

COVID-19 Readiness Plan to Accept International Students

PREPARED BY:



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COVID-19 Health & Safety Protocols

In preparation for 2021, Canadian School of Natural Nutrition (CSNN) Toronto has prepared this readiness plan to ensure that all staff and students are aware of the new operational procedures. These procedures will ensure the safety of everyone at CSNN Toronto. Details can be found in the Policy & Procedure document, Appendix I.

CSNN Toronto's readiness plan is based on the most recent advice from Public Health officials. This plan is flexible and adaptive to meet CSNN Toronto's needs in real-time. This plan's recommendations are subject to change based on feedback, the Ministry of Education guidelines, and updates from Public Health officials on COVID-19 in our communities. CSNN Toronto is committed to providing a safe and healthy environment for all staff, students, and faculty. CSNN Toronto also strives to support students' needs during this pandemic while providing reasonable precautions to protect everyone.

In accordance with Health Canada requirements, individuals that have traveled outside or entering into Canada must follow the [Quarantine Act](#). Individuals violating instructions provided upon entry in Canada and during their 14-day quarantine is an offence under the *Quarantine Act* and will be taken very seriously and could lead up to 6 months in prison, and/or \$750,000 in fines. If individuals choose to break the mandatory quarantine or isolation, resulting in the death or serious bodily harm of another person, you could face a fine of up to \$1,000,000, or imprisonment of up to 3 years, or both.

Individuals will be called from a Canadian Government telephone number: 1-888-336-7735 to verify your compliance during your 14-day quarantine.

CSNN Toronto is also required to and will report any non-compliances related to the *Quarantine Act*. (<https://www.toronto.ca/home/covid-19/covid-19-how-you-can-help/covid-19-report-non-compliance/>)

COVID-19 Pre-entry Screening Questionnaire

All individuals coming to campus are required to complete the **COVID-19 Pre-entry questionnaire (Appendix A)** prior to entering CSNN Toronto.

Cleaning and disinfection

CSNN Toronto team will:

- Perform enhanced cleaning, including disinfecting high touch areas, two to three times daily in all spaces.
- Take immediate action on service requests from the health and safety officer for enhanced cleaning in specific areas.

Employees and students also have access to:

- Hand sanitizer at school entrance, in all learning environments and in common areas.
- Spray disinfectant and paper towel in common office spaces for employees to clean their individual work spaces. Note: employees must disinfect their workstation at the start and end of each day. Requests for additional cleaning products or cleaning service can be submitted to Branch Manager.
- Sanitization wipe dispensers in each classroom. Students are encouraged to use these cleaning products to sanitize their workstation before and after using it.
- Training on properly donning and doffing of PPEs, as demonstrated in the VDO:
 - Demonstration of Donning PPE:
<https://www.youtube.com/watch?v=H4jQUBAIBrl>
 - Demonstration of Doffing PPE:
<https://www.youtube.com/watch?v=PQxOc13DxvQ>

Self-screening

- Before coming to CSNN Toronto, all individuals must complete the [COVID-19 school screening](https://covid-19.ontario.ca/school-screening/) (<https://covid-19.ontario.ca/school-screening/>)
- All individuals must also be prepared to self-screen before entering the school building. A screening poster will be posted at the school entrance as in Appendix A.
- Staff will be present at college entrance to observe and monitor those entering and confirm each student has self-screened, is wearing a non-medical mask or face covering and has applied hand sanitizer before continuing further into the college.

Masks and face coverings

- All individuals are **required** to bring a face mask or covering to wear inside college buildings.
- If you cannot wear a face mask or covering, you must contact our Branch Manager by emailing toronto@csnn.ca. Students who cannot wear a mask and come to class without approval will be asked to leave.
- Masks are required in food consumption areas except while seated and eating.
- Food consumption is permitted in designated areas as indicated in the campus.

Physical distancing

- All individuals must maintain a minimum distance of two meters (six feet) between themselves and others at all times. If this cannot be achieved, the use of barriers, such as Plexiglass or other personal equipment is worn. As a reminder, masks or face coverings are required while on campus.
- Offices that are student-facing are required to limit capacity to ensure proper physical distancing guidelines are followed.

Signage and Markings:

CSNN Toronto will have signage on walls and floors as a form of communication for infection prevention and control. The posters and signs will help remind individuals to follow our safety protocols and maintain physical distancing. Indoor gathering spaces (student lounge, staff lunchroom, and classrooms) will be modified with limited or restricted access. Examples of CSNN Toronto signs are in Appendix B.

Outbreak Prevention and Management Plan

In the case of an outbreak or any students that are tested positive for COVID-19, CSNN Toronto will inform the Public Health Unit immediately and follow all guidance as per health authorities. CSNN Toronto will fully cooperate with local health units in the outbreak investigation and management.

Students, teachers, and school staff must check for symptoms every day before coming to CSNN Toronto. All individuals can do so by completing the [COVID-19 Screening Questionnaire online](#). Upon completion, individuals are required to email their results to toronto@csnn.ca for records. As part of the management plan, attendance records of all students, staff and faculty members are recorded and stored electronically every day.

All relevant authorities can contact Branch Manager, Vivian Lee at 416-482-3772 or email to toronto@csnn.ca

Prevention Plan

1. Campus Entry Guideline & Protocols

Students, faculty, and staff of CSNN Toronto who are entering CSNN Toronto for the first time must review and complete the mandatory COVID-19 awareness policies and training.

If there are new protocols or guidelines suggested by the legislative Acts and Regulations or by the City of Toronto (<https://www.toronto.ca/home/covid-19/>) - details will be communicated to all members to align with public health and safety.

