

# **Return to New “Normal” Recovery Plan**

**September 2020**

# TABLE OF CONTENTS

TAYLOR PRO TRAINING LTD. RETURN TO NEW “NORMAL”	3
RECOVERY PLAN	4
RESUMING BUSINESS OPERATIONS ASSESSMENT	4
WORKPLACE ASSESSMENT	4
WORKPLACE MANAGEMENT	4
IMPLEMENTATION OF GUIDELINES	5
PROTECTION AND SAFETY MEASURES	5
COMMUNICATION PLAN	6
WORKPLACE MONITORING	7
NEW STUDENT ARRIVAL MANAGEMENT	7
STUDENT RESPONSIBILITIES	7
PRE-ARRIVAL PACKAGE	7
STAFF RESPONSIBILITIES	8
COVID-19 CASE OR OUTBREAK ON TAYLOR PRO TRAINING LTD. CAMPUS	9
APPENDICES	10
APPENDIX A: HEALTH AND SAFETY POLICY	11
APPENDIX B: TAYLOR PRO TRAINING LTD. PLAN – ACADEMIC SERVICES	14
PHYSICAL DISTANCING PROTOCOLS	14
TAYLOR PRO TRAINING LTD. SAFETY PLAN	15
APPENDIX C: SAFETY PLAN STAFF AND BUSINESS UNITS	20
APPENDIX D: STUDENT HEALTH AMBASSADOR – ROLES AND RESPONSIBILITIES	23
APPENDIX E: SCREENING FORM FOR ENTRY TO TAYLOR PRO TRAINING LTD. CAMPUS	24
APPENDIX F: COVID-19 RESPONSE GUIDE	25
APPENDIX G: WORK FROM HOME POLICY	26
APPENDIX H: ISOLATION ACCOMMODATIONS	30
APPENDIX I: STUDENT TRAVEL AND SELF-ISOLATION CHECKLIST FORM	31
APPENDIX J: PRE-DEPARTURE CHECKLIST	32
APPENDIX K: SELF-ISOLATION COMPLETION CHECKLIST	33

## Taylor Pro Training Ltd. Return to new “Normal”

Since the onset of COVID-19, Taylor Pro Training Ltd. has placed the safety of our employees, students and communities at the forefront of our response. This has meant providing support to our students and employees while working to ensure we continue to support critical business functions. It has also provided opportunities for us to re-imagine how we can continue to deliver quality instruction to our students and to support faculty in this transition.

We have been working to adapt our teaching, learning and service delivery methods to ensure students can continue to progress in their academic journey. Taylor Pro Training Ltd. has assessed classrooms, labs and offices, to ensure that we can offer and practice safe operating procedures and guarantee close adherence to public health and safety guidelines, as well as Work Safe BC standards for post-secondary institutions.

We are also working with faculty for the Fall 2020 Term to supplement in-class learning instruction with blended learning delivery to provide students with full 24/7 access to course materials online to help them prepare for face-to-face classroom sessions where instructors will guide students to a deeper understanding of what they have learned online through applications in case studies, simulations, debates and discussions, etc.

Outside of the classroom, Taylor Pro Training Ltd. will continue to offer students supports for needed services and advice. This will ensure students build connections with each other and their Peer Leaders. It will provide them with the opportunity to learn the soft skills employers look for.

The health and safety of our College community is our top priority. After working closely with public health authorities and the provincial government, we have made plans for a return to campus that aligns closely with public health and government guidelines for a safe and healthy community.



# Recovery Plan

## Resuming Business Operations Assessment

Our plan has been created to ensure everyone's safety in our return to campus which includes the following:

- a safety orientation prepared for new staff and staff returning to campus
- a training plan for familiarizing staff to changes in business operations and needs, such as new processes, new equipment or products
- a review of start-up requirements for workstations, equipment and out-of-use facilities
- a safe process and assigned resources for clearing out-of-use systems and facilities

## Workplace Assessment

Area	Potential Risk Level	Mitigation Measures
Classrooms	High	Reduction of time and the number of classes offered as well as limited seat capacity
		Redesigned classrooms to maintain physical distancing (2m)
		Blended learning delivery
		Regular sanitization
Offices	High	Mandatory physical distancing
		Rotation shifts
		Plexiglass barriers
		Regular sanitization
Student Lounges	High	Temporary closure
Library	High	Temporary closure
Elevators/Hallways	High	Regular sanitization
Staff/Faculty Lounge	High	Limited occupancy at any given time
		Removal of shared utensils
		Regular sanitization
Reception/Lobby	High	Plexiglass barriers
		Temperature assessment
		Limited capacity
		Regular sanitization

## Workplace Management

Policy and Procedures	Details
Health and Safety Policy	Appendix A
Reopening Plan for Academic Services	Appendix B
Reopening Plan for Staff and other Business Units	Appendix C
Staff Health Assessment & Daily Check-in Form	Appendix D
DCOVID-19 Response Guide	Appendix E
Work from Home Policy	Appendix F

Our workplace COVID-19 guidelines ensure that workers, students and others who show symptoms of COVID-19 will be prohibited from entering the workplace

## Implementation of Guidelines

TAYLOR PRO TRAINING LTD. COVID-19 Guidelines	
Anyone who has had symptoms of COVID-19 in the last 10 days	Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache Person will be sent home
Anyone directed by Public Health to self-isolate	Persons will be asked to return to their residences for the self-isolation period
Anyone arriving from outside of Canada or who has had contact with a confirmed COVID-19 case	Must self-isolate for 14 days and monitor for symptoms
Visitors are prohibited or limited in the workplace	Visitors will only be allowed if the visit is necessary and an appointment is made prior to campus visit
First aid attendants	Provided protocols for use during the COVID-19 pandemic
Staff	Implemented a work-from-home policy (when needed)
	Sick workers must report to first aid, even with mild symptoms.
	Sick workers will be asked to wash or sanitize their hands, will be provided with a mask and isolated
	The worker will be directed to return straight home (Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation)
	If worker is severely ill (e.g. difficulty breathing, chest pain) call 911
	Clean and disinfect any surfaces the ill worker has come into contact with

## Protection and Safety Measures

Level	Measures Implemented
Level 1 Elimination	Working off-site or remote work arrangements
	Changes to work schedules
	Changes to how tasks are done
	Occupancy limits for office and open space
	Limited or prohibited visitors
Level 2 Protection Engineering	Reducing the number of persons on site
	Installed barriers where workers cannot maintain physical distancing from co-workers, students or others
Level 3 Administrative	Included barrier cleaning in our cleaning protocols
	Identified rules and guidelines for how workers should conduct themselves
	Clearly communicated these rules and guidelines to workers through a combination of training and signage

