



Fraser International College Communicable Diseases Plan (CDP)

*Disclaimer: Please note that this document is subject to revision.
Check back regularly to ensure you have the most current information.*

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Introduction:

Fraser International College recognizes that the safety of our community rests on everybody taking on the accountability to ensure guidelines are being followed to protect staff, students, faculty, and the community at large. We accept the responsibility to implement appropriate measures, follow recommendations, and work with the government agencies and our partner, Simon Fraser University, to safely support our community and international students on and off campus.

Purpose and Scope:

The purpose of this plan is to protect the Fraser International College (FIC) community by ensuring that measures of communicable disease prevention are in place. Aligning with [BC's Response to COVID-19](#) (October 12, 2022), the Ministry of Advanced Education's [COVID-19 Return-to-Campus Guidelines](#) (March 22, 2022), and the WorkSafeBC's [COVID-19 and Communicable Disease](#) guidance, the plan outlines the prevention measures that FIC has implemented to reduce exposure to communicable diseases.

The FIC CDP applies to all departments, staff, faculty, students, visitors, and all supporting operational and administrative services within the FIC community. The plan is a living document and is reviewed regularly and revised to incorporate the most up-to-date recommendations by public health authorities and best practices guided by the BCCDC for communicable disease control and specifically for COVID-19. The [Return to Campus Public Health Guidance](#) (September 2, 2022) developed by the BCCDC aligns with and is complementary to the COVID-19 Return-to-Campus Guidelines.

The current version of our plan and COVID-19 related information documents are posted in the [Policy Library](#) page on the FIC website.

Communicable Diseases and Transmission:

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

How these diseases spread depends on the specific disease or infectious agent. Transmission in the workplace is most common through:

- physical contact with an infected person, such as through touch;
- contact with a contaminated surface or object;
- larger droplets expelled into the air, such as through coughing or sneezing; and
- smaller droplets suspended in the air.

Identifying and Assessing Risks in the Workplace:

Regular assessments of risk in the workplace are conducted by the Wellness, Health, and Safety Committee in coordination with the management team at FIC.

The risk level for members of our community continues to vary greatly between positions and depends on the potential exposure in the workplace. Specific work activities also seem to vary between departments and service units which adjusts risk in the workplace for individuals.

Lower risks are expected for persons who have individual office spaces and equipment, have minimal contact with multiple people during the day or can work remotely.

Moderate risks are expected for persons who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces. Common day-to-day activities posing moderate risk include, touching common surfaces (e.g., doorknobs), and using shared workstations or equipment such as computer keyboards, phones, staplers, etc. Interaction with multiple people increases potential for contact with infected individuals which will also increase the risk of infection.

Higher risks are expected for persons engaged in activities that may include the administration of first aid and other medical services to sick individuals; cleaning up sewage leaks, vomit or blood, and handling of waste that is contaminated with infectious agents.

The FIC Wellness, Health and Safety Committee and the Navitas Human Resources Department will continue to monitor risk in the workplace with individuals and assist in adjusting measures to decrease exposure in the workplace.

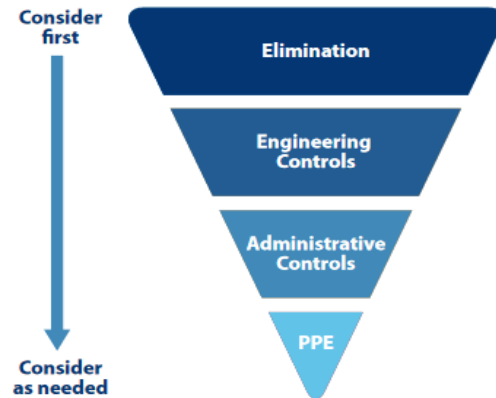
Communicable Disease Prevention:

Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases. The fundamental components of communicable disease prevention are multilayered to include both ongoing measures which are to be maintained at all times and additional measures to be implemented as advised by Public Health:

- Ongoing measures — maintained at all times:
 - Implementing policies to support staff who have symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), so they can avoid being at the workplace when sick
 - Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through policies and signage to [wash their hands regularly](#) and to use [appropriate hygiene practices](#)
 - Maintaining a clean environment through routine cleaning processes
 - Ensuring building [ventilation](#) is properly maintained and functioning as designed
 - Supporting employees in receiving [vaccinations for COVID-19](#) and other vaccine-preventable conditions

- Additional measures — implemented as advised by Public Health:
 - Prepared to implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in their workplace or region, should those be necessary.

