



ST. MARK'S
COLLEGE

The Catholic Theological College at the University of British Columbia

St. Mark's College

COVID-19 Go-Forward Plan

Prepared for the Province of BC
November 2020

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Introduction

The **St. Mark's College COVID-19 Response Team** has developed the following Go-Forward Plan to help guide our students, faculty, and staff. We are committed to continuing our work as a vibrant centre of intellectual life while ensuring the safety of everyone in our community.

Effective Monday, March 16, 2020, all St. Mark's College classes were transitioned to online delivery, staff and faculty began working from home, and onsite events were cancelled. At this time, all classes and services continue to be offered remotely, with no events taking place on campus.

St. Mark's College was able to move operations online to ensure study and business continuity quickly. We continue to provide student support, academic resources and a high-quality learning experience through remote delivery. This agility will be the key to ongoing operations with our Health and Safety Committee and COVID-19 Response Team drawing guidance from WorkSafe BC and the Provincial Health Authority.

Construction Considerations

In addition to COVID-19-related rules restricting students, staff and faculty from visiting campus, the occurrence of a major construction project on campus means access is extremely restricted. A multi-stage renovation plan was proposed in Fall of 2019, which was to see the redevelopment of classroom space, student learning space, student activity space, and faculty and advising offices. The plan was to take approximately three years, using only summer months to the project complete to minimize class disruption.

Due to the College moving courses completely online, this left the building unoccupied. Thus, we were able to modify and adjust our construction plans to a 1-year full-time renovation schedule. As a result, all College facilities are closed to staff, students, faculty and visitors. All staff are currently working from home remotely with the exception of the Operations Director, who is the site manager for the renovations. His presence on the work site adheres to WorkSafe BC protocols, as outlined in our WorkSafe BC safety plan.

All faculty are being supported by their respective Deans and the Faculty Resource Centre in providing high-quality remote learning and support to students. All student services are provided remotely. All staff have been equipped to work off-site.

The construction project is scheduled to be completed in Summer 2021.

Return to Campus

At this time, there is no set date for operations to resume on campus. While the campus will reopen after renovations are complete in Summer 2021, classes will be delivered remotely until it is safe to resume in-person delivery.

Our Health and Safety Committee has developed a series of new policies and procedures to ensure that when the campus opens, classrooms, offices, common areas are safe and operating within the guidelines of public health and WorkSafe BC. St. Mark's College will work in cooperation with the Public Health Officers in the interest of public health.

In the preparation of this document, we have ensured consistency with the government of Canada's [*COVID-19, Go-Forward Guidelines for B.C.'s Post-Secondary Sector*](#).

Contact

For inquiries regarding this report, please contact Patrick Armstrong
Director, Finance and Operations, Healthy and Safety Team Chair;
parmstrong@corpuschristi.ca

Workplace Assessment

The St. Mark's College physical campus has been closed since April 2020 and remains closed to all students, faculty and staff. All business has moved online and is being provided remotely.

Due to extensive renovations to be completed by Summer 2021, the campus facilities remains closed, and access by students, faculty, staff and visitors is restricted.

Entering Campus Buildings

No students are permitted on campus at this time. While the College buildings are closed, should staff or faculty plan to visit the campus, they are required to follow the procedure outlined below:

Request Permission - Request permission to visit the campus from [Human Resources](#) and [Operations](#). Specify the reason for visiting and preferred arrival time.

No one is to visit campus until permission has been received from Human Resources and Operations.

Onsite requirements – Once permission is received, an arrival time will be designated. An Operations representative will provide an escort into the building. Masks are required in all areas and there are sanitizing stations at the entrance.

Complete form - Before entering, everyone must complete the [online Onsite Check-In Form](#).

Workplace Guidelines

Once campus buildings are reopened, COVID-19 guidelines ensure that workers, students, and visitors will adhere to the following safety protocols:

- All visitors to campus must assess themselves daily for COVID-19 via the online health screen questionnaire symptoms prior to accessing campus property.
- All visitors are encouraged to take the BC COVID-19 Self-Assessment: [BC COVID-19](#)

Self-Assessment

- Anyone with symptoms associated with COVID-19, as well as anyone who has travelled outside Canada in the previous 14 days or anyone identified as a close contact of a person with a confirmed case of COVID-19, must self-isolate in accordance with guidance from the BC Centre for Disease Control.

