



# Ryerson University International College

## COVID-19 Safety Plan

Updated: January 22, 2021

## A message from RUIC

As the global spread of COVID-19 persists, our response continues to be guided by the advice of relevant government and health authorities in the regions in which we operate. The health and safety of our staff, students, and community is our priority and we are taking proactive measures to protect their safety and wellbeing.

Our campus will deliver all programming remotely using online platforms, virtual lectures, and virtual tutorials via zoom or skype until further notice.

We endeavor to ensure that students have as much support as possible and feel comfortable in these new online learning environments. Student experience and academic outcomes remain the focus of our college and we are working hard to maintain our diverse and inclusive learning communities.

In these unprecedented times it is our shared and collective responsibility to do what we can to support one another. Our challenge, while following all advice and putting our students and staff first, is to ensure that we can come out of this the other side ready to recover and grow, without losing focus on the experience and academic outcomes of our students.

Ryerson University International College (RUIC) has developed this plan to meet recommended guidelines to continue ensuring the health and safety of our community now and as we are able to start moving back to on-campus delivery. We look forward to welcoming everyone back but continue to proceed with caution, and through gradual stages.

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## RUIC's COVID-19 Safety Plan

Ryerson University International College (RUIC) operates in close partnership with Ryerson University (RU), sharing both facilities and resources to ensure the health and safety of our community - students, faculty, staff, and guests.

RUIC's COVID-19 Safety Plan was developed in collaboration with our parent company Navitas, our partner RU, and incorporates all recommendations provided by Federal and Provincial Health authorities, WSIB Ontario, Ontario's Guidelines for Post-Secondary Institutions, and Ontario Public Health. Our plan moves within 4 stages based on these recommendations:

Stage 1 – **Stay at Home** – No 'open' access to campus. Essential staff and facility services only. All classes and student services provided remotely. All staff work from home.

Stage 2 - **Return to Campus** – Remote learning with exceptions. Limited access for designated classes, labs and services offered on campus.

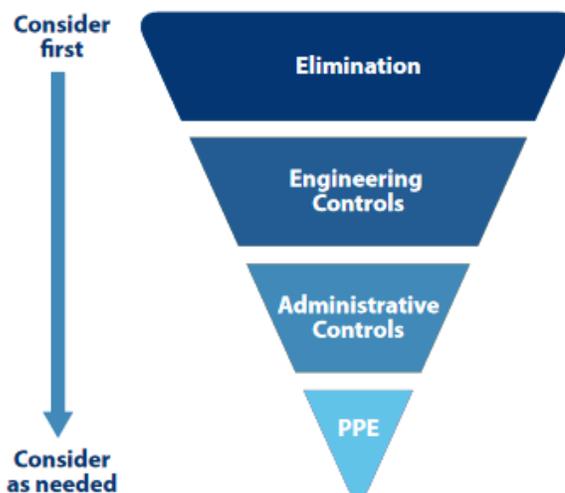
Stage 3 – **Extended Access** - Expanded course offerings on campus. Student services and office hours offered on campus and remotely.

Stage 4 – **New Normal** - Open campus with continued safety protocols as required but integration of enhanced options for course delivery and student services.

In developing policy and protocols in our COVID-19 Safety Plan, RUIC has carefully considered and integrated the four levels of protection, eliminating the risks wherever possible. Where this is not possible, campus modification, administrative processes and enhanced PPE guidelines have been employed.

To support RUIC in communicating and protocols, we have identified staff Safety work on campus to conduct screening of campus, help support staff and students while monitor the College facility throughout the and ensure cleaning and disinfecting processes

RUIC is confident that with this plan fully can maintain and manage the safety and health



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## Transitions

RUIC will takes a phased approach to mitigate the impacts of COVID-19.

RUIC has established stages to guide our safety response across these phases (See Appendix A: Key Features of RUIC COVID-19 Plan Stages). Movement through the stages results in the tightening or easing of restrictions for access to and use of the campus. Safety protocols described in the plan are expected to be in effect across all stages until a new 'normal' for operation can be determined.

## RU/RUIC Partnership

RUIC operates in partnership with RU and, as such, we work together to ensure operational efficiencies and regulatory compliance with Provincial and Federal authorities. Therefore, many of the details of RUIC's COVID-19 Safety Plan have been coordinated with the university to ensure the safety of our integrated community.

As part of the collaborative agreement, RUIC will operate on the RU Toronto campus with maintenance, cleaning, and sanitation services provided and overseen by the university. Oversight of safety and security of all campus-based services is also provided by RU. RUIC protocols in these areas have been coordinated to ensure compliance and to meet the commitments RU has extended in their safety plan.

