

COVID-19 Safety Plan

Vancouver Animation School (VANAS) is a fully online school which also provides some face-to-face activities for some students. VANAS has implemented protocols to address the risk posed by the COVID-19 pandemic. A dedicated section on the VANAS website entitled COVID-19 Resources includes a range of information from the Provincial Health Office, BC Centre for Disease Control, WorkSafe BC and the Federal Government. Staff, faculty, and students can find up to date information about how to protect themselves from contracting the virus, as well as the specific protocols that VANAS has in place.

Risk Assessment:

As part of its planning, and in response to the Guidelines provided by the COVID-19 Go Forward Guidelines for BC's Post Secondary Sector, and the WorkSafe BC Guide to reducing the risk of Covid-19, VANAS has conducted a risk assessment, in consultation with frontline workers, and has implemented measures to reduce the risk.

VANAS has reviewed areas where people may congregate, tasks and processes that require staff to come into close proximity with each other, with students or with members of the public, and has reviewed areas where there may be shared equipment and surfaces.

Measures to Reduce Risk:

Vancouver Animation School delivers its curriculum to students online and offers minimal face to face activities. The team of staff is small and many work remotely. In addition the following measures have been put in place to reduce the risk of transmission of the virus:

1. Masks/face covers are mandatory in all areas of the school. Staff may remove their mask only when they are working alone or in their work area that is safely distanced from other people. Once they leave this area they must don their mask.
2. A minimum physical spacing of 2m (6 feet) is enforced between students, teachers and office staff.
3. Tables and desks are assigned with adequate space of 2m (6 feet).
4. Tables and desks and all work areas are disinfected before and after use by the user. Cleaners and sanitizers are provided.
5. A daily self-assessment is mandatory for staff and students prior to entering the school. If any question is answered "yes", they will be advised to return home and self-isolate,

and call their doctor or local public health office to discuss their symptoms and seek further instruction.

6. All persons entering the school are required to complete the daily log, as part of the self assessment, for future reference in the event contract tracing is later required. Log books are maintained electronically for a maximum of 30 days.
7. Temperature checks for staff and students are conducted at the entrance to the school. If a temperature of 38 degrees Celcius or higher is recorded, they will be advised to return home and self-isolate, and call their doctor or local public health office to discuss their symptoms, and seek further instruction.
8. Sanitizer and disinfecting wipes are placed throughout the school.
9. International Students are given specific instructions for travel to Canada prior to leaving their country of origin.

Policies and Procedures:

Policies and procedures have been developed to manage the workplace:

1. The following persons are not permitted entry to the school:
 - a. Anyone who has symptoms of COVID-19. All staff, students and faculty are required to complete a self-assessment and have their temperature taken prior to entering the school. If symptoms are present the individual will be sent home to self-isolate and seek instruction from public health or their doctor.
 - b. Anyone who has travelled outside of Canada in the last 14 days. All persons, regardless of citizenship and regardless of vaccination, negative COVID-19 test or recovery from COVID-19, must quarantine for 14 days upon arrival in Canada. The [Government of Canada website](#) provides detailed instructions for persons arriving in Canada. This includes a mandatory 3 day pre-paid booking at a government authorized hotel.
 - c. Anyone who has been identified by Public Health as having been in contact with someone who has tested positive for COVID-19.
 - d. Anyone who has been told by Public Health to self-isolate.
2. Visitors are only permitted at the school when they have a scheduled appointment. Visitors will be required to comply with the self-assessment and temperature taking protocol and must wear a face mask. They must also complete the electronic log book to document their attendance at the school for contact tracing if necessary.
3. In the event that someone at the school begins to feel ill:
 - a. They must be properly wearing a clean mask and have sanitized their hands.

