



PANDEMIC SCENARIO RESPONSE PLAN

Version 2.0



COVID-19 Pandemic Scenario Response Plan

Developed as a result of consultation with BC CDC, publicly available information, and guidance from BCIT officials.

Last Edited: June 19, 2021. Note: this document will be updated as required. If you have any updates or changes, please contact Glen Magel, EOC Director, at glen_magel@bcit.ca

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1.0 COVID-19 Pandemic Scenario and Response Plan

1.1 About

This document provides a road map for the BCIT community in reviewing and responding to the COVID-19 pandemic and outlines consistent and informed protocols for response.

1.2 BCIT Values

BCIT is committed to improving the lives of the people who learn and work at BCIT. We help build new capacity and educate current and future generations as BC adapts to sustain its edge as a place to live and work. As BCIT strives to achieve its mission of partnering learners and industry for success through workforce development, now more than ever, we remain committed to making decisions that are aligned with our values:

- Achieve Excellence
- Embrace Innovation
- Champion Diversity and Inclusion
- Pursue Collaboration
- Engage with Respect

2.0 Emergency Response Capacity

BCIT maintains well-established Emergency Planning processes under the direction of our Emergency Operations Centre (EOC). This committee is responsible for the Institute's emergency response and decision-making processes that maintain the safety and security of the BCIT community and ensure short- and long-term Institute response.

3.0 Scope

All BCIT units maintain a Business Continuity Plan (BCP) that directs the priority of divisional response and practices to maintain ongoing business unit processes during emergencies. The BCPs will guide the divisional work functions during the COVID-19 response. This plan provides general, Institute-wide decision-making protocols that influence all divisional decisions that are directly informed by the COVID-19 pandemic.

4.0 Assumptions

4.1 Scenario and Response Plan Assumptions

The Plan is based on the following:

- The safety and well-being of the BCIT community is the first priority.
- The plan is informed by provincial and federal public health guidelines and requirements, which are adapted and updated as the pandemic evolves.
- Any plans must comply with Institute policies and procedures and are informed by relevant provincial and federal legislation governance.
- EOC team members assigned to develop procedures and protocols have sufficient training and knowledge to complete their assignments.
- Plans are regularly reviewed to ensure they are current and suitable based upon changes to the pandemic.

4.2 Planning Assumptions

The COVID-19 Pandemic plan responses are based upon the assumptions listed below. These assumptions are based on information from external sources including medical experts, BC's Provincial Health Officer, Public Health Agency of Canada [PHAC], the World Health Organization (WHO), BC Centre for Disease Control [BCCDC], WorkSafeBC, and others.

4.2.1 Assumptions about COVID-19

- The virus has caused outbreaks across the globe and was deemed a global pandemic by the World Health Organization on March 11, 2020.
- Rapid and varying pandemic infection rates and progression have made it difficult to make long-term predictions of when it might conclude.
- Unlike other natural disasters, the COVID-19 disease outbreak has affected everyone in every part of the country, and every part of the world.
- The virus has resulted in measures that affect local, regional, and global economies in terms of timing, severity, and unknown duration.
- The virus spread globally and has caused unprecedented governmental responses that have limited travel, implementation of essential services, and the curbing of public activities.
- The current known means of transmission is through direct and indirect contact with infected droplets. Strict physical distancing requirements have been put in place to limit community spread.

4.2.2 Impacts to BCIT Operations

- Provincial Emergency declarations required all businesses to comply with Provincial Health Order and implement safety controls. This resulted in alteration and refinement of infrastructure and in-person operations to ensure compliance. Post-secondary education was deemed an essential service and thus, where possible, classes continued using remote delivery platforms. Some on-campus program and service delivery was later permitted to resume if required to complete a credential, under approved Return to Campus and Go-Forward plans for each area. Adjustments were made to education delivery and service provision where possible.
- Implementation of remote work, physical distancing on campus, and online education were implemented and each operational unit at BCIT adapted appropriately. Some on campus essential services are necessary to ensure ongoing operations. Such operations [i.e., Housing, Facilities, ITS, Safety and Security, Financial Services, Food Services, Health Services, Cleaning Services, etc.] were adapted to ensure the safe delivery and compliance with all public health and safety measures.
- Looking forward to the Fall 2021, protecting the health and well-being of students, faculty and staff remains the top priority, while being mindful of the importance of adaptability as conditions change. Post-secondary institutions have already demonstrated remarkable resilience and adaptability by quickly shifting to remote and hybrid learning in order to remain open and available for learners. While there are many lessons learned from this experience that can enhance opportunities for flexible teaching and learning moving forward, the focus of the Return-to-Campus Guidelines is on public health guidance for the fall.
- BCIT must continuously monitor and comply with various public health agency requirements and BCIT operation requirements to maintain ongoing delivery and operations.

5.0 Emergency Response Steps

As we progress through the pandemic, the EOC is activated and implements emergency response protocols as directed by emergency policies and procedures. The EOC informs and directs additional response steps that include:

5.1 Health Education and Cleanliness

- Communicate with campus community members with up-to-date and relevant information through all appropriate channels [i.e., website, email, posters, SafetyWise, [Pandemic Exposure Control Plan online course](#)].
- Educate regarding preventative health hygiene [hand washing, coughing etiquette, etc.].
- Review and update cleaning protocols including sanitizer stations and cleaning frequency.

5.2 Public Health and Safety Guidelines

- Inform and adopt public health directives for all BCIT community members to stay home if having any symptoms.
- Require those who have symptoms to comply with medical guidance from trusted sources such as 811, a physician, Student Health Services, or emergency health services.
- Inform and comply with all travel restrictions and return isolation directions. This includes contacting BCIT community members known to be travelling for BCIT-related business to guide and support their compliance with public health directions, and requiring international students to notify BCIT prior to their date of travel and submit a [Travel & Self-Isolation Plan](#) to BCIT.
- Provide mental health and physical health support for all BCIT community members through the use of student services and employee family assistance programs.
- Utilize technology to support remote instruction and remote work processes that maintain the safety and well-being of students, staff, and faculty.
- Provide increased cleaning requirements where necessary and as guided by WorkSafeBC and Public Health Officer guidelines.

6.0 Roles and Responsibilities

Each individual has their own responsibility to comply with Public Health guidelines and information at all times. The following people and roles within BCIT have specific roles and responsibilities during the Pandemic emergency:

6.1 BCIT Occupational Health and Safety (OHS)

- The OHS team is responsible to provide guidance and training of BCIT protocols and procedures to ensure the compliance with all health and safety requirements and prevent exposure. The team provides consultation and coordination with service providers to plan for activities and promote a coordinated response to incidents on campus.

