



CSNN Vancouver Island COVID-19 Policies and Procedures

The health and safety of our students and staff is high priority. We have created these policies based on current guidelines. CSNN Vancouver Island reserves the right to change these policies as needed in line with BC Government updates. Please familiarize yourself and follow these policies and procedures.

Physical/Social Distancing:

All staff and students must practice physical/social distancing. Physical distancing means limiting close contact with others. Practice social distancing by keeping two meters (six feet) away from others.

Remember to:

- Stay at home when you're sick, even if symptoms are mild
- Avoid crowded places
- Take care of your mental well-being by checking in with loved ones and practicing self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly

Cleaning:

Each day the classroom tables, chairs, and all high touch points in the school will be sanitized with an approved BCCDC cleaner. i.e. doorknobs, light switches, toaster oven, shared stapler, scotch tape and 3-hole punch. This sanitization process will occur in the morning prior to daytime classes and again in the evening prior to our night groups.

Washrooms are cleaned by the building management company daily. There are additional disinfectant wipes for the washrooms for anyone who would like to wipe down surfaces before and after use.

Students are also asked to clean up after themselves before leaving the school, including disposing of any food waste and wiping down their desktop.

Directional Flow:

Entrance and exit to the CSNN Vancouver Island space is one directional due to the building layout. Students and staff must ensure physical distancing. When you enter the school, you will find signs to guide you up the stairs. Please avoid using the elevator to enter the school, if use is required please observe the occupancy limits. To exit the school or use the washroom, please observe the areas and maintain physical distancing.

Hand Washing & Sanitizing:

Everyone must wash their hands or use hand sanitizer before or upon entering the school, classroom and administration area and again upon entering or re-entering the classrooms (this includes the demonstration kitchen) and before and after handling any common materials (paper, stapler, washroom key, etc.) Hand sanitizer can be found immediately upon entering the building, within the administration office and in both classrooms. Please sanitize your hands throughout the school day.

Washroom Use:

Do not lineup outside the washrooms. We are asking students to only leave the classroom one at a time if you need to use the facilities during class. Before and after class, please be mindful of washroom availability. We are hoping to avoid the need for a signup sheet, etc. but will continue to monitor the situation and make changes as needed.

Interacting with administration:

When you come into the school you will notice that administration office is a separated room. Please stay outside the administration office until you are invited in if you need to speak with administration or receive materials. You will find floor markers to guide you. Students can be waiting in the entry and kitchen areas observing the occupancy limits at all times. Further to this, students are not permitted to loiter in the common area of the building (i.e. outside of the kitchen/near the elevator, and on the stairs).

Student Amenities:

To reduce the amount of touch surfaces, and in turn reduce possible exposure, the tea station must be sanitised after each use. We will continue to offer use of the fridge and toaster oven for storing/heating food at break time. There is hand sanitizer on the counter, and we ask all students to sanitize their hands before touching any surfaces.

Personal Protection Equipment (PPE):

Students and instructors in an indoor common area or classroom must always wear a face covering over their nose and mouth subject to the exceptions listed below.

Exceptions for Mask Wearing:

A student or instructor is not required to wear a face covering over their nose and mouth in an indoor common area or a classroom, if:

- a. the student or instructor is unable to put on or remove a face covering without the assistance of another person;
- b. the student or instructor is unable to wear a face covering because of i. a psychological, behavioral or health condition, or ii. a physical, cognitive or mental impairment;
- c. the face covering is removed temporarily for the purpose of identifying the student or instructor wearing it;
- d. the face covering is removed temporarily to communicate with a person with a disability or diverse ability, where visual cues, facial expressions or lip reading or lip movements are important;
- e. the student or instructor is consuming food or a beverage in a classroom, in which case the student or instructor must be seated and must maintain a distance of two meters from other students or instructors in the area;
- f. the student or instructor is carrying out personal hygiene;
- h. the instructor is working on their own at the school;
- j. there is a physical barrier between the student, instructor or staff member which blocks the transmission of droplets.

For Culinary Certificate classes, students will return home and join these classes virtually. Instructors deliver the class from their own kitchens.

Kitchen Usage:

Where we would normally ask students to help with cleanup/loading the dishwasher, to avoid crowding CSNN staff will take over these duties for the time being.

Virtual Classroom Option:

We understand that not everyone will feel comfortable attending classes in person. Alternatively, for any curriculum course or corequisite class you can attend virtually. A Zoom link is in the google calendar with class notes are in Dropbox. Students will be able to make the decision on the day of whether they will be joining in-person or virtually. Students joining virtually must have their webcam switched on for class and their microphones muted unless asking a question or taking part in classroom discussions/activities. If you have distractions in the background or you need to leave your desk, please switch your camera off until you return. As the instructor will be focusing on both in-class students and students joining virtually. All students whether in-class or virtual will need to raise their hands to ask a question. Virtual students will still participate in class group activities through the breakout room function.

If an instructor is not able to teach a class in-person due to symptoms of illness, the class will be switched to a virtual delivery. CSNN Vancouver Island will make every effort to notify students by 9 pm the day prior to class. If early notification is not possible and students have already made their way to the school, CSNN Vancouver Island will make accommodations for students to join the class virtually from the classroom.

Tests, Quizzes, Assignments & Case Studies:

In an effort to reduce touch surfaces, all tests, quizzes, assignments, and case studies are submitted electronically through Google. All students need a Gmail account. If you don't already have one, it is easy to set up and free of charge. [To set up an account, click here](#). An assignment link will be provided to you based on the student group you are in. Please use this link to submit assignments for every course. If you transfer to another group, you will be provided with a new link.