## Protection and Safety Measures continued

Level	Measures Implemented
<p style="text-align: center;"><b>Level 4 Protective Gear</b></p>	We note that everyone (staff, faculty and students) will be required to wear masks on campus
	All visitors will be requested to wear a mask
	Taylor Pro Training Ltd. has:
	<ul style="list-style-type: none"> <li>● trained workers in the proper use and disposal of masks</li> </ul>
	Taylor Pro Training Ltd. has adequate PPE:
	<ul style="list-style-type: none"> <li>● face masks</li> </ul>
	<ul style="list-style-type: none"> <li>● hand sanitizers</li> </ul>
	<ul style="list-style-type: none"> <li>● gloves</li> </ul>
<p style="text-align: center;"><b>Level 5 Cleaning Measures</b></p>	<ul style="list-style-type: none"> <li>● touchless thermometers</li> </ul>
	<ul style="list-style-type: none"> <li>● surface disinfectant wipes</li> </ul>
	The workplace has sufficient hand-washing facilities on site for all
	Hand-washing locations are visible and easily accessed
	Policies are in place that specify when workers must wash their hands
	Communications to workers have been made about good hygiene practices highlighting that frequent hand-washing and good hygiene practices are critical to reducing the spread of the virus
	Implemented cleaning protocols for all common areas and surfaces — i.e classrooms, washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles Protocols dictate that these items must be cleaned numerous times each day according to a defined schedule (before and after shift, after lunch and after use)
Cleaners have had adequate training and materials	
Removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers, shared utensils and shared plates	

### Communication Plan

Our plan ensures the following:

- everyone entering the workplace, including visitors, understands how to keep themselves safe while at our workplace
- a training plan to ensure workers and others are trained in workplace policies and procedures All workers have received policies for staying home when sick
- posted signage at our campus, including occupancy limits and effective hygiene practices
- posted signage at the main entrance indicating who is restricted from entering the premises, including visitors, students and employees with symptoms
- managers have been trained to monitor employees and the workplace to ensure policies and procedures are followed
- crisis communication plan is prepared to manage effective communications under any critical circumstances
- Communications department sends regular updates and reminders to staff, students and faculty

## Workplace Monitoring

Things may change as our business operates. When a new area of concern is identified or something is not working necessary steps will be taken to ensure:

- Taylor Pro Training Ltd. updates our policies and procedures with managers, employees and students being involved in this process
- a pandemic response committee is in place to monitor risks
- employees have been provided with contact information for health and safety concerns
- when resolving safety issues, joint health and safety committee or worker health and safety representatives will be involved
- Taylor Pro Training Ltd. has hired Student Health Ambassadors to oversee physical distancing to/from and in classrooms
- implementation of one-way traffic zones, physical distancing marked out on floors throughout buildings and particularly in classrooms, etc

## New Student Arrival Management

### Student Responsibilities

All students, prior to travelling to Canada, must prepare a credible 14-day isolation/ quarantine plan under new rules announced by the federal government to combat the spread of COVID-19. Students will need to demonstrate that they have a suitable place to isolate or quarantine, with access to necessities including food and medication.

- Taylor Pro Training Ltd. has created the email address [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com) so all student enquires related to travel, COVID-19 safety and blended learning delivery will be sent to this address and responded to by the Taylor Pro Training Ltd. Team

### Pre-Arrival Package

- Taylor Pro Training Ltd. has created a **Pre-Arrival Package** with all the information students need to know to plan their trip and their 14-day self-isolation. The **Pre-Arrival Package** includes detailed information for each stage of their trip: Prior to Departure, While Travelling, Upon Arrival and Near the End of Self-Isolation. The package also includes resources for students and their families as well as the details of how Taylor Pro Training Ltd. will check in and support the students after their arrival
- Taylor Pro Training Ltd. students are requested to submit their travel and self-isolation plans prior to departure from their home country so their information can be verified by Taylor Pro Training Ltd.. Students will fill out the PDF form **Student Travel and Self-Isolation Checklist Form (Appendix I)** along with a PDF of their Self-Isolation Plan to [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com) • In the package it states that three days before the student's isolation ends, they must call 8-1-1 (Health Link BC) to talk to a medical professional to get clearance to end their isolation. They must explain that they are a self-isolating international student and that they need medical clearance before they can attend classes. Once a student gets clearance from the medical professional, they must complete the **Self-Isolation Completion Checklist (Appendix K)** and email it [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com)
- Taylor Pro Training Ltd. students should have medical insurance prior to travelling to Canada

Taylor Pro Training Ltd. students in Canada will automatically be enrolled into Guard.me medical insurance for their first term, however, students are responsible for medical insurance up until their first term start date.

- Students are required to self-monitor for symptoms of COVID-19
- If a student experiences any symptoms of COVID-19 during the quarantine period, they must follow the advice from the Public Health Agency of Canada and immediately notify their isolation accommodation provider, as well as Taylor Pro Training Ltd.
- Any student who has a suspected or confirmed case of COVID-19 will be required to remain at their quarantine site until a medical practitioner has confirmed they are clear of these symptoms and/or the student has tested negative for COVID-19
- Taylor Pro Training Ltd. has put together accommodation resources for students that need to isolate (**Appendix H**), which is also included in the **Pre-Arrival Package**

## Staff Responsibilities

- Student-facing staff will be made aware when new students are coming to the campus for the first time. Students will have to complete the **Self-Isolation Completion Checklist (Appendix K)** before they will be admitted onto the campus
- Taylor Pro Training Ltd. Staff will email students on BC COVID-19 health guidelines and how they can continue to contact the College with their inquiries and access the support and services we have available
- Starting October 1, Taylor Pro Training Ltd. Staff will be hosting a weekly check in via Zoom every Wednesday for one hour for students in self-isolation to check on their wellbeing, assist with any inquiries they may have and advise what support/services/events hosted by Taylor Pro Training Ltd. that they can attend
- Taylor Pro Training Ltd. will offer virtual drop-in sessions via Zoom or by phone which will be available every week
- Taylor Pro Training Ltd. will be sending out a weekly newsletter to self-isolating students with ideas on what students can do during self-isolation and information on available supports, services and events
- Taylor Pro Training Ltd. Staff will call students three times during their self-isolation. Staff will call the isolation accommodation provider to ensure they are self-isolating and doing well. Students will be called the day after they arrive, after seven days of self-isolation and again near the end of the 14 days





## Case or Outbreak of COVID-19 on TAYLOR PRO TRAINING LTD. Campus

As part of Taylor Pro Training Ltd.'s Pandemic Response Plan, the Campus Director is assigned to mitigate risk if a case or an outbreak of COVID-19 happens at Taylor Pro Training Ltd. or during any of its activities. We will work closely with members of our community who may have been exposed to COVID-19. They will also work with any associated academic and administrative departments, Vancouver Coastal Health (VCH) and the British Columbia Centre for Disease Control (BCCDC).

