

COVID-19 CAMPUS SAFETY AND RESPONSE PLAN

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This plan is to be applied in conjunction with InFocus Film School's COVID-19 Health and Safety Policy, available at: <https://infocusfilmschool.com/wp-content/uploads/2020/12/COVID-19-Health-and-Safety-Policy-20.12.02.pdf>



1. IDENTIFYING RISKS

The COVID-19 coronavirus spreads through several methods. Transmission can occur through exposure to micro-droplets released when a person coughs or sneezes. It can also occur through more indirect contact, such as if a person touches a contaminated surface and then touches their face.

The risk of person-to-person transmission increases with closer proximity to infected persons, longer periods of time spent in close proximity with others, and exposure to higher numbers of people.

Surfaces that are touched by many people over short periods of time present a high risk of surface transmission of the virus. We have identified the following AREAS as being of higher risk:

- Bathrooms
- Lunch areas
- Meeting / common areas (including eating areas and lounges)
- Classrooms (high traffic times)
- Film sets
- Confined spaces (such as the gear room, narrow hallways, etc.)
- High traffic areas such as the entrance / exit areas of building

We have identified the following ACTIVITIES as being of higher risk:

- Production activities where crew members interact closely (i.e. film production)
- Student / staff 1-on-1 teaching interactions (i.e. assistance on computers)
- Student / student 1-on-1 interactions (i.e. acting, makeup)
- Exchange of equipment (pick ups, drop offs)
- Admissions interactions with students and prospects (collecting payments, providing tours, answering questions)

We have identified the following EQUIPMENT shared between students and staff as being of higher risk:

- Computers (especially keyboards)
- All production equipment approved for use (cameras, mics, mixing boards, props, etc.).

We have identified the following frequently touched GENERAL SURFACES as being of higher risk:

- Door knobs

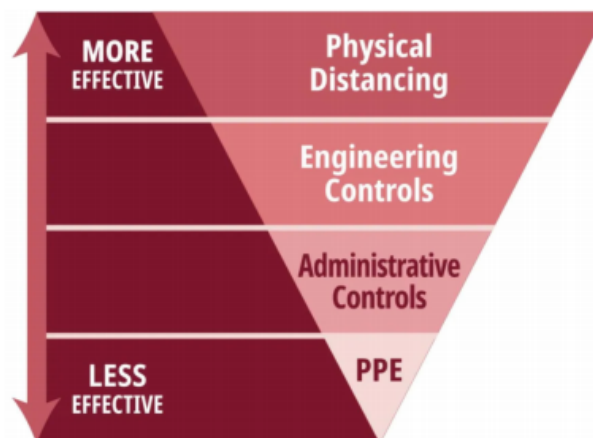


- Light switches
- Handles in washroom (flush, sink, paper towel dispensers, soap dispensers)
- Hand railings (stairwells)

2. RISK MITIGATION

To reduce the risk of the virus spreading through droplets in the air and on surfaces, we will adopt all possible protocols to protect against the risks identified above.

There are FOUR LEVELS OF PROTECTION that have been identified by the Province and will be considered in order of efficacy. The four levels of protection in descending order are as follows:



1st LEVEL OF PROTECTION – ELIMINATION / PHYSICAL DISTANCING

To maximize physical distancing, we will:

- Limit the number of people on campus at any one time through policies and procedures including virtual classes, coordinated scheduling of activities, work-from-home arrangements, virtual meetings, changing activities where possible to reduce the need for meeting in person, and limiting or prohibiting visitors.
- Establish and post occupancy limits in each room that is open and approved for use.



- Rearrange spaces to ensure distancing of 2 metres between people at all times.
- Coordinate activity schedules to ensure distancing of 2 metres between people at all times.
- Limit access to a minimal number of spaces and only to spaces required for approved activities. Common areas and spaces unnecessary for teaching will be sectioned off.
- Provide markers to indicate distancing positions.
- Classes will be delivered online as much as possible. If desired, students may receive simulcast delivery of in-class lessons.

