

Brookes College

COVID -19 Pandemic Preparedness Plan

Brookes College has designed a plan for safe operations of its academic and administrative activities, including guidelines for incoming international students to Brookes College.

This plan is designed to work in line with Federal and Provincial guidelines on the Covid-19 pandemic. Brookes College will provide regular updates to this plan per federal and provincial regulations.

Our safety planning is intended to provide a secure environment for all our students, employees, visitors, and other stakeholders. It has two main components:

1. Protocols for International Students
2. Protocols for Campus Operations

PROTOCOL FOR INTERNATIONAL STUDENTS

Brookes College will be in regular contact with all enrolled international students and provide necessary guidance before and during their journey to Canada. The protocols for their arrival in Canada, 14 Days self-quarantine period and their daily reporting to the College during and after the self-quarantine period.

Please click here for a list of facilities available for [self-isolation](#).

Pre-Arrival

Every student enrolled at Brookes College must complete [Safe Travel and Arrival Training for International Students](#), which is exclusively designed for international students before their arrival. Online training module includes:

1. Federal, Provincial and City Public Health Guidelines and Regulations during COVID-19
2. Preparing for additional documents and other requirements during COVID-19 for travelling to Canada
3. Introducing the ArriveCan mobile app
4. Baggage Packing Instructions for travelling during Covid-19
5. Details about mandatory 14 Days Self Quarantine requirement and College's optional package
6. Details about COVID-19 testing process for 14 Days Self Quarantine
7. The process to follow if the COVID-19 test is positive after arrival
8. Information about submission of self-monitoring reports and declarations during their Days Self Quarantine period and while they commence their studies.

Each of the enrolled students must submit their declaration about an understanding of COVID-19 guidelines and 14 days Self Quarantine Plan before their arrival. (*Refer to Annexure-I for a template of 14 day Self-Quarantine Plan*).

Brookes College offers an optional 14 Day Self-Quarantine package covering Airport Pick Up, Accommodation and food arrangement for 14 days Self-Quarantine period and arrangement for their COVID-19 testing at Calgary after their arrival.

14 Days Self-Quarantine Period

Brookes College will be in touch with students during this 14 Days Self-Quarantine Period. During this period, students must submit:

- Daily Online Self-Assessment Form ([Click here to view](#))

- Detail about Appointment for Covid-19 test in Calgary
- Covid-19 Test result

All the students are also required to follow updates on the ArriveCan app. The Brookes college officials will be in touch with all the incoming international students for the 14 Days Self Quarantine Period by daily follow up call. Brookes College will facilitate medical and health advice in case of positive COVID-19 result.

Post 14 Days Quarantine Period

Each of the students must complete online [COVID-19 safety training](#). Students are expected to join their program at the College (virtual/in-person classes). Brookes College is prepared with all the resources required for the best virtual and blended learning experience with its world-class LMS system, virtual classroom platforms and online testing platforms for quizzes and examinations. Every student must submit an online declaration of their fitness before arrival and adhere to college guidelines for ensuring safety like wearing a face mask, maintaining physical distancing, allowing college staff to measure temperatures, etc., while in the classroom. They are also expected to immediately report any symptoms of COVID-19 at the earliest possible time. Brookes College will facilitate medical and health advice in case of positive COVID-19 result.

PROTOCOL FOR CAMPUS OPERATIONS

Brookes College has adopted extended safety measures to prevent the spread of COVID-19 for the safety of its employees, students, and visitors during this unprecedented pandemic time. These safety measures include:

1. Preparedness for Virtual Education
2. COVID-19 Safety Training and regular periodical evaluation
3. Entry Protocol on Campus
4. PPEs / Self Protective Equipment
5. Physical Distancing Protocols

6. Installation Shield / Barriers
7. Covid-19 Signages
8. Occupancy Limit
9. Hand-Hygiene Protocol
10. House Keeping Protocol
11. First Aid Kit and Mental Health Support
12. Safe Practice Audit

1. Preparedness for Virtual Education

Brookes College has adopted online educational technologies to facilitate the teaching-learning process with flexibility since its inception. We use a world-class Learning Management System and equipped to conduct instructor-led virtual classes with Zoom and Google Team packages and proctored examinations when required.

