



VFS's COVID-19 SAFETY PLAN

NOTES:

- Colour Key:
 1. New committees or roles referenced are in red
 2. Additional related documents referenced are in blue (excl. hyperlinked emails)
- Created and maintained by *VFS's COVID SAFETY & FACILITIES COMMITTEE* (covidsafety@vfs.com)
- Created in accordance with recommendations from Worksafe BC and will be updated as new updates are released
- Wherever possible, other staff with greater knowledge of practices have been included for contributions to this plan
- Created in accordance with VFS's Guiding Principles (per *VFS's Guiding Principles*)

1. ASSESSING THE ON-CAMPUS RISKS

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person to person transmission increases the closer you come to other people, the more time you spend with them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- (i) We have identified the following **SPECIFIC AREAS** as being areas of greater risk:
 - a. Bathrooms
 - b. Kitchens
 - c. Meeting / common areas (including eating areas and lounges)
 - d. Resource centers (high traffic times)
 - e. Film sets
 - f. Confined spaces (such as elevators, narrow hallways, smaller production specific spaces such as edit suites, sound recording and mixing rooms)
 - g. Lobbies with higher traffic in entrance / exit areas of buildings
- (ii) We have identified the following **TASKS** where staff/students are close to one another as being of higher risk:
 - a. Production activities where crew members interact closely (students and Marketing / video production)
 - b. Student / staff 1 on 1 teaching interactions (i.e. assistance on computers)
 - c. Student / student 1 on 1 interactions (i.e. Acting, Makeup)
 - d. Exchange of resource equipment (pick ups, drop offs)



- e. Admissions interactions with students and prospects (collecting payments, providing tours, answering questions)
- (iii) We have identified the following **EQUIPMENT** that staff/students share as being of higher risk:
 - a. Computers (especially keyboards)
 - b. All production equipment approved for use (cameras, mics, mixing boards, props, etc).
- (iv) We have identified the following **GENERAL SURFACES** that are touched often as being of higher risk:
 - a. Door knobs
 - b. Light switches
 - c. Elevator buttons
 - d. Handles in washroom (flush, sink, paper towel dispensers, soap dispensers)
 - e. Hand railings (stairwells, hallways)
 - f. Thermostats

2. MEASURES TO REDUCE THE RISKS

To reduce the risk of the virus spreading through droplets in the air and on surfaces, we will adopt all possible protocols to protect against risks that have been identified above.

There are **FOUR LEVELS OF PROTECTION** that have been identified by the Province and will be considered in the following descending order. That protocol which offers the highest level of protection will be adopted. We will consider additional safety measures within descending protocol levels listed below wherever it is more practicable or increasingly more safe to do so. The four levels of protection in descending order are as follows:

- (i) **1st LEVEL OF PROTECTION – ELIMINATION / PHYSICAL DISTANCING**
 - a. We will use policies and procedures to limit the number of people on campus at any one time including through the offering of virtual classes, coordinated scheduling of activities, work-from-home arrangements, virtual meetings, changing activities where possible to reduce the need for meeting in person, limiting or prohibiting visitors.
 - b. We will establish & post occupancy limits in each room that is open and approved for use.
 - c. We will rearrange spaces to ensure distancing of 2m between people at all times.
 - d. We will coordinate the scheduling of activities to ensure distancing of 2m between people at all times.
 - e. We will limit access to a minimal number of spaces and only to those which are required for approved activities. This includes sectioning off kitchens, common areas not needed in teaching spaces and not utilizing elevators at present unless needed for handicap access.
 - f. Within any building being used, separate stairwells will be designated for the purpose of ascending and descending.



- g. Markers will be provided (on floor spaces or as the spacing out of seats) to indicate distancing positions wherever students/staff are positioned at a "station"(i.e. at Resources, Reception, Guest Services Stations).
- h. A new Committee has been created to ensure new technical setups allowing and supporting online delivery for any students who can not or wish not to be on campus in the upcoming future. The *COVID Online Technical Support Committee* (covidonlinetech@vfs.com) will set up classrooms for simulcast delivery of lessons and has setup self-record equipment for use by instructors for the purpose of recording videos for use in online delivery of asynchronous learning activities. Further details outlined in the *Ed. Admin. Online Technical Support Guidelines*.

