PANDEMIC SCENARIO RESPONSE PLAN

Version 5.0

BCIT

COVID-19 Pandemic Scenario Response Plan

Last Edited: August 5, 2022

Note: These guidelines are subject to change. For the most recent guidance, please refer to the BC Centre for Disease Control website. If you have any updates or changes, please contact Glen Magel, Senior Director, Safety, Security, and Emergency Management, at glen_magel@bcit.ca.

Contents

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). The EOC team 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. BCPs are developed for each service department area to ensure core services can be maintained and personnel are cross trained to cover key functions. For the academic areas, each School has alternative course delivery modes ready to implement if absenteeism becomes an issue or instructors are trained to deliver instruction in additional programs as an interim measure.

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, are informed by the latest PHO updates and orders, and are aligned with the Ministry of Advanced Education and Skills Training guidelines for post-secondary institutions.
- 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, Ministry of Advanced Education and Skills Training, 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 respiratory 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 Orders 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, Security and Emergency Management, 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.
- As we move forward through 2022, 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, the focus of the Return-to-Campus Guidelines is to provide updated public health guidance to support the full return to in-person education, research, and on-campus services for BC's post-secondary institutions.
- 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, local health authority, guidelines listed by the BCCDC website, Student Health Services, or emergency health services.
- 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 Provincial 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 roles within BCIT have specific 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 (glen_magel@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 their Manager and HR Business Partner. Where an employee requires additional support, 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 to make a confidential report using the Early Assist referral form and for faculty or staff to reach out to HR Business Partners or Disability Services.
- 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;
  - referring reports to appropriate departments or individuals, while maintaining the protection of privacy;
  - 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 outbreaks 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 two parts:

- ▪ What to know
- ▪ What to do

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

Province of BC - Office of the Chief Information Officer

Guidelines on Collecting Information in Government Workplaces During the COVID-19 Pandemic

COLLECTION OF PERSONAL INFORMATION FOR CONTACT TRACING

Freedom of Information and Protection of Privacy Act (FOIPPA) does not generally permit most workplaces to collect personal information or personal health information for the purpose of COVID-19 contact tracing (e.g. making a list of who has entered the building or recording symptoms or COVID test history). Personal information includes but is not limited to names and home or personal cell phone numbers.

Legal authority for the collection of personal information is generally tied to the necessity of that information. Contact tracers interview infected persons to reconstruct their daily activities to establish whether any other persons had a high risk of exposure or infection. If the contact tracers determine this to be the case, they will at this point obtain the necessary information from the infected individual for contact tracing.

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. 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.

7.1 Person reports issues after returning from international travel due to testing positive for COVID-19.

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

What to know	What to do
• Travelers should consult and follow the mandatory travel guidelines outlined by the Government of Canada even if fully vaccinated. • Many international destinations may accept Canada's COVID-19 proof of vaccination document. Each country makes the final decision on what they accept as proof of vaccination and how early they require it. Continue to check federal guidance.	• Tell the person to contact the Safety, Security and Emergency Management to alert BCIT officials of their situation.

7.2 Person reports having been in close contact with someone who tested positive for COVID-19.

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

What to know	What to do
• A close contact is: 　1. People you live or share a room with. 　2. People you had intimate contact with. • If public health decides you are a close contact, you have to follow their advice. • If you are not showing any symptoms of COVID-19, you do not need to be tested, unless you are asked to by Public Health. It can take several days from the last time you were exposed to someone who has COVID-19 for symptoms to develop or to have enough virus in your body for a test to detect COVID-19. • Testing is most needed for people who have symptoms of COVID-19 **and** 　• are at risk of more severe disease and currently eligible for treatment 　• live or work in high-risk settings such as healthcare workers Not sure if you should be tested? Complete the BC COVID-19 Self-Assessment Tool.	• Direct the person to return home and/or not come to campus if feeling unwell. • Tell the person to refer to the BCCDC instructions for Close Contact page and follow the guidance provided.

