disinfectants for Public Settings (BCCDC)
- Hand Hygiene (BCCDC)

# ABOUT CORONAVIRUS DISEASE (COVID-19)

## WHAT IT IS

**COVID-19 is an illness caused by a coronavirus.**

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

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

## SPREAD

Coronaviruses are most commonly spread from an infected person through:

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

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

## IF YOU HAVE SYMPTOMS

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

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

## SYMPTOMS

**Symptoms** of COVID-19 can:

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

## PREVENTION

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

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

## FOR MORE INFORMATION ON CORONAVIRUS:



1-833-784-4397



canada.ca/coronavirus



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada

# HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

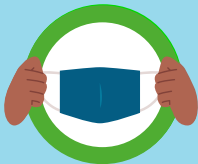
## DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

## DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

## DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

## DON'TS



**DON'T** reuse masks that are moist, dirty or damaged.



**DON'T** wear a loose mask.



**DON'T** touch the mask while wearing it.



**DON'T** remove the mask to talk to someone.



**DON'T** hang the mask from your neck or ears.



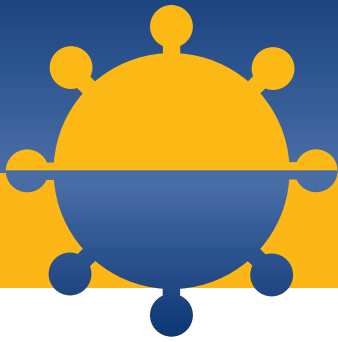
**DON'T** share your mask.



**DON'T** leave your used mask within the reach of others.

**REMEMBER**, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



**REDUCE THE SPREAD OF COVID-19**



## **PHYSICAL DISTANCING IN PROGRESS**

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



Ministry of  
Health

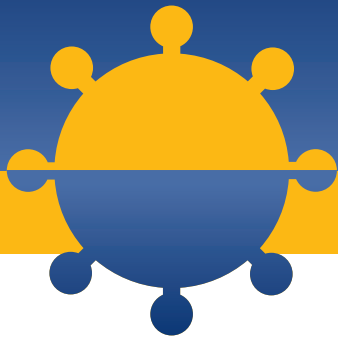


BC Centre for Disease Control

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







# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

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

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

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OR



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***All visibly soiled surfaces should be cleaned before disinfection.***

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

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

### Recommendations:

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

### Cleaning .....

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

### Disinfection .....

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







# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS

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### IMPORTANT NOTES:

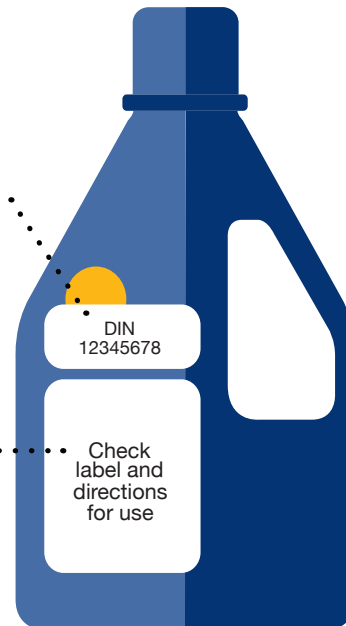
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A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

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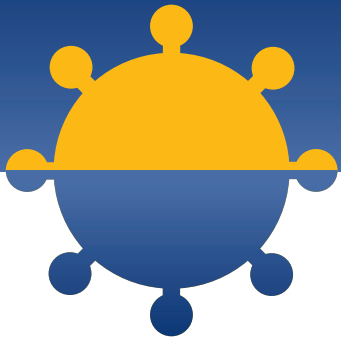
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2. <b>1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)*</b> 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.
3. <b>Hydrogen Peroxide 0.5%</b> <b>Do not dilute your own.</b>	Used for cleaning and disinfecting surfaces (e.g. counters, hand rails, door knobs).
4. <b>Quaternary Ammonium Compounds (QUATs):</b> noted as 'alkyl dimethyl benzyl ammonium chlorides' on the product label <b>Do not dilute your own.</b>	Used for disinfecting surfaces (e.g. floors, walls, furnishings).

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<sup>2</sup> Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). [https://www.picnet.ca/wp-content/uploads/PICNet\\_Home\\_and\\_Community\\_Care\\_Guidelines\\_2014\\_.pdf](https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf)

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

## Hand Hygiene

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

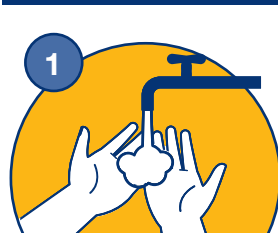


**Either will clean your hands:  
use soap and water if hands  
are visibly soiled.**



**Remove hand and wrist jewellery**

### HOW TO HAND WASH



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



2  
Apply liquid or foam soap



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



4  
Rinse thoroughly  
under running water



5  
Pat hands dry thoroughly  
with paper towel



6  
Use paper towel  
to turn off the tap

### HOW TO USE HAND RUB



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

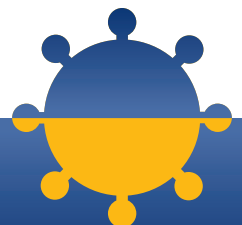


2  
Apply about a loonie-sized  
amount to your hands



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

COVID19\_HH\_001



## APPENDIX H: HUMAN RESOURCES GUIDE ON RETURNING TO CAMPUS

- Human Resources Guide on Returning to Campus

## ECU – COVID-19 Pandemic Response

### The HR Guide on Returning to Campus: Accommodations, Commuting + Illness

#### Scope

This guide applies to all areas that employ Faculty, Support Staff and Administrators.

