



Acsenda School of Management

Communicable Disease Plan

Updated March 29, 2022

[Date]

[Course title]

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Introduction

The team at ASM has spent the past 24 months navigating campus operations and academic delivery in the ever-changing COVID-19 world. Now, as we move towards a more positive outlook regarding the containment of the pandemic, we see the return to the delivery of classes in person and on campus throughout the province. Following the Provincial Health Officer’s recommendations, we also now see a shift from a focus just on COVID-19 to communicable diseases in general.

Communicable diseases are defined as an illness that is caused by an infectious agent or its toxic product that can be transmitted from one person to another. This includes but is not limited to COVID-19 and its variants, norovirus, and seasonal influenza.

According to the Public Health Officer:

- Educational settings are low-risk settings for COVID-19 transmission, particularly in the context of a highly immunized population.
- Vaccines are the most effective way to reduce the risk of COVID-19 on campus. Everyone eligible is strongly encouraged to be vaccinated against COVID-19.
- COVID-19 is now managed like other respiratory illnesses.
- Given the low-risk nature of in-class learning, a highly immunized population, and significant social benefits of in-person instruction, on-campus instruction is strongly recommended.

We want to provide reassurance and guidance to our Students, Staff, and Faculty in the following plan. ASM was able to quickly move operations online to ensure business and study continuity. This agility will be the key to our continued operations with the senior leadership team drawing guidance from WorkSafe BC, the Provincial Health Authority and Vancouver Coastal Health. This plan outlines the assessments, precautions, education and training, procedures and actions that ASM will take to reduce risk, inform its constituents and act upon incidents.

ASM 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 ASM has committed to maintaining a “zero tolerance for illness” policy. The ASM 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.

The ASM Communicable Disease Plan is based on 6 key areas:

| | | |
|---------------------------------|---------------------------|---|
| Prevention and Controlling Risk | Education and Information | Respect, Confidentiality and Well Being |
| Monitoring | Communication | Response |

For further questions regarding this report please contact Neil Mort, President at neil.mort@acsenda.com.

In the preparation of this document we have ensured consistency with the government of British Columbia's [COVID 19 Return-Campus-Guidelines](#), the [BC Return-to-Campus Fall 2021 Primer](#), "[COVID-19, Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#)", the [Vancouver Coastal Health guidelines and information for Post-secondary institutions](#), and the BC Center for Disease Control's [Return to Campus Public Health Guidance](#)

Prevention and Controlling Risk

- ASM supports the Provincial Health Officer in encouraging all people to get vaccinated for COVID-19 and for other communicable diseases as recommended
- Masks are no longer required in public indoor spaces in BC. However, ASM recognizes the wearing of a face mask is a personal choice and supports and encourages people to wear masks if they prefer
- Regular hand washing and sanitization is an effective way to reduce and protect against the transfer of communicable disease. ASM will continue to provide hand sanitizing stations throughout the campus
- ASM has clear guidelines to communicate to all employees and students that they must continue to do a daily health self-assessment.
- All persons who are ill, show symptoms or have new or worsening [symptoms of COVID-19](#) are required to:
 - stay home
 - notify your supervisor or instructor of your absence
 - consult the COVID-19 self-assessment tool <https://bc.thrive.health/> to see if you should [get tested](#), and contact
 - 811 if you require medical advice
 - Employees should refer to the [BCCDC](#) website and the OHSE website for the latest information on self-isolation, self-monitoring, and close contacts guidance when they can return to regular activities on campus after being ill or symptomatic
- ASM will support employees who are symptomatic with a communicable disease by providing flexible work arrangements to work from home and have equipped classrooms with hybrid technology to be able to offer courses online if required to those who cannot attend in person.
- ASM Occupational Health and Safety Committee will collect and maintain records relating to incidents. All information pertaining to personal or sensitive information will follow institutional rules for confidentiality
- The Registrar's office will implement a system to collect vaccination information on students so that information can be available in case of an outbreak of a communicable disease (e.g. Measles)

Workplace Assessment

- The ASM physical campus has been carefully reviewed and with the specific safety needs of each workstation.
- Hand Sanitizer Stations are provided throughout the campus
- COVID Rapid Tests are available for students and employees