6.2 Emergency Operations Centre (EOC)

- The EOC is the highest-level incident management team within BCIT. The EOC Director leads and implements the EOC in accordance with BCIT emergency policies and procedures as well as all provincial and federal laws and legislation. The EOC coordinates the BCIT response to the pandemic as well as any emergencies, and plans and develops response protocols.

6.3 Human Resources (HR)

- HR is responsible for the implementation and support of all staff, faculty, and contractors. They ensure that all employees have the support and information necessary during the emergency. They work directly with union leaders and support all employee-related functions. [Note: Contractors are designated under recognition of the RTunes employment status.]

6.4 Business Continuity Plans (BCP)

- Each unit has developed a BCP and is responsible for the monitoring, implementation, and adaptation of the plan. Each unit is responsible to update the EOC on changes to their plan as necessary.

6.5 Case Responders

- BCIT has implemented a central support and information resource through a dedicated email account [covidinfo@bcit.ca]. This resource is monitored by various BCIT subject matter experts. Case responders fall into categories:

Employee or Contractor

- Support for all individuals with an employment relationship with the Institute, such as staff, faculty, contractors, and student employees.
- The main source of support for staff and contractors is the Manager and HR Business Professional. Where an employee has symptoms or a confirmed case, the Disability Management Specialist serves as the primary contact.

Students or Community members

- Support for all individuals with a customer relationship with the Institute, such as full- and part-time students, guests, and community members.
- The main source of support will be for students, faculty, or staff to make a confidential report using the [Early Assist referral form](#).
- Each Case responder will monitor the central resource and be assigned to manage all details associated with the case as assigned. This includes:
 - responding to inquiries;
 - monitoring reports of illness or isolation;
 - referring reports to appropriate departments or individuals, while maintaining the protection of privacy;
 - maintaining a confidential registry of all reported illness and tracking their results; and
 - maintaining up-to-date protocols of the Institute's response.

6.6 Public Information Office

- The Public Information Office (PIO) is responsible for gathering, developing, approving, and distributing all formal BCIT communication regarding the Pandemic. The team is comprised of various BCIT representatives who liaise with various government and community stakeholders and ensure that communication complies with BCIT policies and protocols. The team maintains central communication information and documentation.

6.7 BCIT Facilities and Cleaning Services

- The Facilities department maintains supervision of the BCIT cleaning contractor, BEST Cleaning Services. The cleaning contract is maintained to ensure that all cleaning protocols are compliant with EOC directions and maintains cleanliness standards. The Facilities team directs the work of the contractor to implement additional cleaning protocols as a result of on-campus exposures or the need for additional cleaning.

6.8 BCIT Safety and Security Services

- The Safety, Security and Emergency Management (SSEM) department maintains supervision of the Paladin Security contractor in the provision of security and safety services on all campuses. The contracted safety services are to provide on-campus patrols and access control at all times. The team works to support the emergency response for campus facilities and the community.

7.0 Response Scenarios

The safety and well-being of our students, staff, faculty, and community members is our top priority in all scenarios.

The following section provides direction for various scenarios to be addressed as a result of impacts of COVID-19 circumstances. Scenarios continuously evolve as new information becomes available, public health guidelines change, and the pandemic progresses.

This guidance is directed to those with responsibility for others and each scenario is broken down into five parts:

- What to do
- What to say
- Who to notify
- Designation of PHO contact

BCIT will liaise with the Provincial Health Office in the development of effective infection prevention and exposure control measures, and compliance with any new orders or guidance issued by the Provincial Health Officer on incidents of COVID-19. The designated PHO contacts are the EOC Director, and EOC Deputy Director

Privacy Policy

The Province of BC's Ministry of Health has value-based, ethical, and legal obligations regarding the handling of the personal health information in its control and/or custody. When collecting, using, disclosing, accessing, or sharing personal health information, the ministry and its staff are governed by legislation, including the [Freedom of Information and Protection of Privacy Act](#); corporate government information management policies; and professional codes of ethics and standards of practice for all public service employees, including the [Public Service Oath Regulation](#) and [Standards of Conduct \[PDF, 448KB\]](#). The ministry's information management policies are based on the corporate government policies and standards of the [Office of the Chief Information Officer](#) of the Province of British Columbia.

As a public sector institute, BCIT complies with privacy provisions of the [Freedom of Information and Protection of Privacy Act](#) under policy [6700 Freedom of Information and Protection of Privacy \[PDF\]](#).

7.1 Person reports having returned from international travel

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

What to do

- Confirm the person is aware of current [Federal Government guidelines](#).
- If the person reports having symptoms and is currently on campus, ask them to immediately avoid others and return home. Ask the person where they had been and with whom they have been in contact.

If the person is an employee:

- Ask the person to inform their manager who will:
 - Check-in with the employee;
 - Monitor and support the employee;
 - Inform them how remote working protocols and work assignments will be implemented;
 - Connect with their HR Business Partner for guidance and support.

If the person is a student:

- Ask them to inform their Program Head, Department Head, or PTS Coordinator to discuss any adjustments to their studies and who will submit a confidential report to Early Assist to support the student and monitor their progress [www.bcit.ca/earlyassist]

If the person is currently off campus, check to see when they were last around BCIT community members [such as on campus or live on campus]. If within past 14 days, contact:

- If Staff/Faculty – Human Resources – [Director, Employee Relations](#)
- If Student or Public Member – Student Life – [Early Assist](#) [Early_Assist@bcit.ca]
- Inform them to comply with all travel-related requirements of isolation and self-monitoring [<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/travel>]
- Ask them if they require any resources

Those tasked with responding will:

- Assign a case responder as follows:
 - Student or community member – Early Assist team member
 - Employee or contractor – HR Business Partner
- To monitor person during isolation, do as follows:
 - If symptoms develop, follow up with medical professional and comply with directions
 - If tested and awaiting results [see below]
 - If tested positive [see below]
 - If tested positive and recovered and ready to return [see below]
- Track the person being supported until no longer under isolation or medical directions

What to say

- Direct them to official and trusted resources [<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>]
- Encourage people to review the BCIT COVID website for frequently updated information for the BCIT community. [<https://www.bcit.ca/covid-19/>]

Case Responder to ask:

- Collect full contact information
- When last on campus?
- What is the living situation?
- What other relevant information [compromised health, work in health care, work in food services, what other roles do they have with BCIT]
- Inform relevant parties where necessary [EOC, Program Head, Manager, Cleaning if been on campus, Housing if live on campus].