Additionally, RUIC does not operate any of the following services: library, museum, indigenous services, pubs, research, retail, residence and housing or personal services. These campus services are run and operated by RU and fall under their jurisdiction and safety plan. RUIC staff, faculty and students must adhere to university protocols when accessing shared services.

All RUIC staff and students must follow health and safety protocols established by RU which includes participating in COVID-19 safety courses, contact tracing reports and health surveys.

## Understanding the Risks

The Canadian Government health website identifies the risks of transmission and guides actions individuals can take to reduce the spread of infection.

“The coronavirus that causes COVID-19 is spread by liquid droplets when a person coughs, sneezes or sometimes talks or sings. If you are in close contact with an infected person, the virus can enter the body if droplets get into the eyes, nose or throat.”

The risk of transmission is understood to be in one of two ways:

- Person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near.
- Surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time.

As public health suggests, all individuals in the RUIC community are expected, to the best of their abilities, to focus on reducing droplet contact by doing the following:

- Wash your hands frequently for at least 20 seconds using soap and water.
- If a sink is not available, 60-90% alcohol-based hand rubs (hand sanitizer) can be used to clean hands if they are not visibly soiled. If they are visibly soiled, you can use an alcohol-based disposable hand wipe to remove the dirt and then use an alcohol-based hand rub.
- Do not touch your face, eyes, or mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands.
- Stay home when you are ill.
- Practice physical distancing when outside of your home.

## Eliminating Risks

Considering the elimination of risks as a first line of protection against the spread of COVID-19, RUC will continue to limit access to the campus and the use of facilities in appropriate ways in each stage as directed by the public health authorities.

### Accessing RUC Safely

In order to adhere to occupancy limits recommended by public health authorities, to ensure physical distancing, persons on campus will be limited to designated as essential and symptom-free staff, faculty, and students. Risks were assessed across the broad spectrum of operations with the following initiatives being implemented:

- 1) All current and new staff, faculty and students will receive training, before coming/ coming back to the campus, to ensure that they have accurate and up-to-date information on COVID-19 and protocols for prevention.
- 2) All staff, faculty and students who have symptoms of COVID-19 or have traveled outside Canada in the last 14 days must stay home to quarantine or self-isolate in accordance with guidance from authorities.
- 3) All staff, faculty and students will be required to complete a Daily Self-Assessment themselves prior to arrival on campus. The [Ontario COVID-19 Self-Assessment tool](#) is available online for this purpose.
- 4) Welcome Stations established near entrance points to RUC will be monitored by a member of our Safety Ambassadors who will greet persons coming to RUC, provide relevant information on proper personal practices and conduct an Entry Screening check.
- 5) Vendor and facility service visits will be scheduled to minimize interactions with staff, faculty, and students.
- 6) Staff will be scheduled on a rotational basis to ensure safety, proper management of facilities and support to designated as essential students and faculty. Work at home arrangements will continue to be supported throughout all stages.
- 7) Students without designated essential courses being delivered on campus will continue to study remotely and will not be required on campus unless through an invitation from an RUC staff or faculty member.
- 8) Alternating schedules will be set for designated as essential courses being offered to limit persons mobile on campus at one time. Cohorts will be established, where possible.
- 9) Interactions between staff, faculty and students will continue to be limited. Services on campus will be sufficient to manage the designated as essential students and faculty at each stage. Student services and office hours will continue remotely otherwise.
- 10) Common space, classroom or meeting room usage will be minimized. Areas considered to be 'active' will have furniture and unnecessary equipment removed to ensure physical distancing protocols. Unused spaces will be locked to prevent usage. Frequently shared equipment and objects will be removed.

### Occupancy Limits

- 1) In-person gatherings should be limited to the maximums outlined by the provincial government. Physical distancing of two metres must be maintained at all times.
- 2) Each area is required to have a maximum occupancy limit established to provide for physical distancing, with signage posted on the entrance doors or in common areas.
- 3) Maximum occupancies must be established and posted for their respective spaces. RUC will collaborate with RU on shared spaces, areas, or laboratories to ensure that the maximum occupancy considers the entire space and how it is used. The determination of maximum occupancy shall be based upon:
  - a) the principle that each person must be able to comfortably achieve 2m separation in all directions from other persons to maintain physical distance.
  - b) the workflow of activities to ensure interactions between persons are minimized.
  - c) any other considerations unique to the space, including a practical assessment of whether the maximum occupancy calculate can reasonably achieve the 2m separation of people throughout the operating hours of the space.

## Engineering and Administrative Controls

Where risks cannot be eliminated and physical distancing cannot always be maintained, modifications to the facility have been made and/or protocols have been implemented.

### Campus Modifications

The following campus modifications have been made to classrooms, offices, and common areas on campus as a second line of protection. Common (indoor) areas on campus are defined as hallways, stairwells, elevators, washrooms, lounges, study areas, and any other areas that are generally accessible by anyone on campus (not behind a lockable door).