Taylor Pro Training Ltd. will communicate with affected individuals to gather information and will offer assistance and guidance on managing their particular case. They work with departments on any necessary infection control actions and they will work with BCCDC on contact tracing or any other requirements VCH may identify.

The Pandemic Response Plan is activated by the Campus Director when the College becomes aware that a member of the College community, based on specific symptoms or history, is legally required to self-isolate, or has a confirmed case of COVID-19 and has been on the campus in the last 14 days.

### How the plan is activated

If the College is informed that a student, faculty or staff member has tested positive for COVID-19 and they have been on Taylor Pro Training Ltd. premises in the last 14 days, the incident will be reported immediately to Taylor Pro Training Ltd. and the Senior Leadership Team. The Campus Director will activate the Pandemic Response Plan and relay the contact information about the affected individual.

### Business Actions:

- The Campus Director will contact the local public health authorities to establish plans to reduce the risk of further transmission at the institution.
- The College will share the information with the BC Ministry of Advanced Education, Skills and Training and PTIB and assign a staff to provide regular updates on the case or the outbreak status at Taylor Pro Training Ltd.
- All non-essential services and activities will be suspended or moved online.
- The College will provide information and support to any faculty, staff and students potentially exposed.
- Taylor Pro Training Ltd. will implement outbreak control measures, such as:
  - Activate the Crisis Communications Plan;
  - Post outbreak signs at entrances and affected area;
  - Inform outside agencies that use campus facilities of the outbreak;
  - Initiate enhanced environmental cleaning and disinfection;
  - Reinforce the importance of hand hygiene with staff, students and faculty; and
  - Consider the need for closure of the campus if appropriate.

### Case Management Actions:

- Taylor Pro Training Ltd. then contacts the individual to offer assistance and guidance on next steps, following BCCDC directions on case management.
- Taylor Pro Training Ltd. will work with VCH to determine whether an outbreak should be declared, how to implement mitigation measures and how the outbreak will be monitored by the health authority.
- Taylor Pro Training Ltd. will support VCH in contact tracing and follow the Contact Identification and Management Guidelines provided by the BCCDC.

- Those identified as being in close contact with the affected individual will be informed about the situation and required to leave the campus and self-isolate for a minimum of 14 days to monitor for symptoms
- All close contact of the affected individual will be provided with an active daily monitoring form and the College will conduct regular check-ins until the case is resolved
- Taylor Pro Training Ltd. will implement an ongoing notification process to inform the VCH of the health status of the close contacts

### **Other ways to activate the plan**

The Pandemic Response Plan will be activated when VCH or the BCCDC notify the College of a confirmed case of COVID-19 among staff, students, faculty, contractors or visitors to campus.

### **Recovery from COVID-19 outbreak**

A COVID-19 outbreak could last a long time so the impact on the institution and the local community may be considerable. Taylor Pro Training Ltd. will work with VCH to determine when the outbreak has ended. Once the outbreak has been declared over:

- The Campus Director will make an announcement to all TAYLOR PRO TRAINING LTD. community members
- Senior Leadership Team will communicate the plan for resuming services and operations that were temporary suspended or relocated
- Regular communications will be sent to all Taylor Pro Training Ltd. personnel with updated information on COVID-19 and best practices to follow on campus
- Mental health support resources will be provided to students, faculty and staff
- Taylor Pro Training Ltd. will evaluate their response plans for effectiveness and make improvements where necessary

# Appendix A: Health and Safety Policy

## Policy Title: Health and Safety

### Purpose

This policy states the College's commitment to providing a work and learning environment that is healthy, safe and secure for the Taylor Pro Training Ltd. Community and outlines the responsibilities for achieving this

### Scope

This policy addresses the promotion and protection of the health and safety for the entire College Community (students, employees and facility users). In compliance with the Workers' Compensation Act, the College promotes a culture of health and safety that raises awareness and mitigates risk and the prevention of injury and illness

### Principles

Taylor Pro Training Ltd. will take steps to mitigate and prevent injury and illness through:

- A The establishment and maintenance of an Occupational Health and Safety Committee and an Occupational Health and Safety Program
- b adhering to all applicable Health and Safety Legislation
- c providing training and education that promotes proper safety practices and procedures

## 1. Responsibility and Accountability for Health and Safety

### a. Taylor Pro Training Ltd.

It is the responsibility of the College acting through academic and administrative heads to:

- provide a safe, healthy and secure working environment;
- establish, maintain and regularly review the Occupational Health and Safety Program;
- ensure that inspections are made regularly and to take necessary action to eliminate unsafe conditions;
- provide appropriate first aid facilities and training;
- establish and maintain adequate maintenance standards and equipment to ensure hazards are guarded against or eliminated;
- ensure compliance with Work Safe BC and other applicable regulations and legislation;
- ensure an effective system of conducting investigations;
- ensure the OHS Committee(s) are provided with information, as appropriate, regarding the commencement and outcomes of workplace incident investigations and reports;
- communicate, as appropriate, with the College Community regarding events or situations when potentially harmful conditions arise or are discovered

## b. Supervisor/Managers

It is the responsibility of Managers/Supervisors to:

- develop, implement and enforce safe work procedures for their area and enforce safety regulations;
- provide job/site specific health and safety orientation for new employees;
- ensure all employees under their supervision receive appropriate training and are aware of safety practices and follow safety procedures;
- ensure all equipment and materials are properly handled, stored and maintained;
- take part in Occupational Health and Safety Committee inspections and investigations;
- regularly inspect their areas for health and safety hazards, unsafe acts and/or conditions and document them;
- promptly address identified hazards, as well as health, safety and personal security concerns expressed by their staff;
- report incidents, accidents, injuries and/or near misses to the academic or administrative head of the unit/area

## c. Employee

It is the responsibility of each employee to:

- learn and follow safe work procedures;
- request for instruction or training prior to commencing work if safe work procedures are not known;
- report any unsafe conditions or hazards to their supervisor;
- participate in inspections and investigations as appropriate;
- use personal protective equipment as required;
- work safely and encourage co-workers to work safely;
- report accidents, incidents, injuries and/or near misses to the Supervisor;
- be aware of the Health and Safety Policy

## d. Health and Safety Lead

It is the responsibility of the Health and Safety Lead to:

- provide leadership to assist Administrators, Supervisors and employees in implementing health and safety programming, prevention and education;
- where appropriate, act as a liaison with regulatory authorities on behalf of the College
- support the establishment, orientation and activities of the Occupational Health and Safety Committee(s);
- ensure the implementation of new occupational health and safety regulatory requirements;
- provide guidance and assistance to Supervisors and Administrators in identifying, evaluating and correcting health and safety hazards;
- ensure the regular monitoring, inspections and audits are performed;
- maintain incident statistical data and communicate relevant information to regulators and members of the College Community

## e. Occupational Health Safety Committee(s)

It is the responsibility of the Occupational Health and Safety Committee to:

- participate in the development and implementation of health and safety programs for employees;
- respond to concerns and suggestions regarding workplace health and safety;
- ensure the maintenance and monitoring of workplace accident/injury/incidents/hazard reports;
- participate in workplace health and safety inquiries and investigations and provide recommendations;
- coordinate and promote employee health and safety training and awareness activities;
- make recommendations to the College for accident prevention and safety program activities for employees

## f. Students and Facility Users

It is the responsibility of the Students and Facility Users to:

- work safely and conduct themselves in a safe manner;
- follow rules and regulations pertaining to safe work and/or learning procedures and/or activities;
- immediately report unsafe conditions, injuries, accidents, incidents and/or near misses to an instructor, staff member or by email – [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com)
- be aware of the Health and Safety Policy and related College policies

# Appendix B: TAYLOR PRO TRAINING LTD. Plan – Academic Services

## BC's COVID-19 Forward Strategy Additional Guidelines Post-Secondary

- 1 Routine daily screening protocol for all staff and students
- 2 Routine and frequent environmental cleaning
3. Clear policy developed for students and staff who have symptoms of a cold, flu or COVID-19, with anyone coughing or sneezing not to attend classes, extracurricular activities, sports or work
- 4 Increased use of online learning balanced against the need for social interaction for learning and development
- 5 Early arrival and self-isolation for 14 days for international students

## Physical Distancing Protocols

Physical distancing is challenging in a campus setting the following protocols will be enforced by everyone and by the Student Health Ambassadors:

- No greetings using hugs or handshakes
- Students and employees will be reminded of physical distancing rules frequently in class and upon entry to campus
- When possible meet outside
- Computer labs will be closed but item designed to be shared (computers, technology, etc ) will be cleaned and sanitized frequently
- Chairs and tables will be positioned to be 2-metres apart
- No food or drink will be shared
- Food preparation activities will be prohibited
- Class times will be staggered to prevent contact when entering or exiting a classroom or facility
- Student Health Ambassadors and employees will remind and reinforce the rule: “keep your hands to yourself”
- When someone self-identifies or is identified as showing symptoms of illness, they will be sent home immediately

## TAYLOR PRO TRAINING LTD. Safety Plan

#	Topic	Plan
1	Arrival Plan	A daily health check is expected upon entry into the campus
		A signed statement is required, and temperature checks are mandatory upon entry
		All employees and students will be required to wear a mask when on campus
		All visitors will be requested to wear mask

## TAYLOR PRO TRAINING LTD. Safety Plan continued

#	Topic	Plan
2	Course Design	Faculty will use a blended model of teaching Each class will be divided into two groups (face-to-face and online), then instructors will alternate between online and face-to-face with each section
		<b>First weekly meeting time – Asynchronized</b> Faculty will use asynchronized assignments, readings, activities and assessments they have designed for fully online courses for the first meeting class time of each week
		<b>Second weekly meeting time – Face-to-Face</b> – will involve applications of the content learned in the asynchronous online materials in mini-lectures, discussions, presentations, case studies, activities, simulations, assessments/exams, etc will be created by the instructor for each week based on the syllabus
		Faculty will be asked to deliver a blended teaching model
		Faculty will record/video their synchronized activities and mini lectures noted above and post them in Moodle for students who cannot attend face-to-face or are concerned to attend
3	Scheduling Plan	Classes will be scheduled with 40-minute breaks between classes for cleaning and sanitizing
		Seating plan for each classroom will accommodate half of the room's seating capacity
4	Seating Plan	Add up the number of seats in each room and each floor and divide into half to calculate the total capacity
		Place physical distancing markings on each classroom floor to show where tables and chairs are to be located in classrooms and in office areas.
5	Classroom Exit Plan	<b>Instructors</b>
		Student Health Ambassadors and/or an Instructor will remind students to use the washroom facilities before class
		If student requests washroom break during class, only one at a time (when in washroom, keep 2-metres apart), and wash your hands for 20 seconds
		instructor announces time to leave classroom
		Student Health Ambassadors take over and oversee the exit procedure
		<b>Student Health Ambassadors</b>
		Arrives in room 5 to 10 minutes earlier than class schedule to ensure physical distancing seating arrangements are followed
		instructs students to leave in order of closest person to the door first.
		Reminds students to avoid touching surfaces that are located in common areas, such as doors, tables, etc
		Follows the class out and enforces physical distancing rules
informs students to walk downstairs 2-metres apart, only 1 person in the elevator at a time		



## TAYLOR PRO TRAINING LTD. Safety Plan continued

#	Topic	Plan
6	Sanitizing Plan	Cleaning is high priority and done between each class time and continuously throughout the day. Cleaning of all surfaces will be carried out throughout the Taylor Pro Training Ltd. Campus.
		Cleaning staff will employ enhanced cleaning processes.
		Wipe down all the tables, chairs, door frames or any other surface that may be touched.
		Bathrooms and hallways are cleaned during class times.
		A full stock of hand-washing supplies will be available at all times.
		Garbage containers must be emptied often.
		Clean high-touch surfaces (i.e. keyboards, tablets) with 70% alcohol making sure the wipe makes contact with the surface for one minute for disinfection.
		There is no evidence that COVID-19 is transmitted via textbooks, paper or other paper-based products.
		Faculty and staff should not share personal items (electronic devices, writing instruments, etc.).
		<b>Use of Washroom Facilities</b>
		The number of students permitted in the washroom will be limited.
		Strict hand-washing routines are enforced.
		Toilet seats, toilet flushing handles and sink taps will be disinfected frequently.
7	Proper Hygiene	Hand-washing with soap and water for 20 seconds is the most effective way to reduce the spread of COVID-19 (in addition to physical distancing).
		When sinks are not available for hand-washing, alcohol-based hand sanitizers containing at least 70% alcohol will be available. This is not effective when hands are very soiled – then it is important to wash with soap and water.
		<b>Employees and students should wash their hands:</b>
		When they arrive at the campus and before they leave campus.
		Before and after eating and drinking or handling food.
		After using the restroom facilities.
		After sneezing and coughing into hands.
		Whenever hands are visibly dirty.
		After contact with body fluids (i.e. runny noses, spit, vomit, blood).
		After cleaning tasks.
After removing gloves.		
After handling garbage.		
8	Kitchen Plan	Students sit or stand 2-metres apart when using and cleaning kitchen facilities or eating their food.
		No sharing of utensils or plates will be permitted.

