

# COVID-19 Return to Campus 2021

College  
of New  
Caledonia  
**CNC**

Owner: Director of Safety & Security  
College of New Caledonia  
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College of  
New Caledonia

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# Introduction

Last year, as part of the province's pandemic response, CNC pivoted quickly to remote learning while remaining open and available to learners. CNC developed an institutional safety plan to support the sector's successful efforts to mitigate the spread of COVID-19. While the complete elimination of COVID-19 from the population is unlikely, the experience of the past year has demonstrated that with the implementation of effective safety plans, the sector can operate safely and a safe return to campus is possible. We have also learned that teaching, learning, applied research and student development activities in classrooms, lecture halls, libraries, labs, and practicums are lower risk for COVID-19 transmission. Based on what has been observed in the last year, and particularly with the added protection afforded by immunization, Dr. Bonnie Henry and BC medical health officers strongly support the resumption of on-campus activities in the fall.

On July 5, the Ministry of Advanced Education and Skills Training released the Return-to-Campus Guidelines with updated public health guidance to help post-secondary institutions plan for a full return to in-person learning and campus activities in September 2021. These guidelines are the result of collaboration between the province's post-secondary sector, the BC Centre for Disease Control, WorkSafeBC, the Ministry of Advanced Education and Skills Training, regional health authorities, and the office of Dr. Bonnie Henry. The guidelines align with the province's Restart Plan focused on gradually relaxing public health orders with increasing youth and adult immunization rates, reduced case counts, lower transmission, and fewer hospital admissions.

The safety of CNC students, faculty and staff remains a top priority. The Return-to-Campus Guidelines and this document support resumption of face-to-face instruction while ensuring the safety of everyone in the CNC campus community. CNC looks forward to welcoming faculty, staff, and students back to campus with core continuing public health measures in place to keep everyone safe, which include daily health checks, hand hygiene, and classroom logistics.

This document outlines how CNC will meet these guidelines as part of overall efforts to prepare for the return to campus in the fall while transitioning to manage COVID-19 in a similar manner as other communicable diseases and respiratory infections. As part of this process, post-secondary institutions will no longer be required to have a COVID-19 safety plan, and instead, a communicable disease plan will be implemented to reduce the risk of respiratory illnesses, including COVID-19. This will mark a shift back to normal institutional policies and occupational health and safety guidance.

The purpose of this document is to facilitate safe return to campus life and to support members of our campus community in transitioning from remote study to more in-person instruction and resuming on-campus teaching and learning activities as much as possible. This past year has been a difficult time for many members of the CNC community. As CNC prepares for a return to face-to-face instruction this fall, this document provides a roadmap for ensuring a safe return to the campus working and learning environment to support faculty, staff, and student well-being. On-campus interactions can enrich students' learning and personal development and can play a role in supporting mental health and wellbeing.

This plan will be a living document and updated to reflect the latest public health guidance. New variants are likely to emerge, with a response involving monitoring, testing, and other measures as required depending on the nature of the variants. Public health officials will also continue to work with post-secondary institutions to assess measures to ensure activities inside and outside the classroom are safe in the fall, including public transportation, socialization outside of class, athletics, travel, and retail services. Along with this plan, **campus notifications** will continue to be posted on the CNC website for viewing.

A large part of moving forward is staying flexible, monitoring the data, and learning throughout the resumption of services. On a provincial level, the BC Centre for Disease Control maintains a **dashboard** for COVID-19 data. While safeguarding the health and well-being of students, faculty, staff and campus visitors is paramount, there is also a need to be mindful of the possibility that conditions may change, highlighting the importance of being vigilant and remaining adaptable as the fall semester unfolds.

As operations resume, CNC looks forward to welcoming back to faculty, staff and students to campus.

# Alignment with BC's Restart Plan<sup>1</sup>

As noted above, this document and the province's Return-to-Campus Guidelines align with BC's Restart Plan launched on May 25, 2021 and supports a gradual return to individual, organizational and community activities. The 4-step Restart Plan is based on data and guidance from the BC Centre for Disease Control and BC's Provincial Health Officer, Dr. Bonnie Henry.