- A wellness room is provided on campus
- Building management, Quadreal, no longer requires mask and there are no capacity limitations on elevators. ASM has arranged with the building to provide exiting from the campus through the north stairwell to reduce congestion in the elevators. Students are encouraged to use the stairwells for exiting the campus.
- 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 using the provincial self screening questionnaire symptoms prior to accessing campus property.
- Anyone with symptoms associated with COVID-19 or tested positive must self-isolate in accordance with guidance from the BC Centre for Disease Control.
- ASM leadership will participate in regular briefings by Vancouver Coastal Health and follow all directives.

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).
- ASM will follow the guidance of Vancouver Coastal Health regarding appropriate response and risk Assessment

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:

- Limitations on the number of employees and students on campus have been removed, and the wearing of masks are optional
- Most employees will have the option to work from home as per the ASM work from home policy
- Daily self-assessment for COVID-19 symptoms are expected for all employees and students. Individuals experiencing symptoms are required to stay home, consult the BC COVID-19 self-assessment tool to determine if COVID-19 testing is needed, and contact 811 or their healthcare provider for medical advice as necessary.
- We have installed barriers and will maintain plexiglass barriers at reception and registration counters
- ASM will enforce a zero-tolerance policy for illness in the workplace
- ASM reserves the right to request that an individual perceived or assumed to be sick leave campus immediately.
- We will promote employees and students to get vaccinated and provide information on where and how students can receive their vaccination
- Personal Protective Equipment will be available on campus.
- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has sufficient handwashing facilities on site for all our workers.
- 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.

ASM 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 if they are not fully vaccinated.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- Sick employees should report their symptoms, even mild ones, to a manager.
- If the worker is extremely ill, call 911.
- Clean and disinfect any surface the worker has in contact with.
- If there is a direct concern with an active case of COVID-19 on Campus, the school may implement a temporary campus closure

ASM Communication Plans and training:

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- ASM provides appropriate training to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- Signage will be posted at the campus, including occupancy limits if required and effective hygiene practices.
- 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.

Student Support

ASM recognizes the importance of providing support for students with regard to Covid awareness, arrival in Canada, orientation to online

- ASM will maintain a website to provide information on COVID and communicable diseases and provide regular updates for continuing and newly arriving students.
- Fully online registration and payment services for students
- Online Registration Advising for new students
- Pre-Arrival virtual orientation sessions, including student life and career services
- Virtual meeting system and online booking system for academic consultations
- Orientation programs to services and support
- Training in online learning and program delivery for Faculty
- An ongoing, wide range of activities and services including social events, professional and career services and networking opportunities and guest speakers
- Student activities on campus will be limited to small groups of not more than 40 persons until July 2022, unless otherwise advised by health authorities
- 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.
- ASM student services will conduct regular wellness calls with students in quarantine.

Faculty Support

- ASM will provide the necessary resources for instructional delivery by providing systems that will allow for fully online, face to face and hybrid delivery.
- ASM will provide training for faculty through quarterly workshops, quarterly colloquiums, and ongoing technical support offered

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- The Librarian will organize regular and ongoing training and orientation to new faculty
- ASM provides a flexible work/work from home policy to support full time employees
- ASM academic directors will maintain regular communication and feedback for faculty, and orientation for new instructor
- ASM provides ongoing Academic support through its student services area and Academic Behaviour Intervention Team (ABIT)

Staff Support Plan

- ASM provides a flexible work/work from home policy to support full time employees
- ASM provides an employee assistance plan
- Wellness afternoons, once per month for FT employees are provided until further notice.
- Laptop computers and cell phones are provided for employees required to work from home as needed

Environmental Scanning and Risk Identification

- ASM'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.
- ASM leadership will attend regular briefings conducted by Vancouver Coastal Health
- 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 ASM 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, and Directors, and Human Resources.
- Internal policies and procedures are updated by Human Resources to reflect changing regulatory requirements as needed.
- The Senior Leadership Team meets weekly to address all relevant concerns and updates.
- ASM has confirmed that the Building has a high quality air filtration system (MERV 13)

Communications Planning

- Any guest, visitor, student, staff member, or faculty member will be made aware of the requirements to access ASM either in advance through the information posted on the ASM 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.