2. Required Pre-Screening Health Assessment

Upon entry, students, staff, and faculty are to display their mandatory pre-screening health assessment with daily self-assessments completed per day.

This pre-screening and daily self-assessment are used to monitor and report any existence of any potential COVID-19 related symptoms to the community and Toronto Health. This assessment will also aid in monitoring and limiting, and exposure maintains a record to identify those not authorized on campus.

Management Plan

In the case there is an COVID-19 outbreak, the following protocol is required to be followed.

For students, staff and faculty:

- If you are ill or have encounter someone who is a confirmed case, do not come to campus
- Take the [COVID-19 self-assessment](#) if you were exposed to COVID-19 or have symptoms.
- Stay home if you are waiting for the results of a COVID-19 test, have COVID-19 symptoms or are at risk of contracting COVID-19

If an individual feels ill while on campus:

- Must go directly om immediately, and avoid public transit
- Take the Government [COVID-19 Self assessment](#) and follow the recommendations. Contact their family doctor or Telehealth Ontario at 10866-797-0000 for further directions about testing and self-isolation.
- If they are instructed to self-quarantine or report to the [COVID-19 Assessment Centre](#) (<https://covid-19.ontario.ca/assessment-centre-locations>), they must immediately inform CSNN Toronto.
- Get test at a COVID-19 Assessment Centre / await result / self-isolate
 - Public Health will follow up if you are tested positive
- They must notify CSNN Toronto of the test result as soon as possible.

CSNN Toronto remains prepared to provide continued support or needs to all individuals during their mandatory quarantine, and extended quarantine if needed. In the case where there is a positive case on campus, CSNN Toronto will put up a notice at t he school's entrance and notify all students and staffs via school's website, email and social media.

Additional protocols can be found in CSNN Toronto COVID-19 Exposure/Outbreak Protocol (Appendix H).

International Student Information Package

Upon being accepted into the **Canadian School of Natural Nutrition - Toronto**, students will receive an information package that details all the requirements for entering and settling into Canada as below.

1. Getting ready to travel to Canada
2. Preparing to enter Canada
3. Arriving in Canada

As part of the package, students are also required to sign the COVID-19 Testing Attestation (Appendix C) to confirm their understanding of the pre-arrival and quarantine requirements outlined in the package.

Getting ready to travel to Canada

- **Download the ArriveCAN app.**

This is the Canadian federal government Canada Border Service Agency (CBSA) app. Students and co-arriving family members must submit their self-isolation/quarantine plan through this app. They will need to provide a detailed plan of their self-isolation/quarantine where they will stay for 14 days of self-isolation/quarantine, how they'll get to their destination, how they will get groceries, and how they will access essential services and medical care. **The self-isolation/quarantine plan is mandatory, even if students have no symptoms.**

Using the ArriveCAN app:

Step 1: To download the app, search "ArriveCAN" in [Google Play](#) or the [App Store](#).

Step 2: Create an account with a valid email address. A security PIN will be sent to your email for verification.

Step 3: Follow the instructions to enter the information on the forms required.

- **What to know before travel**

As students plan for their travel to Canada, they must review the [Government of Canada website](#) for steps to follow upon entry to Canada - these are mandatory for all travelers. The Government of Canada has emergency orders under the Quarantine Act which applies to everyone arriving into Canada.

Student and co-arriving immediate family members that plan to enter Canada must meet ALL essential travel requirements and have a 14-day quarantine plan in place. Requirements for essential travel and information on entry to Canada can also be found on the [Immigration Refugee and Citizenship Canada \(IRCC\) website](#).

Beginning January 7, 2021 at 12:01 am (ET), all air passengers ages 5 years and older are required to have a COVID-19 test taken within 72 hours of their departure. Students will be required to present documentation of their negative test result to the airline prior to boarding their flight to Canada. This requirement is in addition to the mandatory 14-day quarantine requirement already in place.

Preparing to Enter Canada

● Arrival Plan into Canada

Currently there is a [mandatory 14-day quarantine](#) requirement for all travelers entering Canada. Students and co-arriving immediate family members are responsible for all costs associated with their 14 days mandatory self-isolation/quarantine period, and long-term housing.

Effective July 5, 2021, there will be exemptions for fully vaccinated (with certain approved vaccine) travelers who meet specific conditions. Visit [Government of Canada](#) website for more details.

Students and co-arriving immediate family members must complete/have the following:

- **Have a 14-day mandatory quarantine plan with detailed information.** The plan must be e-mailed to Canadian School of Natural Toronto at toronto@csnn.ca for approval 96 hours (4 business days) prior to travelling to Canada. The 14-day quarantine plan must ensure that they have demonstrated a well thought out quarantine safety plan. The mandatory quarantine plan begins immediately upon arrival and entry to Canada.