2. COVID-19 Safety Training and regular periodical evaluation

Brookes college has developed an online [COVID-19 safety training](#) module for students and staff members, providing a good understanding of COVID-19 its symptoms, spread, workplace safety measures, public health safety measures, housekeeping, hygiene, and sanitation guidelines. Each of the students and staff is required to pass this training with 80%. Brookes College will send notification about updates in training contents for continuous evaluation of COVID-19 safety measures.

3. Entry Protocol on Campus

Brookes College adheres strictly to face-covering protocols for everyone on campus per public health guidelines. Furthermore, body temperature is checked for each staff member, students, and visitors before entering our premises. All the staff and students must submit an online daily Self-Assessment declaration before they enter the campus. Brookes College will maintain a register of all the visitors to its campus as well as staff and students. *(Refer to Annexure-II for staff/Students protocols)*

4. PPEs / Self Protective equipment

Brookes College maintains required stock of PPEs such as Disposable Medical Face Masks, Face Shields, and disposable hand gloves as well infra-red thermometers to ensure all the visitors, including staff and students.

5. Physical Distancing

Brookes college has implemented physical distancing protocols on its campus. It has made all conscious efforts to minimize close contact by encouraging virtual meeting and remote collaborative working amongst staff, students, and visitors. It also has stick footmarks, signages and occupancy limit at common areas on campus.

6. Installation of Shield / Barriers

We have also installed physical barriers wherever required at all the possible close contact points (such as the reception desk) to ensure campus safety.

7. COVID-19 Signages

Brookes college has relevant signages at all the prominent locations such as common areas, washrooms, classrooms, etc., to ensure staff, students, and visitors' safety. *(Refer to Annexure-III for different signages at Brookes College)*

8. Maintaining Occupancy Limit

Brookes college has enforced the occupancy limit issued periodically by Alberta Government by advising visitors to come with prior appointment and encouraging virtual meeting for students counselling, interviewing, and contact with service providers.

9. Hand-Hygiene Protocol

Brookes college follows a strict and rigorous hand hygiene protocol for safety. It ensures an adequate supply of hand sanitizers and handwashing soaps. It encourages all the visitors to use hand sanitizer when they enter the campus. Further, many hand sanitizing stations available on campus, such as entry points, classrooms, reception, and staff members' desk. Each of the staff and student is encouraged to follow correct hand hygiene practice with signages and training.

10. House Keeping Protocol

Brookes College ensures safety by adopting enhanced housekeeping measures by disinfecting all the common touchpoints and surfaces in common areas such as reception, classrooms, washrooms etc., daily. Staff are instructed to disinfect their workstation, including accessories like computers and phone, daily before they leave. Instructors are also encouraged to ensure regular cleanliness in the classroom before they conclude their sessions. Brookes College has required stock supplies of all the approved disinfectants, wipes, and sanitizers. *(Refer to Annexure-IV for House Keeping Protocol at Brookes College)*

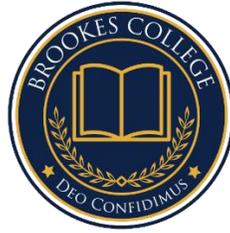
11. Medical and Mental Health Support

Brookes College has a first aid kit with an adequate supply of PPEs on campus. It advises all the staff and students with COVID-19 status in accessing the government medical support system. It also provides resources to its staff and students to cope with mental health issues like anxiety and depressions due to

pandemic. Moreover, Brookes College also prepared protocols for dealing with any of the staffs or students with symptoms of COVID-19 when they are on campus and at their place. *(Refer to Annexure-V for "Response to a positive case of COVID-19")*

