



# VANAS Canada

## COVID-19 Student Manual

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## **Welcome to Vancouver Animation School**

Vancouver Animation School has established the following protocols to protect students, faculty and staff and our local community from the spread of the coronavirus.

In addition, please see the VANAS [COVID-19 Safety Plan](#).

These protocols have been developed in accordance with the guidelines provided by the following:

[WORKSAFE BC](#)

[COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#)

[BC Centre for Disease Control](#)

[B.C. Government's Emergency Preparedness Response and Recovery, for B.C.'s Response to COVID-19.](#)

[Government of Canada Guidance for Post Secondary Institutions during the COVID-19 Pandemic](#)

## **COVID-19 Safety Policy**

### ***Policy Description***

Vancouver Animation School (VANAS) is committed to providing a COVID-19 safe working and learning environment for all employees and students and anyone else who may be visiting the office premises. These policies apply to all Vancouver Animation School employees and visiting students.

VANAS staff, students and faculty are encouraged to monitor their personal adherence to preventative measures to limit the spread of COVID-19 through staying informed; practicing good hand hygiene; wearing a mask; staying at home if ill; maintaining physical distancing when not at home; staying away from others who may be at increased risk; and reducing non-essential travel, within and out of province.

All arriving International students are managed in accordance with the **International Students travelling during COVID-19 Policy**. For others who have travelled outside of Canada, they must abide by the [Federal Government's quarantine rules](#) and are not permitted at the school until this is safely completed. For any other travel that is taken, if deemed essential, persons are advised to monitor their health, look for symptoms of COVID-19, do regular self-assessments and monitor their temperature. They are subject to the regular daily screening before coming in to the school.

### ***Guidelines for the prevention of the spread of Corona Virus Disease (COVID-19)***

Symptoms include:

Fever	Loss of sense of smell or taste
Chills	Fatigue
Cough	Diarrhea
Shortness of breath	Loss of Appetite
Sore throat	Muscle aches
Runny nose	Nausea and vomiting
Headache	

1. Masks/face covers are mandatory.
2. Adequate space of 2m (6 feet) is enforced between students, teachers and office staff.
3. Tables/desks are assigned with adequate space of 2m (6 feet).
4. Tables/desks are to be disinfected before and after use, by the user.
5. Daily Check in form for staff and students. If any answer is "yes", they will be advised to return home and self-isolate, and to call their doctor or local public health authority to discuss their symptoms.

6. Temperature check for staff and students. If a temperature of 38 degrees Celsius or higher is recorded, they will be advised to return home and self-isolate and to call their doctor or local public health authority to discuss their symptoms.
7. Sanitizer and disinfecting wipes are placed throughout the area and are readily available.
8. If a staff or student does not have COVID-19 but feels unwell generally, they may return to work or school 48 hours after having no more symptoms.

## **COVID-19 Outbreak**

### ***Policy Description***

Vancouver Animation School is committed to providing a COVID-19 safe working and learning environment for all employees and students that may be visiting the office premises. This policy applies in the event of an outbreak and to meet the requirements of local and provincial public health guidelines.

### ***Procedures:***

1. Notify the local health authority regarding the outbreak via email and phone.
2. The health authority will manage all communications regarding confirmed cases, contact tracing and self-isolation.
3. The onsite support classes will be transitioned online.
4. The office will immediately close its doors.
5. Staff will be transitioned to remote work.
6. The office will hire outside parties for professional cleaning and disinfecting in compliance with COVID-19 exposure control and cleaning protocols.
7. The school will support the efforts of the local health authority and implement any guidance or directives.
8. Daily communications will be sent to our students, teachers and staff, by email or telephone, as needed.
9. Update our website COVID-19 resources with any additional information.
10. The timeline to resume onsite operations will be determined by the local health authority.

