



# Acsenda School of Management

## Return to Campus Response Plan

[Date]

[Course title]

## Introduction

The team at Acsenda has spent the past months navigating campus operations and academic delivery in the ever-changing COVID-19 world. Now, as we move towards an uncertain fall season, we hope to provide reassurance and guidance to our Students, Staff, and Faculty in the form of the following “Return to Campus Plan”. In the Spring, Acsenda was able to quickly move operations online to ensure business and study continuity. This agility will be the key to fall operations with the senior leadership team drawing guidance from WorkSafe BC and the Provincial Health Authority.

Acsenda is a leader in academics and in workplace wellbeing and places an emphasis on the safety of students, employees, and the community at whole. Any individual returning to campus will be trained on new operational procedures and Acsenda employees are advised not to come to campus if they are experiencing any of the symptoms as outlined in this document. The Acsenda team has developed and implemented a series of new policies and procedures to ensure classrooms, offices, common areas are safe and operating within the guidelines of public health and WorkSafe BC. Acsenda will work in cooperation with the Public Health Officers in accordance to their directives and communicate directly and immediately in the interest of public health.

In the preparation of this document we have ensured consistency with the government of Canada’s [“COVID-19, Go-Forward Guidelines for B.C.’s Post-Secondary Sector”](#).

For further questions regarding this report please contact Neil Mort, President at [neil.mort@acsenda.com](mailto:neil.mort@acsenda.com).

## Part 1: Workplace Assessment

The Acsenda physical campus has been carefully reviewed and with the specific safety needs of each workstation addressed in the table to follow.

Common areas and classrooms will be sanitized after each class session (1-2 times per day) as well as during the regular evening cleaning and sanitization. Any additional room that has been used will be tagged “Please clean this space” and flagged for the evening clean.

Building management, Quadreal, requires mask use in all common areas and elevators. Acsenda will require mask use in all campus common areas.

Our workplace COVID-19 guidelines ensure that workers, students, and visitors who show symptoms of COVID-19 will be prohibited from the workplace. All faculty, staff, students, and visitors must assess themselves daily for COVID-19 via the online health screen questionnaire symptoms prior to accessing campus property.

Anyone with symptoms associated with COVID-19, as well as anyone who has travelled outside Canada in the previous 14 days or anyone identified as a close contact of a person with a

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confirmed case of COVID-19, must self-isolate in accordance with guidance from the BC Centre for Disease Control.

### COVID-19 Symptoms

The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold.

Symptoms can range from mild to severe. Most people with COVID-19 have mild illnesses, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea, and vomiting a few days after the onset of the above symptoms.

### If faculty, staff, or students develop symptoms while on campus:

- The symptomatic individual will be separated from others in a supervised area and directed to return to their place of residence.
- If symptoms persist, the individual should contact 8-1-1.
- Staff responsible for facility cleaning will clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).

Area	COVID Protocol	Reassessment frequency
Classrooms	<ul style="list-style-type: none"><li>-hybrid delivery to reduce number of students on campus</li><li>- limit seating capacity to maintain physical distancing through removal of chairs and signage</li><li>- each classroom to have sani-wipe dispenser at entrance</li><li>-Facemasks are required in classrooms</li><li>- only 2 classes of maximum 15 students each per block</li><li>- 30 minutes break between classes to avoid class overlap and facilitate a cleaning and surface sanitization</li></ul>	Daily