- 1) Signage placed and displayed prominently on monitors to
  - a) Guide all visitors to Welcome Stations upon entering.
  - b) Direct the flow of people safely throughout the campus.
  - c) Remind of hygiene, cleaning, and physical distancing protocols.
  - d) Notify of occupancy limits in each area.
  - e) Provide timely information on COVID-19 related announcements.
  - f) Indicate queuing spaces at 2m separation.
- 2) Stations established for screening and promoting proper hygiene.
  - a) Welcome stations set-up near entrances.
  - b) Washing/ hand-sanitizing stations set-up throughout the campus.
- 3) Reception
  - a) A 2m area has been established in front of or behind each reception area.
  - b) Plexiglass barriers will be used where necessary when 2m cannot be ensured.
  - c) Floor markers have been placed to manage any line-ups.
- 4) Common Areas
  - a) Study areas and lounges designated as active have been set-up to ensure 2m distancing between stations, tables, and/or desks. Inactive areas have been closed or have been cleared of seating options or locked.
  - b) Elevator usage is restricted by occupancy limits with standing areas to be designated by floor decals.
  - c) Washrooms are to have occupancy limits signage ensuring that 2m separation be maintained as possible.
  - d) Entrances, exits, and corridors will be managed by one-way directional signage.
- 5) Classrooms and Computer labs
  - a) Seating options limited to ensure 2m spacing between students.
  - b) An 'Instructor Only' area to be set-up at the front of each classroom to ensure physical distancing.
  - c) Classrooms not being used will be locked.
- 6) Office Space
  - a) All office areas are secured areas with access only by staff.
  - b) Workstation location adjustments allow for staff on site to maintain a 2m distance.
  - c) Staff will be given their own office supplies to minimize sharing of resources.
  - d) Offices not being used will be locked.
- 7) Interaction Points
  - a) All administrative areas are naturally separated from student areas by locked doors.
  - b) Interaction points are limited to reception areas, classrooms, and designated safe spaces - areas for specific purposes.
  - c) Designated safe spaces are locked areas available with various occupancy limits for such things as Secondary Screening or for small group meetings requiring a more confidential setting. Seating is limited and spaced to ensure 2m physical distancing.

## Physical Distancing Protocols

Modifications to the campus and to administrative processes have been implemented to ensure that physical distancing can be maintained in the College. The community is guided on proper protocols in the following ways.

- Signage is posted prominently throughout the college to remind the community about maintaining 2m distance.
- Reminders are to be given to students at Welcome Stations and throughout the day by the Staff Safety Ambassadors.
- Floor markers are used to ensure 2m separation at areas where line-ups may occur - reception, washrooms, entry to classrooms, and welcome stations.
- Reminders and monitoring are conducted by the Safety Ambassadors at the Welcome Stations and throughout the campus.
- Common area access is restricted – seating has been removed or areas have been locked to prevent use of these areas.
- Office workstations, classroom seating, and active common areas strictly limit seating to ensure that individuals will be a minimum of 2m apart.

## Hygiene Protocols

In areas, where handwashing stations are not available, hand-sanitizing stations have been installed. The community is guided on proper hygienic protocols in the following ways.

- Signage on proper procedures for handwashing and use of hand sanitizer displayed prominently at handwashing and hand-sanitizing stations and in common areas.
- Reminders are to be given to students at Welcome Stations and throughout the day by the Safety Ambassadors.
- Routines are established and modelled by staff and faculty upon entering and exiting the campus and at the beginning and at the end of class.
- Reference materials have been uploaded on the RUIC intranet and student portals.
- Mandatory training will be required for all students before accessing the campus.

## Cleaning and Disinfecting Protocols

The cleaning of the facility is managed under the collective agreement with RU and RUIC will follow the university COVID-19 Cleaning and Disinfecting Protocol which incorporates guidelines from the [Public Health Ontario Cleaning and Disinfectants for Public Settings](#).

RUIC is committed to maintaining these standards and using RU's contracted janitorial service to provide additional high touch point cleaning and disinfection during the day and enhanced end of day cleaning and disinfecting of active areas. High touch points include door handles, light switches, elevator buttons, railings, washrooms, faucets, and kitchen areas.

Additionally, RUIC specific cleaning and disinfecting initiatives include:

- Limiting active office, classroom, and common areas where possible, so to minimize cleaning required.
- Removing frequently shared items or items that cannot be easily cleaned from offices, classrooms, and active common areas.
- Providing cleaning supply packages to instructors and staff to promote frequent cleaning and disinfection of individual workstations throughout the day.
- Keeping an accurate inventory of recommended cleaning supplies.
- Performing end of class wipe downs to clean and disinfect classrooms after every use.
- Implementing procedures and protocols for frequent cleansing of barriers and partitions

## Protocols for Community Gatherings

As RUIC welcomes our community back to campus, protocols for community gatherings have been developed for students and for staff.

