



LaSalle College
Vancouver

RETURN TO CAMPUS PLAN

LASALLE COLLEGE VANCOUVER

JUL 31, 2020



HEALTH & SANITATION GUIDELINES

LaSalle College Vancouver

Statement from Dr. Jason Dewling, President, LaSalle College Vancouver

The LCI Network and LaSalle College Vancouver care deeply about the safety, health, and wellbeing of our students and colleagues. When the pandemic first broke, our focus was to provide continuity of academics and services to our students while addressing the global safety issues related to COVID-19.

As we begin to think about a return to campus, we will all have to adapt to some measures that will honor our desire to serve students while also protecting staff and students from risk of infection from this disease. This document outlines the measures we will put in place. We will adapt and adjust these measures as directed by our local, provincial and federal health authorities.

We need you to take an active role as well and your suggestions are welcomed. You have heard it said, "we're in this together" and this is true for LCV. We all need to do our part to ensure we provide a safe learning and working environment. If you spot something that could be improved or needs to be addressed, please contact Diego Do Livramento, Chair of our Health and Safety Committee.

Thank you in advance for your efforts to ensure we move forward safely together.

We anticipate following a phased approach to operations:

- 1. Phase 1:** Building is closed to public and students except by appointment. Employees are working from home and all classes are offered online.
- 2. Phase 2:** We will open the building for limited "hands on" classes where our facilities are required to deliver the course outcomes. We will practice physical distancing for these spaces and will limit class size. For students who wish to participate virtually, these classes will be live-streamed or recorded when possible. Entrance to the building will only be allowed for the duration of the class and timetables will be staggered to minimize encounters with other students. Employees will work from home and only enter the building if required by their duties. All other classes will be offered online.
- 3. Phase 3:** We will open the building to normal operations and restore on campus services when it is safe to do so. We will still offer portions of our classes online while providing a full range of services on campus. It is likely to have some staff on campus while others work offsite. Hygiene and safety protocols will be in place until advised by public health authorities to relax them.



4. **Phase 4:** Health concerns of the pandemic have subsided and there is a vaccine. We will leverage what we learned during the pandemic to offer a more digitally enhanced learning experience and offer more virtual services to our students.

GUIDING PRINCIPALS

1. The college will place the health and wellbeing of students, staff, and faculty above all other considerations.
2. Decisions regarding in-person and remote learning will be driven by program quality and fairness across all student demographics.
3. The college will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.
4. The college will be heavily challenged to shift the mode of delivery mid-way through a semester, however we will not preclude looking at ways to take advantage of any reduction in public health restrictions as they occur, keeping in mind the impacts on students, particularly those that may not be residing close to our campus.
5. The college will cooperate with the LCI Education network to share and create academic programming where it can enhance efficiency and maintain quality.
6. The college will capitalize on lessons learned to enhance operations, sustainability and service delivery.

LASALLE COLLEGE VANCOUVER PROGRAM

Employee & Student Health

The health and safety of our employees and students is our number one priority. All people associated with LCV are asked to self-quarantine and seek medical treatment should they exhibit any symptoms of COVID-19, have been exposed to someone who has the disease, or has tested positive for COVID-19.

Temperature Checks. Points of entry will be limited to allow our team to conduct non-invasive temperature checks utilizing a temporal thermometer if they have evaluated someone is exhibiting symptoms. They may choose to do some random testing to elevate the safety of everyone in the building. Anyone displaying a temperature over 38.0°C will be taken to the first aid room for secondary screening. (Please note procedure at the end of this document).

Physical Distancing. All people entering our building will be advised to practice physical distancing by standing at least six feet away from other groups of people. Classrooms, computer labs and other physical layouts will be arranged to ensure appropriate distancing. Employees and students will be reminded not to touch their faces and to practice physical distancing by standing at least six feet away from students and other employees whenever possible. Markers will be placed on the floor in some areas to ensure proper distancing.

Travel to Campus. All students and staff who are required to work onsite are encouraged to commute to work during off-peak hours where possible, to limit staff commuting in congested public transit.



Hand Sanitizer. Hand sanitizer dispensers will be placed at the front entrance and employee entrances, reception areas, bistro entrance, board rooms, and bookstore. Please use it upon entrance. If they are not available, we require you wash your hands upon entering the building.

Entrance Signage. There will be health and hygiene reminders throughout the building including the proper way to wear, handle and dispose of masks. Use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze and to avoid touching their faces. Electronic signs will also be used for messaging and communication as well.

Employee & Student Health Concerns. Our employees have been given clear instructions on how to respond swiftly and to report all presumed cases of COVID-19 on property to their manager. Employees and students are instructed to stay home if they do not feel well and are instructed to contact a manager (employees) or faculty (students) if they notice a co-worker or student with a cough, shortness of breath, or other known symptoms of COVID-19. Employees and students who are exhibiting any of the symptoms of COVID-19 while at the college are instructed to immediately notify their manager (employees) or faculty (students).