### ***Procedure in the event of a confirmed COVID-19 case at VANAS premises***

In the event that a staff member, faculty member or student becomes ill or feels unwell with symptoms of COVID-19, they must do the following:

1. Make sure they are properly wearing a clean mask
2. Sanitize their hands
3. Leave the building and return home
4. Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation
5. If unable to leave the premises right away, they will be directed to a designated empty office space for isolation where they will await their transportation home
6. If they are severely ill (e.g., difficulty breathing, chest pain) call 911
7. The illness and/or symptoms must be reported to their instructor or to one of the following: Sonia Bolduc, Head of Admissions at 604-335-7998, Erika Marin, Admissions Representative at 604-335-7805 or Calvin Le Duc, Head of Faculty at 604-910-6405. Contact information for all these individuals is available to staff and students.
8. Consult with their health care provider and take a COVID-19 test if advised to do so
9. Public health will advise on self isolation protocols and the length of time required
10. If the staff or student does not have COVID-19 but feels unwell generally, they may return to campus 48 hours after being free of symptoms
11. Comply with Public Health, and follow up and monitoring of the response and return to work or school

### ***Contact Tracing:***

1. In the event of a COVID-19 illness or exposure at the school, Public Health will be immediately notified
2. Communications regarding confirmed positive cases and directions about self-isolation will be handled by the Fraser Health authority.
3. VANAS will support the Health Authority as necessary for any contact tracing.

### ***Quarantine and Isolation Procedure***

1. In the event that the daily screening or temperature check detects a possible COVID-19 exposure or symptoms, the person will be sent home immediately to quarantine and the incident documented for follow up
2. If a person has recently travelled to Canada from another country they will be required to quarantine
3. The local public health office will be contacted to alert them to any exposure

4. The individual will be advised to consult with their health care provider and take a COVID-19 test if advised to do so
5. Public Health will advise of the protocols for self-isolation and the length of time required
6. If the staff or student does not have COVID-19 but feels unwell generally, they may return to the school 48 hours after being free of symptoms
7. During this period there will be regular follow up by the VANAS staff representative, including telephone calls to determine:
  - a. If they are remaining isolated as instructed
  - b. If they have developed symptoms, or further symptoms
  - c. If they have seen a health care provider
  - d. Whether they have received a positive COVID-19 test
8. If there are any concerns arising from quarantine compliance, Public Health will be notified
9. VANAS will follow all direction provided by Public Health.

#### ***Procedure in the event of compliance issues***

VANAS will communicate regularly with all persons who are in quarantine, to ensure they are complying with quarantine rules.

1. All persons who are required to quarantine will be initially contacted by email to confirm that they understand the requirements, and advising them that VANAS will be monitoring their compliance through regular daily contacts.
2. An acknowledgement of this email, by reply will be required and will confirm that the person understands that VANAS will be monitoring their compliance
3. This will be followed by daily check-ins by telephone, or video call by the Admissions team to confirm that the person in quarantine is abiding by the rules
4. In addition, VANAS will monitor the well being of newly arrived international students
5. If the person does not respond when contacted or is otherwise not complying, then VANAS will:
  6. Gather information to support the case of non-compliance
  7. Report the violation to the local public health: Contact the [City of Burnaby](#), at 604-294-7878, during business hours, or 604-294-7200 after hours and on weekends.



### **Guidelines for reducing stigma (Government of Canada)**

Stigma and discrimination are known barriers that prevent people from getting tested or accessing the care, treatment and support they need. People who have experienced stigma and discrimination throughout their life (e.g., racialized groups, people with mental illness or disability, members of LGBTQ2IA+ communities) may not have access to protective resources during a pandemic, like a safe home to isolate or quarantine when ill, which may introduce additional challenges.