The criteria for Step 1 was at least 60 per cent of the 18+ population receiving a first-dose vaccine, combined with stable case counts and COVID-19 hospitalizations. The timeframe for Step 1 was May 25 to June 14. When 65 per cent of the 18+ population received their first-dose vaccine, combined with declining case counts and COVID-19 hospitalizations, the province entered into Step 2, which lasted from June 15 to June 30. Step 3 required at least 70 per cent of the 18+ population receiving a first-dose vaccine, in combination with low case counts and declining COVID-19 hospitalizations. Step 3 triggered a transition to communicable disease prevention guidance from WorkSafeBC for all sectors.

The earliest start date for Step 4 was September 7 and required more than 70 per cent of the 18+ population receiving a first-dose vaccine, combined with low case counts and low COVID-19 hospitalizations. The time between July 1 (Step 3) and whenever Step 4 will be announced is a period of transition when CNC, along with other post-secondary institutions, will start to gradually ease COVID-19 restrictions in common areas, based on public health guidance, and in preparation for returning to being at or near pre-pandemic operating levels. The chart below identifies the guidance and anticipated transitions that will occur in the time between Step 3 and Step 4.

	Step 3 (July 1; Transition Period)	Step 4 (TBD)
Guidance	<ul style="list-style-type: none"> <li>Masks recommended (now required as of Aug 25<sup>th</sup>)</li> <li>Careful social contact</li> <li>If sick, stay home and get tested</li> <li>Daily health check</li> <li>Enhanced cleaning</li> <li>New communicable disease plans</li> </ul>	<ul style="list-style-type: none"> <li>Masks personal choice</li> <li>Normal social contact</li> <li>If sick, stay home and get tested</li> <li>Daily health check</li> <li>Modified seasonal cleaning</li> <li>Communicable disease plans</li> </ul>
Educational Delivery	<ul style="list-style-type: none"> <li>Continued increase face-to-face on-campus</li> <li>Gradual reduction of COVID-specific restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Primarily on-campus with student learning accommodations and support</li> <li>Maximum capacity for buildings/rooms</li> </ul>
Office/ Workplaces	<ul style="list-style-type: none"> <li>Increased return to campus</li> <li>Gradual reduction of COVID-specific restrictions</li> <li>New communicable disease plans</li> </ul>	<ul style="list-style-type: none"> <li>Fully re-opened offices and workspaces with staff accommodations and support</li> <li>Communicable disease plans</li> </ul>
Common Spaces	<ul style="list-style-type: none"> <li>Gradual elimination of COVID-specific restrictions</li> <li>Reduced crowd management measures</li> <li>New communicable disease plans</li> </ul>	<ul style="list-style-type: none"> <li>All spaces fully reopened</li> <li>Communicable disease plans</li> </ul>
Work/ Organized Gatherings	<ul style="list-style-type: none"> <li>Increased indoor and outdoor gatherings capacity, with safety plans</li> <li>Gradual reduction of COVID-specific restrictions</li> </ul>	<ul style="list-style-type: none"> <li>Full capacity allowed with increased or hybrid virtual options to continue (expected)</li> </ul>
Social/Personal Gatherings	<ul style="list-style-type: none"> <li>Return to usual on indoor and outdoor personal gathering</li> </ul>	<ul style="list-style-type: none"> <li>Normal social contact</li> <li>No indoor/outdoor spectator limits</li> </ul>
Student Activities	<ul style="list-style-type: none"> <li>Yoga/dance/rehearsals etc., with safety plans                             <ul style="list-style-type: none"> <li>Increased indoor capacity</li> </ul> </li> <li>Increased spectator and events/orientations</li> </ul>	<ul style="list-style-type: none"> <li>Normal social contact</li> <li>Sports events/concerts</li> <li>Pubs/bars and nightclubs</li> <li>Student group activities</li> <li>Events and parties</li> </ul>

<sup>1</sup> The full plan is available from the Government of British Columbia at the following link: <https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

# RETURN TO CAMPUS PLANNING

## Core Public Health Measures

The health and wellness of the campus community remains a top priority for CNC. Although pandemic restrictions are easing, COVID-19 and its variants remain an ongoing concern. In addition to immunization, transmission in group settings at post-secondary institutions while already low can be further reduced through infection prevention and exposure control measures. Multiple layers of protection can significantly reduce the risk of transmission and can support the safe resumption of on-campus activities.