Visit IRCC's website for most up to date information:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/service-delivery/coronavirus/temporary-residence/study-permit.html#sec1.3>

- **Reserve the mandatory 3-day hotel quarantine, 48 hours prior to student's departure.** For information, visit [COVID-19 mandatory hotel stopover: Booking and list of government authorized hotels](#). If students do not pre-book a stopover hotel, they could be denied entry when they arrive at the airport in Canada. If student's flight to Canada is scheduled within the next 48 hours, call to reserve and pay for their mandatory 3-night hotel stopover:
 - Within North America: 1-800-294-8253 (toll-free)

- Outside of North America: 1-613-830-2992 (call collect)
- Once students receive a negative test result, they will be allowed to complete the remainder of their 14-day quarantine at your planned location. An official from a Canadian public health agency will call you with instructions.
- **Reserve accommodation for quarantine (after completing their 3-day hotel stopover close to the airport).**
Visit [Government of Canada website](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/mandatory-hotel-stay-air-travellers/list-government-authorized-hotels-booking.html#s2) for a list of hotels approved for 3-day hotel stopover. (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/mandatory-hotel-stay-air-travellers/list-government-authorized-hotels-booking.html#s2>)
Note: it is the student's responsibility to secure accommodation where they can quarantine. They must have access to a separate washroom that is not shared with anyone other than their co-arriving family members.
- **Plan long-term accommodation.** If students plan to live at a different location from their self-isolation/quarantine destination, refer to Housing Resources (Appendix D) for local accommodations. It is student's responsibilities⁸ to ensure their accommodation is able to properly support their needs (any disabilities or health condition if applicable).
- **Arrange transportation from the airport to the quarantine destination.** Students must ensure that their transportation meets the Government of Canada's transportation requirement. Refer to Transportation Resources (Appendix E) for a list of private transportation options.
- **Students must ensure they have personal essentials for the 14-day quarantine period including: toiletries, groceries, medications, all necessary personal protective equipment (PPE) (face coverings/masks), sanitizer, sanitizing wipes, credit card.** Refer to Personal Essentials Resources (Appendix F) for complete list.

Please note: Under the direction of public health, students and co-arriving family members may be required to quarantine longer than the mandatory 14 days. Unless they are exempted from the quarantine as per the new exemption starting July 5th, students must be prepared to stay at their quarantine longer than 14 days to wait for their COVID-19 test results and complete all necessary quarantine requirements before moving to your permanent housing location.

● Prior to departure

Students and co-arriving family members must ensure they downloaded the Canadian Border Services ArriveCAN app prior to their arrival in Canada, and follow instructions to help support and speed up the arrival process. The app is mandatory and helpful to:

- Provide mandatory information that is required upon entry into Canada

- Avoid lineups at the border
- Provide updates on student's quarantine compliance, and
- Report any COVID-19 symptoms during the 14 days after your arrival in Canada.

Students travelling to Canada from overseas must check the airline requirements and flight details before their travel. If a student displays symptoms of COVID-19, they will not be allowed to enter Canada.

Prepare to practice airport safety. Students must make sure to bring a personal supply of non-medical face covering to wear while they are in transit to Canada. Practice physical distancing by keeping 2 meters apart from others when possible, and wash/sanitize their hands often. Prior to their flight, they must review the [Toronto Pearson Airport Safety Measures](#) that are in effect.

Arriving in Canada

● What to expect upon entry to Canada

Students should visit the [Toronto Pearson website](#) for a step-by-step guide on what they can expect to experience upon their arrival in Canada. When entering Canada, they'll be:

- Asked if they have a cough, fever or difficulty breathing
- Required to acknowledge that they must quarantine for 14 days, even if they don't have symptoms or;
- Required to isolate for 14 days if they have symptoms of COVID-19
- Asked to provide their credible quarantine plan as referenced in their [ArriveCAN app](#) including a place to self-isolate / quarantine with access to all necessary personal essentials (including food, medications etc.)
- Asked for their [required travel documents](#)

Effective February 1, 2021, all air travelers arriving into Toronto Pearson International airport will be required to take a mandatory COVID-19 test. The test is in addition to the negative pre-boarding test required to travel to Canada.

Students are required to consult the [Government of Canada's Immigration and Citizenship website](#) prior to travelling and monitor these changes closely as students plan to travel to Canada.

If students have any questions, they can email Canadian School of Natural Nutrition Toronto team at toronto@csnn.ca. The advisor will guide students as they prepare to come to Canada to study.

Students must be aware that it is up to the discretion of the Canada Border

Services Agency (CBSA) Officer to determine if your travel is essential and approve or deny your travel.

- **Mandatory Check-in**

It is a mandatory requirement to check in daily on both the ArriveCAN app and with the CSNN Toronto team by phone/email. Records of student's check-ins with CSNN Toronto will be store electronically.

The ArriveCAN will send student notification on your phone or an email on the second day of your quarantine. Once students confirm their arrival, their check-ins will start. If students are unable to start their check-ins, they may call 1-833-641-0343 to complete the daily check-in. For more information, visit the [Government of Canada website](#).

Students must not violate the daily check-in requirements of their self-isolation/quarantine. This is a serious offence under the *Quarantine Act* and will have significant consequences. **Students must be compliant and complete their daily check-in.**

- **Transportation from airport**

With the pre-arranged transportation (as per "Arrival Plan into Canada" above), students must go directly to their place of self-isolation/quarantine and must not delay or stop along the way from the airport. Students must wear a suitable non-medical mask or face covering while in transit. They also have to practice physical distancing at all times, and they are responsible for all transportation costs.

- **Self-isolation & Quarantine, Violation Penalties**

CSNN Toronto does not provide any quarantine services thus will not charge any additional fees. However, CSNN Toronto will assist students as needed.

Once students arrive at their pre-arranged quarantine accommodation, they are now ready to start the mandatory 14-day self-isolation/quarantine period. During this period, they must remain in their quarantine location for the full 14 days without any visitors. They are not permitted to stay with vulnerable populations, in a communal or group setting to help protect themselves and others from any potential exposure to COVID-19. They must fully review and comply with the Government of Canada requirements on [How to Self-Isolate](#) during your self-isolation/quarantine period.