Stigma and discrimination can be dangerous and harmful to individuals and communities by:

- Exposing people to high levels of guilt and stress
- Disempowering people who cannot control their living, working, or social circumstances
- Creating divisions within communities
- Causing people to delay or avoid health services and contacting health authorities
- Making it harder to monitor, stop or slow outbreaks
- Discouraging people from being tested or quarantined
- Making it harder to trace and notify people who may have come into contact with COVID-19 (contact tracing)

We can all do our part to reduce stigma around COVID-19. Even people without symptoms can test positive for COVID-19. This includes people who have not yet developed symptoms (pre-symptomatic) and may never develop symptoms (asymptomatic). That is why it is important to:

- Show support, kindness and empathy to those who have, or are tested for, COVID-19
- Take care of your mental and physical health to protect yourself and those around you
- Choose your words carefully

SAY	INSTEAD OF...
COVID-19; Coronavirus	The virus from Asia/China/ Wuhan
People who may have COVID-19	Suspected cases of COVID-19
People who have COVID-19; People being treated for COVID-19	COVID-19 cases or victims

### **Mental Health Resources:**

[Here2Talk](#) connects students with mental health support when they need it. Through this program, all students currently registered in a B.C. post-secondary institution have access to free, confidential counselling and community referral services, conveniently available 24/7 via app, phone and web.

Other support services can be accessed via the following links:

- [Fraser Health Virtual Care](#) , [BC Centre for Disease Control](#), [BC Government Response to COVID-19](#), [Canadian Mental Health](#), [Health Link BC](#) which provides links to resources including [First Nations Health Authority](#) and other help supports.

## **International Students travelling during COVID-19 Policy**

### ***Policy Description***

Vancouver Animation School is committed to providing a COVID-19 safe working and learning environment for all employees and students that may be visiting the office premises. The policy applies to all Vancouver Animation School employees and visiting students.

### ***Procedures to communicate to students in advance of their travel to Canada.***

1. Communicate within 48 hours after students accepting our offer of admission and paid their corresponding fees, including confirmation deposit, program fees and application fees.
2. Identify international students who are enrolled in our combined programs.
3. Communicate with them via email with written information on Canada's COVID-19 protocol.
4. Ask them to confirm the receipt of the email.
5. Ask them to confirm they understand the content of the email.
6. If not confirmed, a follow up via telephone should be made to ensure they are receiving the information via their email.
7. If they don't have access to their email, explain to them they are required to adhere to the order of the quarantine act of Canada.
8. Ask them to confirm they understand the purpose of this requirement
9. Either by email or by phone, ensure the students understand the use of the [ArriveCAN](#) app and the [BC Covid-19 App](#).
10. If you have any questions or concerns, please contact one of the following members of the VANAS team: Sonia Bolduc, Head of Admissions at 604-335-7998, Erika Marin, Admissions Representative at 604-335-7805.

### ***International Students Guidelines for COVID-19 (Government of Canada)***

Please also visit the government of Canada website for additional information:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html>

### ***Mandatory quarantine, COVID-19 testing and other requirements***

Before you travel to Canada, make sure you know the rules and what you need to do before and after you arrive:

- [Quarantine or isolation plan](#)
- [COVID-19 testing for travellers](#)
- [Requirements for flying to Canada](#)
- [Mandatory hotel stay for all air travellers](#)

### ***Assess your quarantine plan (Government of Canada)***

1. As a traveller, you must demonstrate that you have a suitable plan for quarantine.
2. You're expected to make these plans, within your own means, before travelling to Canada.
3. Foreign nationals who do not have a suitable plan may be denied entry into Canada.
4. Those who arrive in Canada without a suitable place to quarantine will be directed to a federal designated quarantine facility for the full 14-day quarantine period.

You'll need to confirm you have a suitable place to quarantine where you:

1. Stay for 14 days or possibly longer
2. Have access to the necessities of life, including water, food, medication and heat without leaving quarantine
3. Can avoid contact with others who did not travel with you
4. Have no visits from family or guests

If coming to Canada as a final destination, all travellers must use ArriveCAN to submit their plan.