## TAYLOR PRO TRAINING LTD. Safety Plan continued

#	Topic	Plan
9	Communication Plan	Develop effective messaging protocol
		Place signage in each room listing the protocols: <ul style="list-style-type: none"> <li>• Posters</li> <li>• Social Media</li> <li>• TV screens</li> </ul>
		Role of Student Health Ambassadors in class messaging
		Orientation messaging
		<b>Pre-Arrival Package</b>
		<b>Protocols &amp; Response</b>
		Communication of rules including the wearing of masks – i.e. when students, faculty or staff do not follow rules, protocols will be disseminated
10	Resources & Guidelines	<b>Support</b>
		Provide list of available supports
		Provide verbiage for faculty announcements in class and on Moodle
		Provide verbiage and training for Student Health Ambassadors
		<b>Student Affairs</b>
		Make available supports & resources highly visible for students both virtually and physically in buildings
		<b>All staff will be required to wear masks on campus</b>
11	Staff Protocols & Resources	Plan for staff interaction in open workspace
		Plan for number of people permitted in office space.
		Plan for reception
		Response if students/staff do not follow protocols? Students who fail to adhere the campus COVID-19 guidelines will receive a verbal warning from the Student Affairs Manager, on repeated failures the student will be requested to leave the premises and Student Affairs will follow up and take necessary steps
		Employees who fail to adhere the workplace COVID-19 guidelines will receive a verbal warning from the HR department. On repeated failures the staff member will be requested to leave the premises and HR will follow up and take necessary steps
		Registrar Plan for serving students and for staff interaction in open workspace, as well as number of people permitted in office space.
		Student Affairs plan (Appendix B, page 18) for supporting students
12	Student Services	Shields available for services
		Place tape on floor to show where tables and chairs must be located in services

## TAYLOR PRO TRAINING LTD. Safety Plan continued

#	Topic	Plan
13	Safety Plan	<b>All employees and students will be required to wear masks on campus</b>
		If Students / Staff are sick – When employees or students are sick, they will be sent home until they recover. All persons with confirmed symptoms of COVID-19 must follow the 14-day self-isolation period
		If an employee or student becomes sick on campus, they will be isolated and sent home The space where persons are isolated will be sanitized immediately following
		All employees will be asked to undergo training on health and safety risks
14	Technology Plan	Use of tech plan
		Cleaning equipment on a schedule
		Provision of tech to students who do not have laptops
		Ensure provision and maintenance of video equipment in classrooms
		Classroom set up upgraded with dual monitors, projector and HD web camera to facilitate blended mode of teaching
		Implementation of QLess for appointments in high service areas such as Registrar's Office and Student Affairs.
15	Anticipated Challenges	Some students/staff/faculty refuses to come in regardless of safety plan
		Faculty tech challenges
		Student tech challenges
		Perception by faculty of increased workload The contact time with students has not increased
		Staff, Student Health Ambassador safety plan – adapting to the “new norm” and procedures may be difficult initially.
		Students not following protocols – what is the response from faculty, staff, and administration
		Some people will not have masks – so masks will be supplied

## Library Plan

Key Functions	Status Pre-COVID-19	Status during COVID-19	Corrective Measures	Restart Plan
In-class instruction	All library instruction was delivered either in-class or in the Lab	All online – using Teams/BBB/Zoom	All classes were moved online, using tech tools tailored to the class	Plan for a blended model of delivery (adapted to the course/faculty)
Drop-in workshops	Delivered in the Lab (maximum capacity = 18 seats) – 87 students in total	Delivered via MS Teams = 161 students in total (85% increase)	Removal of capacity constraints resulted in increase in attendance	Continue with online delivery, plan for a blended model of delivery
1-on-1 appointments	30 minutes, in person, personalized appointments	30 minutes, online personalized appointments	Offering these appointments via MS Teams	Continue with online delivery, plan for a blended model of delivery
Virtual chat services	Students ask questions via AskAway, a virtual chat platform	Students ask questions via AskAway, a virtual chat platform	None; the service is well used (initial indicators suggest an increase in the use of service)	This has become an essential part of our service; will continue to use it in the future
Lending of physical materials	High usage of tech materials (iPads, chargers) and course reserves	All lending services are suspended	Planning underway for a phased reopening	Putting in place measures for re-opening in a safe manner
Library space usage	High usage of campus library space (study areas, computers)	Campus is closed	Planning underway for a phased reopening	Putting in place measures for re-opening in a safe manner

## Student Affairs Plan

Key Functions	Restart Plan
1-on-1 appointments	Depending whether staff feels comfortable to come back on campus, can assist students 1-on-1 on campus (depending on the number of students and staff) May ask students to inquire via virtual chat or phone services
Workshops/information sessions	Continue to offer via Teams
Virtual chat and phone services	Continue to offer this service via Teams

# Appendix C: Safety Plan Staff and Business units

- Routine daily screening protocol for all staff
- Routine and frequent environmental cleaning
- Clear policy for staff who have symptoms of a cold, flu, or COVID-19, with anyone coughing or sneezing not to work
- Increased use of Teams for meetings and online platforms for virtual engagements
- Where possible windows to be open during appropriate climate conditions

#	Topic	Plan	Comments/Resources
1	Space Arrangements	Limited seating in offices to maintain physical distance. Each office space is measured to find out exactly how many people can be in the room while maintaining 6ft distance as per the BC health guidelines	<ul style="list-style-type: none"> <li>• Signage will be put up on doors and walls</li> <li>• Clear signs on the floors as well to remind staff of the 2m distance</li> <li>• Written guideline distributed to staff members to highlight safety measures</li> <li>• Signs will be put up to allow for physical distancing</li> </ul>
		The staff lounge office space will maintain safe physical distancing, a maximum of 2 people in the space at any given time will be strictly enforced	
		The lobby area will have restrictions in relation to number of people in the given space and physical distancing will be strictly enforced	
2	Scheduling Plan	Shift rotations for staff members. Each department will be submitting a schedule for staff members highlighting their rotation shifts	<ul style="list-style-type: none"> <li>• Work from Home Policy (Appendix G)</li> </ul>
		Working from home is still in effect whenever possible	
3	Student Health Ambassadors	Part-time student workers will operate as "Health Ambassadors" and as floor monitors	<ul style="list-style-type: none"> <li>• A list of responsibilities and duties for "Health Ambassador" is attached</li> <li>• This also serves supporting student employment on campus and supporting students financially. Students working on campus is best practice for increased academic performance and retention</li> </ul>
		Coordinate staff, student, and faculty traffic on each floor.	
		Responsibilities include ensuring safety procedures are met and reporting breaches	
		Monitor washroom traffic.	
		Training and education for students on health and safety, physical distancing, and appropriate use of face coverings will be provided for maintaining a safe environment	