Once your 14-day self-isolation/quarantine period is over and they don't have any COVID-19 symptoms, continue to follow [Ontario Physical Distancing](#) requirements and limit your [Social Circle](#).

Students must continue their daily check in with ArriveCAN app and with a CSNN Toronto team member via phone calls (416-482-3772) or emails (toronto@csnn.ca) for the full 14-days.

According to the [Government of Canada website](#), violating instructions provided to students upon entry in Canada and during their 14-day quarantine is an offence under the *Quarantine Act* and will be taken very seriously and could lead up to: 6 months in prison, and/or \$750,000 in fines.

If a student breaks their mandatory quarantine or isolation, resulting in the death or serious bodily harm of another person, they could face: a fine of up to \$1,000,000, or imprisonment of up to 3 years, or both.

Students will be called from a Canadian Government telephone number: 1-888-336-7735 to verify your compliance during your 14-day quarantine.

Note: CSNN Toronto is required to and will report all non-compliances related to the *Quarantine Act*.

- **Health insurance coverage**

It is the student's responsibility to obtain health insurance coverage, and must start as soon as the student arrives in Canada.

Refer to list of insurance providers that covers foreign students in Appendix G.

- **Feeling sick during self-isolation/quarantine period**

If student feels sick during their self-isolation/quarantine period, they are required to follow these steps:

Step 1: During the first 14 days of self-isolation/quarantine, if a student is not feeling well and think they have [COVID-19 symptoms](#), use the [self-assessment](#) to help determine how to seek further care. For severe symptoms, call 911 (e.g. difficulty breathing, severe chest pain, losing consciousness).

Step 2: Access a medical assessment from a health professional over the phone or virtually. Students and co-arriving family members can access a free medical assessment through Telehealth Ontario at 1-866-797-0000. A registered nurse will ask about the symptoms they are experiencing and travel history, and direct them to the most appropriate level of care.

Step 3: If students have symptoms of COVID-19 or a positive self-assessment, get tested for COVID through a COVID-19 assessment center. They can locate an assessment center near them through Government of Ontario website (<https://covid-19.ontario.ca/assessment-centre-locations>). Students are required to arrange their own private transportation and wear a face covering/mask at all

times while traveling to the assessment center, and must maintain proper distancing when possible and limit contact.

While students are waiting for their test results, keep isolating yourself from others during the first 14-days self-isolation/quarantine. For more information, refer to [You were tested for COVID-19: What you should know](#).

Step 4: What if student tests positive for COVID-19?

Student must take the following steps if they tested positive for COVID-19.

- Inform anyone whom students were in close physical contact within 48 hours before their symptoms began - to monitor their health and self-isolate.
- If they are not feeling well or test positive for COVID-19, students must remain isolated at their residence.
- They must inform CSNN Toronto by emailing to toronto@csnn.ca. A member of CSNN Toronto team will reach out to students for support and help connect them to resources.

● **Mandatory COVID-19 Testing**

All international students and their co-arriving family members must complete a COVID-19 test.

Before leaving Pearson International Airport in Toronto, they will be provided with a COVID-19 test kit and instructions for taking your COVID-19 test on day 8 of your mandatory 14-day quarantine period.

In order to attend CSNN Toronto, the results of student's day 8 COVID-19 test must be submitted to CSNN Toronto via email. They must upload the test result and email it to toronto@csnn.ca.

- **Negative results:** If students receive a negative test result, they are not required to do anything further except complete their mandatory quarantine period.
- **Positive results:** If students receive a positive test result, their quarantine period will be extended and specific instruction will be provided by a Public Health authority. **Students must share this information with CSNN Toronto as soon as possible.** A member from the CSNN Toronto team will also reach out to see how the student is doing and what they might need.

Failure to comply will also result in an academic hold on your student account, prohibiting you from attending Canadian School of Natural Nutrition.

Additional Links/Resources

Once student complete their mandatory quarantine, they are encouraged to stay up to date with current COVID-19 related information. They will be provided with the following additional resources as they transition into our local community:

- [Entering Canada by air during COVID-19](#)
- [Self-isolation: Guide for caregivers, household members and close contacts](#)
- [Canada COVID-19 app](#)
- [COVID-19 Alert app](#)
- [Stop the spread of COVID-19 in Ontario](#)
- [COVID-19 related stigma](#)
- [Good2Talk: 24-hr Student Mental Health Helpline](#)
- [Take Care of Yourself and Each Other](#)

Regional updates of COVID-19:

- [City of Toronto response to COVID-19](#)
- [City of Toronto, COVID-19: Orders & Bylaws](#)
- [City of Toronto, COVID-19: Travel Advice](#)
- [City of Toronto, COVID-19: Guide for Toronto Residents \(Understand what can and can't do in Toronto\)](#)
- [City of Toronto, COVID-19: Have Symptoms or Been Exposed](#)
- [City of Toronto, COVID-19: Mental Health Resources](#)

Students and their family members can continue to reach out to CSNN Toronto after their quarantine and during their study at CSNN Toronto for any assistance.

APPENDICES

APPENDIX A

COVID-19

Patron Screening Poster

All patrons must self-screen before entering the premises.

1.) Do you have any of the following new or worsening symptoms or signs?*

Fever or chills

Cough

Trouble breathing

Sore throat or trouble swallowing

Runny or stuffy nose

Decrease or loss of taste or smell

Nausea, vomiting or diarrhea

Pink eye

Headache**

Very tired, sore muscles or joints**

If "YES" to any symptoms:

Stay home & self-isolate

+

Get tested

Or

Contact a health care provider

*If you have an existing health condition that gives you the symptoms select "No", unless the symptom is new, different or getting worse. Look for changes from your normal symptoms.

