



Royal Metro College

READINESS PLAN

Dec 03th,2020

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Readiness Plan (International students)

The College ensures the health and safety of all staff, students and community by following the official guidelines set out by the Government of Canada, the Province of British Columbia; local health and safety authorities.

The readiness plan developed by the institution is intended to provide a comprehensive safety plan and support the return of international students. The intent is to mitigate risks associated with the COVID-19 pandemic and ensure compliance with government guidelines and orders..

The plan applies to international students.

The institution has a *Health and Safety Committee*, consisting of the Director, the on-site administrator and a faculty representative. They meet once a week and more often if required.

The institutional *readiness plan* will be updated as additional information is available and as regional and provincial and federal measures are amended.

Related / supporting institution documents (available at campus, by email and posted on website):

➤ **Workplace BC Safety plan -**

In accordance with WorkSafe BC guidelines, the College has outlined the planning of a COVID-19 Safety Plan.

➤ **Institution COVID-19 Safety Plan**

The plan covers onsite protocols and the responsibilities of staff and students when on Campus.

➤ **COVID -19 Outbreak Response Plan.**

The institution's plan for robust case management in the event of an outbreak to support outbreak response efforts.

➤ **Travel & Quarantine Plan (template)**

Documentation required by enrolled international students which require approval by the institution prior to coming to Canada.

References:

[WorkSafe BC guidelines](#)

[B.C Post Secondary COVID 19 Go-Forward Guidelines](#)

[Orders of the Provincial Health Officer,](#)

[Guidance for Post-Secondary Institutions During the COVID-19 Pandemic](#)

International students - guidelines procedures.

The institution ensures compliance with federal, provincial, and public health orders and safe-operating guidelines and supporting international student to come to Canada.

Reference:

[Guidance for post-secondary institutions during the COVID-19 pandemic](#)

Overall Requirements	Pre-Arrival Requirements for Institutions	14-day Quarantine Requirements	Post-quarantine Requirements
<ol style="list-style-type: none"> P/T and local health guidelines and protocols for institutions, consistent with Government of Canada's <i>Guidance for post-secondary institutions during the COVID-19 pandemic</i> (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html) have been provided to Institutions. Mechanisms are in place to assess and ensure <i>readiness of public health authorities and institutions</i> to accept quarantining international students and co-arriving immediate family members. Health systems, including local public health authorities, have the capacity for COVID-19 <i>outbreak response</i> should this occur at the institution(s). Institutions have acceptable plans in place for robust case management and outbreak response (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html) in their communities, and these plans meet the requirements of local and P/T public health guidelines. Institutions have protocols for <i>notification</i> of local and P/T authorities of: 	<ol style="list-style-type: none"> Pre-arrival requirements are communicated to international students and their co-arriving immediate family members <i>in advance</i> of travel to Canada. As a best practice, international students and their co-arriving immediate family members are encouraged to <i>download the Government of Canada's ArriveCAN</i> application prior to arrival at the border and complete the information required. Institutions provide appropriate <i>transportation of international students and their co-arriving immediate family members to a 14-day quarantine location</i>, consistent with Government of Canada recommendations (i.e. wearing a mask for onward domestic travel; travelling directly to place of quarantine); Mandatory 14-day quarantine by international students and co-arriving immediate family members is provided at: <ul style="list-style-type: none"> the institution; or a private quarantine location that meets the requirements set out under 14-Day Quarantine Requirements, with arrangements made prior to arrival and assessed to be acceptable by the Government of Canada at the time and point of entry. 	<ol style="list-style-type: none"> Institutions have developed and implemented restart plans that include <i>quarantine arrangements for international students and co-arriving immediate family members</i> that support the minimum requirements listed below. International students and co-arriving immediate family members are responsible for <i>on-going self-monitoring and assessment of COVID-19 symptoms</i>. As a best practice, the <i>ArriveCAN</i> application will be used by international students and co-arriving family members within 48 hours after arrival in Canada, and for their daily symptom reporting; Appropriate <i>individual accommodation</i> options for the 14-day quarantine period are provided consistent with current Orders in Council under the <i>Quarantine Act</i> and guidelines of the Government of Canada, as well as the requirements of the institution's local and provincial/territorial public health authorities: <ul style="list-style-type: none"> Confirmation that students are symptom free, and have a suitable isolation plan ensuring they will not be staying with vulnerable populations or living in a communal or group setting, and will have access to the necessities of life; Support for all quarantined individuals throughout the 14-day quarantine period, including but not limited to food, medical care and COVID-19 infection control information and training; 	<ol style="list-style-type: none"> Institutions will continue to support international students and immediate family members after completion of their 14-day quarantine period. This includes offering mental and physical health supports, anti-racism and COVID-19 stigma supports, and mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.