(ii) **2nd LEVEL OF PROTECTION – BARRIERS**

- a. We will use/install barriers to separate people wherever proper distancing of 2m can not be maintained.
- b. We will have plexi-glass barriers in any areas wherever someone is stationed and approached by others as part of their role (i.e. Reception, Resource centers, Guest Services stations).
- c. We have included barrier cleaning as part of our cleaning protocols.
- d. We will use face shields as barriers in situations where people need to get within a 2m range of other people (could include Facilities staff, Makeup students, students on productions / sets, etc..)

(iii) **3rd LEVEL OF PROTECTION – RULES & GUIDELINES**

- a. We will establish and update rules and guidelines (including spacing and traffic flow where possible) for shared spaces, designated delivery areas, and one way doors or walkways to keep people physically separated.
- b. Through signage, communications with receipt of acknowledgement and verbal reminders by onsite staff, we will ensure that people on campus are maintaining a minimum distancing between themselves and others of 2m.
- c. Staff and student access cards have been deactivated and access to campus will only be available to staff & students who make a request and are given approval in advance. Access to buildings to be given by identified VFS staff member.
- d. Any pre-approved curricular activities to be delivered on campus will be in an agreed upon space(s) which is to be set up in accordance with the *Space Setup Checklist*.
- e. Any pre-approved curricular activities to be delivered on campus will have a designated *Covid Safety Coordinator* on site (responsibilities defined within *Overview, Details and Definitions document*).
- f. Through signage and other communications we will actively promote personal self care actions on campus including frequent washing of hands especially upon arrival to campus and after all activities involving touching of surfaces or equipment.
- g. Upon each arrival at campus, staff and students will be routinely screened through filling out of a form (*Health Assessment Form*) and/or verbally by the *Covid Safety Coordinator*.
- h. Anyone with symptoms (within the past 10 days) of a cold, flu, or COVID-19 including sniffing, coughing, sneezing, chills, shortness of breath, sore throat, muscle aches or persisting headache are not permitted to access our campus and if symptoms develop while already on campus, the individual must notify the *Covid Safety Coordinator* before



immediately returning home. If individual is suddenly severely ill (difficulty breathing, chest pain) 9 1 1 is to be called.

- i. Anyone required to self-isolate by the Public Health Office (including having been outside of the country or in contact with someone suspected of having COVID-19) will not be permitted to access our campus.
 - j. We will make hand sanitizer available and accessible for use by anyone on campus.
 - k. We have implemented cleaning protocols (*Covid Cleaning Protocols*) for all common areas and surfaces (i.e. washrooms, equipment in use, shared tables, desks, light switches and door handles) including the frequency that these items must be cleaned as well as the timing (before and after use).
 - l. We will ensure that adequate cleaning supplies are available for anyone who will require them.
 - m. We will remove unnecessary items/furniture to simplify the cleaning process.
 - n. We will remove and not permit the use of furniture that is of a soft surface that is difficult to sufficiently disinfect.
- (iv) **4th LEVEL OF PROTECTION – PPE**
- a. We understand the limitations of masks to protect the wearer from respiratory droplets.
 - b. For anyone wanting to wear a mask, we will encourage them to bring their own. We will also have available non-medical masks available upon request.
 - c. Face shields will be available and supplied for activities within programs where it is identified to be of benefit and requested by the program in advance of the activity.

