

BCIT COVID-19 Pandemic Scenario Response Plan – Quick Guide

What is the COVID-19 Pandemic Scenario Response Plan?

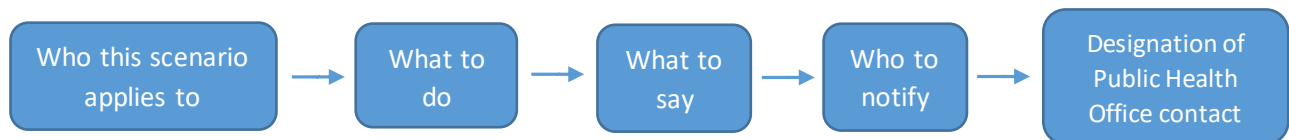
The [BCIT COVID-19 Pandemic Scenario and Response Plan](#) (the Plan) provides a road map for the BCIT community in reviewing and responding to the COVID-19 pandemic. Comprehensive, consistent, and informed protocols for response outlined in this Plan are directed to those with responsibilities for others, such as instructors or managers.

This Plan was developed in collaboration with guidelines from the Provincial and Federal Health Offices, BC Centre for Disease Control (BCCDC), WorkSafeBC, and others. Regular reviews and updates will be made to ensure the relevancy of information as the pandemic evolves.

Overview on scenario responses outlined in this Plan

The safety and well-being of our students, staff, faculty, and community members is our top priority in all scenarios. The following COVID-19-related scenarios provide guidance on response, responsibilities, and protocols to take to ensure a safe environment for all.

EACH SCENARIO IS BROKEN DOWN INTO THESE PARTS:



Person reports having returned from international travel (Pages 11-12, Section 7.1)

Applicable to: All employees, students, contractors, and community members of BCIT

- Determine if person has complied with 14-day quarantine period protocols before returning to campus. Direct person to their support person, and official/appropriate COVID-19 resources.
- If person reports symptoms and is on campus, ask them to immediately avoid others and return home.
- Collect relevant information: person’s contact info, where person has been, and anything else relevant. Notify relevant parties accordingly.

Person reports having been in close contact (living with or providing care without protective equipment) with someone who tested positive for COVID-19 (Pages 13-14, Section 7.2)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person is aware of self-isolation protocols. Direct person to their support person, and official/appropriate COVID-19 resources.
- If person is on campus, ask them to immediately avoid others and return home.
- Collect relevant information: person’s contact info, where person has been, and anything else relevant. Notify relevant parties accordingly.

Person reports concerns for their health or safety but have no symptoms or close contact with someone with COVID-19 (Page 15, Section 7.3)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person is aware of latest COVID-19 information available via BCCDC.
- Learn about person's concern and the impact to their role with BCIT.
- Direct person to their support person. If neither student nor employee, direct to BCIT COVID-19 resource page.
- Notify relevant parties to report person's concerns and impact.

BCIT official contacted by Public Health regarding a possible exposure of a member of the BCIT community (Pages 16-17, Section 7.4)

Applicable to: All employees, students, contractors, and community members of BCIT

- Gather and document as much exposure details as possible from the Public Health Office (PHO).
- Thank PHO and let them know Glen Magel is the designated PHO liaison for BCIT.
- Contact Emergency Operations Centre Director Glen Magel, glen_magel@bcit.ca, for directions.

Person reports having symptoms consistent with COVID-19 (Pages 18-20, Section 7.5)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person is aware of self-isolation protocols available via BCCDC. Direct person to their support person, and official/appropriate COVID-19 resources.
- If person is on campus and reports symptoms, ask to immediately avoid others and return home. If immediate medical attention is required, call for emergency medical services.
- Collect relevant information: person's contact info, where person has been, and anything else relevant. Notify relevant parties accordingly.

Person reports having tested positive for COVID-19 (Pages 21-22, Section 7.6)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person is under medical supervision and ask for details of it. If person is on campus and reports symptoms, ask to immediately avoid others and return home.
- Direct person to inform their support person.
- Collect relevant information: person's contact info, where person has been, and anything else relevant. Notify EOC Director Glen Magel, and relevant parties accordingly.

Student living on campus reports symptoms of or a confirmed case of COVID-19 (Pages 23-26, Section 7.7)

Applicable to: Students and employees living and working in on-campus housing and all BCIT employees

- Confirm if person lives on campus and collect details about situation, such as building and room number, where student is currently, are they isolating, etc.
- Request for person to remain where they are. Direct to official, appropriate COVID-19 resources.
- Contact BCIT Housing Assistant Director, Carmen Cottini, ccotini@bcit.ca, for directions.

Person has reported having completed their self-isolation requirements due to symptoms, travel, possible exposure (Pages 27-28, Section 7.8)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person has been working with BCIT Case Responder. If **yes**, ask person to work with responder to coordinate return to campus plan. If **no** and this is the first time BCIT has been

informed, collect relevant information about the situation and let person them know a responder will be in touch to coordinate a return to campus plan.

- Notify relevant parties accordingly.

Person reports they are now symptom free after testing positive for COVID-19 (Pages 29-30, Section 7.9)

Applicable to: All employees, students, contractors, and community members of BCIT

- Confirm if person has been working with BCIT Case Responder. If **yes**, ask person to work with responder to coordinate return to campus plan. If **no** and this is the first time BCIT has been informed, collect relevant information about the situation and let person them know a responder will be in touch to coordinate a return to campus plan.
- Notify relevant parties accordingly.

Person reports insufficient cleaning or lack of supplies (Page 31, Section 7.10)

Applicable to: All employees, students, contractors, and community members of BCIT

- Collect a detailed account of the concern, including location, date, time, and supplies needed.
- Thank person for concern.
- Submit a Facilities request for cleaning: bcit.ca/facilities/contacts.shtml
- If concerns still exist, ask person to email covidinfo@bcit.ca

Please refer to the [BCIT COVID-19 Pandemic Scenario and Response Plan](#) for detailed responses to these scenarios, as well as key contacts for further assistance. We all play a role in preventing the spread of COVID-19. As a community member of BCIT, we can all help by following safety guidelines and protocols to ensure a safe environment for all. Frequently updated information about BCIT's response to COVID-19 are available on the [BCIT COVID-19 page](#).