

COMMUNICABLE DISEASE PREVENTION PLAN

Table of Contents

COMMUNICABLE DISEASE PREVENTION/COVID-19 POLICY	3
Communicable Disease Prevention - BC	5
Vaccination Policy - ON	6
Communicable Disease Prevention Plan	8
Section 1: Preparedness Plan for Current Circumstances (effective March 2020)	8
Public Communications	8
Staff Communications Plan	9
LHL Staff Communicable Disease Information Package	9
General Communicable Disease Information for Staff	10
Policies to Support LHL Workers	11
Section 2: Preparedness Plan for Lighthouse Labs to receive students and staff on Campus (tentatively effective Sept 1, 2021)	12
Risk Management	12
Communication and Training	13
Staff Training Plan	13
Daily Wellness Check	14
Facilities Management	15
Admissions	16
Pre-Departure Procedures for students	16
Entering Canada	16
Managing arriving international students' compliance with Quarantine	17
Rules for Transportation to Quarantine facilities	17
Process of check-ins during the mandatory 14-day quarantine period	18
Essential needs throughout quarantine period	18
Protocol for if students do not remain in quarantine for 14 days	19
Step by step Reporting to enforcement officers and the CDC for the region	19
Victoria -	20
Vancouver -	20
Ottawa	20
Toronto	20
Calgary	21
Additional Enforcement	21
Penalties under Quarantine Act and Contraventions Act	21

Support during Prep Modules	21
Quarantine Accommodations:	22
LHL integrates the student into our community and culture while isolated	23
In case of an outbreak/confirmed case among staff or Students	23
Communication	24
Support for ON students	25
Someone falling ill at campus	26
Outbreak Management Plan	26
End of Quarantine	28
Maintenance of Federal quarantine requirements and all regulations	28
LHL Four Levels of Protection	28
First Level of Protection - Elimination	29
Second Level of Protection - Engineering	29
Third Level of Protection - Administrative	30
Fourth Level of Protection - Using PPE and Masks	30
Respiratory Etiquette	31
General Public Health Provisions for DLI Operations (from COVID-19 Readiness Plan Attestation for Private Designated Learning Institutions)	31
Students' Covid-19/Communicable Diseases Information Package	32

COMMUNICABLE DISEASE PREVENTION/COVID-19 POLICY

Name of Policy: Communicable Disease Prevention/COVID-19 Policy

Implementation date: Sept 18, 2020. Formerly titled Covid-19 Policy.

Date of last revision: March 2, 2022

URL: <https://www.lighthouselabs.ca/en/covid19>

Position(s) Responsible: Nicole Husain, Chief Operations Officer (COO), nicole@lighthouselabs.com

OVERVIEW

Lighthouse Labs (LHL) is a [DLI](#) approved to receive international students in ON and BC. LHL's COVID-19 readiness plan was approved by Ontario (July 28, 2021), by British Columbia (April 6, 2021), and conditionally approved by AB (June 21, 2021). The Policy and the Plan are transitioned from COVID-19 focus to Communicable Disease Prevention by building on the implementation of COVID-19 specific safety plans and moving to incorporating the important principles of communicable disease prevention. The Covid-19 and variants may still circulate, as will the viruses for other communicable diseases, such as seasonal influenza, norovirus, and others.

Hence, communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases. Lighthouse Labs ensures self-compliance with the Policy and the Communicable Disease Prevention Plan, and does not subcontract to other parties to fulfill these requirements. They include general measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk of communicable disease.

This Public Health Institutional Readiness plan includes all of the expectations of Section 21 of the Workers Compensation Act ("Act"), the BC Occupational Health and Safety ([OHS Guideline G-P2-21 Communicable disease prevention](#) effective July 1, 2021, Ontario Ministry of Colleges and Universities ATTESTATION FOR PRIVATE DESIGNATED LEARNING INSTITUTIONS, and has been developed with the guidance of information from [WorkSafeBC](#), the BC-CDC and the EQA/BC Ministry of Advanced Education [Post-Secondary studies during Covid-19](#), the [Alberta Covid-19 Orders and Legislation](#), and the PHO offices and new updates from provincial and federal sources and other provincial guidelines¹.