### Ceremonies, events, activities for students

Developing a local social support network is important to the wellbeing of international students and RUIC looks to proactively identify areas where social bonds and a sense of wellbeing can be built in safe ways.

The Staff Team has increased availability of online and virtual options for gatherings, events, and activities to maintain social connectedness and student life. Upcoming RUIC Events are listed on the student portal.

Sanctioned gatherings may be considered on campus under the following conditions:

- Registering the event by gaining approval from the College Principal, in advance.
- Reducing capacity to maintain social distancing standards and occupancy limits.
- Keeping the duration of the gathering/event to a minimum to limit contact among attendees.
- Keeping a safe, secure record of attendees an in-person event/gathering, to facilitate contact tracing.
- Establishing barriers and hand sanitizing stations and proper signage to promote one-way flow.
- Clear adherence to current public health guidelines

On-campus, Safety Ambassadors will monitor throughout the day to prevent impromptu student gatherings. RUIC will offer a staggered class and break-time schedule to minimize the numbers of students in the campus. Off campus, RUIC will continue to educate students with COVID-19 updates and information to encourage safe behaviour.

### Work from home, meetings, team building for staff

Throughout all stages, it will be a new normal practice to provide a flexible work environment. RUIC will support staff to work from home, as possible.

RUIC provides equipment and resources to help staff establish an ergonomic and safe work-from-home environment to ensure tasks can be completed efficiently at home. Procedures and expectations are established by each employee's supervisor to support a healthy work environment.

Returning to work on campus will be based on occupancy standards and will begin on a voluntary basis to ensure that faculty and students who have been designated as essential have appropriate support throughout the day. All staff will be required to sign in when entering and exiting via an online process to provide a record for contact tracing.

Meetings and team building activities have been moved online. In-person gatherings may be considered on campus but will require approval from the College Principal in advance.

## Campus Flow

Administrative processes and scheduling adjustments will provide easier management of people flow throughout the campus and promote habits to maintain physical distancing.

- Signage is clearly posted to promote one-way movement of people through the halls and, as possible, into and out of rooms with two doors.
- Classes and break times for classes will be staggered to prevent students gathering outside classrooms and to minimize traffic in the halls and at entrance and exit points.
- Vendors, deliveries, and services are to be scheduled during off-hours, as possible, to limit interactions with staff and students.
- Safety Ambassadors will monitor open common areas and hallways throughout the day by rotation to give reminders on protocols.

## Personal Protective Equipment (PPE)

PPE resources are managed by the Health and Safety Team to ensure there is an adequate inventory procured for the College. COVID-19 safety packages have been prepared for each of the staff and faculty. These packages include non-medical masks, gloves, hand-sanitizer, cleaning supplies for work areas and information on best practices from ONTARIOCDC in using each item. RUIC will provide PPE and cleaning supplies for staff and faculty.

Students will also be provided with a safety package that includes a non-medical mask and information on best practices on physical distancing, handwashing and how to properly use a mask. Additionally, masks and hand-sanitizer will be available for students.

In alignment with prevention protocols, non-medical masks should be worn in all common areas on campus or where 2m physical distancing is not possible. Further details about current face mask requirements are available [here](#).

## Self-Isolation and Quarantine

### Quarantine Resources and Process

RUIC ensures that all members of our immediate community - staff, faculty, and students - who have symptoms of COVID-19 or who have traveled outside Canada in the last 14 days, must self-isolate or quarantine in accordance with guidelines from the government. RUIC provides support throughout the pre-arrival, self-isolation or 14-day quarantine and post-quarantine periods.

All staff, faculty, and students (including co-arriving immediate family members) who are planning travel or who are returning to Canada are required to complete the Government of Canada's [ArriveCAN Application](#) in advance of travel to Canada. RUIC requests that students reach out for support in completing these documents and to share this information through the [RUIC Student Self-Isolation Questionnaire](#) on our website.

RUIC has created a comprehensive Isolated or Quarantined Student Policy to guide our response in supporting students, families, staff and faculty through an isolation or quarantine period. Our [Pre-Departure and Arrival](#) webpage provides detailed information on current regulations around coming to Canada with supportive guides to help students prepare for their travel and for their mandatory quarantine including the costs associated with quarantine. The [International Student Travel Guide](#) supports the students in creating the required Self-Isolation Plan and contains options for suitable accommodation, transportation, and meal services depending on their personal situation. The guide includes sections for minor students, as well as adult students and is updated regularly as new guidelines, options or information becomes available.