#### Purpose

Emily Carr University is committed to providing working conditions that respect the different experiences and needs of each employee while we endeavour to resume on-campus work activities that are required for the ongoing operations of the university. The fundamental tenants underlying this document are rooted in the principles of support, compassion and empathy.

This guide provides direction on a variety of employment-related topics with the purpose of enabling a return to on-campus work. This includes:

- Workplace Accommodations
- Commuting and Telecommuting
- Illness: How to Support Employees Who Exhibit Symptoms

#### Workplace Accommodations

Under the BC Human Rights code, the university is required to accommodate employees who require changes to their work environment for reasons that fall under the protected grounds of the code. The most common form of workplace accommodation arise from the need to support individuals who come forward with a physical or mental disability, or where there is a need to accommodate a person in relation to their family status.

**Leaders are to be proactive in initiating these conversations within their areas. Please do not wait for an employee to come forward before these options are discussed. This can result in undue stress during what is already a very difficult and stressful time.**

#### Accommodating Employees with Disabilities

In accordance with guidelines from WorkSafeBC, the university will soon develop and implement policies and procedures to resume safe operations on campus. Once these measures are in place, the campus environment is to be considered safe, provided that appropriate measures are followed.

That said, there may be members of our community who have a condition or disability that results in a compromised immune system affecting their ability to safely work on campus.

**What you need to know as a leader:**

You may have a duty to accommodate an employee who self-identifies as having a condition or disability that prevents them from being present on campus during the pandemic.

**How do you support this employee:**

You are to report this accommodation request to Anthony Ki and participate in the accommodation process as defined by Human Resources: [anthonyki@ecuad.ca](mailto:anthonyki@ecuad.ca)

**What is Human Resources' role?**

Human Resources will work with the employee to understand their medical circumstances in a manner that respects their privacy and confidentiality. So as to not unduly burden the healthcare system during the pandemic Human Resources, at its discretion, may not collect medical documentation normally required for a workplace accommodation. That said, depending on the nature of the disability or condition, Human Resources may conduct regular reviews of the accommodation which could require detailed medical documentation.

Any medical records that have been requested by the University will be held by the HR Advisor, Benefits and Accessibility Services. The terms of the accommodation will be documented on the employee's personnel file, and shall be agreed to by the employee, their union (if applicable), their supervisor and Human Resources.

Accommodating Employees with Familial Obligations:

Once the university resumes safe operations on campus, there may still be members of our community who have familial obligations that fall under the following categories:

- The care provider for an employee's dependent has not resumed operations (e.g. daycare or other child care scenarios; nursing home or in-home supports; elder care, etc.).
- The employee has a family member who is at high risk for severe illness from COVID-19 (e.g elderly or immune-compromised individuals).

**What you need to know as a leader:**

You may have a duty to accommodate an employee who is required to provide care to a dependant, or lives with a family member that is deemed high risk.

*Note: under normal circumstances, the scenario of dependent care would not normally attract a duty to accommodate under the code; however, in the context of this pandemic response, we*

*are temporarily extending our duty of care to those who present with serious dependent care challenges.*

### **How do you support this employee:**

Your duty is to work with each employee who brings forward a dependent care issue and develop reasonable working arrangements that meet the needs of both the employee and the university.

For those employees who are seeking accommodation because of a high-risk family member, your duty is to report this employee to Human Resources and participate in the accommodation process as defined by Human Resources: [anthonyki@ecuad.ca](mailto:anthonyki@ecuad.ca)

### **What is Human Resources' role?**

Human Resources will work with the employee to understand the medical circumstances of their family member in a manner that respects their privacy and confidentiality. So as to not unduly burden the healthcare system during the pandemic Human Resources, at its discretion, may not collect medical documentation normally required for a "family status" accommodation. That said, depending on the nature of the disability or condition, Human Resources may conduct regular reviews of the accommodation which could require detailed medical documentation.

Any medical records that have been requested by the University will be held by the HR Advisor, Benefits and Accessibility Services. The terms of the accommodation will be recorded on the employee's personnel file, and shall be agreed to by the employee, their union (if applicable), their supervisor and Human Resources.

### **Commuting and Telecommuting**

As per the *ECU COVID-10 Safety Plan* for returning to campus, and provided that an approved risk analysis and plan has been conducted and approved by the President's Executive Committee ("PEC"), those areas with approved plans will be permitted to gain greater levels of access to the campus and ease-up on the current telecommuting requirements.