Accordingly, core preventative measures are expected to remain in place in September 2021, until otherwise identified by the Provincial Health Officer. These are outlined each in turn below. These measures are being implemented based on data and the expert advice of public health officials.

### Communicable Disease Safety Plan

While elimination of the COVID-19 virus will not occur in the near future, we can certainly adapt to living with COVID-19 as we do with other manageable seasonal ailments such as influenza. Immunization, infection prevention, and exposure control measures are the tools we have to make everyone less vulnerable to getting COVID-19 or experiencing serious outcomes.

Therefore, a *Communicable Disease Safety Plan* has been developed to promote the health and safety of college employees and students by providing information that can be used to prevent the contraction and spread of communicable diseases and the appropriate response to a communicable disease outbreak. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted from one person to another.

Safety & Security in conjunction with Human Resources and Communications & Marketing will alert the campus community when there is a communicable disease threat affecting members of the college community.

College communicable disease prevention, mitigation, and response activities are guided by the *Communicable Disease Safety Plan*. In the event of an emergency, College of New Caledonia will work with the Northern Health Authority, notify the college community of the emergency, take actions to protect the health and safety of students, faculty, staff, and visitors, and provide additional guidance if necessary.

### Pandemic Response Plan

Over the past year we have witnessed firsthand how a worldwide influenza pandemic has the potential to significantly impact College of New Caledonia (CNC) operations in both the short and long term. Therefore, proactive steps need to be taken in pandemic preparedness to minimize the risk to CNC employees, students and the educational process.

Therefore, a Pandemic Response Plan has been developed to help guide through the emergency. The objective of the plan is to save lives and care for the ill while minimizing social disruption in the community. CNC will work with Provincial Health, British Columbia Centre for Disease Control (BCCDC), Provincial Emergency Preparedness, the Northern Health Authority, local governments and other associated agencies in determining the current risk potential as well as determining the steps to be taken to mitigate any outbreak.

### Daily Self-Administered Health Checks

Completing a daily self-administered health check is the first line of defense and will be required of everyone seeking to access on-campus services. It is worth noting that documenting that a self-administered health check had been completed is no longer a requirement. However, it is everyone's personal responsibility when accessing CNC campuses to complete a daily health self-assessment – this applies to students, faculty, staff, and visitors. Again, students, faculty, staff and visitors to campus are not required to provide any confirmation that they have completed the health self-assessment prior to accessing campus.

It is important to not attend campus when feeling unwell. Anyone experiencing symptoms should stay home, consult the BC COVID-19 self-assessment tool to determine if COVID-19 testing is needed, and contact 811 or their healthcare provider for medical advice as required.

## Symptomatic Students, Faculty, or Staff

All faculty, staff, students, and visitors must ensure they are feeling well prior to arriving on campus. Please do not come to campus if you are feeling unwell. If you are experiencing any symptoms, including a new fever or cough, you should self-isolate and seek medical advice as soon as possible. A COVID-19 assessment tool is available at <https://www.healthlinkbc.ca>, or please call 8-1-1 to speak with a registered nurse. The BC Centre for Disease Control has developed [testing guidelines](#) identifying when to get a COVID-19 test.

## Hand Hygiene and Hygiene Protocols

Proper hand hygiene will continue to be actively promoted. CNC will facilitate hand cleaning by providing access to soap and water and encouraging use of hand sanitizers as needed for hand hygiene. Hand sanitation stations are available throughout campus buildings and are situated at the entrances/exits and within common spaces on campus.

## Masking

CNC will continue to follow public health guidance to determine when it is appropriate to wear face masks. CNC will continue to follow the advice of the Provincial Health Officer and will ensure the campus community is aware of current masking requirements and that these requirements and any updates are properly communicated.