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Offices	<ul style="list-style-type: none"><li>- continuation of work from home policy to support fewer staff and faculty on site</li><li>- staff will return to campus on a rotating schedule</li><li>- where physical distancing is not possible plexiglass barriers have been installed</li><li>- each office to have sani-wipe dispenser at entrance</li><li>-all offices will be sanitized daily</li></ul>	Daily
Student Common Areas	<ul style="list-style-type: none"><li>-student access and use of campus for classes and scheduled appointments only</li><li>-seating capacity monitored to maintain physical distancing through removal of chairs</li><li>- availability of sani-wipes and signage regarding use</li><li>- student workers will be at key points to monitor physical distancing</li><li>- signs will be posted indicating the right direction to walk on campus</li><li>- Visitations on campus will be booked through QLess</li><li>-common areas will be cleaned after each class session</li></ul>	Daily
Library	<ul style="list-style-type: none"><li>-book use temporarily restricted and all books covered with tarps</li></ul>	Weekly
Acsenda Hallways	<ul style="list-style-type: none"><li>- all hallways marked with one-way directional arrows</li><li>- the main door at reception of entry only</li><li>- the fire escape door for exit only</li></ul>	Daily
Elevator Lobby	<ul style="list-style-type: none"><li>- Campus Health Monitors will be stationed in the elevator lobby to administer the Health Screen Questionnaire and temperature taking</li></ul>	Weekly

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	<ul style="list-style-type: none"> <li>- Student Health Monitors will be responsible for providing a brief campus orientation to all new visitors</li> <li>- Student Health Monitors will done PPE while stationed at the lobby desk</li> <li>- elevator exits will be split into congruent lanes</li> </ul>	
Faculty Room	<ul style="list-style-type: none"> <li>- continuation of work from home and hybrid academic delivery to support fewer faculty on site</li> <li>- faculty will return to campus on a rotating schedule</li> <li>- capacity limit posted to maintain physical distancing</li> <li>- faculty room to have sani-wipes available at each workstation and at printers</li> </ul>	Weekly
Staff Lunchroom	<ul style="list-style-type: none"> <li>- capacity limit posted to maintain social distancing</li> <li>- discontinue use of ALL shared utensils, mugs, cups, etc.</li> <li>- sani-wipes available for tables and chairs before use</li> <li>-Room 231 designated as a Employee wellness room.</li> </ul>	Weekly
Meeting Rooms	<ul style="list-style-type: none"> <li>-Room 206 (Boardroom) can be booked as needed</li> <li>-equipped with sani-wipes</li> <li>-plexiglass barriers installed</li> </ul>	Weekly
Reception	<ul style="list-style-type: none"> <li>- “elevator lobby” reception to limit entry to actual reception</li> <li>- plexiglass barriers installed</li> </ul>	Weekly
Washroom Facilities	<ul style="list-style-type: none"> <li>-while student washrooms have multiple stalls access will be limited to one person at a time through signage</li> <li>-staff washroom doors will remain slightly ajar when not in use and equipped with sani-wipes</li> </ul>	

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Shared Equipment	-sani-wipes provided at each shared piece of equipment -sanitized at evening clean	Weekly
Building Common Areas	-masks mandatory in elevators and common areas per building policy -frequent high-touch surface cleaning provided by building -limited access to amenities and building common areas to monitor traffic flow -limited capacity in elevators -A wellness lounge is available for staff.	Monitored by building management

## Part 2: Acsenda Safety Plan

### Protection and Safety Measures:

#### Assessing the risks in the workplace:

- ✓ We have involved workers, supervisors, and the joint health and safety committee.
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public.
- ✓ We have identified shared tools and equipment.
- ✓ We have identified surfaces that people touch often, such as
- ✓ doorknobs, elevator buttons, and light switches.

#### Implement protocols to reduce the risks by consulting the following:

- ✓ Industry-specific protocols from WorkSafeBC.
- ✓ Workers, supervisors, and the joint health and safety committee.
- ✓ Orders, guidance, and notices issued by the provincial health officer that are relevant to our industry.
- ✓ Professional industry associations.

### Protection Protocols:

*Elimination: The number of people in the workplace will be limited by implementing work from home policies, establishing occupancy limits, or rescheduling work tasks. Workspaces will be rearranged to ensure that workers are at least 2m from coworkers, and members of the public.*

- ✓ We have established and posted occupancy limits for our premises and common areas.
- ✓ We have established a work from home policy and modified hours of operation and work.
- ✓ We have implemented measures to keep workers and others at least 2m apart.