If Faculty, Staff or Students develop symptoms while at the institution.

We will separate the symptomatic individual from others in a supervised area and direct the symptomatic individual to return to their place of residence. Arrangements for transportation will be coordinated if required. If symptoms persist, the individual will be instructed to contact 8-1-1 or their local healthcare provider for further direction. 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).

Case Notification. If we are alerted to a presumptive case of COVID-19 at the college, we will work with the BC CDC to follow their recommendations on appropriate actions.

Reporting Health & Safety Concerns. All students are encouraged to report any concerns through their instructor or Program Director. All employees are encouraged to report any concerns to Talent & Culture or their direct manager.

EMPLOYEE'S RESPONSIBILITIES

LCV employees are vital for an effective sanitation and health program.

Hand Washing. Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. All LCV employees have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20-seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, going on break and before or after starting a class.

COVID-19 Training. All employees will receive training on COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent student contact.



Personal Protective Equipment (PPE). Every employee of the college will be provided a mask and required to wear that mask while on property and in a public space. They can remove their mask if working in a confined space where no other person is at risk. Gloves will be provided to employees whose responsibilities require them as determined by medical experts.

Class Times and Staff Arrival. Larger departments will stagger employee arrival times to minimize traffic volume. Our management team will ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest expert guidance.

Faculty/ Staff working on Campus. Upon return to workplace, regular check-in meetings will be held to provide any new information, discuss best practices and opportunities for discussion.



THE STUDENT JOURNEY

Student Arrival

A security officer or reception will greet everyone entering the college. They will be screened and asked to use hand sanitizer or wash their hands and to wear a mask (one non-medical mask will be provided by the college). Appropriate signage will also be prominently displayed outlining proper mask usage and current physical distancing practices in use throughout the college.

- a) Students entering the building
 - a. Students will enter the college through doors that are either propped open, are automated or manually operated by an employee.
- b) Elevators
 - a. An employee will sanitize the button panels at regular intervals, at least once per hour.
 - b. Signage will be posted to explain the current procedures.
 - c. No more than two people will be permitted per elevator.
 - d. Physical distancing signs will be posted outside of each elevator.
- c) Student Sanitation Amenities
 - a. Each student will receive an amenity bag upon return to campus with mask, hand sanitizer and COVID-19 awareness card.
 - b. A spray bottle of sanitizer or wipes will be provided in each classroom for faculty/student use (subject to availability).

Cleaning Products and Protocols

Our college is using cleaning products and protocols which meet guidelines and are approved for use and effective against viruses, bacteria and other airborne and bloodborne pathogens. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Public Spaces and Communal Areas. The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent contact surfaces including, but not limited to, reception desks, registrar windows, finance window, IT office, computer labs, fashion labs, classrooms, faculty offices, open lab, elevators and elevator buttons, door handles, public bathrooms, stair handrails, vending machines, bistro surfaces and seating areas.

Laundry. All culinary laundry will continue to be washed at a high temperature and replaced daily

Shared Equipment. Shared tools and equipment will be sanitized before, during and after each class or anytime the equipment is transferred to a new employee or student. This includes phones, computers and other communication devices, payment terminals, kitchen implements, engineering tools, cleaning equipment, and all other direct contact items used throughout the college. The use of shared food and beverage equipment in staff areas (including shared coffee brewers) will be discontinued.



Air Filter and HVAC Cleaning: The frequency of air filter replacement and HVAC system cleaning has been increased and fresh air exchange will be maximized.

Locations for the Distribution of Personal Protection Equipment (PPE)

PPE will be located at reception and for sale in the bookstore.

DEPARTMENT SPECIFIC SANITIZATION POLICIES

LaSalle College Vancouver has increased the frequency and rigorous of sanitation protocols. All spaces in the building will follow the following guidelines while department specific items will be as follows:

Cleaning & Sanitizing Protocol

- a. Daily cleaning of hands-on learning environments and touch points throughout the building
- b. Sanitization of all stations at the beginning and end of each class
- c. Sanitization of student facing counters
- d. Sanitation signage will be posted for employee/ student reference
- e. Hand sanitizer bottles and wipes to be supplied throughout the building
- f. Increased sanitation of the following areas:
 - Entry doors
 - Stair handrails
 - Employee dining tables and counters
 - Trash bins
- g. Increased sanitation of all restrooms with signage indicating maximum occupancy to 3 people in a washroom at a time

Physical Distancing Protocol

- a. Each workspace and/or learning space will require at least 6 feet between individuals
- b. We will limit each learning environment to a maximum of half of the room's capacity while maintaining the 6-foot physical distancing requirement
- c. Some smaller rooms may be restricted to one or two people at a time (Gerber room, supply room, change room, storage rooms, interview rooms, some offices)
- d. Any area where students queue will be clearly marked for appropriate physical distancing.
- e. Implement peak period queueing procedures, including a Lobby Greeter, when the number of guests exceeds the queue capacity
- f. A plastic shield will be put in place at all reception areas
- g. Walk wide: all people in our building are expected to walk to the outside (right side) of the hallway when passing another person
- h. Facemasks are encouraged in all public spaces, but this can be relaxed at workstations and learning stations

Fashion

- a. No shared textile bin to be used
- b. No sharing of equipment or tools

Computer Labs

- a. Sanitize computer stations at the start of class and after each class



Drafting Labs

- a. Sanitize drafting tables at the start of class and after class
- b. No use of shared resource materials (fabric swatches, paint chips, tiles, etc.)