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 know	What to do
- COVID-19 testing and self-isolation guidance has recently changed. - Testing is most needed for people who have symptoms of COVID-19 **and** - are at risk of more severe disease and currently eligible for treatment - live or work in high-risk settings such as healthcare workers. - If you have mild symptoms of COVID-19, you do not need a test. Stay home and away from others until you feel well enough to return to your regular activities and you no longer have a fever. - Mild symptoms are symptoms that can be managed at home. **If you do not have symptoms of COVID-19, you do not need a test.**	- Tell the person to use the BC Self-Assessment Tool, the BCCDC When to Get Tested Resource, or call 8-1-1 to determine if they should be tested for COVID-19 and follow the recommendations provided. - If they have questions about the result of the self-assessment, they should call 811 for further direction. - If the person is a student and requires support, tell them to submit an Early Assist. - If the person is an employee and requires support, tell them to contact Disability Services or their HR Business Partner.

7.4 BCIT official contacted by Public Health regarding a possible exposure and to support with contact tracing.

What to know	What to do
- Contact Tracing has evolved since the start of the pandemic. As of January 2022, the following is applicable to all employees, students, contractors, and community members of BCIT. - In high priority settings, public health will follow-up directly with close contacts and tell them how to self-monitor for symptoms and whether they need to self-isolate.	- Tell those who have been contacted by public health that they need to work with the medical health official and follow the instructions provided to them. - They should not provide notifications to faculty, staff or students about potential or confirmed communicable diseases cases unless directed to do so by the local medical health officer.

7.5 Person reports having symptoms consistent with COVID-19.

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

What to know

- Symptoms of COVID-19 include:
  - Fever or chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Runny nose
  - Sneezing
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea
- COVID-19 symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Go to an urgent care clinic or emergency department if you:
  - find it hard to breathe
  - have chest pain
  - can't drink anything
  - feel very sick
  - feel confused

What to do

- Direct the person to return home and/or not come to campus.
- Tell the person to use the BC Self-Assessment Tool, the BCCDC When to Get Tested Resource, or call 8-1-1 to determine if they should be tested for COVID-19 and follow the recommendations provided.

7.6 Person reports having tested positive for COVID-19.

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

What to know	What to do
- The period of self-isolation will depend on vaccination status and the resolution of symptoms, refer to the BCCDC's website for the most up-to-date information. - Return to work/classes can commence when required period of self-isolation and symptoms have resolved.	- Direct the person not to attend campus. If already on campus, avoid others and return home immediately. - Tell them to follow the guidance provided by their health authority and the steps on the BCCDC's page on If You Have COVID-19. - If the person is a student and requires support, tell them to submit an Early Assist. - If the person is an employee and requires support, tell them to contact Disability Services or their HR Business Partner.

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

What to know	What to do
▪ Housing staff will: 　▪ Confirm where student lives including building and room number. 　　　▪ Work with student to determine supports required including self-isolation in housing based on current practices and availability. 　　　▪ Submit an Early Assist report as appropriate to ensure additional student supports are available.	▪ If the person reporting is currently on campus and around others ask the person to immediately avoid others and remain in their bedroom. If they are currently off-campus and can remain there to self-isolate, ask them to do so. ▪ If the initial responder **IS NOT** a Housing staff member, ask the student to contact the Housing Office at housing@bcit.ca or the RA on Duty phone at 604-341-7890 and email housing@bcit.ca to inform them that the student is not feeling well/has tested positive for COVID.

7.8 Person has reported having completed their self-isolation requirements due to symptoms, travel, or positive case.

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

What to know	What to do
▪ The period of self-isolation will depend on vaccination status and the resolution of symptoms, refer to the BCCDC's website for the most up-to-date information. ▪ Return to work/classes can commence when required period of self-isolation and symptoms have resolved.	▪ No further direction is required. Public health authorities are responsible for determining processes and requirements for confirmed cases of COVID-19.

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 know	What to do
• Return to work/classes can commence when required period of self-isolation and symptoms have resolved. • Person must follow the self-isolation period for the length of time recommended by BCCDC. Once completed and symptom free, they can return to normal daily activities including on-campus learning and working.	• No further direction is required. Public health authorities are responsible for determining processes and requirements for confirmed cases of COVID-19.

7.10 Person reports insufficient cleaning or lack of supplies.

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

What to do
- Contact BCIT Facilities
  - Phone: 604-432-8777 (24-hours)
  - Email: BCITfixit@bcit.ca
  - Online: Staff requests / Student requests

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 Senior 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 glen_magel@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 1		
Scattered Ramp Down		
SCENARIO	**CAMPUS OPERATIONS**	**HOUSING OPERATIONS**
▪ 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 exposure 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.	▪ 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.	▪ 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.

