



VICTORIA COLLEGE
of
ART

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Victoria College of Art COVID-19 Contingency Plan

The Victoria College of Art (VCA) has a plan in place for limiting the spread of COVID-19, responding quickly to any suspected or confirmed case of COVID-19 on our campus, and caring for those affected by the virus.

VCA will support each student and staff member to ensure they receive the appropriate resources and support during this unprecedented time. The VCA COVID-19 Contingency Plan is intended to provide information to our community on the specific steps we will be taking in the event of a confirmed positive diagnosis of a student or staff member. The protocols in this plan outline the steps local health experts, as well as provincial and national public health authorities, will take in a pandemic to limit the spread of the virus.

VCA will support health authorities by ensuring our community follows these protocols.

Summary:

Our institution's plan for robust case management in the event of an outbreak to support outbreak response efforts, which also meets the needs and requirements of local and provincial public health guidelines is outlined in our contingency plan. Our Administrative Staff Members are also acting as a COVID-19 outbreak response team to help align our policies and procedures with the guidelines, in addition to liaising with members of the local PHA.

If an outbreak is determined by one or more confirmed cases of COVID-19, the PHA would begin contact tracing and calling all who have come in close contact with the confirmed case. An individual risk assessment conducted by the PHA will identify each contact's exposure risk level and determine the required level and parameters of quarantine. To ensure we are compliant with these policies and procedures, we have confirmed and updated our staff and student records with contact information to support local public health authority's contact tracing activities.

Protocol:

- The confirmed case would be obligated to contact their teacher and the Vice President of Administration, Nancy Ruffolo, by phone immediately upon confirmed diagnosis.
- When reported to the Vice President of Administration, the health and safety committee will immediately contact the Public Health Authorities and then rapidly notify affected students, faculty, and staff members to take the necessary actions.
- The Vice President of Administration will promptly send out a letter by email to all students and staff detailing the instance so that comprehensive internal messaging will be created and distributed.
- Anyone ill with COVID-19, showing symptoms of illness, or who may have been exposed but does not have symptoms, must isolate/quarantine themselves from others.

Details:

- Students and staff who had become in close contact with the confirmed case will be notified and contacted by Island Health.
- If they have not been in close contact, they will be instructed to self monitor using the self assessment app for the following 14 days.
- All staff and students will be reminded to self monitor for symptoms and only come back to work when safe to do so, when symptomless.

In conjunction with the PHA guidelines, the campus will:

- Cease all operations to properly notify all staff and students.
- All students and staff will be notified in a calm and direct manner.
- The school will close for a week and proper sanitization for the entire school will take place.
- Anyone in contact with the individual will be advised to self isolate and to take a COVID-19 test.
- All staff or students showing symptoms should immediately notify the Vice President of Administration and will be required to take a COVID-19 test and self-isolate until the results are clear.
- They must be sent for COVID-19 testing and can only return to the campus when they test confirmed negative and are symptomless.
- All staff and students will have clear communication on how and when to resume class.
- After a week's time, the campus will be assessed to determine re-opening.
- Follow protocol for staff/students including appropriate messaging via phone/email/website/social media.

Non-medical related COVID-19 concerns will be reported to the Province by calling 1-888-COVID19 (1-888-268-4319)

The VCA COVID-19 Contingency Plan is intended to provide information to our community on the specific steps that will be taken in the event of a confirmed positive diagnosis of a student or staff member.

VCA Protocol for Confirmed Cases and Contacts:

Any employee or student who tests positive for COVID-19 should immediately notify their faculty they have been in contact with, as well as the Vice President of Administration and will need to notify their local health authority and will be quarantined.

As per Health Authorities and the PHO, individuals who test positive for COVID-19:

- Must be isolated for a minimum of 14 days
- Followed by three consecutive days of feeling well and having no fever
- Must maintain a temperature in the 36.5- 37.2 range without fever reducers

Close contacts to a case will need to:

- Quarantine for 14 days past their last contact with the positive case.
- Close contacts should be tested any time during their 14-day quarantine if they begin to show any symptoms.
- Otherwise, a close contact should be tested at the end of their quarantine.