At Acsenda:

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- Acsenda has limited the number of employees and students onsite at any given time.
- No employees will share office space in proximity closer than 2m, physical barriers installed on tables to remind employees to maintain a physical barrier between each other.
- Student will not be seated closer than 2m from one another, certain tables and chairs will be marked “off-limits” by tape or will be removed altogether.
- Plexiglas shields will be installed at service counter areas and other workstations as required
- Floor markings and signage as a reminder of spacing requirements and to designate a “one-way” traffic flow for hallways.
- Doorways marked for entry and exit.

Engineering and Engineering Controls: *When physical distancing cannot be maintained, barriers or other means of separation will be used.*

- We have installed barriers where workers can't keep physically distant from co-workers, or the public.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers, so they don't introduce other risks to workers

At Acsenda:

- Acsenda conduct a Health Screen Questionnaire for all persons entering the campus. Any persons showing symptoms are asked not to come to campus, and employees are asked to switch to work from home if they have any concerns.
- Visitors, employees and students will take a temperature screen before entering the reception area. Should the individual present with a fever (a temperature of > 37 degrees Celsius) they will be asked to leave campus and follow the guidelines of Provincial Health for self-isolation.
- Acsenda reserves the right to request that an individual perceived or assumed to be sick leave campus immediately.
- Acsenda may adjust employee work schedules to facilitate distancing of employees and students.
- All in-person meetings should not exceed 6 participants and must maintain social distancing requirements.
- Acsenda will implement a revised Campus Safety Checklist to meet the reporting and monitoring requirements of operating in the COVID-19 environment.
- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Personal Protective Equipment: *When physical distance and engineering controls are not enough personal protective equipment must be used.*

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- ✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ✓ We have trained workers in the proper use of masks.

### At Acsenda:

- All staff, faculty, and students will wear a mask on campus.
- If physical distancing can be maintained, staff and faculty may remove their mask while working at their own workstation.

### Acsenda Cleaning and hygiene practices:

- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ Our workplace has enough handwashing facilities on site for all our workers.
- ✓ Handwashing locations are visible and easily marked.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- ✓ We have implemented cleaning protocols for all common areas and surfaces. This includes the frequency that these items must be cleaned as well as the timing.
- ✓ Workers who are cleaning have adequate training and supplies.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process.

### Acsenda has developed COVID-related policies to address:

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days.
- ✓ Anyone directed by public health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada, or received a visitor from outside of Canada, must self-isolate for 14 days and monitor for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ✓ We have a work from home policy in place.
- ✓ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapts to restrictions or modifications to the workplace.
- ✓ Sick workers should report their symptoms, even mild ones, to a manager.
- ✓ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and be asked to go straight home.
- ✓ If the worker is extremely ill, call 911.
- ✓ Clean and disinfect any surface the worker has in contact with.

### Acsenda Communication Plans and training:

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- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Monitor workplace and update plans as necessary:

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we will involve joint health and safety committees or representatives.

Assess and address risks from resuming operations:

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as equipment, processes, or products.

### 3. Communications Plan

Any guest, visitor, student, staff member, or faculty member will be made aware of the requirements to access Acsenda either in advance through the information posted on the Acsenda website, email notifications to students faculty and staff, though personal communications to guests, through social media posts, or upon arrival through signage in the building and on campus. The online Health Screen Questionnaire has been made part of the school's Q-Less appointment booking platform and is available for immediate completion via QR codes posted on-site.

Acsenda's HR and OHS teams have developed clear and concise a training material to ensure staff and students are trained in workplace policies and procedures.

Signage onsite to advise on the following:

- including occupancy limits
- effective hygiene practices
- when access will be restricted
- the requirement of the Health Screen Questionnaire
- mask requirements and safe and effective use
- pathways for exiting and entering campus

## **Environmental Scanning and Risk Identification**

Acsenda's communication team (President or Communications Officer) will update staff, faculty, and students via email on an as-needed basis. Critical functions will be monitored by an internal team with relevant updates being communicated only through the channel identified above.

Immigration to be monitored by the Registrar and the Manager of Student Services.  
WorkSafeBC and Provincial Health Authority to be monitored by Human Resources.