FIC has carefully considered and integrated the four levels of protection as outlined by WorkSafeBC. The first line of protection is to eliminate the risks wherever possible. Where this is not possible, campus modifications, administrative processes and enhanced PPE guidelines are to be employed.



Ongoing Prevention Measures:

Supporting employees and students to stay at home when sick

FIC staff, faculty and students will be supported through illness to ensure that employment and study plans are not adversely affected.

Daily Checks: All staff, faculty, and students will be advised to monitor their own health daily and to stay at home when exhibiting symptoms of a communicable disease. The [Covid-19 Self-Assessment](#) is a useful tool to complete the daily checks. Guidance is also available by calling 811.

The BC Centre for Disease Control advises how to care for yourself [If You Have COVID-19 \(bccdc.ca\)](#). The guidelines help you learn how to care for yourself if you have symptoms of COVID-19 or if you tested positive for COVID-19. Additionally, you will find trusted resources to manage your symptoms, to self-isolate correctly, to report online, and to contact close contacts, if necessary.

Anyone who becomes ill on campus or exhibits symptoms of a communicable disease will be advised to leave immediately and will be supported in securing safe transportation home or to a medical facility. As well, FIC has procured an inventory of rapid antigen tests that are available to faculty, staff, and students to check for the possibility of COVID-19. Test kits can be collected from the Welcome Desk at FIC.

Anyone directed by public health to self-isolate or quarantine because of travel or contact tracing must not come to campus until approved to return. Students and staff are supported while absent due to illness by student advisors, instructors, or FIC managers.

Reporting Illness: Staff and faculty must report illness to their supervisors in accordance with usual sick leave protocols. Students must report illness to their instructors using the Declaration of Illness Form, as required. Medical notes are not required. FIC does not require individuals to disclose if they have tested positive for COVID-19 or another communicable disease.

Accommodations: FIC has established flexible work arrangements for both staff and faculty. In the event of an illness, work from home options and synchronous or asynchronous classes can be accommodated and will be coordinated by the employee's supervisor.

Instructors should follow usual procedures to support student absence due to illness and to coordinate modifications or accommodations with the course coordinator and the Academic Success team, when needed. Students should not be disadvantaged due to absence due to illness.

Promoting handwashing and hygiene practices

Frequent handwashing and proper hygienic practices are some of the most effective means of preventing the spread of infectious agents. The following measures are advised:

Handwashing: Frequent handwashing is encouraged. Hands should be washed using soap and hot water for 20-30 seconds using the recommended procedure by the BCCDC.

1. **Wet** your hands with running water (warm or cold)
2. **Apply** soap
3. **Lather and scrub** your hands with soap, covering all surfaces including the palm and backs of your hands, between your fingers, and under your nails for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel.
6. **Use** a towel to turn off the tap (in public spaces)

[Handwashing signage](#), provided by WorkSafeBC, is posted throughout the campus to remind everyone of this important practice.

Hands should be washed:

- Before touching eyes, nose, mouth, or face.
- Before eating, drinking, brushing or flossing teeth, smoking, handling contact lenses, or applying make-up.
- After blowing nose, coughing, or sneezing.
- After coming in contact with shared objects or with high touch surfaces.
- Before and after direct contact with a sick individual.

Hand Sanitizers: Alcohol-based hand rubs should be used to disinfect hands when soap and water is not available. Hand-sanitizers are provided in classrooms and common workspaces for use by staff, faculty, and students. Health Canada recommends the following alcohol-based hand sanitizers that are [authorized for sale in Canada](#).

Hygienic Practices: Additional hygienic practices are advised to further prevent the spread of infectious agents.

- Avoid touching face, eyes, nose, or mouth with unwashed hands.

- Cover mouth and nose with a disposable tissue or the crease of the elbow when sneezing or coughing
- Do not share food, drinks, utensils, school, or office supplies
- Avoid handshakes or other physical greeting.

Maintaining a clean environment through routine cleaning processes

The cleaning of the facility is managed by SFU Facility Services under the partnership agreement between the University and FIC.

Cleaning and Disinfecting: FIC is obliged to follow the university COVID- 19 Cleaning and Disinfecting Protocol outlined in [SFU Communicable Diseases Plan](#) which incorporates guidelines from the Government of Canada website - [COVID-19: Cleaning and disinfecting](#).

