



COVID-19 SAFETY PLAN

Updated December 9th, 2020

RATIONALE FOR THESE GUIDELINES

The Vancouver College of Dental Hygiene Inc. (VCDH) is committed to the safety and wellbeing of our students, staff, faculty, clients and guests. VCDH will contact the appropriate authorities and notify them of all relevant information in the case of an outbreak. VCDH will work within both provincial and local health guidelines in regards to the reopening plans in Vancouver, BC and will remain updated on all changing policies and procedures.

Any students, staff, faculty, clients and/or guests experiencing potential COVID-19 related symptoms cannot enter the building. For more information on COVID-19, please review the following options:

- Call Health Link BC at 8-1-1
- Visit a physical assessment site close to you
- Virtual visit with a physician or nurse
- Visit BC Centre for Disease Control at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>.

PROTOCOLS AND GUIDELINES DURING COVID-19

VCDH has designed and implemented guidelines that are in place to protect students, staff, faculty, clients and guests upon arrival to the college.

Guest Entry:

- a. All guests will have their temperatures taken by the designated staff working the check-in desk (located at the entrance of the college). The staff member will note their temperature, write their name, date/time of arrival and ask pre-screening questions to ensure they are negative. Examples of guests include: delivery drivers, postal services etc. Guests must sanitize their hands upon entry.

Client Entry:

- a. Students will ask their client pre-screening questions the night before the client's appointment. If a client says 'Yes' to any of the screening questions the student explains they cannot enter the college for their appointment and recommends they speak with their physician. If the client says 'No' to all of the questions they will be allowed to enter the college.
- b. Once inside they will go straight to the check-in desk, sanitize their hands and have their temperatures taken by a staff member. VCDH has implemented a spreadsheet dedicated strictly for client entry where the check-in desk staff will enter the client's temperature. They will also note that they have arrived, and confirm that the student has completed the questionnaire with their client.
- c. VCDH has implemented Scattered entry for clients, ensuring that they do not all enter the clinic at the same time. The upstairs clinic starts 30 minutes after the downstairs clinic to ensure waiting areas following social distancing guidelines.
- d. Clients are also provided with a chair number to ensure they are brought directly to their correct chair. The monitor assisting with the clinic will come out and call their number to bring them inside.

Student Entry:

- a. Prior to entering the building students must complete the ‘COVID-19 Prescreening Questionnaire’. The purpose of this assessment is to track any individuals who are experiencing symptoms of COVID-19 and ensure they do not enter the building. Students must sanitize their hands upon entry (located at the check-in desk) and provide verbal confirmation to the front desk staff that they completed their form. This is verified by their instructors.
 - i. Students temperatures are taken upon arrival to the college using touch less forehead thermometers
 - ii. VCDH has also created a COVID-19 instructional video to further educate students on the policies and procedures at the college during the COVID-19 pandemic (available on the portal)

Staff and Faculty:

- a. Prior to entering the building Staff and Faculty must also complete the ‘COVID-19 Prescreening Questionnaire’. Staff and Faculty will proceed immediately to the “Staff and Faculty Check-in Desk” to sanitize, take their temperature using the touchless forehead thermometer and write down all their entry details (date/time of arrival, name, temperature, COVID-19 screening completion and negative result).
- b. Staff and Faculty have access to all PPE guidelines and are reminded on the mandatory PPE during COVID-19.

Students, Staff, Faculty, Clients and Guests

Additional to the above steps, all students, staff, faculty and guests must:

- a. Wear a mask upon entry to the building and while on the premises. A minimum of a 3-layered mask or face covering with a filter is required.
- b. Practice proper hand washing; techniques are posted on the washroom doors and hand sanitizer bottles are placed throughout the college. VCDH has implemented a ‘COVID-19 Response Hand Hygiene Protocol’ manual explaining hand hygiene protocols along with *How to*



Wash Hands and How to Use Hand Rub . This manual states that anyone entering the building must conduct proper ABHR (Alcohol Based Hand Rub; Hand Sanitizer).