Overall Requirements	Pre-Arrival Requirements for Institutions	14-day Quarantine Requirements	Post-quarantine Requirements
<ul style="list-style-type: none"> Any cases of SARS-CoV-2 infection during the 14-day mandatory quarantine period. <p>6. Public communications protocols have been established for COVID-19 outbreaks that may impact or implicate international students or their immediate family members.</p> <p>7. The P/T and local public health authorities have mechanisms in place to approve restart plans and verify continued adherence to the institutional requirements in this table.</p> <p>8. The institutional requirements in this table are maintained for as long as the institution appears on the P/T List.</p>		<ul style="list-style-type: none"> Regular and robust institutional monitoring of quarantined individuals throughout the 14-day quarantine period for COVID-19 symptoms, general well-being, compliance with quarantine requirements, with emphasis on individual COVID-19 infection control practices; <p>5. Promotion of reliable, accurate messages about COVID-19, including messaging around COVID-19 related stigma (https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf) and anti-racisms supports; and</p> <p>6. Mitigation of social barriers to support student compliance with individual COVID-19 infection control practices.</p>	

International Student - arrival planning

Important criteria/ requirements for travelling to Canada.

The Government of Canada’s Quarantine Act requires that all new students to Canada (and accompanying family members) must quarantine for 14 days upon arrival, prior to joining in-person classes. This means that students must stay on their own, and avoid contact with others for 14 days.

Please note, students may be denied entry into the country, or may be denied entry to/dismissed from the Institution with no refund if they do not have a quarantine plan or follow protocols. Any noncompliance with the 14-day mandatory quarantine under the federal Quarantine Act means that students may be subject to fines and penalties established by the government of Canada and government of BC, and could result in reporting of quarantine breaches to the Canadian Border Services Agency.

At the federal level, RCMP and local and provincial police can ticket travelers who break quarantine under the Contraventions Act, or charges can be laid against a traveller for breaking quarantine.

Communication with to students/co-arriving family members, in advance of their travel to Canada, and responsibilities.

The institution will case manage students/co-arriving family members, in advance of their travel to Canada. The Institution will set out the requirements to adhere to the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.

Steps:

1. Once the student is enrolled in an approved program and has received notification that their study permit has been approved, every international student (ISC) will be allocated a college representative (position title international student coordinator).
2. The International student coordinator will provide information and support for international students and co-arriving family members in advance of their travel to Canada.
3. The International student coordinator will work with the student to ensure they have arranged medical insurance and related requirements to study in Canada under the study permit.
4. The International student coordinator will also communicate to students/co-arriving family members their requirement to adhere to the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.
5. Working with the institution's international student coordinator, no less than two weeks prior to arrival, students must outline how they are travelling to Canada, their arrival date/ time (travel plan) and quarantine plan.

Students will receive the institution's *Covid-19 Safety Plan; Readiness plan* and *Travel & Quarantine Plan* (template) prior to arriving in Canada and must develop and agree to the terms and conditions:

- Prepare to adhere to the Quarantine Act
- Agree to the requirements of the [mandatory quarantine](#)
- Secure accommodations for the 14-day quarantine period
- Secured suitable private transportation from the airport to their accommodation.
- Have the financial means and ability to pay for related costs - accommodation, transportation, food.
- Cooperate with the institution's international student coordinator.