12. Safe Practice Audit

Brookes College has appointed staff responsible for periodic audit to ensure all the extended safe practices on campus are adhered to. The staff reports directly to the President of Brookes College



DECLARATION OF QUARANTINE PLAN

Personal Details

First Name : _____

Middle Name : _____

Last/Family Name : _____

Program Enrolled : Business Administration Diploma (Retail Management)

Business Administration Diploma (Accounting)

Human Service Diploma

Enrollment No. : _____

Email ID : _____

Contact No. in Calgary : _____

Travel Details

Arrival Date to Calgary : _____

Mode of Arrival : By Air By Road

In case if you are arriving by Air,

Name of Airline :

Tentative time of arrival:

In case if you are arriving by Road, please describe your plan

Initial

Accompanying Family Member (In case if you are travelling with your family member)

Sr. No.	Name	Age	Relation to you

Quarantine Period End Date: _____

(Please attach your travel itinerary)

Transportation

Which mode of transportation will you use for travelling from Airport to Quarantine Place?

Taxi Private Vehicle of Family/Friend Other Private Service

(Please attached proof of booking or confirmation of family/friend with contact number)

I understand that travelling through public transport is not allowed to place of quarantine.

I understand that I need to cover my face during the entire journey till I reached to place of quarantine

I promise to travel from the Airport to the Place of Quarantine without any stop.

Accommodation

I will be quarantined at Hotel / Home Stay Residence of Family / Friend Other

Please Provide Full Address with contact Details of Place of Quarantine

Contact No. _____ Email ID _____

(Please attach proof of confirmation of residence such as hotel voucher or consent of friends/family member)

I understand that I am not quarantined with a person who

- is 65 years or older
- has pre-existing medical conditions
- has compromised immune system

I understand that I will not leave the quarantine place unless urgent medical attention is required.

Initial

- I understand that I will not have guests, even if they are outside and 2m is maintained.
- I understand to use appropriate cleaning and hygiene protocol (including hand hygiene)
- I am fully aware and agreed to follow all the federal and provincial self-quarantine regulation and agreed to face severe consequences for not complying with them.

Necessities and Medication

How can you arrange for your food, medication, and other necessities, if required?

- Room Service in Hotel/Home Stay
- I have a private kitchen, and I can cook my food
- My family/friend will deliver it to my place

(Please attach proof confirming room/residence delivery services/ possession of private kitchen/consent of friend/family members to deliver at your doorstep)

- I promise to carry all the required essential medication and first aid supplies for my journey along with me as per guidelines.
- I understand that I cannot go outside my quarantine place for arranging food/medication /groceries, and other necessities.

Finances

How can you bear the cost of transportation, accommodation, food, medication, and any necessities during the quarantine period? *(You can check more than one option below)*

- Pre-paid Cards Cash (Canadian Currency) Other, _____
- I declare that I am financially prepared to bear all the cost of my self-quarantine period and meet any health conditions after arriving in Canada.

Compliance

- I have read, understood, and promise to follow quarantine protocol for International Students.
- I agree to stay at the accommodation where I will spend my quarantine as per Public Health Guidelines.

Initial

I understand and promise to obey all Quarantine Act requirements and understand the consequences and punishment for violating these requirements.

I understand that my compliance with the Quarantine Act requirements is subject to verification and enforcement by the Royal Canadian Mounted Police.

I will respect hygiene measures, as recommended by Alberta Health Services.

If symptoms of COVID-19 appear, I will isolate myself and immediately call the local Public Health authorities and follow any instructions received.

I am agreed to do COVID-19 testing within two days of arrival to Canada during the self-quarantine period. I agree to use an approved private vehicle for it on my arrangement. I understand that I can not use any public transportation for COVID-19 testing in Calgary.

I understand that any non-compliance with the Quarantine Act, Public Health Regulations, and Brookes College instructions may lead to severe consequences, including termination of my enrollment at Brookes College.

I understand that I must download the ArriveCan app and submit all the required information as per guidelines periodically without fail.