2nd LEVEL OF PROTECTION – ENGINEERING

- We have included barrier cleaning as part of our cleaning protocols.
- We will provide and use face shields as barriers in situations where people must come within 2 metres of each other (such situations may arise for Facilities staff, Makeup students, students on productions / sets, etc.)
- Hand sanitizer made available and accessible for use by anyone on campus.
- Cleaning protocols implemented for all common areas and surfaces (i.e. washrooms, equipment in use, shared tables, desks, light switches and door handles), including the timing (before and after use) and frequency that these items must be cleaned.
- Adequate cleaning supplies made available for anyone who requires them.
- Removal of unnecessary items/furniture to simplify the cleaning process and to discourage students from lingering on campus before or after classes.

3rd LEVEL OF PROTECTION – ADMINISTRATIVE CONTROLS (RULES & GUIDELINES)

Actions and regulations for robust administrative controls are as follows:

- Establish and update rules and guidelines (including spacing and traffic flow where possible) for shared spaces.
- Communications with receipt of acknowledgement through signage and verbal reminders from on-site staff to ensure people on campus are maintaining a minimum distance of 2 metres between themselves and others.



- Access to campus granted only to staff & students who have scheduled classes, or have made received advanced permission to use campus facilities.
- Any curricular activities to be delivered on campus will be in an agreed upon space(s) set up in accordance with the physical distancing guidelines.
- Actively promote personal self-care actions (including frequent washing of hands especially upon arrival to campus and after all activities involving touching of surfaces or equipment) through signage and other communications.
- Encourage staff and students to perform a screening through the BC Self-Assessment Tool before arrival on campus and require all visitors to sign a contact tracing form and acknowledge all COVID-19 guidelines before arrival as well.
- Anyone feeling sick or experiencing symptoms of a cold, flu, or COVID-19 including sniffing, coughing, sneezing, chills, shortness of breath, sore throat, muscle aches or persisting headache are not permitted to access our campus. If symptoms develop while already on campus, the individual must notify the office before immediately returning home. If individual is suddenly severely ill (difficulty breathing, chest pain), standard Health and Safety Policy protocol is to be followed and 9-1-1 is to be called.
- Anyone required to self-isolate by the Public Health Office (including those having been outside of the country or in contact with someone suspected of having COVID-19) will not be permitted to access our campus.

4th LEVEL OF PROTECTION – PPE

- Face coverings such as non-medical masks and/or face shields must be used at all times when on campus or on film sets.
- Gloves must be used by anyone touching other individuals (e.g. makeup artists on set)
- Through signage and other communications, we will ensure students and staff are educated on the proper use of face coverings and PPE

3. PROTECTING MENTAL HEALTH

It is important to remember that individuals may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. Mental health is just as important as physical health and measures must be taken to support mental well-



being. Here are some resources that can assist with maintaining mental health during these times:

- COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counseling provided by registered psychologists.
- COVID-19: Staying Well In Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID19 outbreak.
- Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do collectively and as individuals to deal with stress and to support one another during these challenging times.
- Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support mental and psychosocial wellbeing during the COVID-19 outbreak.
- Mental Health and COVID-10 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of personal mental health during the COVID-19 outbreak.

4. COMMUNICATION

For any on-campus curricular activities, we will provide students and staff with:

Preliminary emailed communications providing:

- Rules and policies surrounding COVID-19
- Pre-approved activities to be delivered on campus
- The option to not attend and the curricular alternatives available to them in such case
- Instructions on when and where to arrive to be given access to campus
- Explicit instructions to not attend if they are sick
- Any information requested on safety measures (including this plan) being taken by InFocus

On campus reminders (via signage and verbal reminders) of:



- Rules and policies surrounding COVID-19
- Effective hygiene practices
- Occupancy limits within spaces
- Social distancing practices (including markers for 2m distancing)
- Spaces designated as off limits to students
- Who is restricted from entering the premises (i.e. visitors and anyone with symptoms)

Institution staff will be trained on monitoring students to ensure policies and procedures are being followed. An institution representative will attend film production sets to monitor the procedures and have the authority to halt all activities if violations are found.