Travellers arriving in Canada

If you are returning to Canada, you need to self-isolate for 14 days.

COVID-19 Mandatory Quarantine

- Stay home and do not have visitors for 14 days. Do not leave unless you have an urgent medical issue. 
- Avoid sharing living space with others including sleeping and bathroom use. 
- Ask for help or use delivery services for groceries, medication and other needs but stay two meters apart from delivery people. 
- Stay in a private place like your yard or balcony if you go outside for fresh air, but stay two meters apart from other people. 
- If you develop symptoms, contact your health care provider or 8-1-1. 

For general information from the BC Centre for Disease Control (BCCDC), call 1-888-COVID-19, text 604-630-0300 or visit www.bccdc.ca

April 6, 2020 

Travel & Quarantine Planning

The student is encouraged to work with their International Student Coordinator to develop their *Travel & Quarantine Plan*.

As needed, the institution will coordinate arranging a hotel or approved accommodation for self-isolation; taxi pickup and drop-off at the hotel/ approved accommodation; help with arrangements for food and supplies during quarantine.

The key considerations are that students and co-arriving family members:

- Have access to supplies such as prescriptions and food;
- Will not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
- Have suitable quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place.
- Have a compliant transportation plan from the airport to their accommodation.

A final signed copy of *Travel & Quarantine Plan* needs to be submitted and approved by the institution Director no less than two weeks before traveling to Canada.

ArriveCAN app and the BC COVID-19 App.

Students will also be required to complete a [BC Self-Isolation Plan](#) (the plan should be completed and submitted online before, or when they arrive, in BC) and the federal **ArriveCan** application within 48 hours of travel (download ArriveCan on your mobile device through the [Apple App Store](#) or Google [Play Store](#) prior to travel).

We also recommend they download the [BC Covid-19 app](#) for up to date information

During the 14-day quarantine period, and in their *Travel & Quarantine Plan* students must agree to:

- Go directly to their quarantine accommodation from the airport using private transportation.
- Stay at the place of quarantine at all times. They are only permitted to leave your place of quarantine if you need to seek medical attention
- Monitor for any symptoms of COVID-19, including fever, cough, difficulty breathing, loss of smell and fatigue
- Comply with all the [orders of the BC Provincial Health Officer](#)
- Communicate with the institution coordinator during daily check-ins

The student coordinator will be in contact with the student each day of the 14-day quarantine period (by email, video call and phone call); and offer support as needed.

A contact record will be kept including notes on any issues, supports required or concerns. That will also include recording any symptoms, general well-being, and compliance with quarantine requirements.

If there are any indications that the student or co-arriving family members are not adhering to the quarantine period requirements, the institution has an obligation to report non-compliance to the authorities

. If a student develops symptoms of illness while in quarantine, they must:

- Isolate from others as soon as you notice your first symptoms
- Call 811 or consult with [HealthLink BC](#) to discuss your symptoms and travel history, and follow their instructions carefully
- Contact their institution coordinator

For more information on quarantine, students can consult the following resources:

- [Government of BC: Self-Isolation on Return to BC](#)
- [BC CDC: Self-Isolation for Travellers Returning to Canada](#)

- [Government of Canada: For travellers without symptoms of COVID-19 returning to Canada \(translations available in Arabic, Simplified Chinese, Hindi, Korean, Punjabi, Spanish, and more\)](#)

[Government of BC: BC Provincial Health Officer Orders](#)

Sample of isolation plan:



BRITISH COLUMBIA | Ministry of Health

Support for Travellers Self-Isolation Plan

PRIMARY CONTACT INFORMATION

First Name (primary contact)	Last Name (primary contact)	Date of Birth (yyyy / mm / dd)	
Phone Number	Email (optional)		
Home Address	City	Province or Territory	Postal Code