**If symptoms of a mild headache, tiredness, sore muscles or joints occur within 48 hours after getting a vaccine, select "No" and continue to follow all public health measures.

2.) Does anyone in your household have one or more of the above symptoms and/or are waiting for test results after experiencing symptoms?*** ☐ Yes ☐ No

3.) Have you been notified as a close contact of someone with COVID-19 or been told to stay home and self-isolate? ☐ Yes ☐ No

4.) In the last 14 days, have you travelled outside of Canada? ☐ Yes ☐ No

If "YES" to Questions 2, 3 or 4:

Stay home

+

Follow Toronto Public Health advice

Developed in accordance with recommendations and instructions issued by the [Office of the Chief Medical Officer of Health](#)

Updated June 14, 2021

TORONTO.CA/COVID19

APPENDIX B

4 STEPS FOR SELF-PROTECTION

We all have a role to play to help reduce COVID-19 spread & keep our city safe:



Stay home as much as possible



Watch your distance



Wear your mask



Wash your hands often

COVID-19



Wearing a mask: dos and don'ts

COVID-19

Help Stop the Spread of COVID-19

Keep physical distance

- ✓ Do clean your hands before and after wearing it
- ✓ Do ensure it covers your nose, mouth and chin
- ✓ Do change your mask when wet or dirty
- ✓ Do be respectful of people who can't wear masks
- ✓ Do keep 2 metres/6 feet from others

- ✗ Don't touch your face or mask while wearing it
- ✗ Don't hang your mask on your ear or wear it under your nose or chin
- ✗ Don't wear a mask if it is hard to breathe
- ✗ Don't put masks on children under age 2
- ✗ Don't share your mask with others



Keep 2 metres/6 feet apart from people you don't live with



toronto.ca/COVID19



toronto.ca/COVID19

COVID-19



Clean your hands to prevent the spread of germs

APPENDIX C



COVID-19 Attestation for International Student

Canadian School of Natural Nutrition Toronto first priority is the safety and well being of our students and staff. We continue to work closely with local, provincial, and federal health authorities to ensure that all regulations and recommendations to slow the spread of COVID-19 in Canada are being met.

As part of the provincial government regulation to study in Canada, you are required to attest that you have read and understood the *International Student COVID-19 Information Package* that provides details of your pre-arrival and quarantine requirements.

Please confirm that you understand and agree to the following.

- I have received, read, and understand the pre-arrival requirements prior to travelling to Canada.
- I understand and will follow all the quarantine requirements as set by the Government of Canada.
- I understand that I am responsible for coordinating my own testing arrangements, including transportation to and from the assessment center.
- I will email my COVID-19 test result to toronto@csnn.ca

Name: _____

Signature: _____

Date: (mm/dd/yyyy): _____



COVID-19 WAIVER

Even though CSNN will be doing its best to clean and sanitize common areas, plus enforce rules and guidelines to keep all students, instructors, and staff safe, it is the responsibility of each person entering a CSNN location to do what is in their control to keep themselves and others safe. As a result, we are asking that each student, instructor, and employee sign and agree to the following:

I, _____ agree to **not enter** CSNN premises if I have or have been exposed to COVID-19 or have travelled outside of Canada and have not self-isolated for 14 days, or if I have any COVID related symptoms such as a fever, cough, difficulty breathing, sore throat, runny nose, loss of taste or smell, nausea, vomiting, diarrhea, or generally not feeling well. I consent to following any and all safety protocols as informed by CSNN.

I agree to contact CSNN, as soon as possible, if I have been in contact with CSNN students and/or staff and unknowingly either had COVID-19 or been in contact with someone who has COVID-19 within the last 14 days.

I hereby release the Canadian School of Natural Nutrition from all claims and damages resulting from circumstances surrounding COVID-19 that are not within its control.

Name: _____

Signature

Date: _____

August 2020

APPENDIX D

Housing Resources

Temporary Housing Resources

DelSuites (<https://www.delsuites.com/>)

Airbnb (<https://www.airbnb.ca/>)

Housing Options

Rent Seeker (<https://www.rentseeker.ca/>)

Rentals.ca (<https://rentals.ca/toronto>)

View It (<https://www.viewit.ca/>)

Pad Mapper (<https://www.padmapper.com/apartments/toronto-on>)

APPENDIX E

Private Transportation Resources

- Uber (<https://www.uber.com/ca/en/>)
- Lyft (<https://www.lyft.com/>)
- Toronto Airport Transportation
(<https://www.torontopearson.com/en/transportation-and-parking>)
- Pearson Airport Limo Services (<https://torontopearsonairportlimoservice.ca/>)

APPENDIX F

Personal Essential Resources for International Students

Prior to students' arrival in Canada, all students will need to have a plan for their personal essentials including food, toiletries, medications and all other personal necessities during the mandatory 14-day quarantine as they will not be able to leave their accommodation to purchase any necessities.

Below is a list of options and resources to consider during the quarantine planning.

Please note: CSNN Toronto is not affiliated with any of the companies/resources provided below. Electronic payment will be required for the services below.

Prepared Meal Services & Delivery

On The Run Meals (<https://otrmeals.com/>)

Power Kitchen (<https://powerkitchen.ca/>)

Healthy Alternative (<https://www.healthyalternative.ca/>)

DIY Mealbox Kits & Delivery

Please Note: These kits come with ingredients for students to prepare and cook the meal. Access to kitchen amenities is required.