COVID-19 Symptoms

The symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold.

Symptoms can range from mild to severe. Most people with COVID-19 have mild illnesses, but symptoms can sometimes suddenly worsen in a few days. People infected with COVID-19 can also experience gastrointestinal symptoms such as diarrhea, nausea, and vomiting a few days after the onset of the above symptoms.

St. Mark's College Safety Plan

Protection and Safety Measures

Assessing the risks in the workplace:

- ✓ We have involved workers, supervisors, and the Joint Health and Safety Committee.
- ✓ We have identified areas where people gather, such as break rooms, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public.
- ✓ We have identified shared tools and equipment.
- ✓ We have identified surfaces that people touch often, such as
- ✓ doorknobs, elevator buttons, and light switches.

Implement protocols to reduce the risks by consulting the following:

- ✓ Industry-specific protocols from WorkSafe BC.
- ✓ Workers, supervisors, and the joint health and safety committee.
- ✓ Orders, guidance, and notices issued by the Provincial Health Officer that are relevant to our industry.
- ✓ Professional associations.

Please note: The College campus is currently undergoing an extensive renovation that will be completed in Summer 2021. No students, faculty or staff are currently allowed onsite.

At this time, the campus is an active construction worksite and is following all relevant worksite rules.

When construction is complete, all COVID-19 safety plan components for the school that could not be activated due to construction will be implemented.

Protection Level One: Elimination

The number of people in the workplace was limited by implementing strict work-from-home policies.

- ✓ We have established a work from home policy and modified hours or operation and work.

St. Mark's College

The College has shifted to offering all programming and service to remote delivery. All staff and faculty are working remotely. There are no classes being offered on site. All student services, registrar services and support services are available online.

No students are permitted on campus.

No faculty members are permitted on campus.

Plexiglas shields will be installed at service counter areas and other workstations as required, following completion of the current renovations.

Floor markings and signage will be installed as a reminder of spacing requirements and to designate a "one-way" traffic flow for hallways, following completion of the current renovations.

Doorways will be marked for entry and exit, following completion of the current renovations.

Protection Level Two: Engineering and Engineering Controls

When physical distancing cannot be maintained, barriers or other means of separation will be used.

- ✓ We will install barriers where workers can't keep physically distant from co-workers, or the public, following completion of the current renovations.
- ✓ We will include daily barrier cleaning in our cleaning protocols, following completion of the current renovations.

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The College facilities are currently closed to all students, staff and faculty until further notice. Health and safety measures according to WorkSafe BC and Provincial Health Officer requirements will be developed and in place prior to opening, which include:

Conducting Health Screen Questionnaire for all persons entering the campus. Any persons showing symptoms are asked not to come to campus, and employees are asked to switch to work from home if they have any concerns.

Taking the temperature of all visitors, employees and students before entering the reception area. Should the individual present with a fever (a temperature of > 37 degrees Celsius) they will be asked to leave campus and follow the guidelines of Provincial Health for self-isolation.

Adjusting employee work schedules to facilitate distancing of employees and students.

Limiting the number of people in the building at any time to the numbers required by the PHO. This rule will extend to all staff, faculty, students and visitors.

Ensuring all in-person meetings will not exceed 6 participants and physical distancing requirements must be maintained.

Implementing a revised Campus Safety Checklist to meet the reporting and monitoring requirements of operating in the COVID-19 environment.

Protection Level Three: Administrative Controls

Rules and guidelines have been developed to advise students, faculty and staff on proper cleaning and hygiene protocols.

- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ Our workplace will have enough handwashing facilities on site for all our workers.
- ✓ Handwashing locations are visible and easily marked.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- ✓ We have implemented cleaning protocols for all common areas and surfaces. This includes the frequency that these items must be cleaned as well as the timing.
- ✓ Workers who are cleaning have adequate training and supplies.

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Please note, all our facilities are currently closed due to ongoing construction and these protocols will be implemented when campus reopens.

Protection Level Four: Personal Protective Equipment

When physical distance and engineering controls are not enough, personal protective equipment must be used.

We have reviewed the information on selecting and using masks and instructions on how to use a mask.

- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

- ✓ We have trained workers in the proper use of masks.

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All staff, faculty, and students will wear a mask while on campus for the duration of their time on campus.

If physical distancing can be maintained, staff and faculty may remove their mask while working at their own workstation.