### ***[Use ArriveCAN to submit your travel and quarantine plans](#)***

You must use [ArriveCAN](#) before checking in at the airport or crossing the border to submit your

- travel and contact information
- quarantine plan
- COVID-19 symptoms self-assessment

Please bring your ArriveCAN receipt (electronic or paper) with you to show the border services officer upon arrival.

### ***When you arrive in Canada***

A border services officer (BSO) will make the final decision on whether you're eligible to enter Canada when you arrive. When the border services officer greets you, they consider

1. Your reason for travelling to Canada
2. Your ability to comply with all the mandatory COVID-19 requirements, unless you're exempt
3. Your ability to comply with your approved DLI's COVID-19 readiness plan
  - a. This includes a mandatory 3 day pre-paid booked stay at a government approved hotel and is part of the 14-day quarantine period.
4. Proof that you have enough money to support yourself and any family members who come with you to Canada
5. Whether you've completed an immigration medical examination if required and the results are still valid
6. The timing of your arrival: give yourself enough time before school starts, to complete the mandatory COVID-19 requirements
  - i. If you arrive too early, you may be refused entry by the BSO.

Contact the Border Information Service **before you travel** if you have questions about travelling to Canada.

### ***After you've entered Canada***

The day after you arrive in Canada, all travellers, whether you travel by air, land or marine, must use ArriveCAN to:

1. Confirm that you've arrived at a government-authorized hotel or the address you provided for your quarantine or isolation location
2. Complete daily COVID-19 symptom self-assessments until the completion of your quarantine period or until you report symptoms
  - i. You must have a clear negative result from the COVID-19 test completed at the airport before you may leave the 3 day stay quarantine.
  - ii. Once your 3 day stay is completed and you continue to be free of symptoms, you will travel to your quarantine facilities to continue the 14 day quarantine.
  - iii. Before you can end the 14 day quarantine period, you must receive a clear negative result from a second COVID-19 test which can be completed at day 10 of the quarantine period.
  - iv. The quarantine period is ended once you have received the second negative test and completed the 14 day quarantine period.

Government of Canada officials will call you to ensure that you're complying with your mandatory quarantine or isolation. You must answer calls from 1-855-906-5585 and answer all questions truthfully to demonstrate your compliance with the law. You may also receive a visit from a designated screening officer to confirm your compliance with the quarantine or isolation order.

In addition, VANAS is required to monitor your compliance with the quarantine order and we will be contacting you every day to check on your compliance and to offer support and assistance during this time.

While you are in quarantine, you will have full access to the VANAS online campus for news, information and updates about everything that is happening at VANAS.

### ***Complying with the Quarantine Act***

It's an offence under the Quarantine Act to:

1. Violate any instructions provided to you when you entered Canada
2. Fail to provide accurate information

An offence could lead to any or all of the following:

1. Tickets of up to \$3,000
2. Admission into a federal designated quarantine facility
3. 6 months in prison
4. A maximum of \$750,000 in fines

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## **Working Alone Policy**

### ***Policy Description***

Staff, teachers and students may find themselves working alone. In these situations, a safe communication procedure must be in place.

In case of an emergency please call 911.

### ***Procedure***

1. Make sure your communication channels are functioning. These could be your phone, email, texts, internet, etc.
2. Let other people you trust know that you will be working alone, and your preferred method of contact.
3. Have them contact you frequently to check that you are well.
4. If working after hours at the VANAS premises, you can use the inner door lock to prevent unwanted visitors.
5. If working at night, avoid going out on the street, parking lot, or even doing mundane tasks like taking the garbage out.
6. When you are done with your work and you are ready to leave the VANAS premises, please double check the exteriors surroundings before you go out. Make sure you are safe to go to your transportation.
7. Let people you trust that you are done working and are leaving the VANAS premises. Make sure you let them know where you are heading to, this could be your home, or a restaurant, etc.

In case of an emergency, call 911.