## **Workplace Monitoring**

The internal environment at Acsenda will also be closely monitored with updates communicated to the internal community as needed. When necessary, the President may share information with external stakeholders (such as building operators).

Staff, faculty and student feedback to be monitored by the VP Academic, Dean and Directors, and Human Resources.

Internal policies and procedures to be updated by Human Resources

The Senior Leadership Team will continue to meet weekly to address all relevant concerns and updates.

## **Return to Campus Communication**

All essential health, safety, and wellness (including mental health) information will be communicated to faculty, staff, and students in writing before they return to the workplace.

Upon first return to the workplace, opportunities will be provided to further review workplace practices relating to COVID-19 and other health and safety matters.

Records will be kept on:

- COVID-19 instruction and training provided to faculty and staff.
- First aid reports and incidents of exposure.

Faculty and staff will be reminded of health and wellness supports available including employee and family assistance programs.

Students will be reminded of the regular virtual drop-in sessions for students with the President, a variety of only resources to support wellness including the "Keep Me Safe" programme for online counselling and support. The "Quarantine Student Connection" by guard.meCARES is a professionally monitored, weekly student support group available through videoconferencing for students in quarantine. This service is available for inbound students arriving for the fall term of 2020. Students can register for a group session held weekly (morning or afternoon) during the duration of their quarantine. Acsenda student services will conduct daily wellness calls with students in quarantine.

## Crisis Communications Plan

**The following outlines steps to be taken in potential COVID-19 case scenarios involving students.**

**Scenario 1:** An Acsenda student is studying *online from outside of Canada* is diagnosed with a confirmed case of COVID-19.

- A wellness check will be conducted by the student services team as a first point of contact with the student. Student services will assess the students need for any academic or financial concessions.
- Student services will notify the President, the VP Academic, the student's respective Dean/Director, and Acsenda Human Resources.
- In the case of a request for an academic or financial concession primary contact with the student will move to the student's Dean/Director or the Registrar with student services being copied in all communications.
- In the case of no request for concessions student services will continue wellness checks on a weekly basis for three weeks or until the student has recovered.

**Scenario 2:** An Acsenda student is studying *online within Canada* is diagnosed with a confirmed case of COVID-19.

- A wellness check will be conducted by the student services team as a first point of contact with the student. Student services will assess the students need for any academic or financial concessions. Student services will also ask the student if they have had any contact with the Acsenda community (for example a roommate or co-worker). Student services will also ask the student what they have been advised to do by the Provincial Health Authority and if they have been given any indication as to where they may have been exposed.
- Student services will notify the President, the VP Academic, the student's respective Dean, and Acsenda Human Resources.
- The President will notify the Provincial Health Authority.
- Human Resources will export all Health Screen Questionnaires for the student as well as any disclosed individuals the student may have been in contact with to determine the need for contact tracing.
- If the student (or any of their close contacts) has been on campus within two weeks of diagnosis Human Resources will notify the above. Once leadership has been notified, the President will contact the Public Health Officer immediately (e.g. regional health authority and Ministry of Health) and public health will conduct contact tracing and the school will follow public health's advice regarding communications and notification of any potentially exposed individuals. The campus will be closed for a 24-hour cleaning period. The President will assess the need for any additional closure, following the direction of the Public Health Officer.. Staff, faculty, and students will be supported in their comfort level

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to work from home or campus. In the event of a closure, all classes will revert to online delivery.

- Staff, faculty, and students will be supported in their comfort level to work from home or campus. In the event of a closure, all classes will revert to online delivery.
- In the case of a request for an academic or financial concession primary contact with the student will move to the student's Dean or the Registrar with student services being copied in all communications.
- In the case of no request for concessions student services will continue wellness checks on a weekly basis for three weeks or until the student has recovered.
- The student may return to campus only with the provision of a negative COVID-19 test.