That being said, we are encouraging all areas to maintain leading practices in physical distancing, and for those non-curricular areas, we are encouraging leaders and employees to carry on with some form of telecommuting, where practicable.

### **Supporting Safe Commuting Strategies:**

We recognize that a number of commuting modalities are employed by our staff and faculty when coming to and from the campus. We further recognize that an individual's fear and

anxiety may stem from concerns directly related to contracting the virus and from encounters with racial profiling and other bigoted acts directed toward minority groups.

It is important to recognize that some employees who use the more public forms of transportation will experience different levels of fear and anxiety about their commute than those who have more isolating and controlled forms. And while it is the employee's responsibility to make their way to the campus, it is incumbent upon all of us to be flexible and compassionate to all members of the campus community who are struggling with fears and anxieties about their commute.

Lastly, it is important to acknowledge that some individuals, due to their age, the presence of a pre-existing health condition, or because they live with a vulnerable individual, may be concerned about commuting to the campus.

### **What you need to know as a leader:**

The university expects all leaders within the institution to demonstrate compassion for, and to work collaboratively with, those who are struggling to feel safe in their commute to the workplace.

Likewise, employees are required to be open to conversations with their supervisor in relation to their concerns about their commute, and to be receptive to solutions that would enable their attendance on site when it is required.

**Employees who are experiencing racism or racial profiling either on campus or during their commute to work should contact either the AVP Human Resources or the Threat Assessment Team for support and safety planning:**

- Adrian Tees, AVP HR – [adriantees@ecuad.ca](mailto:adriantees@ecuad.ca)
- Kevin Bird, ED Student Services - [kbird@ecuad.ca](mailto:kbird@ecuad.ca)
- Sue Dorey, Program Manager, Violence Reduction + Incident Response - [sdorey@ecuad.ca](mailto:sdorey@ecuad.ca)

### **How do you support this employee:**

Your duty is to work with each employee who brings forward commuting challenges to develop reasonable arrangements that meet the needs of both the employee and your department. If the concerns stem from their age, the presence of a pre-existing health condition, or because they live with a vulnerable individual, then an accommodation may be warranted.

## **Illness: How to Support Employees Who Exhibit Symptoms or Who Have Been In Contact with a Symptomatic Individual**

Employees who come to campus are required to perform a daily self-health assessment using the Thrive BC app: <https://bc.thrive.health>

Employees are not permitted to be on campus if they have recently started to exhibit any of the following symptoms:

- fever
- dry cough
- tiredness
- aches and pains
- sore throat
- diarrhea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes
- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

**Employees who experience or report difficulty breathing or shortness of breath; chest pain or pressure; or loss of speech or movement, should be directed to seek immediate medical attention by contacting 911.**

**If an employee requires assistance in contacting 911 due to the onset of symptoms, we would ask that supervisors seek the employees consent prior to contacting 911 on their behalf.**

Employees with known chronic conditions - such as Asthma, Crohn's Disease, Arthritis, Diabetes, etc - and whom experience some of the above listed symptoms are to consult their physician prior to returning to campus.

### **What you need to know as a leader:**

You have a responsibility to ensure a safe working and learning environment for everyone. In the event that an employee attends campus and presents with any of the above symptoms, you must ask the employee to leave campus or seek immediate medical attention.

It is acknowledged that this may seem severe given the prevalence of normal seasonal allergies, however, every precaution must be taken to mitigate the introduction of the COVID-19 virus into the university environment.

Your employees share this responsibility to ensure a safe working environment, and will be encouraged to remain home by either calling in sick or working remotely. Employees should not be asked to produce medical notes for short-term absences when calling in sick due to the presence of symptoms. If you have questions or concerns about absenteeism, you are to consult with your Human Resources Advisor.



**How do I code someone's time if they cannot attend work due to the presence of symptoms?**

All employees, regardless of status, will receive sick pay or short-term indemnity benefits if:

- they are required to remain away from the campus as a result of the direction provided in this guide; and
- they are unable to work from home due to these symptoms.

In the event that an employee is experiencing mild symptoms, the leader and employee may determine that it is reasonable for them to remain working while isolated at home. In this case, staff will not be required to report their time as "sick".

For clarification on this matter, please contact the appropriate HR Advisor for further guidance.

## APPENDIX I: COVID-19 SAFETY PLAN ORIENTATION MODULE

- COVID-19 Safety Plan Orientation Module

# **COVID-19 Safety Plan Orientation**

## **Staff Version**

# Overview

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ECU staff, instructors, and students are required to complete this COVID-19 Safety Plan Orientation, prior to engaging in on-campus activities.

This module covers:

- What COVID-19 is
- How to prevent the spread of COVID-19
- Staying safe on campus
- Your responsibilities as an ECU community member

**Please review this information carefully.** At the end of this training, you will be asked to sign a declaration confirming you have read & understood this plan, and agree to follow the guidelines.