TRAVEL INFORMATION

Are There Additional Travellers In Your Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes → Number of additional travellers in your group: _____	ADDITIONAL TRAVELLERS <i>(please list all additional travellers)</i>		
Arrival Date (yyyy / mm / dd)	First Name	Last Name	Date of Birth (yyyy / mm / dd)
Arrival By <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Ground			
Airline / Flight Number (if applicable)			
Arrival From (City, Country)			

SELF ISOLATION PLAN

Do you have accommodation arranged for your self-isolation period? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which city will you be isolating in?
If Yes, what is the address where you'll be staying?	
If Yes, isolation type? <input type="checkbox"/> Private Residence <input type="checkbox"/> With Family <input type="checkbox"/> Commercial (hotel)	
Do you need accommodation assistance to self-isolate from anyone who is over 60 years old or who has heart disease, high blood pressure, asthma or other lung disease, diabetes, cancer, immune suppression or is taking prednisone medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to make the necessary arrangements for your self-isolation period? (e.g. food, medication, child care, cleaning supplies, pet care). <input type="checkbox"/> Yes <input type="checkbox"/> No	
What form of transportation will you take to your self-isolation location? <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Public Transportation <input type="checkbox"/> Taxi or Ride Share	

CERTIFY DECLARATION

<input type="checkbox"/> I certify this to be accurate
--

Proceed to the provincial check point, if available at your location, where you may be asked to confirm how you will comply with the provincial order to self isolate.

Collection Notice

Your personal information as well as those of your household is collected by the Ministry of Health under the authority of sections 26(a), (c), (e) and s. 27(1)(a)(iii) of the Freedom of Information and Protection of Privacy Act, the Public Health Act and the federal Quarantine Act, for the purposes of reducing the spread of COVID-19. Personal information may be shared with personnel providing support services and follow-up during self-isolation. Should you have any questions or concerns about the collection of your personal information please contact:
 Title: Ministry of Health, Chief Privacy Officer
 Telephone: 236-478-1666

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Airport arrival and transportation

The student / co-arriving family members must have an approved *Travel & Quarantine Plan* from the institution, notification of their Canadian study permit being approved, suitable medical insurance and have completed the requirement of the ArriveCAN app and the BC Covid-19 App. prior to arrival.

On arrival the student will clear immigration and customs. If possible they should text, email or phone their international student coordinator so the arrival can be recorded. Once entering Canada they should;

- Go directly to their quarantine accommodation from the airport using private transportation. They must avoid public transportation (other than taxi). They must wear a mask at all times and maintain at least 2 meters distance from others.
- Stay at the place of quarantine at all times. They are only permitted to leave the place of quarantine if they need to seek medical attention
- Communicate with the institution coordinator if there are any problems related to airport arrival, transport or their arranged accommodations.

The coordinator will assist to resolve any related issues.

The coordinator will be checking in with the student each day of their quarantine (by email, video call and or phone call).

Accommodation / procedures and supplies.

International students (and co- arriving family members) who want to travel to Canada must understand, agree to; and meet all the requirements:

- Ensure secure accommodations for the 14-day quarantine period
- Have the financial means and ability to pay for related costs - accommodation, transportation, food.
- Cooperate with the institution's international student coordinator.

Students (and co- arriving family members) must:

- Have access to supplies such as prescriptions and food;

- Not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
- Have quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place.

Working with the institution's international student coordinator, they must inform the institution where they are staying for the quarantine period, contact details and how they will receive provisions. They must show evidence of the aforementioned requirements.

These points are covered in the *Travel & Quarantine Plan* which can be developed with the help of the international student coordinator and be submitted for review and approval by the Director of the Institution.

Monitoring throughout the quarantine period

Every international student (and co-arriving family members) will work with a college representative (position title: international student coordinator).

When possible the International student coordinator will speak first language. The International student coordinator will be provided with specialized training so as to help and support the student. They will also have a good understanding of community supports, resources and contacts.