Masks are currently required by legislation in indoor common areas as per the Order of the Provincial Health Officer issued Sept 2<sup>nd</sup> 2021 – [Ministry of Health and \(gov.bc.ca\)](#). A student or a post-secondary staff person who is not wearing a face covering must not be inside a post-secondary institution space. Anyone requiring an exemption must contact their instructor or supervisor immediately so the circumstances can be reviewed and accommodation process initiated.

It is anticipated that wearing a mask will entirely be a personal choice when Step 4 is reached. Some people may choose to continue wearing a mask after they're fully vaccinated, which is entirely an acceptable personal decision.

A visual of this information is available from the [Government of British Columbia](#).

## Following Regular Pre-COVID Cleaning Protocols

Common spaces will be cleaned routinely. Regular pre-COVID cleaning protocols will be followed in all indoor settings and for high touch areas such as door handles and elevator buttons. Increased disinfection and cleaning protocols for high touch areas will not be required, as we have learned that surface transmission of COVID-19 does not pose a significant risk. At this time, cleaning between classes will not be required.

## Adhering to CNC's Communicable Disease Plan

In September 2021, a COVID-19 Safety Plan is no longer required; in its place, institutions are required to develop and adhere to a communicable disease plan to reduce the risk of all respiratory illnesses such as COVID-19.

CNC's *Communicable Disease Safety Plan* outlines additional strategies to prevent the spread of COVID-19. The CNC *Communicable Disease Safety Plan* references the above-mentioned core public health measures (e.g. staying home when sick, hand hygiene), as well as any additional health and safety protocols required by local and provincial medical health professionals. Protocols will be updated as needed to ensure alignment with evolving guidance.

## Working with Local Medical Health Officers

In addition to the elements mentioned above, CNC's Director of Safety & Security will continue to work with the local medical health officer(s) to implement effective infection prevention and exposure control measures along with COVID-19 case management and response processes. Early detection and rapid testing of potential cases, isolation, and case and contact management play an important role in preventing the spread of COVID-19.

Medical health officers are tasked with monitoring and assessing the health status of the population and taking swift action to protect public health. Effective public health management of cases, clusters and outbreaks helps to prevent transmission. Outbreaks will continue to be managed by the local public health teams and may involve issuing additional restrictions if necessary.

## Contact Tracing and Notification Protocols

As part of ongoing efforts to support day-to-day coexistence with COVID-19, and complementing immunization, targeted testing and contact tracing will be undertaken by health authorities to control transmission. Appendix A provides information on current COVID-19 contract tracing and notification protocols.

Although public health authorities are responsible for notification processes for confirmed COVID-19 cases, institutions may be asked to assist public health authorities in notifying close contacts or otherwise supporting public notification efforts.

## Rapid Point-of-Care Screening

Rapid point-of-care screening has been accessed by BC Health Authorities for COVID-19 testing in locations with increased risk of transmission or outbreaks. Point-of-care testing guidelines are outlined in [BC's Rapid Point of Care Testing Strategy](#).

## Vaccinations

BC's vaccination rate is among the highest in the world and is a key factor in the province's ability to live safely with COVID-19. By September 2021, the province is on track to see that all British Columbians ages 12+ will have had an opportunity to receive two doses of the COVID-19 vaccine. At that time, it is also anticipated that COVID-19 transmission will be low and serious infections will be uncommon.

COVID-19 vaccines are available free of charge to everyone ages 12 and older living, working or studying in BC during the pandemic. All students, including international students and their families, are eligible to receive the vaccine. A Personal Health Number (PHN), BC Services card, or enrollment in BC's medical services plan is not required to receive a COVID-19 vaccine. All students are encouraged to obtain a PHN to use the provincial online vaccination booking system. Students can call 1-833-838-2323 to obtain a PHN number and register to book into an ImmunizeBC vaccination clinic. More information on how to register to receive a vaccine is available [here](#). The COVID-19 vaccine is not mandatory; however, ImmunizeBC highly recommends becoming vaccinated if you are able to.