All individuals requiring Self-Isolation or Quarantine will be assigned a Designated Support Person to connect with them daily as per RUIC policy. Student, wellness, and academic support services will be available to students remotely during this period. Academic concession may be requested if the study period is affected.

RUIC provides additional support to Staff and Faculty through our Human Resources department and benefits packages. Workplace accommodation may be requested.

Support continues post-quarantine. Following the self-isolation or quarantine period after confirmation that individuals are symptom free, the Designated Support Person will arrange the transfer of students to longer-term accommodations and coordinate the safe return to school. Safe return to work will be coordinated by the employee's supervisor and the Human Resources department.

## Psychosocial and mental health needs of students, faculty, and staff

The RUIC Team provides dedicated holistic support of students' mental and emotional well-being during their time at RUIC. The team provides the safe confidential space for students to explore their emotions, thoughts, behaviours, and experiences without being judged. RUIC understands how health can impact learning and has committed to expanding its' management system to the team to ensure privacy and security for students as this vital support service has moved online.

Team members are trained to provide mental and emotional health supports within an antiracist and culturally responsive framework which continues to guide our wellness initiatives around mental health during COVID-19. The RUIC Safety plan incorporates two important features: 1) efforts to mitigate social barriers to support student compliance with COVID-19 infection control practices as outlined by public health authorities and 2) reliable and accurate messaging to the RUIC community which ensures destigmatized COVID-19 related supports.

In addition to our direct services, RUIC has prepared external accessible online support services that students can use and engage with as need arises. These include Wellness Together Canada, The Quarantine Student Connection by Guard.meCARES, Keep.meSafe Student Support Program, and 7 Cups.

Staff and faculty have access to mental health support through the Employee Assistance Program, offered through SunLife Group Benefits performed by Morneau Shepell for Canadian employees, as well as ComPsych, which is offered globally for staff through the Navitas Global Employee Assistance Program.

## Contact Tracing and Outbreak Response

### Entry Screening

Welcome stations have been set up at all open gateways into the College. Staff Safety Ambassadors will be available at each Welcome Station to monitor and manage the flow of people into and through the College. In addition to greeting and welcoming visitors, they will conduct an Initial Screening of all visitors. Initial screenings will involve:

- Asking and confirming a series of questions about recent travel, contact with others with COVID-19 and current symptoms.
- Providing reminders on protocols, highlighting any new announcements, and answering questions.
- Recording the name of all non-student or non-staff visitors to the college.

### Secondary Screening

Any person displaying a cough, shortness of breath or other known to be common symptom of COVID-19 will be referred for a secondary screening in a designated room. The individual will be given PPE and will be attended to by a Safety Ambassador, who will also be equipped with PPE, trained in the process. Secondary screening may involve:

- Taking the individual's temperature.
- Assisting individuals, if necessary, in calling medical support, to get guidance on how to proceed.
- Notifying an appropriate contact person based on next steps advised
- Guests will be helped in returning home or going to a health facility or [COVID testing centre](#).

Students and staff will be supported directly in the set-up and throughout any required self-isolation or quarantine period required. A Designated Support Person will be assigned to students, staff, faculty who require self-isolation before the individual leaves.

All secondary screenings conducted will be recorded for compliance and contact tracing.

## Contact Tracing

RUIC has implemented a daily online check-in for staff, a sign-in for visitors, a reservation system for suppliers, and has a formal attendance process for students that also includes an online check in tool. These records will help provide accurate information to assist public health authorities, in the event, that contact tracing is required.

## Response Planning

In the event of a presumptive case of COVID-19 at the College, RUIC will work in cooperation with the Ontario Public Health and follow recommendations on appropriate actions to be taken at the College. RUIC will designate a liaison to work with the public health authorities to establish and communicate a response plan to reduce the risk of further transmission or to properly identify and respond to an outbreak.

RUIC Dedicated Support Persons will form an emergency response team, if required. This team has the capacity to provide support in multiple languages for people needing to self-isolate or quarantine and to effectively manage the communication strategy globally. Under the guidance of the public health, this team would ensure alignment with local or jurisdictional protocols for diagnostic testing, quarantine or self-isolation, and clinical management.

All community members will be provided information about the location of nearby COVID testing Centres as per the most updated information on the local authorities [website](#).