# **Part 1: What is COVID-19?**

# What is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals.

In humans, they can cause respiratory (lung) diseases ranging from the common cold to more serious conditions such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

The disease caused by the newly-discovered coronavirus has been named COVID-19.

COVID-19 is considered a **global pandemic**, which means it has spread to countries around the world.

## **How is COVID-19 spread?**

The COVID-19 virus is spread by droplets produced when an infected person coughs, sneezes, or talks.

When another person breathes in these droplets, or when the droplets touch their eyes, nose or throat, they can become infected.

People can also become infected by touching surfaces that have been contaminated by droplets, such as tables or doorknobs, and then touching their eyes, nose or mouth.

People infected with COVID-19 can be contagious before symptoms appear, or when only very mild symptoms are present. Because of this, they may spread the virus to others without realizing it.

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

COVID-19 symptoms are similar to those of a cold or flu. They may 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

Symptoms may be mild or severe. They can change over time: someone may have only mild symptoms for several days, but then get much worse.



# Who is vulnerable to COVID-19?

Most people who are infected with COVID-19 recover. However, some people are at greater risk of serious complications and even death. These **vulnerable populations** include:

- Seniors and Elders
- People of any age who have chronic conditions, including diabetes, heart disease, high blood pressure, asthma, or cancer.
- People of any age with compromised immune systems, due to medical conditions or treatments (such as chemotherapy)
- People who face social or economic barriers, including poverty, unstable employment, insecure or nonexistent housing, and difficulty accessing medical care or transportation.

However, **anyone can experience serious complications from COVID-19**. Even if you are young and healthy, you may become very sick if you are infected.



## **Part 2: How to prevent COVID-19**

# **How is COVID-19 prevented?**

There are several effective ways to prevent the spread of COVID-19. These include:

- Physical distancing
- Avoiding groups
- Proper cough etiquette
- Practicing good hand hygiene
- Wearing a face mask
- Staying home if you feel ill, or have been exposed to someone with COVID-19

# **Physical distancing**

Physical distancing (or social distancing) means maintaining space between yourself and others when you are outside the home.

- Keep two metres (six feet) between yourself and others.
- Greet others from a distance. Wave instead of shaking hands or hugging.
- Do not gather in groups.
- Avoid crowded places and gatherings, such as parties.

## **Avoiding groups**

In BC, gatherings of more than 50 people are prohibited.

This includes festivals, sporting events, weddings, parties, and any other gathering. It applies in both indoor and outdoor settings.

# **Proper cough etiquette**

When an infected person coughs or sneezes, they produce droplets that contain COVID-19. To reduce the risk to others:

- Avoid coughing into your hands.
- Cover your mouth and nose with a tissue or your elbow when you cough or sneeze.
- If you used a tissue to cover your mouth or nose, throw it in the trash immediately.
- Wash your hands immediately after blowing your nose, coughing or sneezing.

# Hand hygiene

The most important thing you can do to prevent infection is to wash your hands regularly and avoid touching your face.

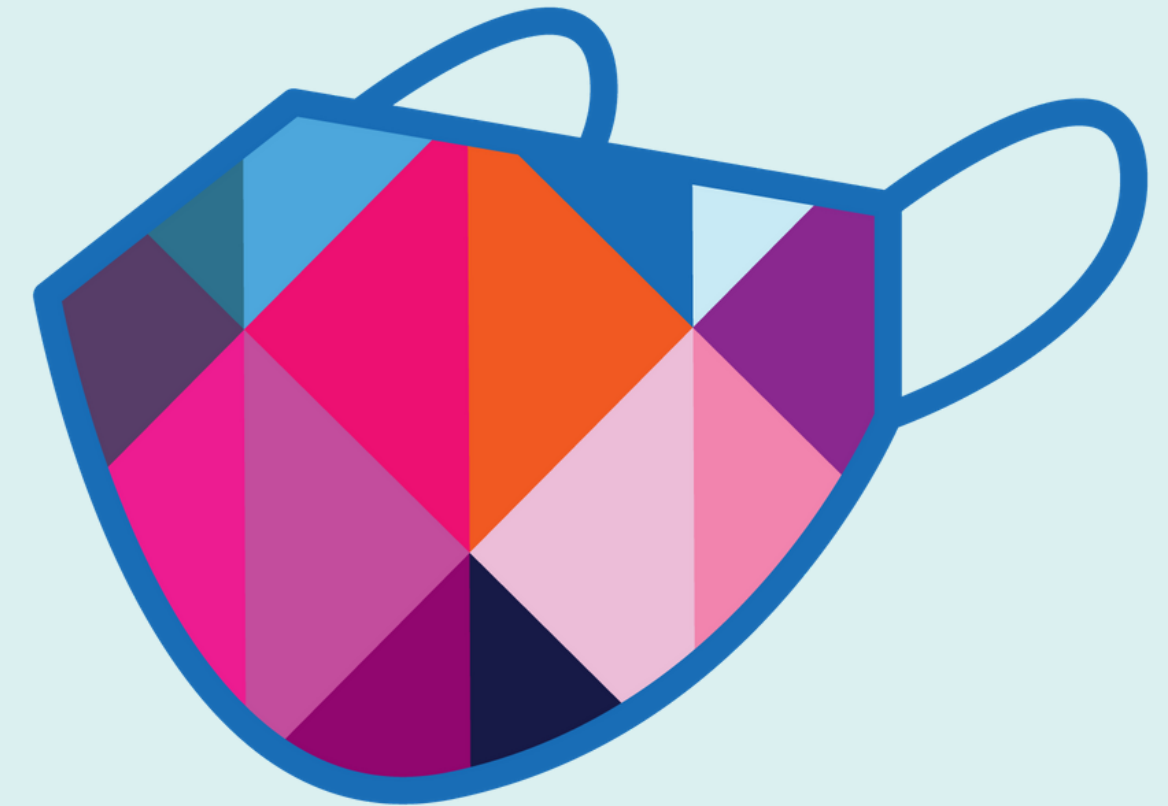
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains 60-90% alcohol. Cover all surfaces of your hands and rub them together until they feel dry
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Wipe down shared surfaces (such as desks and computers) before and after touching them.