For employees, the province has legislated up to three hours of paid leave to receive a vaccine against COVID-19. If you require time off work to obtain a COVID-19 vaccination, please advise your administrator as soon as you can of your need for time off and how long you require. CNC encourages employees to speak with their primary care provider and to seek trusted sources of information about specific interventions and their personal health.

CNC will continue to work closely with local public health officials to ensure the most up-to-date information and guidance is provided to and shared within the campus community, including the most current information about vaccine availability.

# Campus Logistics

## Ventilation Systems

Functional building ventilation systems help to reduce the transmission of COVID-19, therefore, CNC has ensured that all campus HVAC systems are operating and maintained according to WorkSafeBC and applicable ASHRAE indoor air quality standards.

CNC Facilities Services continually monitors CO<sub>2</sub> levels in the air supply and tests duct static pressures so a calculation can be performed to ensure air exchanges are always occurring as expected and protecting the health and safety of everyone inside our buildings.

## **Pedestrian Traffic Flow**

In September 2021, it will not be necessary for the institution to actively manage pedestrian traffic flows within buildings or confined spaces. Occupancy limits as they relate to COVID-19 will not need to be posted for spaces, elevators or washrooms.

## **Capacity Limits**

The most recent guidance from the Provincial Health Officer indicates there are no limits on the number of participants for in-class educational activities in the Fall of 2021. Classes can be scheduled without physical distancing requirements. Class capacities will correspond with the number of seats in the classroom in adherence to all other regulatory requirements (i.e., Fire and Building codes).

## **Physical Partitions and Barriers**

Given demonstrated effectiveness of the province's immunization program, layering of core public health measures, and implementation of tailored prevention and control measures, physical distancing and the use of protective barriers, partitions, and directional signage are not required in educational settings such as classrooms.

Certain barriers will be left in place only because they don't cause any harm nor influence and individual's behaviors. Also, they may be needed again should public health issue warning of another wave during an upcoming flu season.

## **Orientation and Social Activities**

Orientation events and activities are encouraged; however, depending on fall public health guidance on event gatherings, adjustments may need to be made. Over the course of the academic year, social and non-educational activities will be planned according to the latest guidance from the provincial health officer.

## **Student Housing and Dining Facilities**

Student housing, dining and other in-person student services are expected to return to normal capacities with revised protocols. On-campus student housing can plan for full or near-to-full occupancy for the fall. Up to 2 per cent of total student housing beds will be reserved for isolation or quarantine of students should they be needed.

Dining facilities for students, in college housing and campus cafeterias will be exempt from provincial restaurant and bar closures; however, campus cafeterias, restaurants and pubs will follow provincial requirements for food and liquor-serving establishments.

## **Travel and Study Abroad**

The federal government's [Travel Advice and Advisories](#) provide guidance to faculty, staff and students when considering work and study abroad opportunities.

## **International Students**

Although the Canadian border is open to international students, federal travel restrictions may remain in place in the fall. Students entering Canada to study are expected to be granted entry if attending an institution on Immigration, Refugees and Citizenship Canada's approved Designated Learning Institutions list. Students will be required to follow federal requirements. Guidance for international students is available on the [Government of Canada](#) website or refer to the guide listed as an appendix.

## **Clinical and Work-Integrated Learning Placements**

Guidelines may be implemented for specific settings in which work integrated learning placements take place (e.g. clinical, internship, co-op, or other community-based locations) in efforts to minimize risk to participants and stakeholders.

## **Student Accommodation and Supports**

Existing and established accommodation or academic concession mechanisms will be maintained to support students who cannot be on campus. These situations would arise for students who are ill, self-isolating, receiving a COVID-19 vaccine, or experiencing disability. In this regard, CNC has engaged with the CNC Student Union to reinforce safe and effective COVID behaviors on and off campus.