I understand that I must follow all the guidelines for pre-arrival, including testing for COVID-19 and fitness.

I understand that I will submit my Brookes college's arrival form upon reaching my accommodation for quarantine.

I understand that I will submit a daily self-evaluation report to the College.

Checklist of Attachment

Travel Itinerary

Proof of transportation arrangement from Airport to Place of Self Quarantine

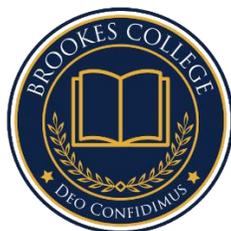
Proof of confirmation of residence for Self Quarantine

Proof of arrangement for food, groceries, medications, and other necessities at the place of self-quarantine

Full Name :

Date :

Signature :

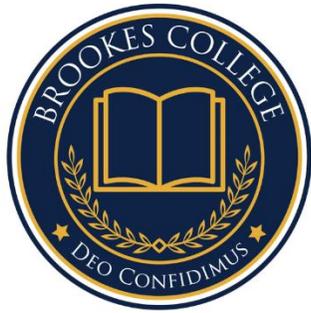


PROTOCOLS FOR STAFF/INSTRUCTOR FOR COVID-19 SAFETY

1. Each of the staff members on campus must wear a face mask all the time
2. All the staff members strictly follow physical distancing guidelines while interacting with students, visitors, colleagues, service provider, etc.
3. Each of the staff members must complete their periodical training and evaluation related to Covid-19 safety measures.
4. Staff members must follow occupancy guidelines within the campus.
5. The staff members must submit a self-evaluation form before coming to campus. They need to submit their temperature and sign a register on their arrival to campus.
6. Each staff member is encouraged to download handwash reminder apps on their computer or smartphones. They should wash their hand every hour.
7. If any of the staff members observe any symptoms related to Covid-19, he/she is expected to immediately take a day off and follow the public health guidelines.
8. Every staff member, who has recovered from Covid-19, must submit their declaration of fitness for work before resuming their job.
9. Each staff member is expected to clean and sanitize their work desk, chair, and other contact points before leaving the campus.
10. All the instructors must observe that student has sanitized their desk and tables. Further, they are expected to sanitize their work accessories in the classroom, such as White-Board, Marker, and other touchpoints, before leaving classrooms.
11. Staff members are encouraged to restrict their guest from visiting campus.
12. Staff members must agree upon working from home as and when required as a safety measure for COVID-19.
13. Each of the staff members must obey the public health guidelines for workplace safety published periodically.

PROTOCOLS FOR STUDENTS FOR COVID-19 SAFETY

1. Each of the students on campus must wear a face mask all the time
2. All the students strictly follow physical distancing guidelines while interacting with their classmates, instructors, and other College staff.
3. Each of the students must complete their periodical training and evaluation related to Covid-19 safety measures.
4. Students must follow occupancy guidelines within the campus.
5. The students must submit a self-evaluation form before coming to campus. They need to submit their temperature and sign a register on their arrival to campus.
6. If any of the students observe any symptoms related to Covid-19, he/she is expected to immediately take a day off and follow the public health guidelines.
7. Every student, who has recovered from Covid-19, must submit their declaration of fitness for work before resuming classes.
8. Each of the students is expected to clean and sanitize their desk, chair, and other contact points before leaving the classroom.
9. Students are not allowed to have their guest visiting campus without prior permission
10. Each of the students must be prepared to attend virtual classes and evaluation (including proctored evaluation) from their home as per instructions from the College.
11. Each of the students must obey the public health guidelines for workplace safety published periodically.