Additional Prevention Measures in the Workplace

Communication Plans and Training:

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Monitor workplace and update plans as necessary:

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to consult regarding health and safety concerns
- ✓ When resolving safety issues, we will involve the Joint Health and Safety Committee.

Assess and address risks from resuming operations:

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as equipment, processes, or products.

Communications Plan

Any guest, visitor, student, staff member, or faculty member will be made aware of the requirements to access St. Mark's College either in advance through the information posted on the college website, email notifications to students, faculty and staff, though personal communications to guests, through social media posts, or upon arrival through signage in the building and on campus.

The College's Human Resources and Health and Safety teams have developed clear and concise a training material to ensure staff and students are trained in workplace policies and procedures.

Signage onsite to advise on the following:

- occupancy limits
- effective hygiene practices
- when access will be restricted
- the requirement of the Health Screen Questionnaire
- mask requirements and safe and effective use
- pathways for exiting and entering campus

Environmental Scanning and Risk Identification

St. Mark's College's Communication team (President or Communications Officer) will update staff, faculty, and students via email on an as-needed basis. Critical functions will be monitored by an internal team with relevant updates being communicated only through the channel identified above.

Immigration to be monitored by the Registrar and the Executive Director of Strategy and Planning. WorkSafe BC and Provincial Health Authority to be monitored by Human Resources and Operations.

Workplace Monitoring

The internal environment at St. Mark's College will also be closely monitored with updates communicated to the internal community as needed. When necessary, the President may share information with external stakeholders, such as building operators.

Staff, faculty and student feedback is monitored by the Deans, Directors, and Human Resources.

Internal policies and procedures to be updated by Human Resources and Operations.

The Senior Leadership Team will continue to meet weekly to address all relevant concerns and updates.

Return to Campus Communication

All essential health, safety, and wellness (including mental health) information will be communicated to faculty, staff, and students in writing before they return to the workplace.

Upon first return to the workplace, opportunities will be provided to further review workplace practices relating to COVID-19 and other health and safety matters.

Records will be kept on:

- COVID-19 instruction and training provided to faculty and staff.
- First aid reports and incidents of exposure.

Faculty and staff will be reminded of health and wellness supports available including employee and family assistance programs.

Students will be reminded of the regular virtual drop-in sessions for students with various student service teams and members.

COVID-19 Cases Involving Students

The following outlines steps to be taken in potential COVID-19 case involving international students.

St. Mark's College provides a weekly report of all students who have recently arrived in Canada and are under quarantine in accordance with the provincial report to EQA. Additionally, we have established contact with the [Vancouver Coastal Health Authority](#) and the President will communicate directly in the event of a case of COVID-19.

Tracing Protocol

- St. Mark's College will contact the student and see if they have the resources they need to continue their quarantine.
- Re-confirm the importance of strictly keeping to their quarantine.
- Ensure they have contact information for an office that can respond in the event they need additional assistance or have an emergency.

If the institution believes, on contacting the student, that the individual is not complying or may not comply in the future:

Local bylaw officers will be contacted asked to help ensure compliance with the Provincial Health Officer's orders. Concerns regarding compliance with the Provincial Health Officer's orders should be directed to a local bylaw office. Local bylaw offices may choose to engage law enforcement officials. Concerns regarding compliance with the Provincial Health Officer's orders should be directed to a local bylaw office. In Vancouver, residents can call 3-1-1.

St. Mark's College will review the incident as a violation of the Student Code of Conduct and students will be subject to appropriate disciplinary actions in accordance to institution policies.

New Student Arrival Management

Please see our [Preparation Guide for Studying in Canada](#).

These requirements and expectations are communicated to all current and future students who are currently outside of Canada. All students who wish to receive a Travel Letter from St. Mark's College will be required to first submit a Quarantine/Arrival Plan to St. Mark's College for review.

St. Mark's College has a regular "check-in" protocol for all students during the quarantine period.

Course Delivery Plan

Courses are offered through remote delivery with synchronous and asynchronous models.

Class delivery format and schedule:

- Classes are delivered according to a regular schedule in synchronous method.
- Student are able to join classes online.
- Classes are delivered in a hybrid models, using asynchronous online and synchronous online.
- There are no classes offered in-person.
- St. Mark's College will continue to offer both synchronous and asynchronous classes for students studying offshore.