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- ASM's HR and OHS teams have developed clear and concise training material to ensure staff and students are trained in workplace policies and procedures.
- Signage onsite to advise on the following:
 - including occupancy limits (If required)
 - effective hygiene practice
 - the requirement conduct a personal health assessment
 - pathways for exiting and entering campus

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.
- Records will be kept on:
 - 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.

Crisis Communications Plan

The following outlines steps to be taken in three potential Communicable Disease case scenarios.

Scenario 1: An ASM student is studying *online from outside of Canada* is diagnosed with a confirmed case of COVID-19 or other communicable disease.

- Student services will notify the President, the VP Academic, the student's respective Program Director, to determine the need for accommodations.
- In the case of a request for an academic or financial concession primary contact with the student will move to the student's 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 ASM student is studying *online within Canada* is diagnosed with a confirmed case of COVID-19 or other communicable disease.

- Student services will notify the President, the VP Academic, the student's respective Program Director to determine the need for accommodations.
- The President will await notification from the Provincial Health Authority and if advised follow any necessary guidance.
- If the student (or any of their close contacts) has been on campus within two weeks of diagnosis the President will consult with Vancouver Coastal Health to determine appropriate notifications. The president will determine if the campus should be closed for a 24-hour cleaning period. Staff, faculty, and students will be supported in their

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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 Program Director, Student Services or the Registrar.
- 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 in accordance to public health guidelines.

Scenario 3: An ASM student is studying *on campus* is diagnosed with a confirmed case of COVID-19 or other communicable disease.

- The student will be advised to study online from home and follow the guidance of health authorities
- 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 ASM 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 Program Director, and ASM Human Resources.
- The President will consult the Provincial Health Authority and if advised follow any necessary guidance.
- If the student (or any of their close contacts) has been on campus within two weeks of diagnosis the President will consult with Vancouver Coastal Health to determine appropriate notifications. The president will determine if the campus should be closed for a 24-hour cleaning period. 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 Program Director, Student Services or the Registrar.
- 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 ASM student is studying on campus *and waiting for results* of a COVID-19 test.

- The student will be advised to study from home until the results of the test are confirmed.

New Student Arrival Management

- ASM will provide current information through its website for students regarding travel preparation and arrival to Canada and a "*Preparation Guide for Studying in Canada*"

guide. Information will also be communicated through email and through the EduCo regional representatives.

- ASM's will support students financially through grants to reimburse student travel expenses from the airport to their quarantine location as required.
- ASM will also support students who are unable to travel due to health restrictions through providing online access to courses.
- Students must meet the Canadian vaccination, testing and health requirements. ASM will provide regular updates on its websites and through email to keep students informed.

Course Delivery Plan

Assumptions:

- ASM offers courses on campus and in person.
- Classrooms will be equipped with videoconferencing capability so that courses can be offered in hybrid modality to accommodate students on campus.
- ASM will maintain regular hours of operation on campus.
- Services will be provided on campus, but we will also maintain online services as appropriate
- Consultation and coordination with Quadreal building management will be ongoing.

Class delivery format and schedule:

- Classes will be delivered according to a regular schedule.
- Classrooms will be outfitted with cameras and speaker systems for live video and audio interaction between the instructor and students on and off campus.
- An Accommodations process is in place for students who are unable to attend in person due to health reasons or locality, and they will be permitted to join remotely.
- Class size will be normal room capacity
- Masks are not required on campus
- ASM will continue to offer some asynchronous classes for students studying offshore.
- Classes will be able to revert to fully online learning, synchronous learning if required.



Resources:

- *COVID-19 Return-to-Campus Guidelines are hosted on government's [public website](#).*
- *Guidance and recommendations from the Provincial Health Officer are available online at the [COVID-19 Provincial Support and Information](#) website.*
- *If you require advice regarding a potential COVID-19 case, please contact your local [Medical Health Officer](#).*
- *WorkSafeBC guidance is available on [communicable disease prevention plans](#).*

Key Updates and Amendment Log for Return to Campus Guidelines

March 22, 2022 Updates:

- Updated: Repeal of Face Covering Order - March 10, 2022. Wearing masks in public indoor settings is not required by public health. Wearing a mask is a personal choice. Masks are encouraged on public transit and BC Ferries, but not required.
- Repeal of PHO Orders on Gatherings and Events – March 10, 2022.
- Repeal of PHO Orders on Food and Liquor Serving Premises – March 10, 2022.