Brookes College



ATTENTIONS VISITORS

Please fill up the Self-Assessment Form for COVID-19 by scanning the following code or browsing the link below code before entering the campus

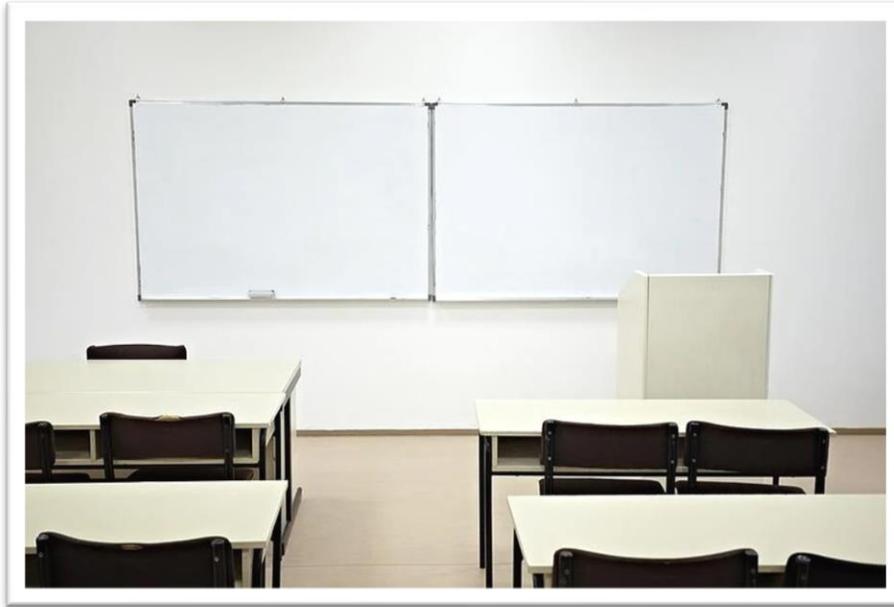


OR

Open www.tiny.cc/bsef in your browser

Call us on 403-800-6613 for any help.

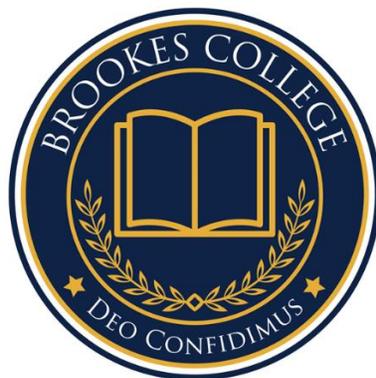
Thank you.



ATTENTION INSTRUCTOR

Kindly ensure all students wipe down their desk and chair before leaving the classroom. Please Disinfect your desk and common touchpoints.

Thank you for keeping us safe!



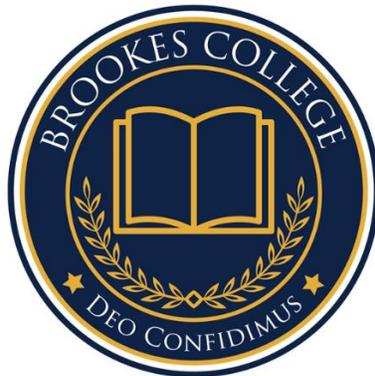
**Brookes
College**



ATTENTION STUDENTS

**Please ensure to disinfect your desk and chair before
you leave the classroom.**

Thank you for keeping us safe!



**Brookes
College**

COVID-19 INFORMATION

**PLEASE
DO NOT
ENTER
IF YOU:**

- Have a fever, cough, sore throat, runny nose, or shortness of breath
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands, or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

Thank you for your cooperation.

STAY INFORMED

alberta.ca/covid19

Alberta

How to Use Alcohol-based Hand Rub

© 2019 Alberta Health Services

If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at: Hand.Hygiene@ahs.ca



- Roll up long sleeves and push up wrist accessories
- Apply a palmful of AHS-provided ABHR to hands
- Rub all surfaces of your hands and wrists



- Include palms, fingers, fingertips and thumbs
- Rub until hands are completely dry



Periodically apply AHS-provided hand lotion for skin integrity.

Adapted with permission from The World Health Organization

Original date: May 2017
Revised date: April 2019

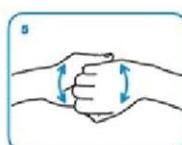
How to Hand Wash

© 2019 Alberta Health Services.