- c. Practice successful Physical distancing of at least 6 feet at all times. VCDH has placed markers on the floor to assist with staying apart. These markers are placed throughout the college to help direct traffic (the main lobby/entrance and up and down the staircase, along with marking all table seating- 1 person only). There are signs on all change rooms and washrooms marking the maximum capacity in each area.

COVID-19 POLICIES AND PROCEDURES

VCDH has implemented COVID-19 manuals with protocols for entering and exiting the building, rules for remaining on the premises and screening for COVID-19 symptoms including self-monitoring and isolating for 14-days.

All COVID-19 manuals have been posted to the portal for students, staff and faculty to view under *VCDH Resources*. These COVID-19 manuals include Clinical Practice Guidelines, Hand Hygiene Pandemic Protocol, Student/Faculty Pandemic Protocol and Pandemic Student PPE Guidelines. Faculty, staff and students also have access to Manual and Policy documents including Infection Control.

Clients are screened for symptoms of COVID-19 by the *student* before they arrive to the college. The Check-in desk confirms that this has been completed. VCDH also has signage at the front of the school reminding *everyone* who arrives to the college that masks are required before entering the building. A STOP sign accompanied with possible COVID-19 symptoms is also posted beside the check-in desk.

ENVIRONMENTAL CLEANING

VCDH has implemented several cleaning procedures to ensure everyone's safety while visiting the college. VCDH staff assists with these duties and complete routine sanitization around 3-4 times per day. VCDH uses a combination of sanitization wipes and sprays to ensure all high touched areas (knobs, elevator buttons, desks and chairs) are cleaned regularly. If there is an

increase in students in a designated area (ex. during final exams), surfaces (desk and chair) are wiped as soon as the student leaves the room. Saran wrap has also been provided in the computer labs to cover the key board/mouse and sanitizer is placed around the school. Additionally, glass barriers have placed around the front desk and within the clinic to keep everyone separated and protected.

TRAVEL OUTSIDE THE COUNTRY AND QUARANTINE REQUIREMENTS

International students, staff, faculty, clients and/or guests travelling from outside of the country must understand arrival and quarantine requirements:

- a. You cannot travel while sick or experiencing symptoms of COVID-19
- b. To expect the following when entering Canada:
 - i. To be asked whether they have COVID-19 symptoms.
 - ii. Understand that quarantine is mandatory for 14 days, if COVID-19 symptoms are present, an additional 14 day isolation is mandatory.
 - iii. Have a plan for accommodations for the 14-day quarantine.
 - iv. Provide contact information through the Arrive CAN app or website.

Arrival Logistics

All international students must be prepared for their 14 day quarantine. Students must understand that quarantine begins on the day the student arrives and lasts for 14 full days. Should the student develop any symptoms or test positive for COVID-19 during the 14-day quarantine, they must begin isolating for an additional 14 days. Please note the following:

- a) Students must go directly to their place of quarantine or isolation, without stopping anywhere
- b) They are required to wear a 3-layered mask or face covering with a filter while traveling to their accommodations
- c) Students must remain at their quarantine location for the entire 14 days unless they need to seek medical attention

- d) While in quarantine they cannot use any shared spaces (including restaurant's, courtyards, gyms)
- e) No guests other than co-arriving family member(s)
- f) Monitor health for symptoms of COVID-19

Transportation plan for Student and Co-arriving Family members

Arriving students will be met at the airport by a VCDH representative who will escort them directly to their accommodations. The representative will also provide them with a new medical grade mask and sanitizer for their hands. Students will be reminded to social distance, wear their mask and avoid touching any surfaces. Upon arrival students must contact the representative picking them up to be screened for COVID-19 symptoms prior to meeting. Students and co-arriving family will likely also be screened by airport officials upon arrival. If the student has already chosen accommodations they will be brought directly to this location (no stops will be provided), otherwise VCDH will have their stay reserved at the local Sandman Hotel Vancouver and Sandman Suites Vancouver.