Good Food (<https://www.makegoodfood.ca/en/home>)

Chef Plate (<https://cook.chefsplate.com/>)

Hello Fresh (<https://www.hellofresh.ca/>)

Online Grocery / Personal Essentials & Delivery

Walmart Grocery (<https://www.walmart.ca/en/grocery/N-117>)

InstaCart (<https://www.instacart.ca/grocery-delivery>)

Voila by Solbeys (<https://voila.ca/>)

T & T Grocery (<https://www.tntsupermarket.com/>)

Take-Out Food & Delivery

Please Note: The restaurants available for these providers are based on proximity to students location.

Uber Eats (<https://www.ubereats.com/ca>)

Skip the Dishes (<https://www.skipthedishes.com/>)

Pharmacy & Medication Delivery

Well.ca Pharmacy (<https://well.ca/pharmacy-welcome>)

Walmart Pharmacy (<https://www.walmart.ca/cp/shop/prescription-ordering/6000203002157>)

APPENDIX G

List of Insurance Provider for International Student

Guard.me (<https://www.guard.me>)

Safe Visit (<https://www.safevisit.ca/>)

APPENDIX H



CSNN Toronto COVID-19 Exposure/Outbreak Protocol

CSNN Toronto is taking precautionary steps to ensure the health and safety of staff and students (See Health and Safety Protocols which includes COVID-19 Policies and Procedures document for more information). However, even with these precautionary measures, risk of exposure remains.

1. Anyone who is feeling unwell must report to administration as per the self- assessment screening tool.
2. The unwell person will go through the COVID screening assessment to determine symptoms.
3. The unwell person will be asked to wash and sanitize their hands, be provided with a mask, and asked to go home.
4. The unwell person will be given resources (dial 811) for further guidance and testing information.
5. All visiting students or staff in the space will be required to sanitize and wear masks.
6. Advise unwell person that all areas came in contact with to be thoroughly cleaned and sanitized.
7. If the unwell person or anyone who was in the space with the unwell person receives a positive COVID-19 result, Public Health Authorities determine whether the school will be contacted.

CSNN Toronto will take the following steps if faced with an exposure incident:

If Public Health Authorities (PHA) have determined through contact tracing that any CSNN Toronto staff or students are at risk, we will work with PHA and follow their guidance as to next steps.

1. CSNN Toronto will provide PHA with all information required.
2. Through contact tracing, PHA will contact anyone who they determine could be exposed.
3. CSNN will ensure the school is thoroughly cleaned and sanitized in case the COVID-19 positive person visited site.
4. CSNN Toronto will follow the guidance of PHA to determine if any further action is necessary.

APPENDIX I

Toronto



Policy and Procedure Document

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COVID Protocols for Safe operation / Re-Opening ARNN Toronto Inc. O/S Canadian School of Natural Nutrition- Toronto Campus (CSNN Toronto) PCC 148495

These protocols are guidelines for the Canadian School of Natural Nutrition Toronto (CSNN Toronto) classroom location's safe reopening. CSNN Toronto abides by any, notices, or guidance issued by the Ontario Provincial Health Officer and local health authorities. These protocols will be periodically updated, as necessary, to align with evolving guidance from the Provincial Health Officer. The goal of these protocols is to support the eventual opening of in-person teaching, learning, administrative and support services at Canadian School of Natural Nutrition Toronto while reducing the risk of COVID-19 transmission.

Key interventions to reduce COVID-19 transmission are:

- early diagnosis and isolation of people with COVID-19 and
- Identification and management of clusters of infection.

General prevention measures that add additional layers are:

- frequent cleaning of high touch surfaces,
- hand hygiene and
- reducing unnecessary close contact with large numbers of people

The Health & Safety of the CSNN Toronto Instructors, Administration staff and Students is of paramount importance and we are taking precautions to ensure the continued safety of everyone in the classroom.

Understanding the Risk

CSNN Toronto will monitor the level of community transmission to implement interventions that are proportionate to current local risk. CSNN Toronto will follow advice from local public health authorities, which can change based on the level of transmission.

The risk of person-to-person transmission is increased the closer people come to other people infected with COVID-19, and the amount of time spent in this close proximity.

Reducing the number and duration of close contacts helps reduce the risk during times of high community transmission of COVID-19. Frequent cleaning of high touch surfaces, and following consistent hygiene practices may also help mitigate this risk.

It is important to be aware of potential heightened anxiety of COVID-19 infections of any elevated risks area, population or groups.

Refusal of Entry Policy

CSNN Toronto reserves the right to **refuse entry** to anyone entering the Campus if any criteria outlined by the Ontario Ministry of Health Covid-19 guidelines apply to them, such as:

- Tested positive or presumptively positive for the Coronavirus COVID-19 or
- been identified as a potential carrier of the COVID-19 virus or similar communicable illness;
- Shown/Experienced any symptoms commonly associated with COVID-19;
- Been outside of Canada in the last fourteen (14) days;
- Been in direct contact with or the immediate vicinity of any person they knew and/or now know to be carrying COVID-19.

Instructor, Administration Staff and Students Protocol and Commitment to Safety (form)

also in Appendix

As an Instructor, Student or as Administrative staff of CSNN Toronto, I will adhere to the noted policies and protocol as outlined by Canadian School of Natural Nutrition Toronto to ensure the safety of each individual, colleagues, and staff of Canadian School of Natural Nutrition, Toronto.

