



Pacific Life Bible College COVID-19 Safety Plan Updated February 21, 2021

To comply with the WorkSafe British Columbia order of the Provincial Health Officer, the following PLBC Safety Plan has been developed. The PLBC Safety Plan must be posted in the office and made readily available to team members and Provincial Health Agency inspectors upon request. The PLBC Safety Plan has been developed to comply with the *Covid-19 Go-Forward Guidelines for BC's Post-Secondary Sector*

This PLBC Safety Plan details our six-step process which will be used to ensure the safety of our team members upon reopening of our Campus, to minimize the risk of exposure of the COVID-19 virus to our team members, students, and visitors to our campus including: General Office Area, Learning Centre, Library, Food Services, Residence, and Recreation Areas. Our goal is to train the team members to maintain the sanitation and distancing necessary to ensure safety for all our constituents throughout the pandemic.

STEP 1: *Assess and Understanding the Risks at Our Campus*

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Each area of concern at the PLBC Surrey Campus will be looked at independently.

- General Office Area
- Learning Centre
- Library
- Food Services
- Residence
- Recreation areas

“High touch items” are items that team members and constituents routinely come into contact and will need to be the focus of sanitizing.

Office customer counter (white)	Door handles
Classroom tables and chairs	Copy machines
LC tables and chairs	Postage machine
LC teaching podiums	Workout equipment
Cafeteria table and chairs	Gaming Consoles
Cafeteria serving counter	Lounge area furniture
Coffee pots and other small appliances	Food trays
Waste bins	POS machines
Office desks	Mail
Telephones	Lift (elevator) controls
Computer keyboards and mouse	Stair handrails
Sound Boards	
Remote Controls (LC projector & tv)	

STEP 2: *Implement protocols to reduce the risks*

The following protocols and measure have been developed and will be implemented to reduce the risk of exposure to our staff and constituents including preventing overcrowding and congestion. **Mask usage is required in all common spaces**

GENERAL OFFICE

Office Area

- Total occupancy limit is 16 people, while maintaining (2 metre) physical distancing
- Physical distancing reminders placed on the floor
- All staff, students, and visitors must sign in upon arrival and sign out when leaving. This is to aid in contact tracing.
- Staff, as well as anyone coming for an appointment, are required to have a temperature check with an electronic, no touch, thermometer.
- Posted room occupancy signs
- Reduced hours; work from home when possible.
- **Mask Usage is required in all common spaces**
- Computer keyboards and mouse should not be shared. If they are shared, they must be sanitized between users.
- Welcoming constituents: signage and reminders provided by office personnel
- Sanitation stations made available

Deliveries and material

- Proper signage to indicate drop off point for packages
- Delivery personnel remain outside if possible

Assisting students

- Receptionist remains behind the plexi-shield
- Signage: “Staff only” in office area

- POS machine: cover in plastic and sanitize between users if a touch method of payment takes place

Washrooms

- Signage indicates for staff and visitors only
- Women's washroom converted to single occupancy

Break Area

- Maximum one person at a time
- Team members sanitize surfaces before using
- Supplies should not be shared
- Refrigerator, microwave, coffee maker, water cooler will be sanitized 2x per day

LEARNING CENTRE (LC)

Masks are required at all times in the LC, except while consuming food. The **entrance** into the LC will be via the outside entrance via door W28 marked, "Entrance" There will be a hand sanitization station that is **REQUIRED** to be used each time someone enters the building.

The **exit** from the LC will be via the door marked, "Exit". Unless previously arranged through the property manager, PLBC students will **NOT** go through the rest of the campus building eliminate/reduce interface with Regent Christian Academy students and staff. Access to the cafeteria will be via the entrance on the east side, off the courtyard.