FIC is committed to maintaining these standards and to providing additional high touch point cleaning and disinfection during the day, and enhanced end of day cleaning and disinfecting of active areas. High touch points include door handles, light switches, elevator buttons, railings, washrooms, faucets, and kitchen areas.

Additionally, FIC specific cleaning and disinfecting initiatives include:

- Removing frequently shared items or items that cannot be easily cleaned from offices, classrooms, and active common areas.
- Providing cleaning supply packages to instructors and staff to promote frequent cleaning and disinfection of individual workstations throughout the day.
- Keeping an accurate inventory of recommended cleaning supplies.
- Disinfecting of shared workspaces after each use (computers in prep room, photocopier, printer, desks, and tables).
- Cleansing and disinfecting of barriers and partitions at end of day.

Requests for cleaning, and refilling of hand soap, sanitizer stations are to be reported to supervisors who will coordinate services through SFU Facility Services.

Ensuring building ventilation is properly maintained and functioning as designed

The Discovery 1 building which houses FIC is managed by SFU Facility Services and FIC coordinates repair and upgrade with the University as part of our partnership agreement.

HVAC Systems: SFU buildings are operating and maintained in accordance with WorkSafeBC requirements in sections 4.70 through 4.80 and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards. Buildings are supplied with outside air through mechanical means or natural ventilation. The systems are maintained to provide ventilation and thermal comfort as designed, through the following activities:

- Heating, ventilation, and air conditioning (HVAC) systems are set to maintain appropriate air flow and temperatures, as designed.

- Air filters are equipped in most buildings with mechanical heating, cooling, and ventilation systems.
- Laboratory ventilation systems operate continuously, typically with 100% fresh outdoor air.
- Exhaust fans in restrooms are operating continuously in most cases.
- Where possible SFU has reduced recirculated air and increased ventilation as recommended by accredited bodies such as ASHRAE.

More information can be found on the [SFU webpage for Air Quality](#). HVAC concerns should be reported to supervisors who will coordinate services through SFU Facility Services.

Supporting employees in receiving vaccinations for COVID-19 and other vaccine-preventable conditions

FIC encourages all members of the community who are eligible and able, to consider vaccination against COVID-19 and other communicable diseases to protect themselves and other members of the community.

To support current public health efforts to manage COVID-19, FIC staff are entitled to up to three hours of paid leave to be vaccinated. Reliable information from [BCCDC on COVID-19 Vaccines](#) is referenced for staff and students to learn about available vaccines and to get answers to frequently asked questions.

Spring 2023 Semester Specific Protocols:

On June 17, 2021, the [provincial health officer issued a statement](#) for employers on transitioning from a COVID-19 Safety Plan to communicable disease prevention. Although, many protocols like distancing, masking, and barriers are no longer required, FIC continues to make the following protocols available into the Spring 2023 Semester.

Barriers

Plexiglass barriers are available to staff and faculty requesting them. They assist in providing extra protection to separate people and help to prevent the spread of respiratory droplets. These are available for use in public use areas such as instructor preparation rooms, reception areas, student services, classrooms and will be available as requested in individual workspaces.

Physical Distancing and Limiting Close Interactions

Physical distancing involves keeping a distance of at least 2 meters from another individual whether they are exhibiting any symptoms. Seating has been adjusted in common areas and classrooms, as possible, and workstations have been modified to allow for greater personal space in shared areas.

No maximum occupancy limits or class size limits are in effect for the Spring 2023 semester unless public health offices advise otherwise.

Personal Protective Equipment

Non-medical masks are a personal chose for indoor public areas or wherever 2m distancing is not possible. FIC has an inventory of masks, face shields, and gloves that will be available during for staff, faculty and students who wish to use it.

Full PPE will continue to be mandatory for staff considered to be in high-risk situations to minimize exposure to specific hazards.

Other than the PPE normally worn by employees (e.g., gloves and safety glasses worn in labs), public health officers do not recommend additional equipment to protect against communicable diseases in most situations.

Additional measures – Public Health Orders:

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis, or within a certain workplace. The FIC Wellness, Health and Safety Committee will continue to monitor and review communicable disease related information (orders, guidance, notices, and recommendations) issued by regional or provincial health officials and to adjust the FIC CDP or adjust protocols accordingly.

FIC is prepared to respond to an elevated risk and implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in their workplace or region, should those be necessary.

Full detailed active and archived Public Health Orders related to COVID-19 can be found at the Office of the Provincial Health Officer website: [Current Health Topics - COVID-19](#).