**Scenario 3:** An Acsenda student is studying *on campus* is diagnosed with a confirmed case of COVID-19.

- A wellness check will be conducted by the student services team as a first point of contact with the student. Student services will assess the student's need for any academic or financial concessions. Student services will also ask the student if they have had any contact with the Acsenda community (for example a roommate or co-worker). Student services will also ask the student what they have been advised to do by the Provincial Health Authority and if they have been given any indication as to where they may have been exposed.
- Student services will notify the President, the VP Academic, the student's respective Dean, and Acsenda Human Resources.
- The President will notify the Provincial Health Authority.
- Human Resources will export all Health Screen Questionnaires for the student as well as any disclosed individuals the student may have been in contact with. Once leadership has been notified, the President will contact the Public Health Officer immediately (e.g. regional health authority and Ministry of Health) and public health will conduct contact tracing and the school will follow public health's advice regarding communications and notification of any potentially exposed individuals. Staff, faculty, and students will be supported in their comfort level to work from home or campus. In the event of a closure, all classes will revert to online delivery.
- campus. In the event of a closure, all classes will revert to online delivery.
- In the case of a request for an academic or financial concession primary contact with the student will move to the student's Dean or the Registrar with student services being copied in all communications.
- In the case of no request for concessions student services will continue wellness checks on a weekly basis for three weeks or until the student has recovered.
- The student may return to campus only with the provision of a negative COVID-19 test.

**Scenario 4:** An Acsenda student is studying on campus *is waiting for results* of a COVID-19 test.

- The student will be required to self isolate until the results are confirmed.

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- A wellness check will be conducted by the student services team as a first point of contact with the student. Student services will assess the students need for any academic or financial concessions.
- Student services will notify the President, the VP Academic, the student's respective Dean/Director, and Acsenda Human Resources.
- Human Resources will export all Health Screen Questionnaires for the student as well as any disclosed individuals the student may have been in contact with. President will assess the need for campus closure and notification of potentially at-risk individuals.

**Scenario 5:** An Acsenda student fails to comply with quarantine protocols.

ASM provides a weekly report of all students who have recently arrived in Canada and are under quarantine in accordance with the provincial report to EQA. Additionally, we have established contact with the Coastal Health Authority and the President will communicate directly in the event of a case of COVID 19.

- **ASM will initiate a tracing protocol**
  - Contact the student and see if they have what they need to continue their quarantine (assess the accuracy of the report, if unconfirmed)
  - Re-confirm the importance of strictly keeping to their quarantine.
  - Ensure they have contact information for an office that can respond in the event they need additional assistance or have an emergency.
- **If the institution believes, on contacting the student, that the individual is not complying or may not comply in the future:**
  - **Local bylaw officers** will be contacted asked to **help ensure compliance** with the Provincial Health Officer's orders. Concerns regarding compliance with the Provincial Health Officer's orders should be **directed to a local bylaw office**.
  - Local bylaw offices may choose to engage law enforcement officials. Concerns regarding compliance with the Provincial Health Officer's orders should be **directed to a local bylaw office**. In Vancouver, residents can call 3-1-1
- **ASM will review the incident as a violation of the Student Code of Conduct and students will be subject to appropriate disciplinary actions in accordance to ASM policy.**

**The following outlines steps to be taken in 2 potential COVID-19 case scenarios involving employees.**

Scenario 1: An Acsenda employee who has been working exclusively from home is diagnosed with a confirmed case of COVID-19 and has notified their Manager/Dean/Director/Acsenda Human Resources.

- Manager/Dean/or Director to notify Acsenda Human Resources.
- A wellness check will be conducted by Human Resources.
- Human Resources will notify the President and the VP Academic who will liaise with the employee regarding WFH or leave time.
- Human Resources will conduct a wellness check weekly.
- The employee pay return to campus with the provision of a negative COVID-19 test result.

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Scenario 2: An Acsenda employee who has worked from campus is diagnosed with a confirmed case of COVID-19 and has notified their manager/Dean/Director/Acsenda Human Resources.