Student Services Directory

Registrarial Services	Student Services
<p><u>Academic Advising</u></p> <p><u>Jimmy Lam</u> - Senior Academic Advisor <u>Irene Van Esch</u> - Associate Academic Advisor - <i>(For Registered Associate of Arts Students Only)</i></p> <p><i>I want to ask questions about... e.g.:</i> Course Planning + University Transfer General Academic Program Guidance Course-Related Issues + Concerns</p>	<p><u>Student Resource Centre</u></p> <p><u>Angus Chan</u> - Coordinator, Student Resource Centre</p> <p><i>I want to ask questions about... e.g.:</i> Completing my Research Papers/Projects Building my Teaching/Working Project/Portfolio Academic Accommodations via UBC Centre for Accessibility</p>
<p><u>Enrolment Services</u></p> <p><u>Dannie Xiao</u> - Enrolment Services Officer</p> <p><i>I want to ask questions about... e.g.:</i> Course Registration and Enrolment Requesting and sending my academic transcripts Getting my UBC Affiliate Card and Number</p>	<p><u>Student Life</u></p> <p><u>Gerard Garcia</u> - Student Development Coordinator</p> <p><i>I want to ask questions about... e.g.:</i> Connecting with other students Joining social events online Volunteering Opportunities</p>
<p><u>Financial Aid</u></p> <p><u>FT Okunubi</u> - Admissions and Financial Aid Officer</p> <p><i>I want to ask questions about... e.g.:</i> Applying for Scholarships, Awards, Bursaries, and Student Loans</p>	<p><u>Library Services</u></p> <p><u>Susan Millar</u> - Library Manager</p> <p><i>I want to ask questions about... e.g.:</i> Getting a Library Account Accessing Literature and Articles via the Library Open Access Resources without a UBC Card</p>
<p><u>International Student Information</u></p> <p><u>Rikki Liu</u> - Coordinator, Registrarial Services</p> <p><i>I am an international student, and I want to ask about... e.g.:</i> Applying for Study Permits/Temporary Resident Visas Applying for Post-Graduation Work Permits Applying for Health Insurance</p>	<p><u>Career Development</u></p> <p><u>Gerard Garcia</u> - Student Development Coordinator</p> <p><i>I want to ask questions about... e.g.:</i> Gaining volunteer and work experience on and off campus Joining the Co-Curricular Record (CCR) Program Building my resume and interview skills</p>

<u>Finance</u>	<u>Campus Ministry</u>
<u>Janice Siddall</u>	<u>Campus Ministry</u>
<i>I want to ask questions about... e.g.:</i> Paying my tuition Tax receipts	<i>I want to ask questions about... e.g.:</i> Engaging in Social Justice Activities and Faith-Based Clubs Growing in the Catholic Faith and Spiritual Formation Access to the Sacraments at St. Mark's Parish (We welcome students from all faith backgrounds.)

Additional Student Resources + Services

Student Wellness Resources
<i>I want to ask questions about... e.g.:</i> Online Wellness Advising, Coaching, and Counselling Urgent Mental Health Support + Medical Care Online Mental Wellness Tools + Networks

Welcome Centre
<u>info@stmarkscollege.ca</u> - Information Desk
<i>I want to ask questions about... e.g.:</i> General Information Directory Services - Who I should contact

Appendices and Links

Appendix 1: [Health Screen Questionnaire: Health Screen Questionnaire Link](#)

Appendix 2: [COVID-19 Preparation Guide for Studying in Canada](#)

Province of BC

[BC Centre for Disease Control](#)

[Vancouver Coastal Health](#)

[Interior Health](#)

[BC COVID-19 Symptom Self-Assessment Tool](#)

BC phone service for non-medical information about COVID-19: **1-888-COVID19** (1-888-268-4319) or via text message at **604-630-0300**

Government of Canada

[Government of Canada Coronavirus disease \(COVID-19\): Frequently Asked Questions \(FAQ\)](#)

[Government of Canada travel advisories](#)

[Public Health Agency of Canada](#)

[Registration of Canadians abroad](#)

[Risk-informed decision-making for mass gatherings during COVID-19 global outbreak](#)

Toll-free phone line to answer Canadian's general questions about COVID-19: **1-833-784-4397**

World Health Organization

[World Health Organization](#)

Key planning recommendations for Mass Gatherings in the context of the current COVID-19 outbreak