#	Topic	Plan	Comments/Resources
4	Sanitation: Cleaning and other Safety Practices	Stringent and timely sanitation and cleaning standards will be instituted for all high-traffic areas. Hand sanitizer will be available in convenient locations. Health Ambassadors will be present to provide advice on appropriate distancing practices and ensure these practices are adopted	<ul style="list-style-type: none"> <li>● Elevator usage places priority on people with disabilities</li> </ul>
		Cleaning of all surfaces will be carried out daily and in some cases in intervals throughout the day	
		For offices, special attention will be put towards high-touched surfaces such as desks, keyboard and mouse	
		Classrooms will be cleaned immediately after the students exit, currently the assumption half an hour for cleaning between each class schedules	
		Wipe down all the tables, chairs, door frames or any other surface that may be touched	
		Cleaning schedules will be worked around this schedule as well to ensure desks and surfaces are cleaned thoroughly after each day	
		Washrooms and hallways are cleaned during class times. Office and common spaces – At end of day by building cleaners	
5	Safety Measures	COVID-specific guidelines will be distributed to all staff: <ul style="list-style-type: none"> <li>● safe hygiene practice,</li> <li>● safety measures put in place and protocols for cases or individuals with symptoms on campus</li> </ul>	<ul style="list-style-type: none"> <li>● Guideline distributed to internal (and outside whenever necessary) stakeholders</li> </ul>
		Personal Protection Equipment is provided for staff	
		Plexiglass protection for front line office and Reception	
		Mandatory requirement to wear masks at all times	
		Limiting number of people in work and common spaces	
6	Communication Plan	Develop messages to communicate protocols and procedures	<ul style="list-style-type: none"> <li>● Communications team - responsible for producing and distributing relevant and important materials throughout the office/campus space</li> </ul>
		Place signage in each room listing the protocols: Posters, Social Media, TV Screens	
		Signage on walls, doors, desks, floors, etc constant reminders <u>for</u> implementing effective hygiene practices, physical distance measurements, etc	

#	Topic	Plan	Comments/Resources
7	Resources & Guidelines	<b>Protocols &amp; Response</b>	<ul style="list-style-type: none"> <li>● Refer to TAYLOR PRO TRAINING LTD. Health and Safety policy for more information</li> </ul>
		Communication of rules and procedures – i.e. if staff are not following procedures, what are the next steps?	
		<b>Support</b>	
		Resources are available on-site and online	
		Health and safety guidelines	
		Available for contact via email and phone for questions, concerns, issues, etc	
8	Staff Protocols & Resources	Training student-facing staff on safe practices and ensuring they are prepared to meet students, as well as being equipped to handle themselves in various situations	<ul style="list-style-type: none"> <li>● OHS Committee will schedule and provide training/info sessions</li> </ul>
		Plan for staff interaction in open workspace	
		Plan for number of people permitted in office space	
		Plan for reception	
		Response if staff, faculty or students do not follow protocols	
9	Technology Plan	Provide required tech support and equipment	<ul style="list-style-type: none"> <li>● IT Team will be available on-site and online for support</li> </ul>
		Main communication platform: Microsoft Teams	
10	Anticipated Challenges	Staff refuse to come to campus	
		Technological issues (connections or equipment)	
		Breach of physical distancing protocols	
		Initial difficulties may be faced by staff and Student Health Ambassadors as people adjust to the “new normal”	
		Possibility of decreased PPE resources in which case more will need to be ordered or a procedure will be put in place to ensure safety in place of PPE	

## Appendix D: Student Health Ambassador – Role and Responsibilities

- Monitor incoming and outgoing traffic on designated floors and areas, including but not limited to high-traffic areas such as corridors, classrooms, office spaces, washrooms, etc
- Coordinate with other Student Health Ambassadors and ensuring that traffic is adhering to safety guidelines
- Attend training sessions as required by the College
- Maintain up-to-date knowledge on the College's safety guidelines, procedures, and protocols
- Promote and communicate safe hygiene practices to student, staff and faculty on a regular basis
- Report any breaches of safety procedures or guidelines to Student Affairs Manager
- Evaluate and recommend improvements to the procedures and guidelines whenever necessary
- Provide assistance at the start and end of classes, ensuring that students are entering and exiting whilst maintaining physical distance
- Distribute safety equipment such as masks and/or gloves
- Monitor supplies in each designated areas and report to Office Manager if supplies need replenishing or restocking (i.e. empty hand sanitizer bottles)
- Other duties as assigned



# Appendix E: Screening Form for Entry to TAYLOR PRO TRAINING LTD. campus

## EMPLOYEE HEALTH ASSESSMENT & CHECK-IN

DATE: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Employee Temperature

Time: \_\_\_\_\_

If ever? Is more than 37.6°  
**(Return to Home)**

In the interest of the **Health and Safety** of all the employees at Taylor Pro Training Ltd. you are required this **Employee Health Assessment Check-in** form to the best of your knowledge.

**If you have a fever please return home to Self-Quarantine, and seek advice to medical professional at (811)**

- |    |   |     |                          |    |                          |
|----|---|-----|--------------------------|----|--------------------------|
| 1. | Do you have a <b>fever</b> ?                      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. | Are you experiencing <b>Shortness of Breath</b> ? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. | Do you have <b>dry cough</b> ?                    | YES | <input type="checkbox"/> |    | <input type="checkbox"/> |

**If you answer yes to the top 3 questions, you must return to home, self-quarantine and contact medical officials, during your shift If you experience symptoms of items 1—3 notify the FRONT RECEPTION Staff Immediately. You will be required to get clearance from the medical professional to return to work.**

- |     |   |     |                          |    |                          |
|-----|---|-----|--------------------------|----|--------------------------|
| 4.  | Are you experiencing a Runny Nose?                          | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5.  | Are you experiencing as buildup of <b>Phlegm or Mucus</b> ? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6.  | Are you experiencing <b>Fatigue</b> ?                       | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 7.  | Are you experiencing <b>Body Aches</b> ?                    | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 8.  | Are you experiencing <b>Sneezing</b> ?                      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 9.  | Are you experiencing <b>Diarrhea</b> ?                      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 10. | Are you experiencing <b>Nausea or Vomiting</b> ?            | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 11. | Are you experiencing <b>Sore Throat</b> ?                   | YES | <input type="checkbox"/> |    | <input type="checkbox"/> |

**If you answer yes to any items from 4-11, you will be experiencing symptoms of Covid-19 and you should be not be on campus and return home or stay home and you should contact the Public Health Authorities for testing. Please click onto the link below for further information:**

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Taylor Pro Training Ltd. Signature Date

**IF YOU HAVE ANY CHANGES IN SYMPTOMS  
PLEASE NOTIFY THE FRONT RECEPTION  
STAFF AND YOUR LINE MANAGER  
**IMMEDIATELY****

**If you have any concerns or  
questions, please contact :**  
[covid-9helpdesk@taylorprotraining.com](mailto:covid-9helpdesk@taylorprotraining.com)

# Appendix F: COVID-19 Response Guide

## What steps is Taylor Pro Training Ltd. taking to help prevent spreading Covid-19?

- ↗ Daily Health Assessments
- ↗ Physical Distancing enforced
- ↗ Any employee identified with symptoms will be requested to return home and seek
- ↗ Medical attention