# Face masks

Wearing a face mask can help protect others if you are infected with COVID-19, by creating a barrier that prevents droplets from spreading. Because you may not have symptoms yet, or may only experience very mild symptoms, you may not even know you are contagious.

- Wear a non-medical fabric face mask in areas where physical distancing cannot be maintained (such as in grocery stores or on transit)
- Masks are required on the ECU campus in any shared space (corridors, classrooms, labs, bathrooms, etc).





# **Staying home**

If you are infected with COVID-19, or you think you may be infected, **the best thing you can do is stay home and self-isolate**. Self-isolation means staying in a room that is not shared with anyone else, and limiting contact with others. You should stay home if:

- You are experiencing any symptoms, even very mild ones. Wait until you are symptom-free for at least 24 hours before returning to work or school.
- You live in the same household as someone with a confirmed or suspected COVID-19 case.
- You have recently arrived in Canada. By law, anyone returning to Canada from another country must self-isolate for 14 days.

If you think you may be infected with COVID-19, call your healthcare provider or Healthlink BC at 8-1-1 to get advice.



## **Part 3: Staying safe on campus**

# Physical distancing

- Each shared space has a posted **maximum occupancy limit**. Shared spaces include: classrooms, theatres, labs, meeting rooms, dining areas, study spaces, atriums, lunchrooms, washrooms, elevators and outdoor gathering areas.
- Signage will help to direct you through high-traffic corridors, and distance markers will show you where to line up when necessary. You must follow all posted signs and directions.
- Elevators are limited to one person at a time. Able-bodied individuals are to be encouraged to use stairwells. Please stand back from the elevator while waiting, to make space for others to exit.
- Stairs are restricted to one-way traffic (up or down). Obey the posted signs in stairwells.

## **Other controls**

In some spaces, physical distancing cannot be guaranteed. In those instances, we have implemented other measures and requirements to keep safe:

**Masks:** Everyone on campus is required to wear a non-medical fabric face mask while in a shared space (including hallways, classrooms, and studios).

**Physical barriers:** Plexiglass barriers have been installed in face-to-face service locations, as well as some facilities on campus, to keep individuals separate.

**Increased cleaning:** Shared equipment and high-touch surfaces will be cleaned more frequently.

**Personal protective equipment (PPE):** In some cases, individuals will be required to wear face shields, gloves, or face masks.

# **Entering + exiting the building**

When arriving on campus, please observe the following guidelines to keep everyone safe:

- Entry and exit doors are monitored. You may be asked to present your ID, and/or confirm that you have completed this orientation and your daily self-assessment.
  - You may only enter campus through the SW doors (closest to Great Northern Way and Thornton), on Level 2.
  - You must exit through the NW or East doors on Level 1.
- Follow all instructional signage posted at entry and exit doors.
- Maintain six feet (or two metres) between yourself and others when entering and exiting the building.
- Do not hold doors for others and allow them to enter or exit with you.

# **Shared work spaces + equipment**

When sharing a work space, please observe the following guidelines:

- In spaces without physical barriers (e.g., plexiglass screens between work stations), individuals should stay at least six feet apart from one another and from communal pathways.
- Individuals should avoid side-by-side seating at adjacent desks or work stations.
- Avoid activities that require multiple people to operate or handle equipment at the same time.
- Minimize sharing workstations.
- Wipe down all shared equipment (computer, mouse, phone) with a disinfecting wipe, before and after use.
- If a task requires you to be in close proximity to another person, keep this work as brief as possible.

# Meetings

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When gathering as a group, there are a few ways to keep each other safe:

- If possible, use videoconferencing and other remote means to hold meetings.
- For in-person meetings on campus, maintain six feet (2m) of space between each person. Avoid meetings or gatherings where physical distances cannot be maintained.
- Consider having all or some attendees attend virtually, using larger rooms, or moving meetings outside.
- Eliminate hand-to-hand contact between individuals (handshakes, fist bumps, high-fives, etc )
- Individually-packaged catered meals and single-use drinks are acceptable, however shared platters or buffets are not permitted.