Who to notify

- For students and community members, contact the program head/department head or PTS coordinator, who will submit an Early Assist report to report relevant details.
- **For employees and contractors**, contact your direct manager and HR Business Partner to report relevant details such as where they were, when they returned, if they have had any symptoms, and any other related information

If the individual has been on campus:

- HR/SS to contact EOC Director
- HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning
- If person lives on campus contact Carmen Cottini [ccottini@bcit.ca] who will enact housing protocols [see below]

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

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

What to do

- Confirm the person is aware of self-isolating protocols (<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>)
- If the person reporting symptoms is currently on campus, ask them to immediately avoid others and return home. Ask where they had been and with whom they have been in contact.
- Confirm when the person they have been in close contact with developed symptoms
- If the person is an employee
 - Ask the person to inform their manager who will:
 - Check-in with the employee
 - Monitor and support the employee
 - Inform them of remote working protocols and work assignments
 - Connect in with their HR Business Partner for guidance and support.
- If the person is a student
 - Ask them to inform their Program Head, Department Head, or PTS Coordinator to discuss any adjustments to their studies and who will
 - Submit a confidential report into Early Assist to support the student and monitor their progress (www.bcit.ca/earlyassist)
- If the person is currently off campus, check to see when they were last around BCIT community members (such as on campus or live on campus). If within past 14 days contact:
 - If Staff/Faculty – Human Resources – [Director, Employee Relations](#)
 - If Student or Public Member – Student Life – Early Assist (Early_Assist@bcit.ca)
- Inform them to seek medical guidance via:
 - BC CDC Self Assessment – <https://bc.thrive.health/covid19/en>
 - Healthlink BC – call 811
 - Contact their medical professional by phone prior to going in person unless an emergency
 - Ask if they require any resources

Those tasked with responding to the case will:

- Assign a case responder as follows:
 - Student or community member – Student Response Professional
 - Employee or contractor – HR Business Partner
- To monitor person during their isolation as follows:
 - If symptoms develop, follow up with medical professional and comply with directions
 - If tested and awaiting results (see below)
 - If tested positive (see below)
 - If tested positive and recovered and ready to return (see below)
- Track the person being supported until no longer under isolation or under medical direction

What to say

- It is important to remember that an individual who has been around someone with the illness does not mean that they have contracted COVID-19. Remain calm and ensure the person is connected to appropriate resources.
- Direct them to official and trusted resources <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Encourage people to review the BCIT COVID website for frequently updated information for the BCIT community. <https://www.bcit.ca/covid-19/>

Case Responder to ask:

- Collect full contact information
- What direction has been given from an appropriate medical authority
- When last on campus?
- What is the living situation?
- What other relevant information (compromised health, work in health care, work in food services, what other roles do they have with BCIT)
- Inform relevant parties where necessary:
 - EOC, Program Head, Manager, Cleaning if been on campus, Housing if live on campus

Who to notify

- **For students and community members**, contact the program head/department head and submit an Early Assist referral to report relevant details.
- **For employees and contractors**, contact your direct manager and HR Business Partner to report relevant details such as who, when were they ill, what have they been told, what are the circumstances of their symptoms

If had been on campus:

- HR/SS to contact EOC Director
- HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning
- If person lives on campus contact Carmen Cottini (ccottini@bcit.ca) who will enact housing protocols (see below)

7.3 Person reports concerns for their health or safety but have no symptoms or close contact with someone with COVID-19.

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

What to do

- Confirm the person is aware of up to date information about COVID-19 <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Learn about the concern the person has and what is the impact to their role with BCIT
- If the person is an employee:
 - Ask the person to inform their manager who will:
 - check-in with the employee;
 - discuss their concerns; and
 - connect with their HR Business Partner for guidance and support.
- If the person is a student:
 - Ask them to inform their Program Head, Department Head, or PTS Coordinator to discuss their options.
 - Submit a confidential referral to Early_Assist@bcit.ca
- If the person is a community member, ask them to consult the BCIT website <https://www.bcit.ca/covid-19/> for more information. If they have any questions or concerns direct them to email covidinfo@bcit.ca.

What to say

- Direct them to official and trusted resources <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Encourage people to review the BCIT COVID website for frequently updated information for the BCIT community. <https://www.bcit.ca/covid-19/>

Who to notify

- **For students and community members**, contact the program head/department head and submit an Early Assist referral to report relevant details such as concerns and impacts.
- **For employees and contractors**, contact your direct manager and HR Business Partner to report relevant details such as concerns and impacts.

7.4 BCIT official contacted by Public Health regarding a possible exposure of a member of the BCIT community.

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

What to do	What to say	Who to notify
<ul style="list-style-type: none"> ▪ Gather as many details as possible from the Public Health office regarding the exposure <ul style="list-style-type: none"> ▪ When was the exposure ▪ Locations of the exposure ▪ Are there any cleaning protocols that should be implemented ▪ Is the exposure a confirmed or presumptive case? ▪ What are the risks to the community? ▪ Who is needed to be communicated with and what communication should be provided? ▪ What is the contact information of the Public Health official assigned to the case ▪ Contact the EOC Director for direction ▪ The response will be directed by the EOC Director, appointed as the designated Public Health Officer liaison, or EOC Deputy Director as alternate, following specific guidelines of the Public Health Officer. The following will be addressed: <ul style="list-style-type: none"> ▪ Inform those impacted by the exposure with information only as directed by the Public Health Officer ▪ Implement additional sanitization for all physical spaces impacted on BCIT properties where necessary ▪ Assign case responders to those impacted for further follow-up and monitoring of the situation: <ul style="list-style-type: none"> ▪ If it is an employee contact the Director, Employee Relations who will also involve the Disability Management Specialist to manage the return to work ▪ If a student is impacted contact Krista Lambie who will manage the response ▪ Those tasked as case responders will: <ul style="list-style-type: none"> ▪ Contact the EOC Director to liaise with Public Health Officer to monitor the situation and provide updates ▪ Be the contact for those impacted by the exposure and provide updates as known ▪ To monitor person during their isolation: <ul style="list-style-type: none"> ▪ If symptoms develop follow up with medical professional and comply with directions ▪ If tested and awaiting results [see below] ▪ If tested positive [see below] ▪ If tested positive and recovered and ready to return [see below] ▪ Track the person being supported until no longer under isolation or medical directions 	<ul style="list-style-type: none"> ▪ Thank them for the information and ensure that all contact information and relevant details are documented and let them know that the designated PHO liaison for BCIT is EOC Director <p>Case Responder to ask:</p> <ul style="list-style-type: none"> ▪ Collect full contact information ▪ When last on campus? ▪ What is the living situation? ▪ What other relevant information [compromised health, work in health care, work in food services, what other roles do they have with BCIT] ▪ Inform relevant parties where necessary [EOC, Program Head, Manager, Cleaning if been on campus, Housing if live on campus] 	<ul style="list-style-type: none"> ▪ Director of EOC ▪ If exposure involves employees contact Director, Employee Relations ▪ If exposure involves students or community members contact Krista Lambie <p>If had been on campus:</p> <ul style="list-style-type: none"> ▪ HR/SS to contact EOC Director ▪ HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning ▪ If person lives on campus contact Carmen Cottini [ccottini@bcit.ca] who will enact housing protocols [see below]