The student and co-arriving family will remain at this location for the entirety of their quarantine. This Inn will ensure that the student and co-arriving family have their own private suite with washroom.

Self-monitoring and the ArriveCAN app for Daily Symptom Reporting

The VCDH representative will complete regular follow ups and ask screening questions for COVID-19. Communication will be done through phone call and/or email by the representative for the development of new symptoms, ensuring the student is following all quarantine protocols and that students and their co-arriving family have all essential needs met (able to access food, water, if they need mental, medical or social support etc.)

Students also have the option to purchase the International Accommodation Additional Fee plan and will be provided with necessary Quarantine Services (including: food/water, Transportation, housing, cleaning supplies-i.e. disinfectant). All international students must submit proof of Emergency Medical Insurance so they will be covered while in the case of hospitalization, surgery, prescriptions and physician services (insurance coverage may vary).



Students will be provided with contact information (email and phone number to the institution and directly to the designated representative for that student), food, water and medical and social resources. The Representative will continue to communicate with the student and co-arriving family members (if they still reside with the student) to ensure a smooth transition into the VCDH student environment.

OUTBREAK PREVENTION AND MANAGEMENT PLAN

If a student requires immediate medical attention they are to contact the VCDH Representative or 911 (for emergency). If the student requires mental health or social support, VCDH has an onsite counselor that can schedule for a virtual meeting. Currently students are able to interact with each other even during quarantine or isolation as our theory classes remain online and virtually. Our portal also contains resources for health and safety and we are active on social media sharing about classes, theme days, world smile days and national dental hygiene week. VCDH will continue to provide information regarding COVID-19 to ensure students are aware of the symptoms. This will assist in presenting accurate and reliable information to eliminate stigma and make our arriving International students more comfortable when arriving at the college.

VCDH has implemented a *Contact Tracing Process* whereby each Student, Staff, Faculty, Client and Guest must complete the COVID-19 Prescreening Questionnaire, have their temperature taken, and follow entry protocol to ensure all their information is noted for that date. This allows us to also trace who was in the building on each day if a COVID-19 case/outbreak occurs. This Prescreening Questionnaire also helps to identify if any student, staff, faculty, client and/or guest is experiencing symptoms of COVID-19 and to ensure that they stay home. In the event a student, staff, faculty member, client and/or guest tests positive for COVID-19, the VCDH representatives will directly contact Public Health to create a communication/notification plan. VCDH is committed and in full cooperation with all necessary public health units and would notify and assist in their outbreak investigation. We are also in full cooperation with local by-law officers if their efforts are enlisted to help resolve compliance issues. VCDH will also notify authorities of both compliance issues during a 14-day quarantine and any cases of COVID-19 during the 14-day quarantine period. There are three representatives who will act as the point of contact for VCDH. They are Operations Manager Ms. Tina Fazio, Program



Director Ms. Carole-Anne Mrsic, and CEO Ms. Lidia DiNicolo. These individuals will communicate with relevant authorities when needed.

If a student begins experiencing symptoms of COVID-19 while on campus the student is to report directly to either the Operations Manager Tina Fazio or the Program Director Ms. Carole-Anne Mrsic. These representatives will note the students symptoms and who they have been in contact with while on campus. If the student is not displaying serious symptoms they will be sent by private transportation to their residence to begin isolation. If the student is displaying serious symptoms, such as difficulty breathing or high grade fever 911 will be contacted. If the student is sent home, VCDH will then ensure the student is sent by private transportation to ensure isolation can begin immediately. VCDH will contact Public Health to begin a communication and notification plan for those who may have been in contact with the student.

In the case of an outbreak VCDH will first contact Public Health to ensure the necessary steps are taken to protect our staff, faculty, guests, students and clients. If an outbreak occurs, the school will shut down and begin a full disinfection of the premises along with any other directives given by Public Health. Students, staff, faculty, clients and guests who are experiencing symptoms must quarantine and test for COVID-19 and must present a negative test result and be symptom free before arriving/returning to VCDH.