## **Eating + drinking**

- Bring your own lunch and beverages to campus. Food services on campus (including The Caf) are currently closed.
- Do not share food or drink with others.
- Pack a water bottle. There are currently no water fountains operating on campus.
- Take your breaks outdoors if possible. Alternately, eat at your desk to leave communal spaces free for students and instructors to use.





# **Part 4: Your responsibilities**

# Daily health screening

Anyone who is coming to campus is required to complete a personal health assessment **each day** prior to entry.

We are using the **BC COVID-19 Health Assessment** tool. There are three ways to access it:

- Download the app from Google Play or App Store
- Complete the assessment online at **<https://bc.thrive.health/>**
- Phone 8-1-1 and talk through the question set with a representative

If you answer yes to any question in the assessment, you **MUST NOT** come to campus for at least 14 days.



# Follow on-site guidelines

It is important that every member of the ECU community observe all posted guidelines and follow the guidelines in this training. These include:



- Follow signs and walk as directed to leave space for others.
- Observe posted occupancy limits on campus spaces.
- Pack a non-medical fabric mask, and wear it while you are in shared spaces.
- Clean your hands regularly, by washing with soap and water or using hand sanitizer.
- Use PPE as directed.
- **Stay home if you feel sick.**

## **Maintain awareness**

Understanding what COVID-19 is and how it spreads is important for staying safe. Maintain awareness of risks (including travel and group gatherings).

Report any potential exposures or circumstances that may impact the safety of others at ECU to your manager or supervisor.

## **Seek help**

If you or someone else is experiencing symptoms of COVID-19 while on campus, please contact First Aid (Security) immediately by calling **604.844.3838**.

If you, or someone else, is experiencing serious symptoms including:

- Shortness of breath, or difficulty breathing
- Chest pain or pressure
- Loss of speech or movement

Call 911 for help. If you are contacting 911 on behalf of someone else, seek their consent prior to calling for help.

# Staff responsibilities

- Review information resources (including this training), and follow up with your supervisor if you have any questions.
- Take part in training and instruction as required.
- Review and follow related Safe Work Procedures.
- Use all assigned PPE (including non-medical fabric masks) as trained and instructed.
- Refer to information from trusted sources including ECU, the BC Public Health Officer, the BC Centre for Disease Control, Public Health Agency of Canada, and the World Health Organization.
- Understand how exposure can occur, and when and how to report exposure incidents.
- Understand who is considered highly vulnerable in your work or personal contact circles. Work with your manager to ensure appropriate controls in place.
- If experiencing **any symptoms** do not come to work.
- Report symptoms to manager and contact 8-1-1 or use the BC COVID-19 Health Assessment tool, and follow instructions.

## **List of policies and procedures.**

Please refer to the following documents for more information:

- HR Guidelines for Returning to Campus
- International Student Arrival Protocol
- Departmental Safe Work Procedures
- Campus Access Protocol
- ECU COVID-19 Safety Plan

# Acknowledgement

Before returning to campus, you must submit an acknowledgement to affirm that:

- You have read and understood this COVID-19 Safety Plan Orientation module
- You agree to follow all the instructions, procedures, and guidelines stated above.

You will **not** be permitted to access campus until you have submitted this acknowledgement.



**Submit your acknowledgement**



## APPENDIX J: INTERNATIONAL STUDENT PROTOCOL

- Safe Travel and Quarantining Guidelines for International Students



## SAFE TRAVEL AND QUARANTINING GUIDELINES FOR INTERNATIONAL STUDENTS

Arriving in Canada to attend Emily Carr University of Art + Design.

Welcome to all of our International Students. These guidelines are for all Emily Carr University international students who are currently outside of Canada and who are planning to travel to Canada to study at Emily Carr University.

Due to the COVID-19 pandemic, there are travel restrictions that limit travel to Canada. If you are making plans to come to Canada, please let us know by emailing our International Office at [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca).

Only students who had study permits approved before March 18, 2020 are permitted to enter Canada. And they may only enter, if their travel is deemed essential by Immigration, Refugees and Citizenship Canada.

Please check the recent communication about your program to confirm if you have registered in a Hybrid course and will be required to be on campus or can complete your September (Fall) semester online. If you are not sure contact [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca)

Emily Carr University strongly recommends that all international students planning to travel to Canada clearly understand the Government of Canada and BC Government laws and regulations before making travel plans. <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/visitors-foreign-workers-students.html#restrictions-students>

### PRE-DEPARTURE

#### PACKING

##### ***Carry-On Luggage:***

- You must bring in your carry-on luggage, at least 2 cloth masks or several disposable ones, a travel-sized bottle of hand-sanitizer and disinfecting wipes.