The International student coordinator will support and monitor the student (and co-arriving family members) during their quarantine, and help/support the student transition into the College and their studies after quarantine.

The college will provide and review a comprehensive checklist for international students to go through to ensure that they can meet the Quarantine Act requirements.

The International student coordinator provides information and support for the student and co-arriving family members. The International student coordinator will communicate to students/co-arriving family members, in advance of their travel to Canada, their requirement to adhere to the order under the Quarantine Act, including use of the ArriveCAN app and the BC COVID-19 App.

Information about COVID-19 testing, contact tracing, and care will be provided. For example: <http://www.vch.ca/covid-19/covid-19-testing>

The international student coordinator will support and monitor the student for compliance (and co-arriving family members) during their quarantine; and help/support the student transition into the College and their studies after quarantine.

The international student coordinator will check in daily with students (+ co-arriving family members) during their quarantine period and offer support as needed.

The mechanisms include emails, video calls and phone calls. The methodology used will include random contact times each day and no pattern of contact. For example a phone call may be followed by a video call at a different unscheduled time. The International student coordinator may also make contact more than once a day.

A contact record will be kept including notes on any issues, supports required or concerns. That will also include recording any covid-19 symptoms, general well-being, and compliance with quarantine requirements.

If there are any indications that the student or co-arriving family members are not adhering to the quarantine period requirements, the institution has an obligation to report non-compliance to the authorities:

1. The health authority will be notified of any compliance issues within the 14-day mandatory quarantine period.
2. The student coordinator will notify the institution director regarding individuals who are not in compliance of the 14-day mandatory quarantine period.
3. The Director will contact the health authority and notify them of the specific details regarding the non-compliance.

. The Institution will take direction from the Public Health Authority.

To comply with the requirements and reduce the likelihood of non-compliance students / family members must follow the protocols set out in the plan which includes such things as staying at the approved accommodation the whole time (14 days).

How should students quarantine?

Students/ family members should follow the guidelines below:

- Stay at the approved location the whole time (14 days).
- Arrange for food and essential items to be delivered and dropped off at the door.
- Do not have face to face contact with others.
- Do not go to school, or public areas.
- Do not have visitors.
- Practice frequent hand hygiene and cough or sneeze into elbow or tissue.
- During the period of self-isolation, self-monitor daily for fever, cough or worsening symptoms. Check temperature daily (if possible). The BC self-assessment tool will help assess symptoms.
- Worsening symptoms, call 8-1-1 or family doctor

- Symptoms are not improving at 5 or more days after initially started feeling unwell, call 8-1-1 or family doctor
- If at any time unwell and are worried this might be an emergency (e.g., severe difficulty breathing or chest pain), call 9-1-1.

Keep busy with interests - writing, reading, online studies, hobbies (i.e. music).

Keep to a daily routine. Exercise when possible.

Individuals should plan ahead and prepare. They should reach out to friends or relatives for help with buying groceries, other shopping or picking up medication. Alternatively, order groceries and medication by phone or online.

The International student coordinator will contact the individual for updates and provide support.

Community and culture during isolation

14 days self isolation is not easy and we encourage students to keep in contact with friends and family.

The Student (and co- arriving family members) should have pre arrival contact with the International student coordinator a few days prior to travel.

The International student coordinator has a good understanding of community supports, resources and contacts. That person will help to integrate the student into its community and culture; during and proceeding quarantine.

If a student (and co- arriving family members) are having a difficult time, there are services set up to support them. The International student coordinator will link students (and co- arriving family members) to support networks.

There are many services in the community which students can access; online, by phone and email.

- Resources are available to support the mental health and well being of students and staff including Here2Talk offering mental-health counselling available 24/7.
- The Province also offers a range of virtual mental health programs and services to support mental health and wellness. For example:

Health Link BC (24/7)

- • Call 811 toll-free in B.C.
- • For the deaf and hard of hearing (TTY), call 711,
- • For mental health support: here2talk.ca/home
- • *Translation services are available in more than 130 languages.