3. NEWLY CREATED OR MODIFIED POLICIES

Towards the goal of supporting all above-listed measure to reduce risk, newly created or updated policies will be provided as follows:

- (i) For Students:
 - a. Attendance policy (in class and online)
 - b. Remote work policy (partial and full course completion online)
 - c. Online program completion policy
 - d. Production completion policy
 - e. Assignment submission policy (late, exceptional circumstances, modifications)
 - f. Inclusion and accessibility policy (making classrooms accessible for all)
- (ii) For Staff:
 - a. Illness / sick days policy
 - b. Flexible work arrangement / work from home policy
 - c. Working alone policy
 - d. Travel policy
 - e. Visitor policy



4. COMMUNICATIONS & TRAINING PLANS

For any on-campus curricular activities, we will provide students and staff with:

- (i) Preliminary emailed communications providing them with:
 - a. Pre-approved activities to be delivered on campus.
 - b. The option to not attend and what curricular alternatives are available to them in such case.
 - c. Instructions on when and where to arrive to be given access to campus.
 - d. Explicit instructions to not attend if they are sick.
 - e. Any information requested on safety measures (including this plan) being taken by VFS.

- (ii) On campus reminders (verbal via VFS staff and by way of signage) including:
 - a. Effective hygiene practices.
 - b. Occupancy limits within spaces.
 - c. Spaces designated as off limits.
 - d. Who is restricted from entering the premises (i.e. visitors and anyone with symptoms).

COVID Safety Coordinators will be trained on monitoring students and staff to ensure policies and procedures are being followed.

5. STEPS TAKEN TO MONITOR OUR SITUATION

We will monitor for updates coming from The Provincial Health Officer, Worksafe BC and any sector specific communications that we feel need to be incorporated as updates into our Safety Plan.

We will attempt to monitor and identify any new risks or any safety practices that are not proving effective and make modifications where need be.

When resolving safety issues, we will involve any staff and/or outside groups whenever necessary.

We will communicate to students and staff that anything observed as being inconsistent with our Safety Plan or that otherwise makes someone feel uncomfortable should be reported to the *COVID Safety Coordinator* onsite as well as being emailed to *VFS's COVID Safety & Facilities Committee* (covidsafety@vfs.com).

Please note that for COVID-19 an undue hazard is one where someone's activity places them at increased risk of exposure and where adequate controls are not in place to protect them from that exposure. We do need all such risks reported to us through the above-mentioned committee.



6. ASSESSING RISKS RELATED TO RESUMING ACTIVITIES

We have identified that with staff and students having been off campus for a significant amount of time, there is the possibility that certain procedures or functioning of equipment will require reminders or some level of retraining.

Instructional staff will identify any such areas requiring retraining of students on specific equipment to ensure proper use. Similarly supervisors of staff will look to identify any areas requiring retraining of staff where necessary.

7. PROTECTING MENTAL HEALTH

In addition, it is important to remember that individuals may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health during these times:

- a. [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- b. [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- c. [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- d. [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- e. [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- f. [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.



8. CONTACTS & OTHER RESOURCES

- (i) **VFS's COVID SAFETY AND FACILITIES COMMITTEE**
DL Covid Safety and Facilities (covidsafety@vfs.com)
For any requests, questions or notes to report to VFS related to risks or hazards with respect to being on campus, please email
- (ii) **VFS's COVID ONLINE DELIVERY TECHNICAL SUPPORT COMMITTEE**
DL Covid Online Technical Support (covidonlinetech@vfs.com)
For any assistance required in creating online video materials or in broadcasting from a campus space to an online audience
- (iii) **VFS's COVID NEW POLICIES (STUDENTS) CREATION COMMITTEE**
DL Covid Policies Students (covidstudentpolicies@vfs.com)
For questions related to policy updates or newly created policies as is relevant during the Pandemic.
- (iv) **VFS's COVID NEW POLICIES (STAFF) CREATION COMMITTEE**
DL Covid Policies Staff (covidstaffpolicies@vfs.com)
For questions related to policy updates or newly created policies as is relevant during the Pandemic.
- (v) **CANADA MINISTRY OF HEALTH'S SELF-ASSESSMENT TOOL**
<https://www.thrive.health/canada-covid19-app>
To help determine whether you may need further assessment for COVID-19 testing by a healthcare provider.