- b. They are to be sent home and asked to contact 811 or their health care provider for guidance on testing and self-isolation. If they are severely ill (e.g., difficulty breathing, chest pain) call 911.
 - c. They are to take a COVID-19 test if asked to do so; public health will advise on self isolation protocols and the length of time required.
 - d. If they do not have COVID-19 but feel unwell generally, they may return to the school 48 hours after being free of symptoms.
 - e. Disinfect any surfaces with which the ill person came into contact.
 - f. Provide the following information to public health for contact tracing:
 - i. symptoms and when they began
 - ii. where in the school they travelled during the course of the day
 - iii. names of persons with whom they have had close or prolonged contact.
 - g. Report the incident to Sonia Bolduc at 604-335-7798, or Erika Marin at 604-335-7805, or Calvin Leduc at 604-910-6405, so that safety follow up measures may be implemented and to monitor and follow the progression of the exposure or illness, the response, and any orders or directions provided by public health officials.
4. For persons working alone:
- a. Staff, teachers and students may find themselves working alone. In these situations, a safe communication procedure must be in place. Make sure your communication channels are functioning. These could be your phone, email, texts, internet, etc.
 - b. Let other people you trust know that you will be working alone, and your preferred method of contact. Have them contact you frequently to check that you are well.
 - c. If working after hours at the VANAS premises, you can use the inner door lock to prevent unwanted visitors.
 - d. If working at night at VANAS, avoid going out on the street, parking lot, or even doing mundane tasks like taking the garbage out.
 - e. When you are done with your work and you are ready to leave the VANAS premises, please double check the exterior surroundings before you go out. Make sure you are safe to go to your transportation.
 - f. Let people know, whom you trust, that you are done working and are leaving the VANAS premises. Make sure you let them know where you are heading to, this could be your home, or a restaurant, etc.
 - g. In case of an emergency, call 911.

Communication, Plans and Training

All staff, students and faculty have been fully trained on the COVID-19 Protocols.

The Student Handbook has been updated with all policies to reduce the risk and prevent the spread, what to do in the event of feeling ill, experiencing symptoms, or testing positive or being in contact with someone who is ill. This Handbook is for the use of staff, faculty and students and is updated regularly as information and guidelines change. Video training has been provided to staff and updates to the training are implemented as needed. The Communication plan includes regular updates to information sources available to staff and students and faculty and the website is updated to reflect new information and guidance as it becomes available. Incident reports of any exposures or cases are kept confidential.

There is signage throughout the school regarding hand washing, mask wearing and maintaining physical distancing. In addition, there are signs at the entrance to the school advising of the need for visitors to have a scheduled visit, to participate in the self assessment and temperature requirement, and the circumstances under which someone may not be admitted.

The onsite team at VANAS is small such that the monitoring of compliance with policies and procedures is easily managed.

Monitor and Update

The benefit for VANAS of having a small team of staff is the ability to quickly respond to concerns or changes in guidelines and policy. All staff understand that they may raise health and safety concerns as they become aware of them.

Policies and procedures, and their communication to staff, students and faculty, will be updated regularly as needed. This includes the Student Handbook, the website and signage around the school.

First Level Protections:

VANAS has introduced physical distancing in the classroom and in the office areas. Desks and tables have been spaced 2 metres apart and staff are encouraged to work remotely where possible. Meetings are held virtually and there is no congregating in any area of the school. In person class activities have been reduced to 3 students plus one instructor at a time to minimize congregating and gathering and to allow for physical distancing.

Second Level Protections

Where distancing cannot be assured, physical barriers have been erected between desks.

Third Level Protections

A new set of policies and procedures has been implemented for staff and students on how to minimize the spread of infection. Signage and reminders are posted around the school on mask wearing, and hand hygiene. A new cleaning protocol for work areas requires sanitizing before and after use by each individual. Cleaning supplies and hand sanitizers are placed in areas around the school for ease of access. Staff bring their own utensils and dishes and there is no sharing or communal eating.

Fourth Level Protection

There is a requirement to wear a mask in all areas of the school. Staff working at their desks may remove their mask while they work, but must wear it to move about the school.