Sanitization:

- The common areas will be deep cleaned each night, in addition to regular cleaning.
- The high touch areas of the common spaces, and LC classrooms, will be sanitized by BFHS staff from approximately 11:30 to 12:30 PM.
- The high touch areas of the common spaces will be sanitized again by BFHS staff at approximately 2:30 PM

LC Lounge

- Maintain 2-metre distance between seating arrangements
- Occupancy must support the 2-metre distance (i.e.: 2 people per table, etc.)
- Distance signage on the floor in front of the Clements service counter
- Sanitation stations made available

LC Washrooms

- Signage will indicate limit of washroom access to 2 people at a time
- Mark the floor in 6-foot increments for line-up (inside and out)
- Mark the floor outside of the single-occupancy washroom for line-up
- Place a garbage can with a bag liner inside each washroom by exit door.
- Cleaners must wear PPE when emptying the garbage
- No loose rolls of paper towels may be left out of dispensers

LC Classrooms

- Occupancy limit will be posted for each classroom to allow for physical distancing
- Use signage to create flow of traffic if possible
- Occupancy Limits as configured for classes:
 - LC1 – 8 people
 - LC2 – 10 people
 - LC3AB – 37 people

- LC4A – 16 people
- LC4B - 16 people
- LC5 – 6 people

LC Clements

- Follow all guidelines for Food Services
- Only use disposable cups
- POS machine: cover in plastic and clean between users if a touch method of payment takes place

The Library

The Library will have students ‘pre-order’ books so that there is not any browsing for books. While gathering the books, the librarian or CSP worker will wear gloves. There will be no studying space available to students.

FOOD SERVICES

General Procedures

- Temperature check or self-assessment of staff upon arrival in the kitchen. If any signs of COVID 19 illness are present staff will be sent home
- Hand-washing and sanitizing is required upon arrival into the kitchen, as per the standard procedure of washing for 20 seconds with an anti bacterial solution. This will be done in a specific hand-washing sink. Hands must be washed after any touch to the face has occurred including smoking.
- Clean uniforms must be changed into upon arrival. For kitchen cook staff this includes chef coat, apron and pants that belong to PLBC. For cashiers and cleaning staff clean tops and aprons will be provided
- Sanitizing must happen after any dirty dish cleaning, coughing or sneezing has occurred, nose blowing, using the restroom, or guest tables have been cleared.
- Masks will be worn by all employees while serving customers and while cleaning the seating area
- Plexiglass barriers are installed at the steam table pick up counter and at the cash station to be a protective barrier between guests and staff
- High touch surfaces, such as counters, prep tables, all handles to ovens, fridges and freezer, doorknobs, cash machine, protective barriers, guest tables and chairs, will be sanitized every 30 minutes during food service times
- Only one person will operate cash area. All staff complete a training and orientation for the new COVID 19 procedures and are advised of sanitizing protocols
- Hand sanitizing stations will be at the entry and exit areas of the kitchen. Any person who enters the kitchen must sanitize and/or wash their hands

Cleaning and Sanitizing Policies

- Handwashing and sanitizing high touch surfaces with S4 Quat is mandatory in the kitchen after every food preparation.
- All knives and serving utensils will be cleaned and sanitized by cooks every hour with a food safe sanitizer. If possible, cooks should use their own knives during their shift
- Handwashing how to wear a mask instructions signs will be posted at handwashing station.
- Uniforms as well as cloths will be professionally laundered once per week and will supply staff with a uniform for every day they work
- White cloths are to be used for cooks only and blue are for cleaning staff
- Upon receiving any deliveries masks and gloves must be worn. Gloves are to be discarded after all items have been put away

- A receiving log will record all deliveries. This is to include date time, company, and employee who received the order
- Dishwasher will be emptied and refilled between lunch and dinner services and will always be emptied at the end of each evening