New Content:

- Updated guidance from the BCCDC - BCCDC Post-Secondary Public Health Guidance including
 - * Prevention measures recommended by public health for post-secondary institutions in B.C. to reduce the risk of communicable diseases, including COVID-19, on campus.
 - * COVID-19 is now managed like other respiratory illnesses.
 - * Testing is available to eligible students, faculty or staff in BC based on the BCCDC testing guidance.

Jan. 28, 2022 Updates:

- Updated: Contact tracing updates (including a definition of “close contact”)
- Updated: Mask updates and recommendations from the BCCDC.
- Updated: Attachment 2: BCCDC Guidelines

New Content:

- COVID-19 Rapid Testing for Post-Secondary Institutions: Distribution of the 500,000 kits.
- Business Continuity Planning and Workplace Safety Order Clarification: COVID-19 protocols have already been developed to address COVID-19 related risks, in close collaboration with staff from the PHO exempting PSIs from new Workplace Safety Order.
- COVID-19 Symptoms or a Positive COVID-19 Test: Self isolation and ending self isolation information from BCCDC.
- Attachment 4: January 2022 Guidance from BC’s Provincial Health Officer: PSI Safe Return to Campus

Dec. 22, 2021 Updates:

- Replaced Attachment 2 - BC CDC Guidelines with Dec 22 version updated to provide clarity on unimmunized individuals.
- Updated time limited terminology for consistency e.g., fall

New Content:

- Updated Program-Specific Considerations
- Attachment 3: December 2021 Guidance from BC’s Provincial Health Officer: Rationale and recommendation to continue on-campus instruction for post-secondary institutions in January 2022.

Oct. 25, 2021 Updates:

- Updated guidance from the BCCDC – Attachment 2: BCCDC Return to Campus Public Health Guidance including:
- Updated contact tracing and notification guidance. Note that the contact tracing and notification protocols previously outlined in Attachment 2 have been replaced with the new BCCDC guidance.
- BCCDC guidance that the benefit of routine asymptomatic testing diminishes as immunization rates increase.
- Updated Program Specific Considerations for individuals in a health care location for training or research purposes.

Sept. 23, 2021 Updates:

- Updated PHO Orders on Gatherings and Events – September 10, 2021.
 - Updated Food and Liquor Serving Premises – September 10, 2021: related to the Proof of vaccination and the BC Vaccine Card.
 - Updated post-secondary student housing based on PHO order Post-secondary Institution Housing COVID-19 Preventive Measures – September 9, 2021.
- Sept. 3, 2021 New Content:
Attachment 3: New Return to Campus Public Health Guidance

Updates:

- B.C.'s Restart: A Plan to Bring Us Back Together – Updated information on return-to-campus and step 4 alignment and Updated PHO information on implementing health additional measures
- Updated PHO proof of vaccination requirements information has been included in the following sections: Moving Forward, Post-Secondary Examples of B.C.'s 4-Step Restart Plan, Campus logistics, Student housing and Dining Facilities, and Related Public Health Guidelines
- Updated PHO mask requirements information has been included in the following sections: Post-Secondary Examples of B.C.'s 4-Step Restart Plan, Navigating Life with COVID-19, Core Public Health Measures and Campus Logistics, Post-Secondary Examples of B.C.'s 4-Step Restart Plan and Core Public Health Measures
- Moving Beyond COVID-19: Getting Back to Normal – New Return to Campus Public Health Guidance
- Updated WorkSafeBC resource information on communicable disease prevention has been included in the following sections: Core Public Health Measures and Transitioning to Communicable Disease Plans
- Program Specific Considerations - New PHO vaccination requirement information

July 5, 2021 Launch of the COVID-19 Return-to-Campus Guidelines