## What procedure are being practiced on site?

- ↗ Enhanced surface leaning everyday
- ↗ X Strict handwashing and hygiene requirements
- ↗ All employees are enforced to sanitize their workspace regularly
- ↗ Appropriate PPE is provided upon request

## What do you do if you suspect another worker has symptoms of Covid-19?

- ↗ ONLY Report to the Front Reception Staff and/or ema - [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com)
- ↗ Stay clear of that employee
- ↗ Do not make assumptions and let authorities act

## Where are the Covid-19 Safety Posters Located?

- ↗ Posters are located all around the campus and in washrooms

## How does Covid-19 spread?

- ↗ Breathing in droplets in the air that are created when people cough or sneeze
- ↗ Close contact with other people
- ↗ Touching contaminated surfaces

## What should you do if you have symptoms or have been exposed?

- ↗ Take Immediate Physical Distancing from other co-workers
- ↗ Report to Front Reception Staff Immediately and follow the provided Instructions
- ↗ Note your whereabouts in the duration of your shift provide when requested by Taylor Pro Training Ltd. Management
- ↗ Use the BCDC self-assessment online tool or contact 811 (<https://bc.thrive.health/covid19/en>)

## What is the minimum mandatory PPE available on the site?

- ↗ Hand sanitizer
- ↗ Face Mask
- ↗ Temperature measurement tools
- ↗ Gloves

# Appendix G: Work from Home Policy

## Working from Home Policy

### 1. About this policy

1.1 TAYLOR PRO TRAINING LTD. supports working from home under special circumstances to accommodate staff Occasional or permanent working from home statuses can, in certain circumstances, accommodate a disability or special situation, and can then be categorized as a means of reasonable accommodation, gradual return to work status or flexible work.

a) Special situations include government declared emergencies, unforeseen global events (such as pandemic or epidemic diseases)

1.2 This policy outlines how TAYLOR PRO TRAINING LTD. will deal with requests for working from home and conditions on which working from home will be granted If employees are permitted to work from home, compliance with the “Working from Home Policy” is mandatory

1.3 This policy does not form part of any employee's contract of employment and TAYLOR PRO TRAINING LTD. may amend it at any time

### 2. Working from home arrangements

2.1 Working from home is only permitted if pre-approved by line managers and HR In order to qualify for working from home, staff must request to work remotely by submitting the 'Work from Home Request Form' to their line managers.

2.2 If the request to work from home has not received final approval from HR, the request will not be valid

2.3 During unforeseeable events (in the staff's personal circumstances), staff are encouraged to use their personal or sick days if they are not able to attend work

2.4 Inclement weather may make it difficult for employees to get to work. Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible In times of severe weather, employees may reach out to their supervisors to find out if the office will be open and if they are expected to attempt to come into the office.

2.5 You may want to vary your working arrangements so that, either permanently or for a fixed period, you work from home for all or part of your working week. Any request to work remote must meet the needs of our business as well as your needs

2.6 Staff members must outline the specific reasons why they would like to undertake working from home TAYLOR PRO TRAINING LTD. will take the reasons into account when assessing an application Staff should recognize that while a home-based work arrangement may assist with dependent care, it is not considered a suitable substitute

### 3 Working from Home Application

- 3.1 The base requirement for applying to work from home is only eligible once an employee completes six months of service. However, not all roles and jobs are suitable for remote work.
- 3.2 Employees must submit their request at least 2 weeks before their proposed start date so their request can be considered.
- 3.3 Request cannot be submitted on the same day employees plan to work from home. Employees must notify their line manager before their regular working time if the situation is a special circumstance.
- 3.4 To be considered for homeworking employees must submit a 'Working from Home Request Form' to their line manager. Application must state:
- a) the reason for requesting to work from home
  - b) whether this is permanent or for a fixed period. In either case employees should state the date from which they wish the arrangements to start and, if they wish to work from home for a fixed period, the date on which they want the arrangements to finish.
  - c) how employees would organize their work from home including how they would ensure the security of documents and information, where appropriate
  - d) the extent to which employees could be available to come to work on days they are proposing to work from home if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days;
  - e) if different from the employee's current hours of work, the hours of work that they propose apply when they are working at home; and
  - f) how employees envisage maintaining contact with their line manager and team, how their work will be set, and progress monitored
- 3.5 In considering the applications, line manager may invite employee to a meeting to discuss their proposals.
- 3.6 Taylor Pro Training Ltd. may also ask for employees to agree to a home visit by the OHS & IT Manager in order to carry out a risk assessment.
- 3.7 TAYLOR PRO TRAINING LTD. will try to respond to requests within 4 weeks of receipt.
- 3.8 If request is refused, TAYLOR PRO TRAINING LTD. will give the employee written reasons for the refusal. If employee is not happy with the decision, they may appeal by contacting HR.
- 3.9 If the application is accepted the agreed arrangements will be recorded in writing and may be subject to a trial period.
- 3.10 Any terms on which it is agreed that employee may work from home will include the following:

- a) TAYLOR PRO TRAINING LTD. reserve the right to terminate the homeworking arrangements, subject to reasonable notice
- b) Employees will be subject to the same performance measures, processes and objectives that would apply if they worked in the office.
- c) If employees receive an unsatisfactory grade in a review or are subject to a warning for any reason their homeworking arrangements may be terminated immediately, and they will be expected to return to work at TAYLOR PRO TRAINING LTD. premises
- d) Line manager will remain responsible for supervising their employees and will regularly review their homeworking arrangements and take steps to address any perceived problems They will also inform employees of meetings or training sessions that they must be able to attend in the office and ensure that they are kept up to date with circulars and information relevant to their work
- e) Working at or from home may affect their home and contents insurance policy Employees must make any necessary arrangements with their insurers before commencing homeworking
- f) **Working hours:** Employees are working remotely so hours of work remain unchanged
- g) **Accessibility:** being available during working hours and have essential tools of communication (have to be reachable) via email and/or phone
- h) **Responsiveness:** Respond to calls and messages from colleagues and/or students promptly

#### 4. Working from home: equipment

4.1 TAYLOR PRO TRAINING LTD. will provide employees with any equipment if deemed required which will allow them to work from home TAYLOR PRO TRAINING LTD. reserves the right to determine whether employees need equipment and this equipment will remain the property of TAYLOR PRO TRAINING LTD. TAYLOR PRO TRAINING LTD. will also make all necessary arrangements for and bear the cost of installing and removing equipment from the employee's home. Where equipment is provided employees must:

- a) use it only for the purposes for which TAYLOR PRO TRAINING LTD. have provided it;
- b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
- c) make it available for collection by employees or on TAYLOR PRO TRAINING LTD. 's behalf when requested  
to do so

4.2 It is the employee's responsibility to ensure that they have sufficient and appropriate equipment for working from home. Taylor Pro Training Ltd. will not be responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by the employee when working for Taylor Pro Training Ltd.