Education and information about COVID-19 will be updated and transmitted through the best channels possible to ensure all students and staff are aware of:

- How COVID-19 is transmitted
- The symptoms of COVID-19
- The best precautions and prevention methods to prevent the spread of COVID-19
- Who to contact and what to do if they have symptoms of COVID-19
- The rules, enforcement actions, and penalties for violating posted rules
- How to notify the institution if they are feeling sick and must stay home

5. MONITORING THE PANDEMIC

InFocus Film School will actively monitor updates from the Provincial Health Officer, PTIB and EQA, WorkSafe BC, industry specific safety organizations, and other relevant sources of information. We will update our policies and guidelines if required, following the directions of health authorities.

We will attempt to monitor and identify any new risks or any safety practices that are proving ineffective and make modifications where need be. When resolving safety issues, we will involve any staff and/or outside groups whenever necessary.

We will communicate to students and staff that anything observed as being inconsistent with our Safety Plan or that otherwise makes someone feel uncomfortable or unsafe should be reported to the office or to InFocus staff.



6. COVID-19 RESPONSE PLAN

Despite all safety measures being undertaken, the risk of COVID-19 exposure remains. The magnitude of our response plan will depend upon how well we are able to create and maintain an environment that reduces the potential spread of the virus *prior* to any identified case of COVID-19. The following points are the most critical to creating and maintaining the safest environment at InFocus by way of minimizing potential for the virus transmission:

- Minimizing Interactions
- Cleaning and Disinfecting
- Communication and Enforcement

Should a student, staff member, or instructor test positive for COVID-19, the following steps will occur:

1. Anyone (staff or student) with a possible or confirmed case of COVID-19 is required to immediately inform InFocus Film School. Notification is expected if:
 - a. They test positive for COVID-19
 - b. They are experiencing symptoms of COVID-19 and have been directed by health authorities to receive a COVID-19 test.
 - c. They are directed by health authorities to self-isolate due to possible COVID-19 exposure
 - d. Someone with whom they have recently had close contact with subsequently tests positive for COVID-19
2. In the case of any of the above situations, students must notify the office by emailing info@infocusfilmschool.com or by calling 604-915-6900. Students will be asked to provide the names of any students or staff with whom they have had recent, in-person interactions with. Staff should inform their manager or supervisor.
3. InFocus will follow public health's lead and provide support in determining any other people (students, staff, etc.) who may have been exposed or at risk of contact.
4. Depending on the situation, one of three protocols will be enacted and may change as more details become available:
 - a. A person tests positive for COVID-19:

Immediate Response: We will work with health authorities and provide support where necessary with respect to swift contact



tracing efforts (including providing names and contact information of individuals who were on campus for specified periods) following their communication instructions.

Response with Students: Students determined by public health as having been at risk of exposure (i.e. have had close contact with the COVID-19 positive individual within the past 5 days) will be notified by public health and asked to remain home, self-isolate, monitor themselves for symptoms, and await further instruction from health authorities. Depending on the extent of the possible exposure, some classes may be cancelled or postponed and students throughout the institution will be allowed to study from home if they are concerned.

Response with Staff: Staff determined by public health as having been at risk of exposure (i.e. have had close contact with the COVID-19 positive individual within the past 5 days) will be notified by public health and asked to stay home and monitor themselves for symptoms. The staff member will be allowed to work from home for the next 14 days.

Response with Facilities: All spaces visited by the COVID-19 positive individual within the previous 5 days will be immediately closed and sanitized.

- b. A person is experiencing symptoms but has not been tested for COVID-19 or is awaiting the results of a test:

Immediate Response: InFocus will require the person to seek medical advice from 8-1-1 or by using the Thrive app. If the person is awaiting test results, InFocus will determine the anticipated date the results will be available and follow up with the person for their results on that date. The person will be directed to remain home until the results are known, their symptoms subside, and/or they receive additional directions from health authorities.