## Mental Health Supports

The pandemic has been difficult for many students, faculty, and staff; however, some members of the campus community may also be anxious or experiencing increased stress about a return to campus. Supports are available to all members of the CNC community, including:

- **Here2Talk** a free and confidential mental-health counselling and referral service available 24-hours, 7 days/week
- **KUU-US crisis response service** provides culturally appropriate crisis support for Indigenous Peoples within British Columbia, available 24-hours, 7 days/week
- **Capacity to Connect** program is a resource for faculty and staff to provide support to students struggling with mental health and well-being
- **Employee Family Assistance Programs** provide faculty and staff with counselling and wellness services and support services. Call 1-800-663-1142 or visit [homeweb.ca](http://homeweb.ca) (note: you must create an account to view resources).
- **Provincial virtual mental health programs and services** to support mental health and wellness
- Campus resources include student counselling services available from trained counsellors who provide educational, personal and crisis counselling to support student well-being. Also, regularly visit <https://cnc.bc.ca/employees/departments-services/hr/health-and-wellness> for monthly updates on wellness support resources for faculty and staff.

## Indigenous Students

CNC will continue to work with its Indigenous partners to ensure culturally safe and inclusive campus communities, including Gathering Spaces, that support the health and wellbeing of Indigenous learners and communities. Technology may need to be accessed to ensure continuity of services. CNC will ensure ongoing consultations with the First Nations Health Authority for the latest guidance.

## First Nations Students Living on Reserve

As a result of the disproportionate impact of COVID-19 on Indigenous Peoples, First Nations may maintain safety measures and local states of emergency that will keep communities closed.

In keeping with ongoing efforts toward Reconciliation, and in recognition of the Declaration on the Rights of Indigenous Peoples Act, CNC will continue to work with local First Nations students who may be impacted by community closures to ensure continued access to academic programs and services.

CNC will continue to work with local Indigenous partners to understand and respect community health and safety precautions, recognizing that some students may not be able to attend on-campus classes. It is important to respect any local travel advisories Indigenous communities may have in place.

## Community Partnerships

CNC works in conjunction with partner organizations to deliver post-secondary programs. Safety planning will be done where necessary to collaboratively work with these organizations to safely continue delivery of programs and services.

## Faculty and Staff

It is recognized that some faculty and staff will feel hesitant about returning to campus. Frequent and ongoing communications will be shared with employees throughout the fall semester to facilitate awareness and timely notification of new or updated workplace safety procedures to safeguard the health, safety, and wellbeing of the campus community.

Formal accommodation requests (e.g. medical accommodation based on individual circumstances) will be reviewed and considered in accordance with existing collective agreement provisions and established timelines.

Any staff person or faculty with concerns must discuss them with their direct supervisor immediately so the risks can be assessed by Safety & Security and accommodations can be applied in collaboration with Human Resources if necessary.

## Leave Allowances

It is recognized there may be more faculty and staff absences due to experiencing flu-like symptoms, along with ongoing self-assessment and self-isolation requirements if diagnosed with COVID-19 or advised to self-isolate as part of the contact tracing process. Leaves are available to CNC staff, in accordance with existing legislation, applicable CBAs, or out of scope employee policies.

Workers may be eligible for up to 3 days of paid leave under the *Employment Standards Act* if they need to stay home for COVID-19 related reasons. This paid leave program is in place until December 31, 2021.

In addition, faculty and staff are eligible for up to three paid hours of time to be vaccinated for each of the two COVID-19 doses, per recent amendments to the *Employment Standards Act*.

## Return to the Workplace

Public Health has stated that workers can begin gradually returning to workplaces. Anyone who chose to work remotely and is now considering returning to campus must first discuss with their supervisor.

## Summary & Welcome back!

Everyone's circumstances are unique, but there are specific steps we all can take to ensure one another's safety. 'Golden Rules' for everyday life include getting vaccinated if you are able to; respecting personal space; following guidelines; considering people's individual situations and comfort levels; staying home if feeling unwell; cleaning your hands; checking before you travel; and remembering that it is always safer outdoors. A visual of these 'golden rules' is available from the [Government of British Columbia](#).



Get vaccinated



Follow guidelines



Stay home if sick



Check before you travel



Respect personal space



It's always safer outdoors



Consider other people's situation



Clean your hands

The last year has been difficult for many and contemplating a gradual return to normal may be stressful for some members of the CNC community. It is important to remember that everyone is moving at their own pace and we will need to show respect and kindness toward others as we consider others' situations and personal choices.