Accessing the Campus Safely

All staff, students and faculty, as well as scheduled visitors, must conduct a self-assessment before accessing the facility. There is a tool on the VANAS website for students and staff to use. If they are unable to use this, they may use the self-assessment App. If they answer “yes” to any of the questions in these self-assessments, they must not come to school.

The most common symptoms of COVID-19 include fever, chills, cough, shortness of breath, sore throat, loss of sense of smell or taste, fatigue, loss of appetite, headache, sore throat, nausea and vomiting, muscle aches.

The WorkSafe Safe Entry poster is posted at the entrance to the school, as well as on the website, indicating the restrictions to entry and referring people to Health Link BC at 8-1-1.

Visitors are advised, before attending scheduled appointments at the school, that they must conduct this self-assessment. Contactless deliveries are requested, whenever there are to be deliveries to the school.

Academic and workplace concessions are managed on a case by case basis for staff and students who are unable to work or attend class because they are ill or self-isolating or under orders of public health. Additional attention is given to Indigenous students, recognizing the increased risk to this population.

Personal Measures to Protect Yourself

VANAS staff, students and faculty are encouraged to monitor their personal adherence to preventative measures to limit the spread of COVID-19 through staying informed; practicing good hand hygiene; wearing a mask; staying at home if ill; maintaining physical distancing when not at home; staying away from others who may be at increased risk; and reducing non-essential travel, within and out of province.

Mental Health Supports

There are resources available for staff, students and faculty who need it. Links are provided here and on the website. They include: [Here2Talk](#) , [Fraser Health Virtual Care](#) , [BC Centre for Disease Control](#), [BC Government Response to COVID-19](#), [Canadian Mental Health](#), [Health Link BC](#) which provides links to resources including [First Nations Health Authority](#) and other help supports..

As part of a risk based approach to planning for increasing or lifting restrictions:

Potential Indicators to guide increasing restrictions	Potential indicators to guide lifting of restrictions
Significant increase in COVID-19 transmission on Campus compared to surrounding community	Significant decrease in COVID-19 transmission on Campus compared to surrounding community
Significant increase in COVID-19 transmission in surrounding community	Significant decrease in COVID-19 transmission in surrounding community
Evidence that students, staff or the surrounding community are not adhering to public health strategies related to physical distancing or mask wearing	Evidence of good adherence to public health strategies on campus and in the surrounding community.

International Students Arriving in Canada

International students are advised directly by email or other direct communication as to what to expect upon arrival and during their studies. They are advised to ensure that they have a suitable quarantine plan before their travel to Canada.

Before and during their travel to Canada, students should:

- avoid spending time in large crowds or crowded areas
- avoid contact with sick people, especially if those persons have a fever, cough or difficulty breathing
- be aware of the local situation and follow local public health advice
- be sure to monitor their health and if they become sick before or during their trip, avoid contact with others except to see a health-care professional

They are advised to allow themselves sufficient time in their scheduled plans for quarantine as well as having plans on what to do if they are denied entry.

No person is excluded from quarantine even if they have been vaccinated, have tested negative for COVID-19, or if they have recovered from COVID-19.

Students will need to pass a health check before they're allowed to board their flight. Anyone who shows symptoms of COVID-19 will not be allowed to travel to Canada.

Students are advised that when they arrive in Canada, their health will be assessed when they speak to the CBSA officer.

Students must quarantine for 14 days even if they have no symptoms. The Quarantine period includes a mandatory 3 day pre-paid booking at a government authorized hotel at their own cost. They are advised that this is mandatory for all travellers to Canada, and there may be serious consequences under the Quarantine Act and the Immigration and Refugee Protection Act for non-compliance with the quarantine requirement.

They are advised that if they develop symptoms during their flight to Canada, they must tell a CBSA officer when they arrive in Canada. If they fail to do so they may face consequences under the Quarantine Act and the Immigration and Refugee Protection Act. If they do not have symptoms but believe they were exposed to someone who was sick with COVID-19, under the Quarantine Act, they must report this to a CBSA officer when they get to Canada. The CBSA officer will give them instructions to follow.