7.5 Person reports having symptoms consistent with COVID-19

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

What to do

- Confirm the person is aware of self-isolating protocols (<http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf>)
- If the person reporting symptoms is currently on campus, ask them to immediately avoid others and return home. Ask where they had been and with whom they have had contact. If they require immediate medical attention, call Safety and Security Emergency Line, First Aid, or emergency medical services.
- If the person is an employee:
 - Ask the person to inform their manager who will:
 - Check-in with the employee
 - Monitor and support the employee
 - Inform them how the sick time will be reported and information about any relevant documentation necessary
 - Connect in with the Disability Management Specialist for guidance and support.
- If at work and present with serious symptoms ask them to report to first aid
 - If unwilling to go to first aid, ask them to report using our online [incident reporting system](#) – IRIS (Incident Reporting and Information System) and contact 811 or see a physician
- If the person is a student:
 - Ask them what they are studying and how their current studies are impacted by their symptoms
 - Ask them to inform their Program Head, Department Head, or PTS Coordinator to discuss any adjustments to their studies who will submit a confidential Early Assist report who will then follow up with the student and stay in contact with them.
 - Ask them to contact 811 for direction
- For a student or employee who think they have been exposed on campus to COVID-19, they must report to their supervisor/instructor and report using our online [incident reporting system](#) IRIS (Incident Reporting and Information System)
- If the person is currently off campus, check to see when where they last around BCIT community members (such as on campus or live on campus). If within past 14 days contact:
 - If Staff/Faculty – Human Resources – [Director, Employee Relations](#)
 - If Student or Public Member – Student Life – Early Assist (Early_Assist@bcit.ca)
- Inform them to seek medical guidance by:
 - [BCCDC Self-Assessment](#)
 - Healthlink BC – call 811
 - Contact their medical professional by phone prior to going in person unless an emergency
- Inform them that you will be informing a central person at BCIT who will follow up with them regularly.
 - If a student, an Early Assist member will follow up and coordinate with their faculty on their absence or remote learning needs
 - If a staff member or contractor is sick, the [Disability Management Specialist](#) will be the point of contact to manage and coordinate return to work. Disability Management Specialist will coordinate with appropriate HR Business Partner to determine if any other team members need to be informed.
 - Ask them if they require any resources

What to say

- It is important to remember that someone with symptoms does not mean that they have contracted COVID-19. Remain calm and ensure the person is connected to appropriate resources.
- Direct them to official and trusted resources such as phoning 811 or visiting <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Encourage people to review the BCIT COVID website for frequently updated information for the BCIT community. <https://www.bcit.ca/covid-19/>

Case Responder to ask:

- Collect full contact information
- What direction was given by an appropriate medical authority?
- When last on campus?
- What is the living situation?
- What other relevant information [compromised health, work in health care, work in food services, what other roles do they have with BCIT]
- Inform relevant parties where necessary:
 - EOC, Program Head, Manager, Cleaning if been on campus, Housing if live on campus

Who to notify

- For students and community members,** submit a confidential [Early Assist Referral](#) with relevant details.
- For employees and contractors,** contact your direct manager and Disability Management Specialist at dm@bcit.ca with relevant details such as who, when were they ill, what have they been told, what are the circumstances of their symptoms

If has been on campus:

- HR/SS to contact EOC Director
- HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning
- If person lives on campus contact Carmen Cottini (ccottini@bcit.ca) who will enact housing protocols (see below)

Those tasked with responding to cases will:

- Assign a case responder as follows:
 - Student or community member – Student Response Professional
 - Employee or contractor – Disability Management Specialist.
- To monitor person during symptoms to follow if require medical attention or symptoms improve
 - If symptoms improve ensure they complete guidance from self-assessment.
 - If student will work with Early Assist to identify when medical guidance permits the return to in person activities if necessary.
 - If employee the Disability Management Specialist will facilitate the return to work protocol
 - If symptoms progress, the person is to follow up with medical professional and comply with directions
 - If tested and awaiting results [see below]
 - If tested positive [see below]
 - If tested positive and recovered and ready to return [see below]
- Track the person being supported until no longer under isolation or medical directions

7.6 Person reports having tested positive for COVID-19.

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

What to do

- Confirm the person is under medical supervision and ask for details of the situation that include:
 - When were they diagnosed?
 - When did they become symptomatic and begin isolation?
 - What are the instructions from their medical professional?
- If the person reporting is currently on campus, ask the person to immediately avoid others and return home. Ask the person where they had been and with whom they have had contact.
- If the person is an employee:
 - Ask the person to inform their manager who will:
 - Check-in with the employee
 - Monitor and support the work of the employee
 - Connect in with the Disability Management Specialist for guidance and support.
- If the person is a student:
 - Ask them to inform their Program Head or Department Head to discuss any impacts to their studies and will submit and Early Assist report.
- If the person is currently off campus, check to see when were they last around BCIT community members (such as on campus or live on campus). If within past 14 days contact:
 - If Staff/Faculty – Human Resources – [Director, Employee Relations](#)
 - If Student or Public Member – Student Life – [Early Assist \(Early_Assist@bcit.ca\)](#)
- Inform them that you will be informing a central person at BCIT who will followup with them regularly.
 - If the person is an employee, the Disability Management Specialist will be the point of contact to manage and coordinate return to work. Disability Management Specialists will coordinate with appropriate HR Business Partner to determine if any other team members need to be informed.
 - If the person is a student or community member a member of the Early Assist team will be the point of contact and coordinate the response in consultation with the Director of Student Success.
 - Ask them if they require any resource.

Those tasked with responding to the case will:

- Assign a case responder as follows:
 - Student or community member – Student Response Professional
 - Employee or contractor – Disability Management Specialist
- To monitor the person during their illness and to follow required medical advice:
 - Inform EOC Director and take direction
 - Regularly check in on their illness status and provide supports as needed
 - Provide updates to EOC Director and others as directed
 - When recovered, follow re-entry protocols (see below)
- Track the person being supported until no longer under isolation or medical directions

What to say

- Remain calm and ensure that the person is connected to appropriate resources.