- Manager/Dean/or Director to notify Acsenda Human Resources.
- A wellness and contact tracing check will be conducted by Human Resources who will notify the President.
- Human Resources will export all Health Screen Questionnaires for the employee as well as any disclosed individuals the employee may have been in contact with.
- The President will notify the Provincial Health Authority.
- Once leadership has been notified, the President will contact the Public Health Officer immediately (e.g. regional health authority and Ministry of Health) and public health will conduct contact tracing and the school will follow public health's advice regarding communications and notification of any potentially exposed individuals. Staff, faculty, and students will be supported in their comfort level to work from home or campus. In the event of a closure, all classes will revert to online delivery.
- Human Resources will conduct a wellness check weekly.
- The employee may return to campus only with the provision of a negative COVID-19 test result.

## 4. New Student Arrival Management

See attached “*Preparation Guide for Studying in Canada*”. Of note is Acsenda’s commitment to reimburse student travel expenses from the airport to their quarantine location.

These requirements and expectations are communicated to all current and future students who are currently outside of Canada. All students who wish to receive a Travel Letter from ASM will be required to first submit a Quarantine/Arrival Plan to ASM for review.

ASM has a regular “check in” protocol for all students during the quarantine period.

## 5. Course Delivery Plan

### Assumptions:

- Acsenda will offer a limited number of classes on campus that will be delivered in a hybrid model to maintain physical distancing.
- Acsenda will maintain restricted hours on campus.
- A core essential service staff will be on campus on a part-time rotating basis.
- Consultation and coordination with Quadreal building management will be ongoing.

### Courses to be offered on campus:

Based on feedback from students, faculty and staff, priority will be given to:

- Courses intended for first year students (to promote engagement)
- English Language Courses
- Mathematics Courses
- Accounting Courses
- The decision to teach on campus will be voluntary.

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- Students enrolled in classes offered on campus will be expected to attend regularly according to the established timetable but can still attend classes through the online platform. Acsenda will continue to offer some classes fully online throughout this period.

### Class delivery format and schedule:

- Classes will be delivered according to a regular schedule in synchronous method
  - Student who will still be able to join classes online.
- Classes will be delivered in a hybrid model. A schedule will be established to rotate the students through an in-class session once every two weeks, or three weeks
- Classrooms will be outfitted with good cameras and speaker systems for live video and audio interaction between the instructor and students on and off campus.
- Classes on campus will only be held between blocks 1-3 Monday through Friday
- We propose that on campus classes be limited to 2 hours and 30 minutes to allow for changes between classes and a cleaning of classrooms.
  - Block 1: 9:00 am – 11:30am
  - Block 2: 12:00 pm – 2:30 pm
  - Block 3: 3:00 pm – 5:30 pm
- Only 2 on-campus classes will be scheduled during each block.
- Each class will have a maximum of 15 students attending on-campus.
- Acsenda will continue to offer asynchronous classes for students studying offshore.
- Classes will be able to revert to fully online learning, synchronous learning if required.



## 6. Appendices:

Appendix 1: Health and Safety Policy/Work from Home (See Attached)

Appendix 2: Health Screen Questionnaire (See Attached)

Appendix 3: [Student Arrival in Canada and Quarantine Planning Guide](#)

Appendix 4: Student Planning Form-Self Isolation

Appendix 5: Campus Health Monitor Responsibilities

### **Campus Health Monitor Responsibilities**

1. Greet all persons upon arrival into the ASM elevator foyer on the second floor
2. Confirm that the student has a class on campus or has made an appointment to meet an ASM employee on campus.
3. Explain the protocols in place
  - a. Traffic Flow
  - b. Requirement to wear masks
4. Administer the ASM Covid Health Questionnaire
  - a. The questionnaire can be conducted online through using a QRTY code interface, or a paper test can be administered.
5. Administer a touchless temperature check
6. Review answers to questionnaire and temperature
  - a. If the answers indicate that they are not showing any of the symptoms, and their temperature falls into the normal range (between 36.1 and 37.2) allow the person to proceed
  - b. If the answers indicate that they are showing one or more symptoms, or if their temperature is above 37.8, the person will be advised that they cannot enter the campus and are to return to their home immediately.
    - i. If a student their contact information will be forwarded to Student Services to conduct a follow up.
    - ii. If the temperature is between 37.2 and 37.8, the person should check back each 45 minutes - 1 hour to monitor