If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at: Hand.Hygiene@ahs.ca



- Roll up long sleeves and push up any wrist accessories
- Wet hands with warm water
- Apply enough soap to cover surfaces of the hands



- Vigorously rub soap over palms, backs of hands and wrists
- Include space between fingers, fingertips and thumbs
- Procedure should take 15 to 30 seconds



- Rinse under warm, running water
- Pat hands dry with disposable towel
- Turn tap off with the disposable towel

Periodically apply AHS-provided hand lotion for skin integrity.

Adapted with permission from The World Health Organization

Original date: May 2017
Revised date: June 2019

Calgary



Face covering REQUIRED

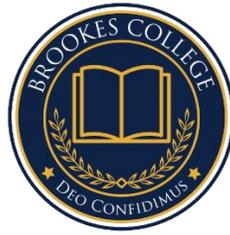
All persons must wear a
face covering in indoor public
premises and in public vehicles.

The City of Calgary Bylaw 26M2020



Exceptions include children under two years of age, or persons with an underlying medical condition or disability which inhibits their ability to wear a face covering.

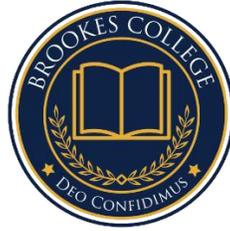
Visit calgary.ca/covid19 for more information.



HOUSEKEEPING PROTOCOLS FOR COVID-19 SAFETY

The Brookes College has implemented additional measures for enhanced sanitization at the campus to ensure all stake holders' safety. They are as follow:

1. All the common touchpoints on the campus must be disinfected thrice a day and logged in the housekeeping register.
2. All the sanitizing and cleaning stations shall be inspected to ensure the supply of sanitizer, wipes, and other required items for enhanced sanitization. It must be recorded every day.
3. The minimum reorder quantity has increased, keeping in mind the availability of cleaning items. It ensures to maintain stock of at least 15 days of supplies for housekeeping materials.
4. Brookes College will approve the immediate purchase of any items related to cleaning and sanitization.



RESPONSE PLAN FOR COVID-19 POSITIVE STAFF AND STUDENTS

Brookes College is committed to providing the highest level of safety and support to all its staff and students during the COVID-19 pandemic. The college has made it mandatory to attend safety training during the COVID-19 pandemic, which contain points of contact such as 811 or Family Physician if anyone observes symptoms related to COVID-19 or to call 911 in case of any health emergency. Each of the employees and students at Brookes College must submit their self-evaluation every day before coming to campus or at the time of the quarantine period on International Students' arrival. On reporting any symptoms of COVID-19, our staff and students are advised to self isolate themselves immediately, call 811 and book for testing. In case if anyone found to be tested COVID-19 positive, the Nodal Officer for COVID-19 safety at college shall immediately:

1. Call respective staff/students to get the update
2. Immediately initiate extra sanitization of all the possible contact points of the case who was tested COVID-19 Positive
3. Start contact tracing for the same students/employees and inform those staff and students to get themselves isolated and advised them to call 811 or their family physician to follow action who are in close contact with him/her.
4. Immediately approve sick leave and disbursed benefit as per their eligibility (In case of employees)
5. Communicate / Report about this case (without disclosing identity) to concern stakeholder whenever required.
6. The Nodal Officer for COVID-19 safety of college will do a periodical follow up call and initiate counselling for mental health support if required.
7. These cases will be provided resources to contact [AHS](#) and NGO such as [Woods home](#) for their mental health support.

If any staff/students start experiencing any symptoms related to COVID-19 while on campus, the following actions shall be initiated immediately.

1. Isolate the staff/student experiencing symptoms.
2. Arranging safe transportation for staff/student, if required
3. Call 911 in case of some emergency
4. Immediately, initiate sanitization of all the common points of contact with respective staff/students on campus.
5. Advice to self-isolate staff/students who are in close contact with concerned staff/students with symptoms.