¹ This plan follows '[B.C.'s response to COVID-19](#)'. Other provincial guidelines being followed include but are not limited to: Alberta Guidance Documents ([Guidance documents | Alberta.ca](#)), Canada Updated: Public health management of cases and contacts associated with COVID-19 ([Updated: Public health management of cases and contacts associated with COVID-19 - Canada.ca](#)) and Provincial and territorial resources for COVID-19 ([COVID-19: Provincial and territorial resources - Canada.ca](#))

As new information and guidelines become available, this Plan will be updated to meet compliance. Any individual demonstrating non-adherence to the rules set out in the Communicable Disease Policy and the Communicable Disease Prevention Plan could be limited from access to LHL premises and services.

Supervisors, managers, and administrators have participated in reviews of the material and contributed to the preparation of the protocols in this document.

COMMUNICABLE DISEASE PREVENTION/COVID-19 POLICY

1. The Communicable Disease Prevention/COVID-19 Policy is to ensure the safety of our staff and students, and is in compliance with provincial readiness plan requirements.
2. The Education Administrator or designate will review the [BC CDC](#), ON PHO, AB Communicable Disease Orders and Legislation and other government Communicable Disease websites for post-secondary institutions weekly for updated protocols and news.
3. The Education Administrator or designate revises protocols based on updated government and regulators' information available.
4. Any new information regarding Communicable Disease is communicated to staff and students as needed via the LHL Communicable Disease information URL at <https://www.lighthouselabs.ca/en/covid19>.
5. All individuals are required to follow Policy and public health measures (e.g., [Daily Wellness Check](#), [Respiratory Etiquette](#), physical distancing, hand hygiene, masking) while on campus.
6. All individuals entering campuses are expected to have maintained physical distancing, hand hygiene, masking while off-campus.
7. Everyone is responsible for bringing their own mask or face covering that complies with the [CDC](#). If the individual does not bring their own mask/approved face covering, and LHL is not able to provide a mask, the individual will not be permitted inside the campus.
8. Anyone showing symptoms of Communicable Disease is prohibited from the campus. This includes:
 - a. Anyone who feels ill or has been in recent proximity to someone who is ill
 - b. Anyone who has been identified by Public Health as a close contact of someone with Communicable Disease.
 - c. Anyone directed by Public Health to self-isolate.
 - d. Anyone who has arrived from outside of Canada and/or who has had symptoms of Communicable Disease in the last 10 days.
9. Anyone who starts to feel ill or for the purposes of Droplet and Contact Precautions Is sent home immediately.
 - a. Any surfaces that the ill individual has come into contact with are immediately cleaned and disinfected by the contracted cleaning staff responsible for the facilities. Deep cleaning activities of areas/rooms will be documented by the cleaning service.

10. Visitors are prohibited or limited from the campus.
11. Lighthouse Lab's 'Code of Conduct' policy is in place to address the risk of unsafe conduct at any time.
12. '[Students' Covid-19/Communicable Diseases Information Package](#)' is provided to all students.
13. Lighthouse Lab's Work From Home Policy accommodates remote work and contains LHL Policies that support staff with symptoms
 - a. LHL supports workers who have symptoms consistent with a communicable disease. Workers should not remain, or be permitted to remain, at the workplace if they are experiencing symptoms of a communicable disease.
14. '[LHL Staff Communicable Disease Information Package](#)' is provided to all staff.
15. Lighthouse Labs shall review and, if needed, adjust current policies to support students and staff.