##### ***Checked-In Luggage:***

In addition to regular packing requirements, students are recommended to bring:

- 30 disposable face masks and 1 cloth face mask
- One large bottle of quality hand sanitizer
- Box of Nitrile gloves
- Thermometer

You must also ensure to have the following documents ready in your carry-on luggage for when you arrive in Canada:

- Passport
- IRCC Approval letter
- Letter of Acceptance and support letter from Emily Carr University indicating that you are registered in a Hybrid program requiring you to be on campus.
- Proof of pre-arranged accommodation document and contact information of Hotel/Home/Apartment.

## **PRE-DEPARTURE PROTOCOL**

Inform us of your arrival date before you come to Canada so that we can re-confirm that you have received and understood your responsibilities with respect to Canada's international travel restrictions and your safe entry into Canada. Send your travel itinerary to [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca).

## **Health Insurance**

You must confirm and provide proof that you have purchased adequate Health Insurance, including COVID-19 health insurance. Information about Health Insurance is available at this link:

<https://www.ecuad.ca/admissions/welcome-guide/pre-arrival-checklist/health-insurance#an-international-student>

- Send your proof of health insurance to [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca)

## **Complete the Federal ArriveCAN Application**

You can download the ArriveCAN application: The app works in airplane mode and allows you to save your information to submit upon arrival at the airport or border.

[iPhone/App Store](#)

[Android Devices](#)

## **Read the BC Self-Isolation Guide [Dos and don't of self-Isolation](#)**

## **Complete a B.C. Self-Isolation Plan**

Your plan can either be: Completed and submitted online before, or when, you arrive in British Columbia.

Online submission: [Click here](#) Note: The form does not work on Internet Explorer

Submit the filled paper form when you entering at Canada: Download a [PDF version of the form](#)

## **Download [COVID-19 App and Daily Symptom Tracker](#)**

## **Before boarding your flight**

If you're travelling by air, you need to pass a health check conducted by airlines before you're allowed to board your flight. Anyone who shows symptoms of COVID-19 will not be allowed to enter Canada by air.

## **Travel Protocol:**

While travelling to your destination in Canada, you must:

- Wear a mask
- Practice social distancing
- Wash hands frequently
- Use hand sanitizer regularly and as necessary
- Sanitize your personal space and high-touch areas such as seat belts and tray tables
- Minimize trips to the washroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep your cell phone charged
- Bring some food as restaurants or stores may be closed
- Bring a refillable water bottle

## **Mandatory quarantine for travellers entering Canada**

When you arrive in Canada by air or land, the government will assess your health before you leave the port of entry. If you have a valid study permit, or were approved for a study permit on or before March 18, 2020, you're exempt from the travel restrictions, however, you must have a plan to [quarantine for 14](#) days when you arrive in Canada. This is mandatory, even if you have no symptoms.

When you arrive at your final destination, quarantining means you cannot leave the hotel/house/apartment for the next 14 days. You can go outside if there is a yard or private area, but you cannot go shopping, visit other homes, or go out anywhere.

The penalties for not following your quarantine plan can include

- 6 months in prison and/or \$750,000 in fines.
- Being found [inadmissible](#), removed from Canada and banned from entering for 1 year.

Further, a person who causes a risk of imminent death or serious bodily harm to another person while wilfully or recklessly contravening this act or the regulations could be liable for a fine of up to \$1,000,000 or imprisonment of up to 3 years or both.

If you plan to travel to Canada for the September (Fall) semester, please let Otilia Spantulescu [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca) know your quarantine plan.

### **Transit from YVR Vancouver International Airport to your quarantine accommodation**

Ensure you wear an appropriate mask or face covering and be mindful of physical distancing and good hygiene practices. - [Please see the Travel Protocol](#)

Travel options from YVR Vancouver International Airport:

<https://www.yvr.ca/en/passengers/takecare/transportation-and-parking>

If your hotel or other accommodation does not provide food services during your quarantine and you do not have anyone to help to drop off groceries or pick up the things you need, then please let us know at [intadvising@ecuad.ca](mailto:intadvising@ecuad.ca) and we will support you.

### **During Quarantine**

You must monitor your health for 14 days, if you start having COVID-19 symptoms, then isolate yourself from others. Symptoms may include one or all of these:

- Fever, equal to or greater than 38°C
- Cough
- Difficulty Breathing
- Shortness of breath
- Signs of fever Shivering, flushed skin, excessive sweating [COVID-19 App and Daily Symptom Tracker](#)

If you are experiencing any of these symptoms, immediately call the public health authority (811) and describe your symptoms and travel history, and follow their instructions.

### **ATTENDING EMILY CARR UNIVERSITY AFTER QUARANTINE**

Once you have completed your self-isolation quarantine you will be able to attend the ECU campus in accordance with our **Safe Return to Campus Risk Management guidelines** that we will send to your Emily Carr email address.