Upon notification of potential or actual on-site exposure at the college, the following must take place:

- Where possible, remove the person from an open- plan space or classroom to an isolated private space, such as a meeting room or outdoor area. If this is not possible, ensure physical distancing is maintained.
- If the individual is able to do so, ask them to telephone 211, or make alternative arrangements with a health care provider.
- If the individual is experiencing severe symptoms or difficulty breathing, please call 911
- If the person is not wearing a mask, provide them with a face mask and request that they clean their hands with sanitizer.
- Limit contact with the person until they leave for their medical assessment.
- Contact the RUIC office providing information on the impacted parties and time of exposure.
- RUIC contact will then contact the nominated Workplace Health & Safety contact person (HR Director) to assess what further actions are required, both for follow-up with the individual exhibiting symptoms, along with arrangements required for cleaning, contacting public health officials, etc.
- An RUIC Support Person is to be appointed for all individuals who are placed in quarantine due to government advice, typically a Student Success Advisor. This Support Person is to connect remotely with the quarantined individual on a daily basis to check-in on their mental and physical well-being. Check-ins will be conducted by email or phone call on a daily basis.
- RUIC Staff to refer to *Isolated or Quarantined Persons Procedure* to provide support to the quarantined person. A summary of this procedure is listed below.

When there is suspicion or actual evidence of COVID-19 in an RUIC setting, several steps must be undertaken in the second phase response to reduce the risk of further exposure. The College Director & Principal (CDP) must ensure the following processes are in place:

- Identify any persons that may have been in contact with, or in a location where the confirmed COVID-19 person has been and obtain relevant register of site attendance for the last 14 days.
- If requested, this information may be provided to the local health authority or applicable government. The provision of access register information allows the local health authority to expedite contact tracing and enable them to notify the potentially affected persons and undertake local health processes.

- Evacuation and isolation of the affected areas and persons. By using the campus register of site attendance, it can potentially be determined whether a person was in an area exceeding 15 minutes, or at minimum who has been on site on a particular day, and potentially exposed to the person with suspected coronavirus. The Workplace Health & Safety (WHS) contact person will assess the risk and advise if the impacted area is to be evacuated, at-risk people isolated, or if the college is to be closed in the short term.
- Following advice from the WHS contact person, the CDP should arrange for the area to be cleaned, based on the level of risk.
- The communication notifying the community will be done following the lead of local and provincial public health officials.
- RUIC is committed to reviewing and evaluating outbreak management plan in the event of a community outbreak. Senior leadership will review and evaluate the processes and policies outlined and make adjustments as necessary.

### *RUIC Notification by Ontario Public Health Officials*

Ontario Public Health officials will contact RUIC if needed. If a community member (student/staff/visitor) becomes symptomatic:

- Out of respect for your privacy and protection of personal health information, you are not required to provide personal health information to RUIC. We are here to support you and welcome you to reach out to us if you need assistance navigating the medical system, requesting academic accommodations, contacting your family, etc
- Based on test results, local public health officials will advise you what actions should be taken.
- When a case of COVID-19 is confirmed, local public health officials will lead the response and advise RUIC if a confirmed case of COVID-19 was present on campus during an individual's infectious period, and assess the need for RUIC or part of RUIC to be closed for a period of time, and provide further direction.
- Local public health authorities will identify close contacts of a positive case and contact those individuals who may have been exposed.

In the event a student in quarantine tests positive:

- A student that is quarantining alone and who tests positive for COVID-19 during the 14-day quarantine period will need to self-isolate, unless they require medical attention and/or hospitalization. Please refer to the [Guard.Me More Policy Plan](#) for eligible expenses. Any student or co-arriving immediate family member that tests positive can expect to be contacted by Ontario public health officials and will be required to follow all further measures as set out by the public health official, which may include self-isolating beyond the initial 14-day quarantine period.
- If a student tests positive for COVID-19 while quarantining with an immediate family member(s), the student will be separated from the family member(s) and will need to self-isolate. The family member(s) will need to move to another guestroom and will be monitored for symptoms of COVID-19 during wellness check-ins by the RUIC Support Person. Family member(s) who had been quarantining with a student that tests positive for COVID-19 should expect to be contacted by Public Health officials and will be considered a close contact to this case, and may need to continue to quarantine beyond the 14-day quarantine period.
- If a co-arriving immediate family member tests positive for COVID-19 while quarantining with a student, the family member (s) will be separated from the student and need to self-isolate, likely beyond the family member(s) initial 14-day quarantine period. The student will need to move into another guestroom, and will be monitored for symptoms of COVID-19 during wellness check-ins by the RUIC Support Person. The student should expect to be contacted by Public Health officials and will be considered a close contact to the case, and may need to continue to quarantine beyond the initial 14-day quarantine period.
- The unexpected guestroom and meal costs due to the student or family member(s) testing positive for COVID-19 will be the students' responsibility.
- Public Health will contact all cases and contacts daily and perform active daily monitoring on cases and contacts for the duration self isolation and will advise each when that requirement ends.

### *Isolated or Quarantined Persons Procedure Summary*

There may be instances where staff or students may need to be isolated following exposure to a virus or high-risk situation. When a person is required to be isolated or quarantined, we have a basic duty of care to ensure their safety and the safety of others has been considered. The following outlines the key areas associated with the official *Isolated or Quarantined Persons Procedure*, located on the RUIC website.