# Appendix A

## Contact Tracing and Notification Protocols

<b>What is the notification process for confirmed cases of COVID-19?</b>	<p>Notification of COVID-19 cases and exposures at post-secondary institutions (PSIs) is managed by public health authorities. PSIs may be asked to assist public health authorities in notifying close contacts such as students, faculty or staff of a confirmed case by assisting in the identification of people who may have been exposed, distribution of materials prepared by the public health authorities, or supporting public notification efforts.</p> <p>If students, faculty or staff receive a confirmed positive COVID-19 test result, health authorities follow a rigorous protocol:</p> <ul style="list-style-type: none"> <li>➊ Contact tracing is initiated to determine how the individual was infected and who they were in close contact with.</li> <li>➋ Close contacts that are at an increased risk are identified and notified and advised to self-isolate and monitor for symptoms for 14 days.</li> <li>➌ <i>Only health authorities can determine who is a close contact.</i></li> <li>➍ Health authorities will work closely with PSIs throughout the case and contact management process to enable appropriate communication with the campus community.</li> </ul>
<b>Should an institution notify the campus community of a confirmed case of COVID-19?</b>	<p>Institutions should not send out notifications of COVID-19 cases unless directed to do so by their local Medical Health Officer. Public health authorities are responsible for determining notification processes and requirements.</p>
<b>What is contact tracing?</b>	<p>Contact tracing is the process used by public health authorities to identify individuals who have come into close contact with a person infected with the virus that causes COVID-19. The public health authority contacts these individuals and provides health direction.</p>
<b>What is the process for contact tracing?</b>	<p>Contact tracing is carried out by public health authorities. PSIs do not carry out contact tracing. If the public health authority determines that there may have been an exposure of concern for individuals who cannot be reached by direct contact notification, more widespread notification to identified groups may be carried out such as distribution of a bulletin to people at risk, publishing exposures on the health authority exposure notification web page, or announcement through public media. To maintain personal information privacy rights, the public health authority will only disclose limited information about a confirmed case in the campus community when sharing the information is required to support effective contact tracing.</p>
<b>What are the steps involved in contact tracing?</b>	<p>When carrying out contact tracing, public health authorities follow these steps:</p> <ul style="list-style-type: none"> <li>➊ A person tests positive for COVID-19 and they become a "case."</li> <li>➋ The lab completing the testing informs the public health authority and a public health nurse is assigned to interview the case to identify people they've spent time with. People with prolonged close contact with the case during their infectious period are "contacts."</li> <li>➌ The public health authority gets in touch with the contacts and asks them about symptoms of COVID-19.</li> <li>➍ <i>Not every contact needs to be identified: only those who could have been exposed to the case's respiratory droplets from coughing, sneezing or speaking – this takes close and prolonged contact.</i></li> <li>➎ The public health authority maintains the case's privacy. A case can choose to tell others about their diagnosis but should not do their own contact tracing and nor should others (e.g. employers).</li> <li>➏ Contacts with symptoms are sent for testing. If they test positive, they become a 'case' and the process repeats;</li> <li>➐ Contacts with no symptoms are asked to self-isolate and monitor for symptoms for 14 days after their last contact with the case (while they may be in the incubation period of the infection).</li> </ul>
<b>How does a health authority notify the public of a possible COVID-19 exposure?</b>	<p>Health authorities may provide online notification of possible exposures to COVID-19 within post-secondary institutions. This information is provided so students, faculty and staff can be assured that public health is following up in their community, and exposure risks are being mitigated to the best of their ability. Anyone who has been identified as a COVID-19 positive case or close contact will be contacted directly by the local health authority to provide further instruction.</p>
<b>When would a public health authority recommend the closure of a facility?</b>	<p>For a public health authority to recommend or order closure of a site or facility to prevent infection transmission is a rare step, reserved for circumstances in which direct management of cases and contacts is not sufficient to limit transmission. The public health authority would communicate closely with PSI administrators on any recommended closures related to COVID-19.</p>