Communication Strategies:

Communication strategies have been established to keep the FIC community accurately informed of health and safety measures in the college. Sharing information across our community is primarily via the following means:

- Posters and informational flyers throughout the campus.
- Links on the main FIC website for public
- Webpages on the FIC Intranet for staff and faculty
- Information updates and videos in the Student Portal for students for Supervisors are The Health and Safety team is responsible for training and communicating best practices guidelines to staff as well as responding to questions or concerns in the workplace.

Additionally, FIC provides the following in-person opportunities to update the community on safety issues:

- Weekly Wellness Advising sessions are available to students.

- Weekly staff meetings allow for the opportunity to review and update all staff on new guidelines related to COVID-19 and other health and safety matters.

FIC endeavours to use concise language with links to online resources and to communicate key messages in various formats to ensure accurate information is provided to our international community.

We continually strive to be inclusive in our use of language in communications and documentation to promote a safer environment for our community members. Following guidelines provided in the **BCCDC COVID-19 Language Guide** (July 2020), revisions continue to our written and digital COVID-19 materials in an effort to be less stigmatizing.

Incidence Reporting and Compliance:

Navitas has a well-established Incidence Reporting System to ensure all hazards and risks in the FIC workplace are identified and attended to. Tickets can be prepared by all staff and are submitted through an online reporting system to the Human Resources Department. Ticket management is coordinated by the College Director & Principal for investigation and follow up on campus.

All FIC staff receive annual training on the system and on their role in maintaining a healthy and safe workplace. Signage is also posted to help guide students to report any health or safety incidences or supply shortages.

Training and Documentation:

FIC has a robust training program for staff and faculty and support program for students. Safety related training sessions fall under two categories – **mandatory and ongoing training**.

Mandatory training has been implemented through our partner agreement with SFU to ensure that all members of our integrated community have the most up to date information. All new employees and those returning to campus are required to complete the [SFU Safety Orientation module](#). Supervisors should confirm completion of the training with their employees.

FIC's Human Resources Department, the Wellness, Health and Safety committee, and the Wellness Team work together to coordinate **ongoing training** on best practices to prevent the spread of communicable diseases, to ensure information is accurate for dissemination through the FIC Communication Strategy, and to keep records of training provided to staff and students for review and revision.

Mental Health Supports:

The Wellness Team provides dedicated holistic support of students' mental and emotional well-being during their time at FIC. Counsellors provide the safe confidential space for students to explore their emotions, thoughts, behaviours, and experiences without being judged. FIC understands how health can impact learning and has committed to this vital support service. Mental health supports are available now in-person and online.

Counsellors are trained to provide mental and emotional health supports within a culturally responsive framework which continues to guide our wellness initiatives around mental health. The FIC CDP has integrated strategies from the [BCCDC COVID-19 Language Guide](#) in a conscious effort to be inclusive and non-stigmatizing in the language we use in communication.

In addition to our direct services, FIC has prepared external accessible online support services that students can use and engage with as need arises. These include Wellness Together Canada, The Quarantine Student Connection by [Guard.meCARES](#), [Keep.meSafe Student Support Program](#), [Youth in BC](#), and [7 Cups](#).

Staff and faculty have access to mental health support through the Employee Assistance Program, offered through SunLife Group Benefits performed by Morneau Shepell for Canadian employees, as well as ComPsych, which is offered globally for staff through the Navitas Global Employee Assistance Program.

Resource Links:

[BC Centre for Disease Control: Communicable Disease Control](#)

[BC Centre for Disease Control: COVID-19 Vaccine](#)

[BC Centre for Disease Control: COVID-19 Language Guide](#)

[BC Centre for Disease Control: Return to Campus Public Health Guidance \(January 25, 2022\)](#)

[COVID-19 Self-Assessment Tool](#)

[Government of BC: Guidance, support, and BC's response to COVID-19](#)

[Government of BC: Proof of vaccination information for businesses](#)

[Government of Canada: COVID-19 Cleaning and disinfecting](#)

[HealthLinkBC: Public Health Alerts](#)

[Immunize BC](#)

[Ministry of Advanced Education - COVID-19 Return-to-Campus Guidelines \(January 28, 2022\)](#)

[Office of the Provincial Health Officer: Current Health Topics - COVID-19](#)

[Simon Fraser University: Safety Plan](#)

[Simon Fraser University: Communicable Diseases Plan](#)

[WorkSafeBC COVID-19 and Communicable Disease](#)