- Ensure that a Navitas employee has been allocated as a support person
  - o Support Person must be made fully aware of the reasons the person has been isolated and agree to provide the support.
  - o Support Person should be provided all the relevant information from the WHO or relevant body.
  - o Support Person should not be conducting any in person visits (face-to-face) to the Isolated Person.
- Ensure the person isolated/quarantined has considered:
  - o Access to healthcare
  - o The accommodation is appropriate
  - o Access to communications such as internet and phone
  - o Access to provisions or arranged provisions
  - o Transport to attend medical appointments, etc.
  - o Employee Assistance Program (EAP), KeepMeSafe, or other services
- Once all the support is in place, the Navitas Support Person must ensure they maintain daily contact and report to the CDP if they believe the isolated person may be under excessive stress or at risk.
- Considerations should be made for the individual's personal needs or stressors - this could be cultural or communication barriers. If the RUIC Support Person feels they are not suitable to provide the appropriate support, they must let the CDP know immediately.
- Any RUIC student or employee who shares their accommodation with a person that has been placed into isolation or quarantine, must notify an appropriate RUIC staff member or in the case of an employee, their direct manager. The CDP or employee's manager must notify their WHS contact person.
- It may be a requirement for RUIC to report to local and federal health officials the number and status of all persons isolated or quarantined, including circumstances of non-compliance, therefore we must collect and monitor the following information:
  - o Person's full name
  - o Person's date of birth
  - o Isolated/quarantined area physical location
  - o Whether the individual is isolating/quarantining alone or with others
  - o Date of actual, possible or proximity of effected area/persons
  - o Date placed in isolation/quarantine
  - o Date isolation/quarantine expected to be completed
  - o Support Person name
  - o Support Person contact details
  - o Any notes pertaining to the isolation/quarantine that may assist in supporting persons
- This information will remain confidential and only be released to government bodies and for internal auditing to ensure adequate support is in place.

## Incidence Reporting and Compliance

RUIC has a well-established Incidence Reporting System to ensure all hazards and risks in the RUIC workplace can be identified and attended to. Tickets can be prepared by all staff and are submitted through an online reporting system to the Human Resources Department. Tickets must also be prepared for health and safety incidents, including all accidents and near misses.

Ticket management is coordinated by the College Principal for follow up and resolve on campus. All RUIC staff receive annual training on the system and on their role in maintaining a health and safe workplace. Signage is also posted to help guide students to report any health or safety incidences or supply shortages.

Designated Support Staff will be able to use the system to report COVID-19 compliance related incidences to the Self-Isolation or Quarantine periods, safety and health policies, and current protocols in place. Lack of compliance will be coordinated by the College Principal and may result in additional space closures and/ or persons being asked to leave campus and/or dismissal from the College. The College Principal will also fully cooperate with Public Health units and provide any support needed in their investigations and management.

## Communication Strategies

Communication strategies have been established to keep the RUIC community accurately informed of health and safety measures in place or changes to take place. Communication is primarily via posters on campus, the RUIC website for the public, the RUIC Intranet for staff and the Student Portal for students. In addition to documentation dissemination, remotely delivered and as possible, in-person informational sessions are available.

- The Health and Safety team is responsible for training and communicating best practices guidelines to staff, such as selecting and how to properly use masks, as well as, responding to questions or concerns in the workplace.
- Health and safety information and COVID-19 updates are communicated to students via postings in the College and via videos and information uploaded to the Student Portal.
- COVID-19 Updates and FAQs are posted on the RUIC website.
- Weekly Wellness Advising sessions are available to students.
- Weekly staff meetings allow for the opportunity to review and update all staff on new guidelines related to COVID-19 and other health and safety matters.

RUIC endeavours to use concise language with links to online resources and to communicate key messages in various formats to ensure accurate information is provided to our international community. RUIC is committed to reviewing all messaging to ensure it supports the destigmatization of COVID-19 and the support of marginalized populations using [Ontario resource guides](#).

Any concerns about racism related to COVID-19 should be escalated to [advising@ryersonuic.ca](mailto:advising@ryersonuic.ca) or to the College Director. As a college founded on the values of diversity, equity, and inclusion, racism and marginalization is not tolerated.