Response with Students: Students determined by public health as having been at risk of exposure (i.e. have had close contact with the symptomatic individual within the past 5 days) will be contacted by public health and asked to monitor themselves for symptoms, and stay home if any symptoms develop. Depending on the extent of the possible exposure, some classes may be cancelled or



postponed and students will be allowed to study from home if they are concerned.

Response with Staff: Staff determined by public health as having been at risk of exposure (i.e. have had close contact with the symptomatic individual within the past 5 days) will be notified by public health and encouraged to work from home.

Response with Facilities: All spaces visited by the symptomatic individual within the previous 5 days will be immediately cleaned and sanitized.

- c. A person is directed to self-isolate due to COVID-19 exposure, or someone they have had close contact with tests positive for COVID-19:

Immediate Response: If an individual has had close contact with someone experiencing symptoms or awaiting test results for COVID-19, InFocus will defer to the guidance of public health, which may involve the individual staying home and self-monitoring for symptoms until the test results of the symptomatic person are known. If an individual has had close contact with a known or suspected case of COVID-19, public health may ask the individual to get tested or to self-isolate for 14 days. Anyone receiving self-isolation directions must follow them and remain at home.

Response with Students: Students determined by public health as having been at risk of exposure (i.e. have had close contact with the isolating individual within the past 5 days) will be asked by public health to monitor themselves for symptoms and stay home if any symptoms develop. Depending on the extent of the possible exposure, some classes may be cancelled or postponed and students will be allowed to study from home if they are concerned.

Response with Staff: Staff determined by public health as having been at risk of exposure (i.e. have had close contact with the isolating individual within the past 5 days) will be notified by public health and encouraged to work from home.

Response with Facilities: All spaces visited the isolating individual within the previous 5 days will be immediately cleaned and sanitized.



5. Staff or students who pose a risk must stay home and are not permitted to return to campus until a negative COVID-19 test is received (after any required self-isolation period is completed). This is true unless health officials advise against administering a COVID-19 test.
6. Aside from information sharing required to complete the procedures in the Campus Safety Plan, the confidentiality of all reporting individuals will be maintained to avoid any potential violations of privacy regulations or legislation.

7. COMPLIANCE PROTOCOLS FOR MANDATORY QUARANTINE PERIOD

All people entering Canada must quarantine for 14 days upon their arrival. InFocus is committed to ensuring community members do not have any compliance issues while undergoing the mandatory 14-day quarantine. Key members of the InFocus Admissions and Registrar offices will conduct daily check-ins with all students who are in their 14-day quarantine. These check-ins will ensure:

- All students, prior to leaving their country of origin, understand and agree to the terms of their 14-day quarantine
- All students have secured appropriate accommodations for their quarantine period and have a plan for their personal needs (food, hygiene, etc.) while quarantining
- All students understand and agree that disregarding any of the 14-day quarantine requirements is against the law and will result in serious consequences up to and including a fine of up to \$750,000 and/or imprisonment for six months.
- All students receive a daily check-in (email, zoom, phone) to enquire on their well-being and to remind them of their responsibilities.
- Any issues of non-compliance are immediately reported to the local and provincial health authorities

In the event of compliance issues, the following authorities may be contacted:

- PHO
 - 250-387-6121
 - 250-952-1330
 - 604-660-2421
 - educ.covid@gov.bc.ca



- BCCDC
 - 604-707-2400
- COVID Hotline
 - 1-888-268-4319
 - 8-1-1 (option #2)
- RCMP
 - 778-290-3100
- Border Watch at Border Services Agency
 - 1-888-502-9060
- Local Bylaw Officers
 - 3-1-1

8. SELF-ISOLATION PLAN

You must be able to show how you can safely obey the law by self-isolating. That means staying home (or in appropriate accommodations) and avoiding situations where you could come in contact with others for 14-days. Your plan must consider:

- The location of your 14-day self-isolation
- How you will travel to your isolation location
- Arranging the necessary requirements for your isolation period, including
 - Food
 - Medication
 - Personal hygiene products
 - Child Care
 - Cleaning supplies
 - Pet care
 - Social or family support

If you need assistance with your plan, you may contact a Service BC agent at:

- International: 604-412-0957
- Within Canada: 1-888-COVID19

When you are self-isolating:



- You may NOT leave your place of quarantine unless it is to seek medical attention
- You may NOT have any guests or visitors, even outdoors or if physical distancing.
- You MAY use shared spaces or private outdoor areas in your place of quarantine provided that you:
 - Avoid contact with others who did not travel with you
 - Disinfect spaces after use
 - Wear a suitable non-medical mask or face covering if a space of 2 meters from others cannot be maintained

9. ACCOMODATIONS FOR SELF-ISOLATION

Not all accommodations are appropriate for self-isolation. Some landlords or homestay families will allow for self-isolation but some may not.

If you are in a shared living situation with roommates who are not travelling with you and who you cannot avoid during your quarantine period, you may be required to find an alternative location to self-isolate.

Self-isolation options include:

YWCA

- Address: 733 Beatty St., Vancouver, BC V6B 2M4
- Food deliveries allowed. Delivery staff are allowed to drop off food at the door.
- Weekly housekeeping

Exchange Hotel

- Address: 475 Howe St., Vancouver, BC V6C 2B3
- What's included: Tax, weekly housekeeping service, Wi-Fi, cable TV, utilities, 15% discount on food & beverage
- Food: 15% discount on food items from the restaurant in the hotel (Mediterranean). Food deliveries are allowed. Delivery staff are allowed to drop off food at the door.
- Weekly housekeeping. Housekeepers follow COVID-19 guidelines when cleaning the unit. Guests who refuse housekeeping will be provided cleaning supplies.
- Designated floors for self-isolation rooms.



Sandman Hotel (2 downtown locations)

- Addresses: 180 West Georgia St. & 1160 Davie St., Vancouver BC
- What's included: Weekly housekeeping service, Wi-Fi, cable TV, utilities, 15% discount on food and beverage
- Food deliveries allowed. Delivery staff are allowed to drop off food at the door.
- Weekly housekeeping. Housekeepers follow COVID-19 guidelines when cleaning the unit.

10. TRAVEL TO YOUR ACCOMODATIONS

- Go directly to your place of quarantine without delay and stay there for 14 days from the date you arrived in Canada.
- You must wear a suitable mask or face covering while in transit.
- Practice physical distancing at all times.
- Use private transportation such as a private vehicle to reach your place of quarantine, if possible.
- Do not make any unnecessary stops on your way to your place of quarantine.
- Avoid contact with others while in transit:
 - Remain in the vehicle as much as possible.
 - If you need gas, pay at the pump.
 - If you need food, use a drive-through.
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

11. NECESSITIES AND PERSONAL ITEMS

Here are the items you may require during your self-isolation period. Remember, if you forget something, you will not be able to leave your accommodations.

- Food
 - Food delivery services include Skip the Dishes, Uber Eats and Door Dash
 - Grocery delivery is available from Save-on-Foods, Stongs, Spud, and Instacart.
- Medication such as prescription medicine, painkillers (ibuprofen, acetaminophen, etc.), supplements, etc.
 - Delivery of prescription drugs is available from the following pharmacies:



- <https://www.pharmacybc.com/service/free-delivery/>
- <https://pharmacy.londondrugs.com/PharmacyServices/Prescription-Delivery>
- <https://www.rexalldirect.ca/>
- Toiletries such as soap, toothpaste, feminine hygiene products, shampoo, etc.
- Masks and/or face coverings
- Hand soap and hand sanitizer
- Household cleaning products and disinfectant
- Laundry soap
- Any personal items required for your 14-day quarantine

12. QUARANTINE MONITORING

A representative of the InFocus Admissions or Registrar office will contact students by phone, email and/or text each day during their 14-day quarantine period. This is to check on students' physical and mental well-being as well as general compliance with quarantine requirements.