Case Responder to ask:

- Collect full contact information
- When last on campus?
- What is the living situation?
- What other relevant information [compromised health, work in health care, work in food services, what other roles do they have with BCIT]
- Inform relevant parties where necessary [EOC, Program Head, Manager, Cleaning if been on campus, Housing if live on campus]

Who to notify

- EOC Director
- For students and community members, submit an [Early Assist confidential report](#) with relevant details such as who, when were they ill, what have they been told, what are the circumstances of their symptoms
- For employees and contractors**, contact your direct manager and Disability Management Specialist at dm@bcit.ca with relevant details such as who, when were they ill, what have they been told, what are the circumstances of their symptoms

If has been on campus:

- HR/SS to contact EOC Director
- HR/SS to contact EOC Director to inform
- BCIT Facilities of location on campus and request additional cleaning
- If person lives on campus contact Carmen Cottini [cottini@bcit.ca] who will enact housing protocols (see below)

7.7 Student living on campus reports symptoms of or a confirmed case of COVID-19.

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

What to do

- Confirm that the student lives on campus including building and room number.
- Identify key details of the individual's circumstance and act accordingly:
 - When did they become ill and what are the symptoms?
 - Have they been isolating within their suite?
 - Have they sought medical advice?
 - Healthlink BC – 811
 - BCIT Student Health Services – 604.432.8608 [call before attending]
 - Primary care physician
- Where is the person currently?
 - If the person reporting is currently on campus and around others ask the person to immediately avoid others and return to a home environment. If they can isolate off campus they should; if not return to their room and stay there until contacted by Housing staff
- Request that the individual remains where they are and contact Assistant Director Housing Carmen Cottini [ccottini@bcit.ca, 604.432.8606] for directions
- Inform them that you will be informing Housing who will follow up with them regularly.
- Ask them if they require any resource.
- Inform [Carmen Cottini](#) for central reporting and monitoring.
- Check to see when where they last around BCIT community members (such as on campus or live on campus). If within past 14 days contact:

Housing staff will:

- Assign a case responder based upon who has the symptoms
- To assess the person's situation, Housing staff will:
 - Discuss symptoms with the student and ensure the student contacts medical professionals [Student Health Services] for directions
 - Confirm where on campus and around whom the student has been since becoming ill
 - Where possible, students will be suggested to isolate off campus if the individual has a space to isolate.
 - Discuss how to isolate within Housing
 - Provide student with printed and emailed directions for isolating in housing.
 - Provide student with "sick kit" which includes: masks, cleaning wipes, and other essentials. Discuss the person's reasons for self-isolation and compliance with Public Health isolation requirements.
 - Discuss regular check-in process with Housing Case Responder

What to say

- Remain calm and ensure that the person is connected to appropriate resources in housing
- Direct them to official and trusted resources <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- Ensure the student has the contact information for on campus housing staff.

Case Responder to ask:

- Collect full details of isolation or quarantine protocols
- What direction was given by an appropriate medical authority?
- Collect on going information about the student's symptoms
- Maintain the protection of privacy of all parties
- Consult with the EOC Director

Who to notify

- Assistant Director Housing – Carmen Cottini [ccottini@bcit.ca, 604.432.8606]
- Consult with EOC Director

If had been on campus:

- HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning

<ul style="list-style-type: none"> ▪ While student is in isolation: <ul style="list-style-type: none"> ▪ Cleaning will continue to provide daily cleaning ▪ Housing Case Responder will check in regularly with student on their symptoms, needs, and ability to maintain isolation. ▪ Housing Case Responder will notify housing, cleaning, facilities, and security staff that suites where someone is ill will have notices on the doors and thus to use appropriate PPE prior to entering. ▪ If student does not test positive, the Housing Case Responder will ensure the student complies with isolation guidelines and medical directions, as per public health orders. ▪ If the student tests positive, the Housing Case worker will work with the Public Health Official and: <ul style="list-style-type: none"> ▪ Confirm if student should quarantine where they are or be moved to isolation room (depending on availability and occupancy) ▪ If in quarantine, ensure proper signage posted and remind housing, cleaning, facilities, and security to take appropriate measures if entering. Quarantine spaces where there are only confirmed cases will not be cleaned daily, rather cleaning supplies will be left for quarantine individuals to clean. ▪ Confirm cleaning procedures and information procedures to suitemates, staff whom had entered, and others. ▪ Inform the Director of EOC ▪ Inform housing, cleaning, facilities, OHS, and security staff of requirements as directed by Public Health Official ▪ Maintain communication with student during time of quarantine and until such time as medically cleared as negative by public health. ▪ When student is no longer ill or has tested negative the Housing Case Responder will confirm that all directions of public health have been addressed and ask the student to thoroughly clean their bedroom surfaces and belongings prior to returning to physical distancing practices. <ul style="list-style-type: none"> ▪ Housing Case Responder to inform EOC Director of the case resolved. ▪ Housing Case Responder to contact cleaning and request additional cleaning of suite surfaces. ▪ Housing Case Responder to inform housing, cleaning, facilities, and security staff that the isolation suite is empty. 		
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7.8 Person has reported having completed their self-isolation requirements due to symptoms, travel, possible exposure.

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

What to do

- Confirm the person has been working with a BCIT Case Responder.
- If yes then ask them to work with their responder to coordinate their return to work/ (if appropriate) return to campus plan.
- If no and this is the first time that they have informed BCIT of their isolation or illness then ask for details:
 - Contact information
 - What were the circumstances of their isolation or illness
 - Let the person know that they will be assigned a case responder
 - For students or community member – Student Response Professional
 - For an employee or contractor – Disability Management Specialist and/or HR Business Partner
- The case responder will then:
 - Discuss the person’s reasons for self-isolation and compliance with Public Health isolation requirements.
 - Confirm all dates and steps taken and compliance with Public Health requirements:
 - 14 days isolation if symptoms but no medical intervention; and at least 72 hours have passed since resolution of fever (without use of medication); and symptoms have improved.
 - 14 days if travelled or close contact with confirmed case
 - If a confirmed case, when public health determines that the person can resume regular activities, including returning to work to work processes will apply, such as working with the Rehabilitation Committee Representative to establish the return to work.
- If medical clearance is not available, consultation with the EOC Director is required before an individual returns to work or study.
- Inform any relevant parties of information that they are required to know of the person’s return. All personal privacy measures will be taken and only relevant information will be shared.