*If they are tested at the beginning of the 14-day quarantine, the individual will still need to quarantine the full 14 days as the virus could still be in the incubation phase.

Health authorities will notify both the positive case and any close contacts as to when their isolation or quarantine should end. A representative from the health authority will call daily to monitor the individual's health. According to the health authority, a close contact is someone in the same household or who has been in close contact (within 6 feet for 10-15 minutes or more) to an infected individual. When the health authority is notified of a positive case, their contact tracers immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc.

The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer calls or otherwise personally notifies each contact to let them know that they have been exposed to a positive case. Those exposed to the diagnosed individual would not include everyone who had a class with the individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.

VCA Protocol for Confirmed Cases and Contacts:

If a student who has been on campus receives a confirmed positive COVID-19 diagnosis they should immediately notify the Instructor / Vice President of Administration. Once a diagnosis is reported to the College, the following steps will be taken:

- ❑ The Instructor or Vice President of Administration will discuss with the individual to confirm the diagnosis. The individual should be advised that their disclosure is appreciated, that they will not be discriminated against or face retaliation because of the diagnosis, and that while information about the diagnosis may be shared with others, they will not be identified by name.
- ❑ The individual must be instructed to stay home for at least 14 days (or longer, if recommended by their health care provider or the health authority). The individual should contact their supervisor or instructor for arrangements to work from home or to progress in their coursework online if possible.
- ❑ In order to identify the scope of the risk immediately, the health authority will interview the individual to determine who they may have come into close contact with during the 14-day period prior to the positive test. The individual should also be asked to identify all areas on the campus where he/she was physically present during the incubation period.
- ❑ The College will assist the local health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus. The health authority, in coordination with the College, shall notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area.
- ❑ Close contacts shall be instructed that, out of an abundance of caution, the College is requesting that they not return to campus for at least 14 days since the last point of contact. The contacts should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The contacts should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.

The College will issue a notice that an individual (or individuals) has tested positive for

COVID-19, without identifying the individual, via the appropriate channels. This may include but is not limited to:

- Email
- Social media
- Internal newsletter

Any such notice should reassure faculty, staff, and students that the college is working with the PHO/CDC/local health authorities. Messaging will outline that:

- Unless notified directly by the College and/or local health authority, it is not believed that they have been in close contact with or shared a common space with the infected individual.
- Faculty, staff, and students should be reassured that the College is providing the notice out of an abundance of caution so that faculty, staff, and students may continue to monitor themselves for symptoms and seek treatment if needed.
- Social media will be monitored to manage concerns or rumors and provide accurate information. Responses to questions and concerns will be managed on an ongoing basis.

The College will immediately deploy a Clean and Sanitation Strategy. Those areas of the campus identified as visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines.

The College will work with students and staff to ensure there is adequate support during their quarantine period and the process of care is met. The Vice President of Administration will be in touch with students on an on-going basis. Staff members and Instructors will support staff during their quarantine period.

If a student or staff member discloses a positive diagnosis, close contact, or symptoms:

The Vice President of Administration will be in contact with the individual throughout the quarantine period checking in daily with spot checks to ensure the individual is adhering to quarantine requirements as well as being provided with all essentials. This information will be recorded in our quarantine log spreadsheet. There is a standard set of questions that will be asked of the student and recorded for accuracy, to ensure the student is home, in isolation, and feels supported.

A breach is determined if the student confirms that they have been in contact with anyone in person or if they have left their accommodation.

We will ensure that the individual is made aware of the quarantine requirements as well as a handout will be provided from the Quarantine Act that outlines requirements as well as

consequences. In the event a breach is determined either by the individual self confessing or by a third party, the matter will be reported to the local VicPD, and the PHA, and the representative from the PHA to investigate and take appropriate measures.