RESPONSE LEVEL 2		
Widespread Pause		
SCENARIO	**CAMPUS OPERATIONS**	**HOUSING OPERATIONS**
▪ 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.	▪ 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).	▪ 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.

RESPONSE LEVEL 3		
Uncontrollable Shutdown		
SCENARIO	**CAMPUS OPERATIONS**	**HOUSING OPERATIONS**
▪ 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. The Institute will close the campus and secure all building(s), and deliver all activity remotely.	▪ 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.	▪ 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.

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
▪ There is a supply chain failure for PPE.	▪ Depending on the volume of remainingsupplies, campus operations may need to operate as Response Level 1 or 2 based on COVID-19 cases.
▪ There is evidence that the Institute community is disregarding Provincial Health Orders and Return-to-Campus guidelines.	▪ Student Success/HR should be consulted immediately with direct involvement from SSEM.
▪ Staff shortages resulting from illness, fear, and/or refusal to work.	▪ Departmental business continuity plans should provide further guidance on maintaining levels of service, HR/HR Business Partners should be consulted to support with employee issues and concerns.
▪ Senior Leadership member(s) is hospitalized with COVID-19. A key decision-maker no longer made available in such capacity.	▪ Departments 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.
▪ A COVID-19 related death occurs within the BCIT community. There is a direct impact to students/staff confidence that BCIT is a safe environment.	▪ Consultation with the EOC Director should take place. BCIT's Emergency Support Crisis Communications Management Plan is activated.

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	Person with Suspected Case	Impacted Department/School	EOC	OHS	Student Success	RO	SSEM	FCD	BCCDC & PHO – External Partner	Academic	HR	PIO	Logistics
Inform BCIT of COVID-19 Status	All	R	I	A	C	I	I	I	I	C	I	I	I	I
Coordinate Assessment	All	C	C	A	I	I	I	R	I	C	I	I	I	I
Contact Tracing	All	C	C	A/I	I	I/C	I	R	I	A	I	C/I	I	I
Begin Quarantine	All	R	R	A	I	R	I	R	I	C	I	R	I	I
Coordinate Response	All	R	R	A	R	R	I	R	R	C	I	R	I	I
Implement COVID-19 cleaning	All	I	I	A	I	C	I	R	R	I	I	I	I	I
Communication	All	I	I	A	C	C	I	I	I		I/C	C	R	I
Suspend Campus Operations	3-5		I	A	I	C/R	C	R	R	I	C/R	C/R	C	C
Extensive Isolation	3-5	I	C	A	C	C/R	I	I	I	I	I/C	I/C	C	I
Restrict Campus Access	4-5		I	A	I	C/R	C	R	R	I	C/R	C/R	C	C
Evacuate Students in Campus Housing	5		I	A	I	R	I	C/R	C	I	I/C	I	C	I

Responsible, Accountable, Consulted and Informed (RACI)

A RACI chart, also called a RACI matrix, is a type of responsibility assignment matrix (RAM) in project management. In practice, it's a simple spreadsheet or table that lists all stakeholders on a project and their level involvement in each task, denoted with the letters **R** – Responsible, **A** – Accountable, **C** – Consult, or **I** – Informed.

As denoted in the RACI table each stakeholder has a role in the electronic information system.

Legend

- **Responsible** – Person that makes the decision and isresponsible for action. Responsibility can be shared

- **Accountable** – Person who is ultimately accountable forthe decision. May not make the decision, but provides the direction (e.g. time frame, expectations, etc.). Person determines who the "R" is. Only one "A"

- **Consult** – People need to be conferred with before the final decision. Input must be considered, but need not be incorporated into decision

- **Informed** – People who need to be informed after the decision is made

Appendix A

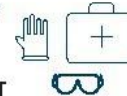## Facilities, and Campus Development's Pandemic Risk Response Plan

Key Contacts

BCIT Counselling Services
For staff and faculty: Homewood Health, 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, krista_lambie@bcit.ca

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
Nancy McIntyre, Assistant Director, Housing, nancy_mcintyre@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