4.3 Taylor Pro Training Ltd. will not be responsible for associated costs of working from home including the costs of heating, lighting, electricity, broadband or telephone calls

## 5. Working from home: data security and confidentiality

- 5.1 All equipment and information must be kept securely. Employees should take all necessary steps to ensure that private and confidential material is kept secure at all times. Line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with Taylor Pro Training Ltd.'s requirements before approving the request.
- 5.2 Employees may only use equipment which has been provided or authorized by Taylor Pro Training Ltd.. Employees agree to comply with Taylor Pro Training Ltd.'s instructions relating to software security and to implement all updates to equipment as soon as they are requested to do so.
- 5.3 Employees confirm that they have read and understood Taylor Pro Training Ltd.'s policies relating to computer use, electronic communication and data security and that employees will regularly keep themselves informed of the most current version of these policies.
- 5.4 If employees discover or suspect that there has been an incident involving the security of information relating to Taylor Pro Training Ltd., clients, students or anyone working with or for the company, they must report it immediately to their manager.

## 6. Working from home: Health and Safety

- 6.1 When working at home employees have the same health and safety duties as other employees. They must take reasonable care of their own health and safety and that of anyone else who might be affected by their actions and omissions.
- 6.2 Taylor Pro Training Ltd. will retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.
- 6.3 Employees must not have meetings in their home with clients, students, faculty or staff members and must not give them personal home address or telephone number.
- 6.4 Employees must ensure that their working patterns and levels of work both over time and during shorter periods are not detrimental to their health and wellbeing.
- 6.5 Employees must use their knowledge, experience and training to identify and report any health and safety concerns to their line manager.

## 7. Working from home: Unforeseeable events beyond control

- 7.1 Under unforeseeable events beyond Taylor Pro Training Ltd.'s control, employees will be notified latest by morning in which they were meant to come in to report for work, that they will be working from home.
- 7.2 TAYLOR PRO TRAINING LTD. will continue to pay staff according to the B C Legislation "Employment Standards Act" unless communicated otherwise by Taylor Pro Training Ltd.
- 7.3 Under such circumstances, employees understand and agree that they are fully responsible for completing their normal working hours from home. If for any reason this is not possible, employees are to contact their line manager to let them know of any issues.

# Appendix H: Isolation Accommodations

If you don't already have somewhere where you can self-isolate, these Vancouver hotels offer special rates for TAYLOR PRO TRAINING LTD. students

## GEC (two locations)

- GEC Granville (suites): 718 Drake St
- GEC Pearson (furnished apartments with kitchens): 7657 Cambie St
- Rates: \$64 per night, plus tax (GEC Granville) and \$63 per night, plus tax (GEC Pearson)
- **GEC information for self-isolating guests**
- To book, **visit the website**

## Executive Hotel

- 1379 Howe St
- Rate: \$95 per night, plus tax
- To book, email **sandy@executivehotels.net** and state that you are a TAYLOR PRO TRAINING LTD. student needing accommodation to self-isolate

## Le Soleil

- 567 Hornby St
- Rate: \$95 per night, plus tax
- To book, email **sandy@executivehotels.net** and state that you are a TAYLOR PRO TRAINING LTD. student needing accommodation to self-isolate

## Blue Horizon Hotel

- 1225 Robson St
- Rate: \$99 per night, plus tax, for students staying for more than ten nights
- To book, email **info@bluehorizonhotel.com** and state that you are a TAYLOR PRO TRAINING LTD. student needing accommodation to self-isolate

Please note: These hotels include free WiFi Every hotel except the Ramada Limited includes a mini-fridge at no extra charge

If you're self-isolating, hotels will require you to stay in your room. Hotel staff, including housekeeping, won't be allowed to enter your room.

## Resources:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

<https://www.covid-19helpdesk@taylorprotraining.com/students/covid-19-updates/entrance-and-self-isolation-requirements-for-international-students>

# Appendix I: Student Travel and Self-Isolation Checklist Form

TAYLOR PRO TRAINING LTD. is looking forward to welcome you in Vancouver.

British Columbia remains a safe and welcoming destination for international students. However, as a result of the COVID-19 pandemic, there are some important protocols that international students must follow to reduce the risk of infection and transmission of the virus, including undertaking a **mandatory 14-day quarantine period immediately upon arrival in Canada.**

Please take some time to review the information in this document. Please note that in not following this protocol, students may be denied entry into the country, or may be denied entry/dismissed from your program of study with no refund. Government authorities may also fine students for non-compliance in certain situations.

Please understand that our number one priority is the health and safety of our students and communities.

**Please confirm that that you understand and agree with the following:**

- I am aware of the requirement to comply with the [Government of Canada's Quarantine Act](#), including the penalties of violation of the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines.
- I agree to comply with the Student Responsibilities laid out on Page 7 the **TAYLOR PRO TRAINING LTD. Return to New "Normal" Recovery Plan.**
- I have completed and printed the [B.C. Self-Isolation Plan](#) for presentation at my port of entry, and have registered via the Arrive CAN App.
- I confirm that I am responsible for my medical coverage, including COVID-19 related emergencies, until the first day of classes.

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix J: Pre-Departure Checklist

TAYLOR PRO TRAINING LTD. requires each student to submit their travel and quarantine plans prior to departure from their home country which will be verified by our team. Please submit the following information to TAYLOR PRO TRAINING LTD.

Name: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_

Student Number: \_\_\_\_\_ Arrival date: \_\_\_\_\_

Email address: \_\_\_\_\_ Flight number: \_\_\_\_\_

In regards to medical insurance in Canada, please check the box that applies to you:

- I have valid medical insurance (including coverage for COVID-19) that is valid until my first day of classes (Oct. 19) for the Fall 2020 Term
- I will need medical insurance once I arrive in Canada and would like to be enrolled into Guard.me at the cost of \$2 per day until the term starts. This amount will be deducted from my Tuition Deposit.

- I confirm that the above information is correct.
- I confirm that I have created and completed my **Self-Isolation Plan** in full.
- I will submit this completed form to [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com) before I travel to Canada.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this form and your completed Self-Isolation Plan to [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com)

# Appendix K: Self-Isolation Completion Checklist

Taylor Pro Training Ltd. requires each student to submit proof of completion of their 14-day self-isolation. This form must be completed and emailed to within 48 hours of your [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com) self-isolation ending.

TAYLOR PRO TRAINING LTD. must acknowledge receipt of this form before you will be allowed to visit Taylor Pro Training Ltd. campus

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

End Date for Self-Isolation: \_\_\_\_\_

- I confirm that the above information is correct.
- I confirm that I have no symptoms of COVID-19.
- I have called 8-1-1 and have gotten clearance from a medical professional
- I will submit this completed form to [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com) within 48 hours of my self-isolation period ending.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this form to [covid-19helpdesk@taylorprotraining.com](mailto:covid-19helpdesk@taylorprotraining.com)