Kitchens

- a. Thorough cleaning of the kitchen at the end of each day
- b. Sanitize kitchens at the start of class and after class

Library

- a. Sanitize all tables and workstations thoroughly each night
- b. Discontinue print magazine and newspaper services throughout the property.
- c. Materials checked out will be sanitized upon return

The Cage

- a. All materials will be thoroughly sanitized before being checked out and at check in
- b. Any area where students queue will be clearly marked for appropriate physical distancing.

Recording Studios

- a. Sanitize by user before and after each use
- b. Removal of foam on microphones and sanitized before and after each use

Bookstore

- a. Cash wraps, phones, workstations, hard surfaces, handles and frequently touched surfaces to be sanitized at the end of each day
- b. Limit of 3 people in the bookstore at the same time
- c. Orders can be made through email for pick up service
- d. All sales are final

Second Floor Bistro and Café Artesano

(This is assuming there will be food retailing and consumption on grounds).

- a. Host Podium and cashier including all associated equipment to be sanitized at least once per hour
- b. Service stations, service carts, beverage stations, and counters to be sanitized at least once per hour and logged by a manager
- c. POS terminals to be assigned to a single server where possible and sanitized between each user and before and after each shift. If multiple servers are assigned to a POS terminal, servers will sanitize their hands after each use
- d. Dining tables, bar tops, stools and chairs to be sanitized after each use
- e. Condiments to be served in single use containers (either disposable or washed after each use)
- f. Menus to be single use and/or disposable
- g. Storage containers to be sanitized before and after each use
- h. Food preparation stations to be sanitized at least once per hour
- i. Kitchens to be sanitized at least once per day
- j. Food and beverage items being prepared to be transferred to other employees using contactless methods (leaving on expediting tables, etc.)



- k. Employees or students assigned to individual stations will sanitize their stations and all equipment at least once per hour and at the end of each day.
- l. All linen, including underlays, to be replaced after each use
- m. Flatware to be provided as a roll-up
- n. Hostesses and managers to manage physical distancing at entries, waiting areas and queues (in addition to signage)
- o. Peak period queuing procedures to be implemented when guests are not able to be immediately seated
- p. Tables to be utilized with appropriate physical distancing between each
- q. All self-serve condiments and utensils to be removed and available from cashiers or servers
- r. All straws to be wrapped
- s. All food and beverage items to be placed on the table, counter or other surface instead of being handed directly to a guest

Interview Rooms

- a. Sanitize interview room doors, tables, chairs light switch and other equipment at the end of each day
- b. Admissions Advisors to sanitized after each interview
- c. Use of video interviews is encouraged
- d. Campus tours will maintain physical distancing

Security

- a. All contact surfaces to be sanitized at the completion of an incident (in addition to standard sanitization protocols)
- b. Shift managers will assign specific sanitation responsibilities and ensure proper protocols are followed
- c. Shift Supervisors to log completed tasks
- d. Sanitation signage will be posted for student reference
- e. Security Officers to assist with enforcing physical distancing protocols in guest queuing areas as required
- f. Only one guard behind the desk at a time while the second guard monitors the entrance and walks the building to ensure compliance

ENTRY SCREENING & CASE REPORTING PROTOCOLS

Non-invasive thermal cameras will be available to security. Any person displaying a cough, shortness of breath or other known symptoms of COVID-19 or a temperature above 38 degrees Celsius will be discreetly offered a secondary screening. Everyone that enters the building will be asked how they are feeling upon arrival.

The individual displaying an elevated temperature will be escorted to the first aid room and provided with PPE.

Secondary Screening. A Security Officer using appropriate PPE (including a surgical mask and eye protection) and a temporal thermometer will record a second temperature. If the individual refuses the secondary reading, they will be denied entry to the property and provided a COVID-19 information card.



Visitors with Elevated Temperature. If the secondary reading confirms that the visitor has a temperature above 38 degrees Celsius, the individual will be denied entry to the property and be directed towards medical care and provided with resources and recommendations based on local health authority guidelines.

A Security Supervisor will collect basic visitor information including name. The Supervisor will then make initial additional observations for the known symptoms of COVID-19 including cough, fever, and shortness of breath. If a visitor refuses to provide information or cooperate with Security, the visitor will be denied entry to the property.



APPENDIX