Preparation and Cooking

- Disposable spoons to be used for all tastings
- Have sanitizing bucket at each cook station. This is to be changed after each food service
- Maintain social distancing amongst staff and guests. In the kitchen observe each other's paths and stay apart as much as possible
- No personal outside clothing is to be worn by any staff preparing food
- Correct holding and cooling temperatures must be followed
- All staff must follow all policies, protocols and procedures outlined in this plan
- At the end of the evening service a cleaning list will be signed by the staff who were on shift to ensure all surfaces have been fully sanitized

Guest Requirements

- All guests are required to sanitize hands upon entry into the dining area at the provided sanitizing area
- Guests must maintain a 2m distance from the guest in front of them. Signs will be posted to indicate this
- Any guests who exhibit any signs of COVID 19 symptoms will be politely asked to not enter or leave
- Floor signage will indicate the direction of guest flow for meal service and entry and exit areas will also be in place
- Doors at entry and exit areas will remain open to limit the amount of touches to handles and knobs
- All packaged condiments will be given to guests by food service staff. This includes, butter, mayonnaise, jam, peanut butter , cream cheese, ketchup, hot sauce, salt and pepper, chicken strip dips, salad dressings, sugar, stir sticks etc. Cream and Milk for beverages will be poured at service counter by staff
- Guests are to sit at tables that are 2 metres apart with a maximum of 6 guests per table
- A maximum occupancy sign is posted

Serving Etiquette

- Food servers on front line must wear kitchen issued gloves and face masks
- All staff must know these new serving protocols
- No food is to be taken from the service area and put back. Guests must take what they touch
- Coffee will be served from behind the counter. Guests will be given a disposable cup to pour into their personal mug if they bring their own.
- Individual packaged condiments will be given to guests by staff ketchup, salt and pepper, chicken strip dips, salad dressings, cream, sugar, stir sticks etc.
- All other beverages will be in prepackaged containers including juice milk and water
- No self-serve food will be offered such as a salad bar, breakfast bar or bread station for toasting
- There is to be no physical contact with guests or staff such as hand shaking, hugging, high fives while on shift
- During resident mealtimes, any meals that require a takeout container will be packaged by staff UNLESS the meal has left the service area and has gone to their seating area, then the guest must package their own meal

- **When to Self-Quarantine.** As required by the Government of Canada, persons who are entering or re-entering Canada are required to [quarantine \(self-isolate\)](#) for 14 days. International students (or domestic students returning from abroad) must self-quarantine for 14 days. Where possible, they will be allowed to move in 14 days before other students. Please see our *International Student Safe Travel, Arrival, and Quarantine Checklist* on our website for specific details. Students in quarantine or isolation will be assigned to private campus resident rooms designated/reserved for that purpose, **before moving** into or returning to a shared unit.
- **Moving In and Out Procedures** Stagger move-in dates and times to reduce large crowds. Ensure that all staff and volunteers, supporting move-in, wear masks. Use strategies to make move-in as contactless as possible (e.g., reduce the need for writing utensils, paper forms, put room keys or cards in envelopes). Reduce some furniture in common areas where people gather to reduce temptation for large group gatherings. Ensure that facilities for smaller gatherings are maintained to support social interaction among residents. Physical distancing decals and signs are used to help communicate move-in procedures.
- **Understanding Symptoms.** Each resident must assess themselves daily for COVID-19 symptoms. A list of COVID-19 symptoms can be found on the [BC COVID-19 self-assessment tool or Support App](#).
- **Self-Assessing.** A resident who is ill or believes they have COVID-19 symptoms or have experienced exposure to COVID-19 must complete the [BC COVID-19 self-assessment tool](#) (or use the [BC COVID-19 Support App](#) – iOS or Android). Residents must follow any instructions provided by the BC self-assessment tool or Support App.
- **Getting Tested.** If the BC self-assessment tool, the BC COVID-19 Support App or a health professional recommends that a resident get tested for COVID-19, or self-isolate they must do so immediately. Testing is available at the locations indicated on the British Columbia [COVID-19 Collection Centres webpage](#).
- **When to Self-Isolate.** A resident with a positive COVID-19 diagnosis will be required to self-isolate for as long as recommended by a healthcare professional. Additional information regarding self-isolation requirements is [available here](#).
- **Self-Isolating on Campus.** A resident cannot self-isolate in a shared unit in residence. This includes any space that shares a washroom. If required to self-isolate, a resident in a shared unit must immediately notify a Resident Leader or the Director of Residence. The Director of Residence can assist with on-campus self-isolation accommodation and food options.
- **Self-Isolating Rules for Students.**
 - A resident who is self-isolating because they travelled to Canada from abroad must adhere [to the direction provided by the Government of Canada](#).
 - A resident who has been requested to self-isolate by provincial health authorities must adhere to the [direction provided by the British Columbia Centre for Disease Control \(BCCDC\)](#). Residents must stay inside their self-isolation accommodation; the only [exceptions are outlined by the BCCDC](#).
 - While in self-isolation a resident is prohibited from accessing or using shared residence facilities, including but not limited to laundry rooms, fitness rooms, study spaces, etc.
 - A resident who has to open the door of their self-isolation accommodation (e.g. to retrieve groceries or meals) must wash their hands immediately before doing so, and wear a face covering at all times.
 - Maintain two metres distance and avoid physical contact with others.
 - A resident in self-isolation is not permitted to have guests.
 - Resident Leaders or Resident Assistants will maintain daily communication with students in self isolation.