What to say

- Ask the person if they have been working with a case responder
- If yes – ask them to work with their case responder before returning to campus
- If no – ask for contact information, the circumstances of their isolation or illness and let them know they will be assigned a contact responder who will coordinate their return to work/campus plan

Case Responder to ask:

- Collect full details of isolation or quarantine protocols
- Collect medical clearance of when able to return (when necessary)
- Maintain the protection of privacy of all parties
- Consult with the EOC Director

Who to notify

- For students, contact [Early Assist](#), for community members, contact covidinfo@bcit.ca
- For employees or contractors, contact your direct manager and Disability Management Specialist dm@bcit.ca and/or HR Business Partner
- Consult with EOC Director

If had been on campus:

- HR/SS to contact EOC Director
- HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning
- If person lives on campus contact Carmen Cottini [ccottini@bcit.ca] who will enact housing protocols [see below]

7.9 Person reports they are now symptom free after testing positive for COVID-19.

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

What to do	What to say	Who to notify
<ul style="list-style-type: none"> ▪ Confirm the person had been working with a BCIT Case Responder. ▪ If yes then ask them to work with their responder to coordinate their return to work (if appropriate) return to campus plan. ▪ If no and this is the first time that they have informed BCIT of their isolation or illness then ask for details: <ul style="list-style-type: none"> ▪ Contact information ▪ What were the circumstances of their isolation or illness ▪ Let the person know that they will be assigned a case responder ▪ For students or community member – Student Response Professional ▪ For an employee or contractor – Disability Management Specialist and/or HR Business Partner ▪ If the person reporting cannot provide documentation from a medical professional stating that they are recovered and medically cleared to return to in – person activities and is currently on campus ask the person to immediately avoid others and return home. Ask them where they have been and with whom they have had contact. ▪ Inform them that you will be informing a central person at BCIT who will follow up with them regularly. <ul style="list-style-type: none"> ▪ If an employee a Disability Management Specialist and/or their supervisors will follow up ▪ If a student, a member of the Early Assist team will follow up. ▪ Ask them if they require any resources <p>Those tasked with responding to cases will:</p> <ul style="list-style-type: none"> ▪ Assign a case responder as follows: <ul style="list-style-type: none"> ▪ Student or community member – Student Response Professional ▪ Employee or contractor – Disability Management Specialist and/or HR Business Partner ▪ To assess the person’s re-entry the responder will: <ul style="list-style-type: none"> ▪ Discuss the person’s reasons for self-isolation and compliance with Public Health isolation requirements. ▪ Confirm all dates and steps taken and compliance with Public Health requirements: <ul style="list-style-type: none"> ▪ 14 days isolation if symptoms but no medical intervention; and at least 72 hours have passed since resolution of fever (without use of medication); and symptoms have improved. ▪ 14 days if travelled or close contact with confirmed case ▪ If a confirmed case, when public health determines that the person has tested negative ▪ The person will be able to work or study remotely while ill if they wish or are able to, while complying with all self-isolation or quarantine requirements. They are not permitted on campus or to conduct BCIT-related work with others in person. ▪ If person had tested positive, they will be asked to provide verbal confirmation from the PHO that they are medically cleared to return to in person activities ▪ If medical clearance is not available, consultation with the EOC Director is required before an individual returns to work or study. ▪ Inform any relevant parties of information that they are required to know of the person’s return. All personal privacy measures will be taken and only relevant information will be shared. 	<p>What to say</p> <ul style="list-style-type: none"> ▪ Ask the person if they have been working with a case responder ▪ If yes – ask them to work with their case responder before returning to campus ▪ If no – ask for contact information, the circumstances of their isolation or illness and let them know they will be assigned a contact responder who will coordinate their return to campus/work plan <p>Case Responder to ask:</p> <ul style="list-style-type: none"> ▪ Collect full details of isolation or quarantine protocols ▪ Collect medical clearance of when able to return (when necessary) ▪ Maintain the protection of privacy of all parties ▪ Consult with the EOC Director 	<p>Who to notify</p> <ul style="list-style-type: none"> ▪ For students, contact Early Assist, for community members, contact covidinfo@bcit.ca ▪ For employees or contractors, contact your direct manager and Disability Management Specialist dm@bcit.ca and/or HR Business Partner ▪ Consult with EOC Director <p>If had been on campus:</p> <ul style="list-style-type: none"> ▪ HR/SS to contact EOC Director ▪ HR/SS to contact EOC Director to inform BCIT Facilities of location on campus and request additional cleaning ▪ If person lives on campus contact Carmen Cottini (ccottini@bcit.ca) who will enact housing protocols (see below)

7.10 Person reports insufficient cleaning or lack of supplies.

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

What to do	What to say	Who to notify
<ul style="list-style-type: none">▪ Take a detailed account of the concern that includes:<ul style="list-style-type: none">▪ Location▪ Date and time▪ Details of concern▪ Supplies that are needed▪ Report the concern to the appropriate area▪ If concern still exists, ask the person to directly email covidinfo@bcit.ca	<ul style="list-style-type: none">▪ Thank them for their report and for taking the health and safety of the BCIT community seriously.▪ Encourage people to review the BCIT COVID website for frequently updated information for the BCIT community. https://www.bcit.ca/covid-19/	<ul style="list-style-type: none">▪ Submit a facilities request for cleaning https://www.bcit.ca/facilities/contacts.shtml

8.0 Response

8.1 Purpose – Outbreak Mitigation Protocols and Emergency Planning.

BCIT has developed emergency-specific scenario response protocols for responding to COVID-19 transmissions within the campus community [i.e. faculty, staff, students, administrators, contractors, and visitors].

BCIT has developed metrics that trigger advancing alert levels and changes to the quantity and capacity of permitted on campus activities.

The Institute will follow all Provincial Health Officer Orders, and follow guidelines from relevant authorities including: BC Centre for Disease Control (BCCDC), and WorkSafeBC (WSBC) and others as required.

9.0 Authority and Activation of the COVID-19 Incident Response Plan

The Director of Safety, Security and Emergency Management, on the basis of available information, assesses the situation and determines to what extent the COVID-19 incident response level is to be activated. This is done in consultation with the President of BCIT and the EOC Management Team and Senior Leadership Team. [See RACI below.](#)

10.0 Communications

The Institute has established a communications plan and processes to ensure BCIT conveys clear and timely information to all campus community members internally and externally. These are outlined in the BCIT Emergency Support Crisis Communications Response Plan.

The Institute employs multiple communication channels (email, SafetyWise App, dedicated COVID-19 webpage, The Loop, social media) to ensure all stakeholders receive important information, and has created a Frequently Asked Questions and Answers System for handling important and common questions, including through covidinfo@bcit.ca.