In coordination with VANAS, students will make a plan for obtaining medical care if they become sick during their quarantine period, including getting mandatory medical insurance. While in quarantine, they will be unable to leave their quarantine location unless it is medically necessary to do so.

Foreign nationals, who arrive in Canada without a suitable plan for quarantine, including how they will buy groceries and access other essential services, may be denied entry into Canada. Those who arrive without a suitable place to quarantine will be directed to a federal designated facility where they will be required to quarantine for 14 days. Students are advised to delay their travel until they have made suitable plans.

Students are advised that all travellers are required to use the ArriveCAN app to provide specific information upon entry into Canada, submit contact information and details of their plan for quarantine. Students can download it on their mobile device through the App Store or Google Play or use the Web format.

International students are provided with the link to the [Government of Canada website for travellers to Canada and Mandatory quarantine or isolation requirements](#).

Arriving international students will be advised that upon their arrival in Vancouver, they are required to travel directly to their pre-paid 3 night stay at the government authorized hotel from

the airport by personal car, taxi or ridesharing. Taxis are available at the International Arrivals Area at the Vancouver International Airport. They are advised that if they use taxi or ridesharing they are required to wear and mask, sit distanced from the driver and have the window open.

- They are advised that they must have a clear negative result from the COVID-19 test completed at the airport before they may leave their 3 day stay quarantine.
- Once their 3 day stay is completed and they continue to be free of symptoms, the student will travel to their quarantine facilities to continue their 14 day quarantine.
- Before they can end the 14 day quarantine period, they must receive a clear negative result from a second COVID-19 test which can be completed at day 10 of the quarantine period.
- The quarantine period is ended once they have received the second negative test and completed the 14 day quarantine period.

Arriving students are told that when in quarantine they may not go out to purchase food and basic necessities. They should arrange for someone to deliver what they need while self-isolating. Many grocery stores provide delivery and they will be advised of local grocers and food delivery options.

Students will be assisted to ensure that their suitable housing will take into consideration that they may not have contact with vulnerable individuals, nor be living in a group or communal setting.

Regular and robust monitoring is done by regular contact from the administrative services representative who has primary responsibility for the International student in question. Support is provided in terms of wellness, and compliance with quarantine requirements.

VANAS admissions representatives, specifically the individual student's contact person will maintain contact with the student and keep them informed of the current student community and culture.

There are a host of local resources and services to support students with issues around wellness, anti-racism support and cultural/religious considerations. VANAS staff will provide support to students to facilitate their connection to these resources including: , [Fraser Health](#), [BC Centre for Disease Control](#), [BC Government Response to COVID-19](#), [Canadian Mental Health](#), [Health Link BC](#) which provides links to resources including [First Nations Health Authority](#) and other help supports.

Students will be made aware of local health clinic and COVID-19 assessment centers as well as the contact number, 811, for support and information from health care professionals.

Students may contact the following people at VANAS for information about COVID-19 preparedness: Sonia Bolduc, Head of Admissions at 604-335-7998, Erika Marin, Admissions Representative at 604-335-7805 and Calvin Leduc, Head of Faculty at 604-910-6405.

Non Compliance with Quarantine

This protocol is in place for International students arriving from outside of Canada; persons who become ill while at the school; persons who do not successfully pass the daily screening; persons who report that they have tested positive for COVID-19; others who have travelled from outside of Canada and persons who have been in close contact with someone who has tested positive for COVID-19 and who have been sent home to isolate.

If you believe there is a compliance issue during a period of quarantine, our school administrator must notify the health authorities:

- Identify the individual(s) not complying
- Gather information to support the case of non-compliance
- Inform our school administrator, or any of our staff members via email, or phone, or in person.

Contact the local health authority via phone or email to provide them with the non-compliance information. During the quarantine or isolation period, if it is discovered that someone is not complying with quarantine guidelines, the local public health office will be contacted immediately and the individual reported as being non-compliant. Contact the [City of Burnaby](#), at 604-294-7878, during business hours, or 604-294-7200 after hours and on weekends.