The step-by-step protocol if students do not remain in quarantine for the 14 days is as follows:

If a designated Covid-19 representative has reasonable grounds to suspect that a student has been in breach of the Quarantine Act or has not remained in quarantine, (especially if the student may have a communicable disease, or has recently been in close proximity to a person who has or might have a communicable disease, or is infested with vectors) the step by step protocol is as follows:

- Order the student to report to the public health authority while the designate will immediately phone and send a notice to the public health authority for the student to get tested.
- Notify the Vice President of Administration/Instructor/ to assist with contact tracing, exposure, and a timeline of events since the breach.
- Take all reasonable care and responsibility to ensure that the school complies with this act and the regulations within the Quarantine Act including reminding the student that anyone who fails to comply with an obligation imposed under the Quarantine Act is guilty of an offence and liable on summary conviction to a fine.

If a designated Covid-19 representative is certain of a student's breach in compliance within the 14-day mandatory quarantine period, the designated person will immediately, without delay, phone and send a notice to the public health authority.

International students are legally required to self-isolate under the [Federal Quarantine Act](#) and have a [self-isolation plan](#).

*Failure to comply with this Order is an offense under the Quarantine Act. Students will also be made aware of rules around the Quarantine Act and consequences of failure to adhere via [this website](#).

*People who have tested positive for COVID-19 or have known exposure to an individual with COVID-19 are monitored by Public Health and they will follow up with these individuals to ensure that self-Isolation occurs.

Protocols are as follows:

1. A student self-isolation plan will be created and reviewed by the designated college representative. Staff and instructors will support the plan with student spot checks, calls and a question log, and anything further that is required.
2. VCA has created a logbook and quarantine tracking spreadsheet for monitoring students in quarantine.
3. Advisors from our staff will also be checking in daily to ensure students are getting everything they need so they do not have to venture out to stores, etc.
4. VCA will ensure students have the technology and tools to stay connected through regular zoom calls to reduce the possibility of fear, anxiety, or boredom.
5. Failure to follow Guidelines will be reported by phone directly to the Public Health Authority and the procedures within the Quarantine act.

International Students:

The College is sensitive to the needs of international students and the potential challenges faced in planning a return to campus. Anxiety in our international student community may be extremely high considering the impact the pandemic may have on work or student visas, accommodations, or educational experience, amongst other issues. International students are a valued and important part of our community and VCA will not tolerate any discrimination toward individuals based on race, ethnicity, or country of origin.

Victoria College of Art on COVID-19 Breach on Quarantine Plan

If a designated Covid-19 representative has reasonable grounds to suspect that a student has or might have a communicable disease, or has recently been in close proximity to a person who has or might have a communicable disease or is infested with vectors, but is of the opinion that the student does not pose an immediate risk of significant harm to public health, the officer may order the student to report to the public health authority specified in the order. If a designated Covid-19 representative is certain of a student's breach in compliance within the 14-day mandatory quarantine period, the designated person will immediately, without delay, phone and send a notice to the public health authority.

International students are legally-required to self-isolate under the Federal Quarantine Act and have a self-isolation plan. Failure to comply with this Order is an offense under the Quarantine Act. Students will also be made aware of rules around the Quarantine Act and consequences of failure to adhere via [this website](#).

If a student or staff are non-compliant with the 14-day mandatory quarantine requirement as per the Quarantine Act, or is a confirmed COVID-19 Case, it is our expectation that people who are required to self-isolate will do so.

*People who have tested positive for COVID-19 or have known exposure to an individual with COVID-19 are monitored by Public Health and they will follow up with these individuals to ensure that self-isolation occurs.

Protocols are as follows:

1. A student self-isolation plan will be created and reviewed by the designated College representative. Staff and instructors will support the plan with Student spot checks and anything further that is required.
2. VCA has created a logbook and quarantine tracking spreadsheet for monitoring students in quarantine.
3. Advisors from our staff will also be checking in daily to ensure students are getting everything they need so they do not have to venture out to stores etc.
4. VCA will ensure students have the technology and tools to stay connected through regular zoom calls to reduce the possibility of fear, anxiety, or boredom.
5. Failure to Follow Guidelines will be reported by phone directly to the Public Health Authority and the procedures within the Quarantine act.

Students can visit our website for the latest updates, and can also connect with the Vice President of Administration as follows:

Phone: 250-598-5422

Email: info@vca.ca