The Institute has a structure in place to ensure that communications:

- are consistent across all audiences;
- are made available to all audiences through various tools;
- are timely and relevant;
- provide the information community members need to help prevent and mitigate exposure and transmission;
- unknowns and circumstances which are out of the Institution's control are acknowledged; and
- are consistent with Provincial Health Officer and Province of B.C. directives and guidelines

11.0 BCIT Scenario Outbreak and Incident Response Levels

11.1 Scenarios and Incident Response Levels

The following table outlines response levels that correlate to the severity of an outbreak(s) on BCIT campuses. Response Scenarios can also be referenced in Section 7 outlined above (designed to provide general, Institute-wide decision-making protocols that impact all divisional decisions that are directly impacted by the pandemic).

RESPONSE LEVEL	SCENARIO	CAMPUS OPERATIONS	HOUSING OPERATIONS
<p style="text-align: center;">1</p> <p style="text-align: center;">Pinpoint – Precision Response</p>	<p>A small number of individuals are identified as COVID-19+ or PWSC [Person with Suspected Case] and have been in physical proximity with other BCIT students, staff, faculty, vendors, contractors, visitors, children in daycare, etc. while infectious. Rapid analysis suggests that exposures are confined to 6 or fewer people. Contact tracing and epidemiology suggest that the situation can be contained, isolated and remediated.</p>	<p>The scenario lends itself to a timely and precise response. Exposed personnel are counseled, quarantined or isolated as appropriate. Information gathered by the supervisor/manager/instructor is:</p> <ul style="list-style-type: none"> ▪ Where they have been on campus ▪ With whom they’ve had contact ▪ What dates they were on campus <p>Employee</p> <p>The supervisor informs their Manager/Associate Dean who will then notify:</p> <ul style="list-style-type: none"> ▪ EOC Director at Glen_magel@bcit.ca ▪ Disability Management Specialist ▪ H[Director, Employee Relations] <p>Student</p> <ul style="list-style-type: none"> ▪ The instructor notifies their Program/Department Head and Associate Dean. ▪ Associate Dean submits an Early Assist Referral stating “Possible or tested positive COVID-19” ▪ If the student has been on campus within the last two weeks, the Associate Dean then notifies ▪ EOC Director <ul style="list-style-type: none"> ▪ Associate Director, Student Life ▪ Student Housing Assistant Director Carmen Cottini, ccottini@bcit.ca [if lives in Student Housing] ▪ Affected areas are contained, isolated and decontaminated. Workers and students in the area where the individual(s) were [within the last two weeks], are told to leave and will be informed when they are to return. ▪ Follow directions from BC Public Health and monitor for possible escalation. All other campus operations remain unaffected. ▪ Communication to others in the area may consist of the “Student/employee has taken ill and will be away for an unknown period of time.” 	<p>If the scenario includes residents, they are identified, counseled, and referred to quarantine or isolation as needed and housing illness protocols enacted, if the exposure is believed to be limited to a specific floor or suite that is contained, isolated, and decontaminated. All other housing activity remains unaffected.</p>

RESPONSE LEVEL	SCENARIO	CAMPUS OPERATIONS	HOUSING OPERATIONS
2 Isolation Micro Response	The number of infected or confirmed exposed people is estimated at between 5 and 50 people. Circumstances allow for effective contact tracing and epidemiology. There is high confidence in the ability to contain, isolate and remediate the flare-up.	<ul style="list-style-type: none"> This scenario may require the precise curtailment of operations in specific areas (rooms, floors, buildings). In addition to decontamination, the areas or programs remain curtailed for a period of time to prevent ongoing exposures. Refer to #1 for further response. 	<ul style="list-style-type: none"> In this scenario, a larger number of resident students may be impacted, covering a broader area (an entire suite, multiple suites, or whole building). A larger area is placed under quarantine or referred to isolation as needed and housing illness protocols implemented.
3 Scattered Ramp Down	A small outbreak is occurring in what appears to be a defined population (e.g., a program, department, building or area). The number of potential exposures is greater than 50 and confidence in the ability to accurately complete contact tracing is moderate. It is hard to pinpoint a specific area for containment, isolation and remediation. Requirement to follow guidance from BC Public Health.	<ul style="list-style-type: none"> This scenario may require the curtailment of operations in select programs or areas (floors, buildings), but short of a campus-wide response. The objective is to reduce ongoing exposure by ramping down specific programs, buildings, areas. Select programs move back to an online-only environment with non-resident students staying off campus, resident students staying in their rooms, and non-essential affected employees working from home. Refer to #1 for further response. 	<ul style="list-style-type: none"> Known exposures require quarantine, potentially in bulk (e.g. multiple buildings or suites). Infected move to quarantine. Others shelter-in-place (stay and study in their rooms). Encourage those with option to isolate off campus to do so.
4 Widespread Pause	A significant outbreak in excess of approximately 100 infections has occurred and there is low confidence in the ability to identify all affected parties or spaces, containment and isolation is campus-wide. Requirement to take direction from BC Public Health.	<ul style="list-style-type: none"> On-campus activity comes to a full “pause.” All programs move to online alternatives where possible. Campus access is restricted. Non-resident students and non-essential employees are told to work from home and stay away from campus. This provides time to assess the extent of the outbreak, maximize distancing to prevent new exposures, and develop a remediation plan. The underlying intent is to eventually control the situation and resume normal operations [1-4 weeks]. 	<ul style="list-style-type: none"> Under a campus-wide “pause,” all resident students are instructed to shelter-in-place (confined to their rooms, suites). Students with the opportunity to leave campus during the Pause will be encouraged to do so. The underlying assumption is that they will return to their rooms at the end of the Pause period.

<p style="text-align: center;">5 Uncontrollable Shutdown</p>	<p>The situation has escalated to the point where ongoing campus or community transmission is occurring at a significant rate or BC Public Health has required a cease of in-person activity. There is no realistic strategy to contain or control the situation. It is estimated that it will take in excess of one month to “flatten the curve” again. The Institute will close the campus and secure all building(s), and deliver all activity remotely.</p>	<ul style="list-style-type: none"> ▪ All campus operations come to a halt. All remaining activities move to an online or remote environment. Campus access is restricted, buildings secured, and employees will work remotely, where possible. 	<ul style="list-style-type: none"> ▪ Students will be instructed to leave campus where possible. Only approved students without options will be permitted to stay on campus with extremely limited activity. ▪ If the scenario allows, a 5-day Move Out Process will be initiated. ▪ Students are asked to pack up and move out with their possessions as soon as possible within the 5 days. A formal key drop off will be implemented with virtual check out. ▪ Those with the means to travel within BC will be asked to leave within 48 hours. ▪ Those unable to leave will appeal to remain on campus.
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PWSC – Person with Suspected Case

11.2 Additional Scenarios

The following are specific scenarios that do not necessarily fall into the above levels. The examples below are to provide further guidance on the response required.