RECREATION AREAS Seating areas will be marked or separated to allow for physical distancing. Masks will be required when distancing is not possible. RLs will develop a daily cleaning schedule for high touch areas.

- A. A-Frame Lounge Capacity – 10
- B. Lower Lounge Capacity - 5
- C. Workout Area Capacity – 1 The window must be open at all times while in use. All equipment must be sanitized between users.

GENERAL CLEANING PROTOCOLS

End of Day: In preparation for the following day, an outside cleaning company will carry out COVID-19 cleaning protocols at the end of the day.

All "High Touch" areas are cleaned with disinfectant wipes (Clorox, Lysol, etc.) or similar product a minimum of 2 times daily by a designated team member:

- Point of Sale Machine area (counters, pin pads, registers, keyboards, touch screens, scanner, phones, etc.) – handled by Food Services staff
- Door handles - Interior and exterior
- Breakroom surfaces (or by user before use)
- Light switches
- Washroom surfaces

Clean By User:

- Safe handle and combination dial will be cleaned by user before use
- Personal office equipment: desks, keyboards, mouse, phones, cash counter, file cabinet handles, and etc. *NOTE: Do not directly spray electronics. Instead, spray cleaner onto a cloth and wipe down to disinfect.*

LC Lounge

- Cleaned and sanitized each night by outside cleaning company.
- Clean “high touch” areas 2 times a day by designated team member

LC Clements

- All "*high touch*" areas must be cleaned with disinfectant wipes or similar product 2 times a day by BFHS sanitizer
- Stagger team member breaks & lunches
- Mask usage when physical distancing is not possible.
- Do not place or leave PPE on tables or counters

LC Washrooms

- Cleaned and sanitized each night by outside cleaning company
- Clean *high touch* surfaces 2 x daily by BFHS sanitizer
- Cleaners must wear PPE when emptying the garbage
- No loose rolls of paper towels may be left out of dispensers

PLBC Offices

- Cleaned and sanitized each night by outside cleaning company
- Clean *high touch* surfaces 2 x daily coordinated by receptionist
- Cleaners must wear PPE when emptying the garbage
- No loose rolls of paper towels may be left out of dispensers

STEP 3: Policies

The following policies have been developed and will be implemented to address illnesses that arise on our Campus. The policies and other documents listed below are available to all team members and are reviewed with all team members prior to Campus reopening.