I agree to the following:

- I will not come to the **CSNN Campus** if I have or have had in the last 10 days symptoms of COVID-19 and will instead self-isolate if I have any of the symptoms (symptoms include: chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)
- If I start to have symptoms of COVID-19 while at CSNN Campus I will immediately advise the CSNN Office Staff and make necessary arrangements to go home to self-isolate
- I will abide by the **CSNN** policy on protocols on social distancing amongst Staff, Instructors and students and will maintain a distance of two meters as much as possible
- I will abide by the **CSNN** policy in regards to handwashing and sanitizing my hands frequently
- I will abide by the **CSNN** protocol for the cleaning of our space in order to ensure safety of all staff, Instructors and students or myself (if applicable)
- I will advise the **CSNN Manager** of any safety concerns I may have. This will help to ensure safety and confidence amongst students, CSNN Instructors and staff , and myself.

Before Each Class I commit to the CSNN Health & Safety check which includes:

- Not having symptoms of COVID-19
- I have not been in contact with someone who has COVID-19
- I am not currently required to self-isolate
- I have not been outside of ontario in the last 14 days

I acknowledge that I have read this protocol for CSNN Toronto Campus and **in-classroom**

attendance and I agree that I will inform Administration staff if any of these factors apply to me.

Name _____

School Name: Canadian School of Natural Nutrition Toronto

Signature _____ Date _____

150 Eglinton Ave East Building Management

CSNN Toronto Campus is located at unit 302– 150 Eglinton Ave East .

The building is managed by Madison Property Management; their contact information is on the building tenants' names board inside the street level entrance.

BC Covid-19 protocols for entry is posted at all building entrances.

Cleaning of the Public Spaces and Washrooms

The Building is cleaned twice daily as required by **BC Covid-19 protocols**. Cleaning includes the floors, glass, bathroom fixtures and elevator touch points

Their product combines peroxide with biodegradable emulsifying detergents to provide cleaning

Building Ventilation/ Airconditioning Maintenance

The HVAC system is maintained, by a certified service provider.

Hand Sanitizer Stations

Hand sanitizer dispensers are located in entrance lobby, the halls near the bathrooms and Near the elevator, in fact right outside our unit of 302.

Public Area Signage

Social distancing is encouraged with signage that is placed in lobby , hallways, and offices.

Elevator Occupancy signs is placed inside and outside of elevators on every floor.

COVID-19 protocols for building entry is posted at all building entrances.

- On entering the building students Instructors or Administration staff should use the sanitizer station or hand washing facilities to clean their hands.
- Observe the CSNN Toronto policy on non-medical grade mask wearing
- Observe all posted signs including physical distancing recommendations and be aware

of other building guests and tenants moving through the corridors, leaving washrooms and offices or using the staircase

- Access to the CSNN campus in Unit 302 is via a staircase or an elevator. Use the staircase whenever possible and wait your turn if another person is using the stairs.

CSNN Toronto classroom

- Hands must be washed or sanitized before entering the classroom
- Keep all personal bags and personal items off countertop and food preparation surfaces.

○ **Healthcare Facilities Contact Information**

In case of emergencies contact **911**

For non-emergency health inquiries contact

Telehealth Ontario (Ontario Ministry of Health)

Get fast, free medical advice [Toll-free: 1-866-797-0000](tel:1-866-797-0000)

To connect you directly with a registered nurse, a pharmacist etc.

311 to get information about City of Toronto services or programs, to find the right division or individual at the City to get information or help.

211 is your community connection. It is the number to call for information about human services – health, social and community services.

Ontario Ministry of Health

If you have a question or concern about policy, legislation, or decisions of the Ministry of Health they can be reached

- [Facebook](#)
- [Twitter](#)
- [Tel: 416-327-4327](tel:416-327-4327)
- [Toll-free: 1-800-268-1153](tel:1-800-268-1153)

438 University Ave, 8th floor,
Toronto Ontario M5G 2K8

COVID-19 Information

Find information about COVID-19, how to protect yourself, your family and your community and what to do if you suspect you have the virus.

<https://www.ontario.ca/search/search-results?query=COVID-19%20updates>

Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1- 888-268-4319).

Self Assessment Tools

<https://covid-19.ontario.ca/>

CSNN Classroom Protocols

- Be aware of students and Instructors leaving the classroom as you enter
- Observe the CSNN policy on non-medical grade mask wearing
- One student per desk, one chair per desk. Select a desk and chair and that becomes your desk for the classroom session. Do not change desks or chairs. Inform admin if this becomes necessary
- Instructor desk and chairs are at the front of the classroom. These are not for student use.
- Place personal items on or under the selected desk, out of the walkway
- Spare masks are available from CSNN Toronto Administration on request. All staff and students are required to carry a mask with them at all times.

Personal Requirements and Preferences

(As applicable) students, Instructors and staff

- must comply with the **Instructor, Administration Staff and Students Protocol and Commitment to Safety** Document items. This check-in is required every class day.
- **must** carry a non-medical grade mask and know how to fit this correctly. Cleaning of non-disposable masks are the wearers responsibility. Disposable masks should be disposed of correctly
- are encouraged to bring their own preferred supplies, including supplies of masks and cleaners/sanitizers to meet their own comfort/preference requirements
- All students should bring their own paper for notes and any personal stationary items they require
- should use the washroom respectfully, observe strict handwashing, leave the room clean and tidy, lower the seat before flushing and **clean the keys** before returning them
- Sanitize public items as used and observe handwashing protocols, this includes staplers and hole punches provided for student use
- Dispose of paper towels and recycling items in the appropriate provided containers
- Instructors can bring their own whiteboard markers and laptops if preferred
- Students are required to bring their own laptop to class and to sanitize as required
- Are encouraged to take bring personal items like water bottles, food containers and utensils and cups. These should be taken home for cleaning. Please take food scraps home for disposal.