Whether students are in the classroom or joining virtually, they will take tests online and submit through Google Forms. This will require in-class students to bring their laptop/tablet/iPad to every class. A device is a requirement when you registered for the program so any student who is not able to bring their device to class will need to arrange a new time to write the test and pay the test fee.

Assignments and Case Studies must be named as follows to ensure you are credited with the grades: First name Last name – Course name – Assignment # (e.g. Jane Smith – Fundamentals I – Assignment #1). You will receive an automatic response when your submission has gone through so you can be sure it was received.

Each case study must be submitted as one PDF document and named as follows to ensure you are credited with the grades: First name Last name – Group - CS # (e.g. Jane Smith – 0320MW – CS #3). You will receive an automatic response when your submission has gone through so you can be sure it was received.

Equipment Required:

Students must have either a laptop, iPad, or tablet to use in the classroom; access to a printer and scanner (or a scanner app); a functional gmail address for receiving class materials; and a valid Gmail account to submit documents virtually. In addition, to attend classes virtually, students must have a web camera and microphone and a strong/reliable Internet connection (and could utilize a desktop computer, if they wish). Final exams can not be completed on a tablet.

Classroom Etiquette:

Students are asked not to arrive more than 15 minutes before classes start and to leave directly after classes have finished. This ensures that staff has sufficient time to sanitize. Students are welcome to stay and eat in the classroom if they have an afternoon class or eat outside in the courtyard but must follow COVID-19 policies and procedures.

As some students will be joining the class virtually, we ask students to be very mindful of background noise such as moving/shuffling items on desks and getting up to use the washroom, etc. The microphones installed in the classrooms are able to pick out voices over mild/moderate background noise, but it could still be disruptive to some.

When students are finished a test/quiz we ask that they either remain in their seat or go outside to the kitchen area or outside deck.

Wellness Policy:

Staff and students must sign a COVID-19 Waiver that states you agree to not enter CSNN Vancouver Island premises if you have been exposed to COVID-19 or have travelled outside of Canada and have not self-isolated for 14 days or have any COVID-related symptoms. Signs are posted reflecting this

Students wishing to attend classes in-person must not be showing any signs and symptoms of COVID-19. Students and staff who are feeling unwell or have come in contact with anyone that has tested positive for COVID-19 are asked to stay home and join classes virtually until their symptoms have resolved or they have been cleared through testing. CSNN Vancouver Island reserves the right to ask students to return home if they are showing obvious signs of being unwell.

COVID-19 Self-Assessment

All staff, students and visitors must assess themselves daily for COVID-19 symptoms prior to entering the school. You can download the [self-assessment app](#) or follow the self-assessment questions on the signage posted at all entry points to the school and classrooms. All students and staff must sign the daily declaration which is on the table near the kitchen entry.

If Staff or Students Develop Symptoms while at the Institution:

1. Anyone who is feeling unwell when in the building must report to administration as per the self-assessment screening tool.
2. The ill person will go through the COVID screening assessment to determine symptoms.

3. The ill person will be asked to wash and sanitize their hands, be provided with a mask, and asked to go home. If they are unable to leave immediately, they will be isolated in an office until they are able.
4. The ill person will be given resources (dial 811) for further guidance and testing information.
5. If the person is severely ill, administration or the instructor will call 911.
6. All areas that the person came in contact with will be thoroughly cleaned and sanitized.
7. If someone receives a positive COVID-19 result, Public Health Authorities will determine whether the school will be contacted.

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

1. If Public Health Authorities (PHA) have determined through contact tracing that CSNN Vancouver Island staff and students are at risk, we will work with PHA and follow their guidance as to next steps.
2. CSNN Vancouver Island will provide PHA with all information required.
3. Through contact tracing, PHA will contact anyone who they determine could be exposed.
4. CSNN Vancouver Island will ensure the school is thoroughly cleaned and sanitized with extra attention to the areas that the COVID-19 positive person came in contact with.
5. CSNN Vancouver Island will follow the guidance of PHA to determine if any further action is necessary.

CSNN Vancouver Island will take the following steps if faced with an outbreak at the school:

1. If Public Health Authorities (PHA) have determined through contact tracing that CSNN Vancouver Island is the site of a COVID-19 outbreak, we will work with PHA and follow their guidance as to next steps.
2. CSNN Vancouver Island will provide PHA with all information required including names and contact information of all students and staff.
3. CSNN Vancouver Island would move all classes to our currently established online platform, ensuring students are set up to complete their studies.
4. Any instruction that is unable to be facilitated via an online platform would be postponed until it is deemed safe by PHA to resume classes at our physical location.

Reporting Unsafe Conditions:

Staff and students are encouraged to report unsafe conditions as soon as possible to a member of the administration team either in person or by phone (250-668-8663) or email victoria@csnn.ca. The administration team member will follow up and rectify the situation as soon as possible. Some examples of unsafe conditions include: an empty hand sanitizer dispenser, etc.

Mental Wellbeing:

If you find yourself struggling during these times, please visit the following links for important resources/information:

General Mental Health Resource - <https://www.healthlinkbc.ca/mental-health>

Stigma - https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Freducing-stigma.html

Virtual Mental Health Resource - <https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/virtual-supports-covid-19>

Please remember to contact administration if you would like to book a one-on-one appointment with the CSNN Vancouver Island counsellor.

International Students

Please refer to the International Student Travel Guide that accompanied your information pack. It can also be found here:

[Travel-and-Arrival-Guide.pdf \(csnn.ca\)](#)