13. STUDENT PARTICIPATION WHILE IN QUARANTINE

InFocus encourages all students to arrive in Canada with enough time to complete their quarantine period before classes begin. You will NOT be permitted to attend any in-class education while in your 14-day quarantine period, however, participation in distance education may be possible. Talk to an admissions advisor or program manager to see if this is possible for your situation, or to access any of the student supports and services that are available at any time.

14. COVID-19 TESTING, CONTRACT TRACING, AND CARE

Testing is available for all who need it but not everyone requires a test. If you develop symptoms, use the BC COVID-19 Self-Assessment Tool to help determine if you need further assessment or testing for COVID-19. You can complete this assessment for yourself or on behalf of someone else if they are unable to.

You can get a COVID-19 test from a physician, nurse practitioner, urgent and primary care centre, or at a COVID-19 test collection centre.



You can call 8-1-1 to find testing near you. Please visit an emergency department if you are experiencing health conditions that require urgent and emergency care.

Vancouver Coastal Health test collection centres and urgent and primary care centres (UPCC) that offer testing and assessment are listed below. Please be prepared to wait in line. Test collection centres may have faster wait times. To find the wait times for some of these sites, please visit VCH's wait-times website.

Many test collection centres are located outdoors. Please be prepared for inclement weather.

Vancouver Vancouver Test Collection Centre - Parking lot adjacent to St. Vincent's

- Parking lot, 4875 Heather St., Vancouver, BC
- Please enter through Honoria Conway
- 8:30 a.m. to 4:00 p.m., seven days a week
- Ages 4+
- Drive-up and walk-in available
- No appointment necessary

Vancouver Test Collection Centre - North parking lot (#865) Vancouver Community College

- 1155 East Broadway, Vancouver, BC
- Entrance on 7th Ave. between Keith and Glen Drive, north parking lot #865
- No access through Vancouver Community College
- 9:00 a.m. to 7:30 p.m., seven days a week
- Ages 4+; saline (gargle) test available for children
- No appointment necessary

Vancouver Test Collection Centre - Downtown Eastside

- 429 Alexander St., Vancouver, BC
- 10:00 a.m. to 5 p.m., Monday to Friday (closed 12:30 p.m. to 1:30 p.m.)
- No appointment necessary

City Centre UPCC

- 1290 Hornby Street, Vancouver, BC
- Monday to Saturday, 8:00 a.m. to 10:00 p.m. / Sunday, 9:00 a.m. to 5:00 p.m.



- Ages 12+
- No appointment necessary

REACH UPCC

- 1145 Commercial Drive, Vancouver, BC
- Monday to Saturday, 8:00 a.m. to 10:00 p.m. / Sunday, 9:00 a.m. to 5:00 p.m.
- All ages
- Please call 604-216-3138 for all COVID-19 related inquiries - appointments only at this time (no walk-ins)

North Vancouver North Vancouver Test Collection Centre - Centennial Theatre parking lot

- 2300 Lonsdale Avenue, North Vancouver, BC
- Parking lot is behind the Centennial Theatre
- 8:00 a.m. to 7:00 p.m., seven days a week
- Ages 4+; saline (gargle) test available for children
- No appointment necessary

North Vancouver UPCC

- 221 West Esplanade, Suite 200, 2nd floor, North Vancouver, BC
- Monday to Saturday, 8:00 a.m. to 10:00 p.m./ Sunday, 9:00 a.m. to 5:00 p.m.
- All ages
- No appointment necessary

Richmond Test Collection Centre

- 6280 Gilbert Road. Richmond, BC (Parking lot of Richmond Tennis Club)
- 9:00 a.m. to 4:00 p.m., seven days a week
- Ages 4+; saline (gargle) test available for children
- No appointment necessary