Communal Spaces

Guidelines for usage of common spaces will be posted and will be covered in Student Orientation sessions.

- Lunch and snack breaks are encouraged outside of the CSNN Campus space
- Breaks in the CSNN Campus space should be taken at the individual desks
- The use of the CSNN kitchen sink area is permitted when all users are wearing masks, otherwise use is only permitted when physical distancing can be maintained.
- Respect for all users personal space and comfort zone
- Follow direction arrows and physical distancing
- Sanitize/wash hands before touching anything
- Use of CSNN dishes, cutlery and cups is not encouraged. Food scraps should be taken home
- Clean up before leaving the space, cleanse handles, bench surface and any other surface before leaving with cleaning products provided
- Kettle handle should be sanitized before and after use
- Providing and consuming communal foods is not encouraged. Individually pre-packaged items can be shared
- Sanitize/wash hands often

Communal Spaces— Administration Office

Only one administration staff and manager in the CSNN Office at all time observing physical distancing whenever possible

- When physical distancing is not achievable then a mask should be worn
- Use assigned desks clean/sanitize after using as needed
- If unable to use an assigned desk clean/sanitize the desk before and after using
 - Clean shared equipment often, including filing cabinets, staplers, hole punches, phone, printer
 - Meetings should be scheduled outside of the office space whenever possible, and instead held in the classroom outside of scheduled class times, or should be done by virtual conferencing or another appropriate method.
- Administration check in at the beginning and end of classes can be done virtually if working from home
- If invigilating late tests must be done in-classroom, a mask should be worn

CSNN Communal Spaces Visitor Policy

- No visitors will be admitted to the CSNN Campus without an appointment.
- Wherever possible appointments will be made for virtual meetings.
- Masks will be required if physical distancing criteria requires this.
- All visitors details including contact information must be recorded in the Visitor Log.

COVID-19 Safety Plan for In-Classroom Delivery

CSNN Toronto will only offer in-classroom Instruction in accordance with all Ministry of Advanced Education and Ministry of Health Guidelines.

Otherwise will continue to be delivered Zoom on-line interactive

Or a blended method of delivery in accordance with regulations.

Administration Staff will work in the Campus office for scheduled coverage, however if they are unwell they must stay home. Working from home and checking in with students virtually may be an option

CSNN Schedules

Classes will run as per the published Program schedules. CSNN Toronto reserves the right to amend the scheduled classes, class times and delivery method when needed.

Classes will start at scheduled times.

CSNN Attendance Policy

The attendance policy, as laid out in the CSNN Toronto Student Handbook and as discussed during student orientation, will be followed at all times.

A student who does not to attend virtual (or in person) classroom is considered absent.

The student must notify their Instructor by email, and Administration by email or phone prior to class start time. If any **Covid-19** accommodations are needed students should contact the Branch Manager as soon as possible and attempt to notify the course Instructor of their absence.

CSNN Notifications & Method of Delivery Change Notices

All students **must** be contactable by email and must provide CSNN administration with an updated email address if their email address changes. Emails must be checked regularly and must always be checked.

Cleaning CSNN Campus

Cleaning of Classroom after a class if conducted in classroom

- A mask and gloves must be worn and any protective clothing deemed necessary
- Start at the far side of the room and work back towards the classroom door
- Clean one desk and chair set at a time
- Wipe the Desks– top and edge.
- Wipe the Chairs- back, seat and edge
- Clean equipment used by the Instructor with the appropriate solution. This may include laptop keys, pointer, whiteboard markers, headset, tv controls
- Pick up any large rubbish wearing gloves and place in the garbage
- Re-space any moved desks and chairs
- Clean communal equipment stapler, hole punch, light switch and door handles

Cleaning Office- if classroom is used

- Clean equipment used with the appropriate solution. This includes laptop keys, printer, filing cabinet
- Clean communal equipment stapler, hole punch, light switch, fan, door handles, temperature controls etc
- Clean desk and chair
- Take rubbish and recyclables to basement containers as necessary

Protocol in Event of a Student, Instructor, Administrator Becoming Unwell while in CSNN Campus

The in-classroom students and Instructor will be asked to verbally update their Self Assessment status

Note: Students who are immunocompromised or in regular contact with someone who is, should not be visiting campus

Arrangements for transportation should be coordinated if required.

If symptoms persist, the individual should contact 311 or their local healthcare provider for further direction. The result of this check in must be advised to the Branch Manager
Administration staff must clean and disinfect the space where the individual was separated and any areas used by them (e.g., bathroom, common areas).

All students and the Instructor in this class must put on a mask and monitor for any Covid symptoms. They may include: *Fever *Chills *Cough *Shortness of breath *Sore throat *Stuffy or runny nose *Loss of sense of smell *Headache *Muscle aches *Fatigue *Loss of appetite.

Mental Health and Support Services

Faculty, staff and students may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

Resources are available to support the mental health and wellbeing of students i

Mental health and addictions support

The Province offers a range of virtual mental health programs and services to support mental health and wellness.

- Mental health, drug and alcohol addiction and problem gambling: [1-866-531-2600](tel:1-866-531-2600)

Or in the City You can also find support for a particular group or community
<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-mental-health-resources/>

ADDITIONAL RESOURCES | Mental Health Commission of Canada - National Standard for Psychological Health and Safety in the Workplace