After the 14-days quarantine has passed, if students (and co- arriving family members) have no symptoms, they can integrate into the community and attend the College. The coordinator will assist as needed.

Students (and co- arriving family members) should continue to follow and respect health regulations and directives, including physical distancing from other people in public and washing or sanitizing hands often.

They should avoid malls, crowded spaces, and sports where physical distancing is difficult.

General information for social contacts and activities:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/going-out-personal-social-activities-during-pandemic.html>

Stigma and anti-racism supports, mental health and cultural/religious considerations

Students (and co- arriving family members) should also understand that during the pandemic there can be a higher level of racism, as well as related stigma, mental health pressures and cultural/religious considerations.

The International student coordinator has a good understanding of these issues. The Institution will check in daily with students (co-arriving family members) during their quarantine period and offer support as needed. A contact record will be kept including notes on any issues related to stigma, mental health pressures and cultural/religious considerations.

If any of these issues or concerns exist, students (and co-arriving family members) should reach out to their International student coordinator for advice and support. There are also many services / supports in the community which students can access. The institution will help.

For more information on quarantine, students can consult the following resources:

- [Government of BC: Self-Isolation on Return to BC](#)
- [BC CDC: Self-Isolation for Travellers Returning to Canada](#)
- [Government of Canada: For travellers without symptoms of COVID-19 returning to Canada \(translations available in Arabic, Simplified Chinese, Hindi, Korean, Punjabi, Spanish, and more\)](#)

[Government of BC: BC Provincial Health Officer Orders](#)

COVID-19 testing, contact tracing and care.

Information about COVID-19 testing, contact tracing, and care will be provided. For example:
<http://www.vch.ca/covid-19/covid-19-testing>

For additional information on COVID-19 testing, contact tracing, and care students can consult the following resources: (resources are updated as needed)

COVID-19 Testing: <http://www.vch.ca/covid-19/covid-19-testing>

City of Vancouver Public Health

- • To report a public health issue call **311** (604-873-7000 outside Vancouver)
- • For non-medical information regarding COVID-19 call 1-888-COVID19
- • Vancouver Coastal Health: call 604-736-2033 or 1-866-884-0888
- • For all medical emergencies call 911

Health Link BC (24/7)

- • Call 811 toll-free in B.C.
- • For the deaf and hard of hearing (TTY), call 711,
- • For mental health support: here2talk.ca/home
- • *Translation services are available in more than 130 languages.

BC Ministry of Health (Service BC)

Call centers are open 7:30am-5:00pm Monday to Friday

- • Vancouver: 604-660-2421
- • Toll Free: 1-800-663-7867
- • Text: 1 604 660-2421

Health Canada

- • Email: Info@hc-sc.gc.ca
- • Telephone: 613-957-2991
- Toll free: 1-866-225-0709

Health insurance providers offer remote access to doctors as well as mental health support services if needed.

Note: the institution does not provide on-campus or off campus housing for students; however, we can assist students in developing and arranging their accommodation plans, if needed. A updated list of accommodation options will be provided to the student.

Preparation for travel

Students should not forget their general personal items and documentation (to be carried with them):

- ✓ Passport
- ✓ Study Permit or Study Permit Approval Letter
- ✓ Letter of Acceptance and Custodianship document (if under 18)
- ✓ Quarantine plan - two copies.
- ✓ Proof of health insurance/insurance information

After quarantine

After the 14-days quarantine has passed, if students have no symptoms, they may now attend the College. The International student coordinator will assist.

Students should continue to follow and respect health regulations and directives, including physical distancing from other people in public and washing or sanitizing hands often.

They should avoid malls, crowded spaces, and sports where physical distancing is difficult.

General information for social contacts and activities:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/going-out-personal-social-activities-during-pandemic.html>

If a student feels sick at any time, they should stay at home. Use the self assessment tool at <https://sharedhealthmb.ca/covid19/screening-tool/>. Follow directions and seek medical attention or contact public health authorities.