## Planning and Accountability

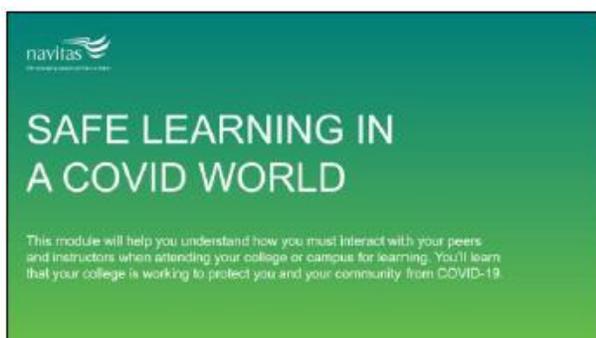
This plan is a living document and is reviewed regularly and revised to incorporate current recommendations by public health authorities and updated best practices guided by provincial bodies. The most current version of our plan and COVID-19 related information documents can be found on the [RUIC website](#).

Ryerson University International College recognizes that the safety of our province rests on everybody taking on the accountability to ensure guidelines are being followed to protect staff, students, faculty, and the community at large. We accept the responsibility to implement appropriate measures, follow recommendations, and work with the government agencies and our partner, RU, to safely resume supporting our community and international students for as long as these guidelines are in place.

## Training and Documentation

RUIC has a robust training program for staff and faculty and support program for students. COVID-19 related training sessions fall under two categories – mandatory and ongoing training.

Mandatory training has been implemented through our parent company Navitas. All current employees and students of RUIC will need to complete the online training prior to a return to campus. As well, this training will be integrated into onboarding and orientation procedures to ensure new members of our community are up to date on safety protocols.



*COVID-19 Safe Return Moodle Learning module for Students*



*COVID-19 Safe Return Moodle Learning Module for Staff*

## Responsibilities by Role

### College and Administration

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization, administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning

and disinfecting products and systems) required to implement and maintain plan are reasonably made available as practical when required.

- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Implement communication strategies to ensure timely dissemination of COVID-19 updates or changes to the plan.

#### Designated Support Person

- Liaise daily to ensure the isolated person/s have all the support they require
- Provide assistance in the procurement of essential provisions where possible
- Provide the student/ staff/ faculty with resources and information related to their health and safety
- Ensure student/ staff/ faculty has a plan to re-enter the community upon completion of isolation
- Arrange third party counselling support, if requested
- Support with communications to family or instructors, if requested.
- Ensure the student arranges a final symptom check within 24 hours of ending the isolation.

#### Safety Ambassador

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct the work in a manner that ensures the risk to staff is minimized and adequately controlled.
- Manage Welcome Stations, monitor College, greet vendors/ services manage flow of people in and through the College.
- Post or relay educational and informational material in an accessible area for workers to review.
- Maintain an inventory of PPE, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instruction to staff on the hazards associated with cleaning work areas and on the safe work procedures.
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.
- Ensure cleaning and disinfecting of College is following protocols.
- Stay home if sick or exhibiting any symptoms of COVID-19.

#### Staff and Faculty

- Know the controls required to minimize their own and students' risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by RUIIC.

- Report any unsafe conditions or acts to supervisor.
- Know how and when to report exposure incidents.
- Stay home if sick or exhibiting any symptoms of COVID-19.

#### Students

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow instructions as directed by Safety Ambassadors.
- Report any unsafe conditions to the Safety Ambassadors.
- Stay home if sick or exhibiting any symptoms of COVID-19.

## Appendix A: Key features of RUIC COVID-19 Plan Stages

Stage	1	2	3	4
<b>Building Access</b>	<i>Restricted</i>	<i>Limited to designated staff</i>	<i>Limited to designated staff</i>	<i>Unrestricted</i>
<b>Instruction</b>	<i>Remote instruction only</i>	<i>Mainly Remote instruction – Essential in-person only</i>	<i>Expanded in-person instruction - Remote instruction continuing</i>	<i>Open In-person teaching - Remote instruction continuing</i>
<b>Staff/ Faculty</b>	<i>Essential operation related staff with approval.</i>	<i>Limited to designated staff providing essential services.</i>	<i>Limited to designated teams of staff providing essential services</i>	<i>Open to all staff/ faculty.</i>
<b>Students</b>	<i>No access</i>	<i>Limited to designated students in essential in-person classes.</i>	<i>Limited to designated students or cohorts attending expanded course offerings.</i>	<i>Open to all students.</i>
<b>Visitors</b>	<i>Essential facility services only.</i>	<i>By reservation or invitation only.</i>	<i>By reservation or invitation only.</i>	<i>Open to visitors.</i>
<b>Gatherings</b>	<i>Remote meetings, events, student services.</i>	<i>Limited in-in person meetings, events, and student services.</i>	<i>Limited in-in person meetings, events, and student services.</i>	<i>Open meetings, events, and student services.</i>
<b>Campus Amenities and Services</b>	<i>Essential campus services</i>	<i>Limited campus services</i>	<i>Restricted campus services</i>	<i>Open campus services.</i>
<b>Protocols</b>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>	<i>All safety protocols in place.</i>