Resources and useful links:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>

[CORONAVIRUS DISEASE](#)

[Hand washing1](#)

[Hand washing2](#)

[Dos and don'ts of self-isolation](#)

[Returning Travellers Factsheet \(PDF, 216KB\)](#)

[COVID-19 App and Daily Symptom Tracker](#)

[HOW TO QUARANTINE \(SELF-ISOLATE\) AT HOME](#)

**Welcome to Vancouver and Emily Carr University!**

## APPENDIX K: SUPERVISOR RESPONSIBILITIES

The following is a direct excerpt from [WorkSafeBC's responsibilities for workplace health and safety](#):

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

### **Your responsibilities**

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafeBC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

## **Appendix M**

### **Filming Industry Standards while on ECU Campus**

Emily Carr University of Art + Design requires all film productions renting space for the purpose of film activity affirm that the Producer and Producer's employees and subcontractors are all fully compliant and acknowledge BCCDC screening requirements and ECU requirements prior to any visits. Furthermore, the Producer and Producer's employees and sub - contractors whom provide services to ECU office buildings and/or shooting locations, from prep to wrap remain COVID-19 free and compliant with the above guidelines. The Producer/Production Company is required to submit their COVID-19 safety response plan to Emily Carr University one week prior to any proposed film activity for review and approval.

In addition to screening procedures and submitting a COVID-19 safety response plan, ECU asks that the Producer and the Producer's employees are familiar with the information outlined in the document entitled "Location Filming: Managing the Pandemic Risk". The production is required to display this document in areas visible to members of the public and ECU staff.

The Producer, Production Manager and Location Manager are required to [take the contractor orientation module and submit the acknowledgement located at the end of the document](#). As stated in the film activity location agreement, Jessica Wadsworth, Manager, Commercial Filming + Events is the main contact for the university. All questions arising from the safety orientation can be directed to her.

### **Communications and COVID-19 Protocols**

#### **Productions Must:**

- Provide daily contact tracing documentation with all COVID-19 Safety protocols having been met for all film crew members to ECU
- Have COVID-19 status bracelets on and visible at all times
- Immediately report any COVID-19 outbreaks /cases to ECU

#### **Scouting / Tech Survey Crew**

Scouting and technical survey crews must follow approved movement protocols, and provide as much lead time as possible for coming to the campus.

#### **Movement Protocol while on ECU Campus:**

Everyone on ECU Campus must:

- Wear a mask
- Wear the daily colour-coded bracelet as proof of having met daily screening requirements
- Practice social distancing
- Follow all way finding markers and observe and follow all room capacity limits
- Wash hands frequently
- Use hand sanitizer regularly and as necessary
- Sanitize personal space and equipment as per industry COVID-19 standards
- Use only designated washrooms

- Touch as few surfaces as possible
- Stay in defined areas as set by ECU
- Have little or no contact with anyone outside of the filming crew while on campus

### **Access**

Film crew personnel will not come to ECU if the crew member has recently started to exhibit any COVID-19 symptoms, or if they have been exposed to someone with COVID-19 in the past two weeks.

### **Industry Standards for COVID-19 in the Motion Picture Industry**

All film production safety plans have been submitted to WorkSafe BC and been provided to ECU in advance of confirming location agreements.

The motion picture industry has committed to COVID-19 health protocols that go far and above protocols set by WorkSafeBC. These protocols include weekly COVID-19 medical testing for all cast and crew, with testing scheduled at three times per week for cast and crew that work directly on set.

Each morning, all production crew report to the production office for daily self-assessment and temperature taking. Having proved no symptoms, crew members are fashioned with a colour-coded bracelet, regardless of whether their work day involves accessing a remote location or not. At the end of each day, all production crew must complete an online self-assessment and submit their evening self-assessment result to Production. This rigorous daily self-assessment is in addition to medical testing and is not optional. While filming on location, crew report to the health and safety tent each morning to complete the daily self-assessment and have their temperature taken, followed by submitting their evening self-assessment at the end of a day on location via app.

Key elements of the motion picture industry returning to work involve substantial changes to the work flow of production on location. Crews have been kept to bare minimums. All crew are required to wear PPE, hand sanitize frequently, and work as physically distanced as possible. Productions are required to establish “zones” on location. Zone A is designated as the immediate set and only actors and camera crew are permitted there. Zone B is designated outside of that and the director, cinematographer, assistant directors, hair, make-up, wardrobe, props, lighting and script supervision reside there. Monitors that provide audio-visual streaming of Zone A must be physically distanced enough that crew requiring a monitor can be appropriately spaced out. Access to set is only during break time between takes and only one department at a time can access Zone A *after* Zone A has been cleared of camera crew and actors. This allows for physical distancing.

The motion picture industry has also developed rigorous cleaning and sanitizing protocols. Production have either hired or contracted cleaning crews to prepare equipment and sets for use. Upon completion of film activity in a set, the area and equipment there is sanitized for holding or removal. Rigorous cleaning of washrooms and facilities is also maintained throughout the day. Sanitizing stations are also monitored throughout the day and supplies are kept on-hand to replenish as needed. Some productions have purchased air scrubbers that use hospital-grade HEPA filters to clean air at a faster rate depending on room size.