Scenario	Response	Reference
There is a supply chain failure for PPE.	<ul style="list-style-type: none"> ▪ Depending on the volume of remaining supplies, campus operations may need to operate as Response Level 4 or higher even if there are no persons with COVID-19 identified. 	
There is evidence that the Institute community is disregarding Public Health Orders and hygiene requirements, and come to campus whilst infected.	<ul style="list-style-type: none"> ▪ Student Success/HR should be brought in immediately. ▪ SSEM involved. 	
Staff shortages resulting from illness, fear and/or refusal to work.	<ul style="list-style-type: none"> ▪ Departmental business continuity plans should provide further guidance on maintaining levels of service. 	
Senior Leadership member(s) is hospitalized with COVID-19. A key decision-maker is no longer available in such capacity.	<ul style="list-style-type: none"> ▪ Department(s) impacted should default to their chain of command protocols. ▪ Where a department is severely impacted by the absence of key decision-makers, the department's business continuity plan should provide further guidance on continuity of operations. 	
First COVID-19 death occurs within BCIT community. There is a direct impact to students and/or staff confidence that BCIT is a safe environment.	<ul style="list-style-type: none"> ▪ If death is not associated with one of the outbreak scenarios above, campus and/or housing operations may need to operate at Response Level 3 or higher. 	<ul style="list-style-type: none"> ▪ BCIT's Emergency Support Crisis Communications Management Response Plan

12.0 RACI CHART

RACI Definitions: R=Responsible; A=Accountable; C=Consulted; I=Informed

Original Draft (V01) – was based on University of Rochester’s Incident Response Levels

Incident Response Activities	Levels	PWSC	Impacted Dept	EOC	OHS	Student Success	RO	SSEM	FCD	BCCDC & PHO	Academic	HR	PIO
Inform BCIT of COVID-19 Status	All	R	I	C	C	I	I	I	I	C	I	I	I
Coordinate Assessment	All	C	C	A	R	I	I	I	I	C	I	I	I
▪ Contact Tracing	All	C	C	I/A	I	I/C	I	I	I	A	I	I/C	I
▪ Begin Quarantine	All	R	R	A	I	R	I	I	I	C	I	R	I
▪ Coordinate Response	All		R	A	R	R	I	R	R	C	I	C	I
▪ Implement COVID-19 cleaning	All		C	I	C	I/C	I	C	A	I	I	I	I
▪ Communication	All	I	R	R	C	C	I	I	I		I/C	C	A
▪ Suspend Campus Operations	3-5		C	A	C/R	C/R	I/C	C/R	C/R		C/R	C	I
▪ Extensive Isolation	3-5		C	A	C	C/R	I	I	I	I	I/C	I/C	I
▪ Restrict Campus Access	4-5			A	C	C/R	C	R	R	I	C/R	C/R	I
▪ Evacuate Students in Campus Housing	5			A	C	R	C	C/R	R	I	I/C	I	I

Appendix A Facilities, and Campus Development's Pandemic Risk Response Plan



BCIT CLEANING PROTOCOLS

SUSPECTED PANDEMIC RISK RESPONSE PLAN

BCIT

Cleaning Contractors sanitizing Campus areas must have received comprehensive training and demonstrated competency in performing infection control practices and procedures by their employer and by SSEM.

RESPONSE KIT
a. Cleaning Contractors will use the Pandemic Threats Response Kit supplied by their employer, and the Clorox360 ultraviolet disinfecting machine.

KEY SAFETY EQUIPMENT
b. PPE to include nitrile gloves, disposable face shield, eyewear.

DISINFECTANTS
c. Custodial Contractors will use approved disinfectant products associated with the pandemic virus.

SANITATION OF SPACES
d. Custodial Contractors will activate their Pandemic Threats Response Plan, and thoroughly disinfect spaces from the top down, according to the level of risk as directed by SSEM.

LOW RISK AREAS
e. Where low level suspected risk areas are identified, the Custodial Contractor will prioritize the sanitation and complete wipe down of all high touch points, optimizing best cleaning standards of working from the top down.

HIGH TOUCH POINTS
THE SANITATION RESPONSE PLAN

<p>GENERAL SURFACES</p> <ul style="list-style-type: none"> Doors, both sides, interior and exterior, all touch points, glass in door Walls, high touch areas Hand rails Elevator buttons Light switches and area surrounding light switch 	<ul style="list-style-type: none"> Areas surrounding electrical outlets Furniture - hard and soft: handrails, hardware, touch points beneath seats Computer monitors, mice, keyboards Hard surface: countertops, tables 	<p>WASHROOM SURFACES</p> <ul style="list-style-type: none"> Washroom dispensers: all high touch points and areas beneath soap dispenser, hand dryer, TP and paper towel dispensers Toilets: seats, base, handle Urinals Sink & faucet hardware/handles 	<p>FOOD & DRINK SURFACES</p> <ul style="list-style-type: none"> Drinking fountains Cafeteria table surfaces and undersides, chairs and touch points beneath chair, recycling stations, counters and ledges
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Key Contacts

BCIT COVID-19 Central Support and Resource
covidinfo@bcit.ca

BCIT Counselling Services
For staff and faculty: Contact [Homewood Health](#) by calling 1.800.663.1142
For students: [BCIT Student Counseling](#), 604.432.8608

BCIT Emergency Operations Committee (EOC)
Glen Magel, EOC Director, glen_magel@bcit.ca

Disability Management Specialist for Employees and Contractors
dm@bcit.ca

BCIT Facilities and Cleaning Services
BCITfixit@bcit.ca or facilitiesrequest.bcit.ca/

BCIT Human Resources and Student Life
If related to staff and faculty: Director, Employee Relations, [HR Contact List](#)
If related to student or public: Krista Lambie, Associate Director, and Student Life

BCIT Occupational Health and Safety (OHS) – SSEMOHS@bcit.ca
Anna Matheson, OHS Manager, amatheson10@bcit.ca

BCIT Return to Campus
ReturnToCampus@bcit.ca

BCIT Student Housing
Carmen Cottini, Assistant Director, Housing, ccottini@bcit.ca

BC Government non-medical COVID-19 line
1.888.COVID19, or text 604.630.0300
[Information is available in more than 110 languages, 7:40 am to 8 pm PST]

Medical information about COVID-19
Call 8-1-1 or visit [BC Centre for Disease Control](#)

Additional Resources

BCIT Early Assist – Early_Assist@bcit.ca

[BCIT Incident Reporting and Information System](#)

[BCIT Occupational Health and Safety](#)

[BCIT Institute response to COVID-19](#)

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

[BC's response to COVID-19](#)

[BC's self-Isolation protocols](#)