COVID-19 Self-Directed Health Screening

- *First, it is strongly advised that all staff consider getting the regular flu vaccine shot. If it is not covered by benefits, PLBC will re-imburse for its cost.*
- *Second, all staff are responsible to self-assess for symptoms on a daily, and on-going basis. Staff/students are encouraged to download the “BC COVID-19 Support” App. If they have symptoms of Covid-19, they are required to self-isolate, and work from home if possible. Staff/students exhibiting symptoms are required to contact the health authority for advice on next steps for COVID-19 testing, self-isolation, etc.*
- Unless the health authority directs otherwise, if a COVID-19 test returns negative, staff/students are free to return to work when they are symptom free.
- Symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. Symptoms may vary from person to person. Some people may experience mild symptoms, while others have more severe symptoms. The symptoms most commonly found with of COVID-19 infection include:
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Loss of sense of smell or taste
 - Nausea and vomiting
 - Diarrhea
 - Muscle aches
 - Fatigue
 - Loss of appetite

COVID-19 Confirmed Case Response Plan

1. **Isolate the employee/student.** If an employee shows any of the signs of COVID-19, the employee has a responsibility to stay home, and to notify their employer. The same protocol applies to a student. For specific advice, they should call HealthLinkBC at 811 to speak to a nurse. The BC COVID-19 symptom self-assessment tool also helps determine whether further assessment or testing is needed. If the employee/student is tested and receives a negative result, the employee must follow the direction of the health authority for return to work. The health authority may require that the employee/student complete a 14-day self-isolation regardless of the results. If the employee/student tests positive, the employee must follow the directives of the health authority.
2. **Contain the exposure.** Take immediate steps to identify the extent of potential exposure on campus. Although the health authority will perform contact tracing, the college will take a proactive stance. Any employee/student who in the previous 3 days has been in close contact (i.e. not wearing a mask and not physical distancing) with the affected employee/student will also be sent home to self-isolate. Those potentially affected will then be directed to contact the health authority at 811 for further direction.
3. **Sterilize the workplace** An infection control cleaning protocol will be implemented to clean and sterilize the potentially contaminated work area(s)

4. **Communicate clearly and report if required** Remember that gossip and fear spread quickly. While maintaining confidentiality, the President, or his designate, will communicate clearly, quickly, and frequently, explaining the situation and the control measures that have been put in place to keep employees and students safe.
5. **Need more help? Call 811 and follow the instructions.** Wait times can be long, but keep trying—or consider using the non-medical information COVID-19 line available from 7:30 am-8pm at 1-888-COVID19.

STEP 4: Developing and Communicating Plans and Training

To ensure all team members understand the new policies and standards that must be adhered to, PLBC will ensure that staff and department meetings regularly remind and update COVID-19 safety protocols.

Signage will be posted in break rooms, washrooms, common space, and other high traffic areas to remind team members of the safety and health policies that have been created due to COVID-19 as well as reminders to physically distance, occupancy limits, and personal hygiene.

Employees/students will receive regular reminders on COVID-19 prevention best practices (health screening, personal protective equipment, physical distancing and no-contact procedures, and hygiene best-practices) at staff meetings and/or via email.

STEP 5: Monitoring the Campus and updating as necessary

To support our Campus and constituents, the property manager will regularly communicate with the college to assess, develop, and implement operational, safety and health, and protocols for the campus. The President and property manager will monitor all changes in our business practice as well as government health recommendations and policies. Any revisions or updates to policy will be sent to Staff and Faculty via email. Students will be updated via Populi communication avenues.

STEP 6: Assess and address risks from resuming operations

The PLBC Cabinet, Business Manager, and the Property Manager, and the Food Services Manager will assess and address risks on an on-going basis. Policies and procedures will be adapted and changed in response to the dynamic and fluid nature of the COVID-19 pandemic.

Resources:

https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf

<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/studying-during-covid-19>

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/health-care>

<https://vancouver.housing.ubc.ca/residence-life/health-safety/covid-19/>