Communicable Disease Prevention - BC

This section provides definitions and summaries of BC's transition from Covid-19 Safety Plan to Communicable Disease Prevention.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

BC employers do not have to write or post plans for communicable disease prevention or have them approved by [WorkSafeBC](#). In March 2020, the B.C. government had declared a provincial state of emergency in response to the coronavirus disease 2019 (COVID-19) worldwide pandemic. [WorkSafeBC](#) required employers to develop a COVID-19 Safety Plan that outlined the protocols and policies in place to reduce the risk of COVID-19 transmission in the workplace. Employers were required by order of the provincial health officer to post a copy of these COVID-19 Safety Plans.

As vaccinations have become widely available to British Columbians, the overall risk of COVID-19 transmission is reduced. However, the virus may still circulate, as will the viruses for other communicable diseases, such as seasonal influenza, norovirus, and others.

Hence, communicable disease prevention focuses on basic risk reduction principles to reduce the risk of workplace transmission of COVID-19 and other communicable diseases. The fundamental components of communicable disease prevention include both ongoing measures to maintain at all times and additional measures to be implemented as advised by Public Health:

- Ongoing measures — maintain at all times:

- Implementing policies to support staff who have symptoms of a communicable disease (for example, fever and/or chills, recent onset of coughing, diarrhea), so they can avoid being at the workplace when sick
- Promoting hand hygiene by providing hand hygiene facilities with appropriate supplies and reminding employees through policies and signage to wash their hands regularly and to use appropriate hygiene practices
- Maintaining a clean environment through routine cleaning processes
- Ensuring building [ventilation](#) is properly maintained and functioning as designed
- Supporting employees in receiving vaccinations for vaccine-preventable conditions to the extent that you are able
- Additional measures – implemented as advised by BC Public Health:
 - Employers must also be prepared to implement additional prevention measures as required by a medical health officer or the provincial health officer to deal with communicable diseases in their workplace or region, should those be necessary.

Communicable disease prevention involves understanding the level of risk in your workplace, application of the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required. Employers do not have to write or post plans for communicable disease prevention or have them approved by [WorkSafeBC](#). Some employers may benefit from documenting their plan to assist in planning and communicating their communicable disease prevention measures, practices, and policies. A template is provided at the end of [Communicable disease prevention: A guide for employers](#) for that purpose.

Managing communicable disease at your workplace is part of an effective [Occupational Health and Safety Program](#).

Vaccination Policy - ON

Lighthouse Labs implemented a [COVID-19 vaccination policy](#) effective September 7, 2021 as per the direction of Ontario's Chief Medical Officer of Health. As of March 1 2022 Instructions regarding COVID-19 vaccination policies in post-secondary institutions were revoked. Institutions have the discretion to maintain vaccination policies on their campuses. While these policies are no longer required, they are supported by the OCMOH.

The Policy below is excerpted from the document that covers the policy and procedures.

Policy

All LHL employees, staff, contractors, volunteers, visitors and students who attend campus must provide:

1. proof of full vaccination² against COVID-19; or
2. Proof of a negative result of an antigen point of care testing for COVID-19 completed within the last 7 days.

Individuals who are not fully vaccinated may also be required to provide proof of completing an education session about the benefits of COVID-19 vaccination.

Individuals with written proof of a medical reason provided by a physician or [registered nurse in the extended class](#) that sets out:

- (i) a documented medical reason for not being fully vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason

are also required to submit to antigen point of care testing and to provide proof of a negative result.

² For the purposes of this document, “fully vaccinated” means having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by WHO (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); and having received the final dose of the COVID-19 vaccine at least 14 days ago. For International Students to be considered fully vaccinated they must—among other requirements—have received the full series of a vaccine or a combination of vaccines accepted by the Government of Canada (Pfizer/BioNTech; Moderna; Oxford/AstraZeneca; Janssen-Johnson & Johnson). This Policy does not change the federal government’s eligibility requirements for international travelers to qualify for the [fully vaccinated traveller exemptions](#) when entering Canada.

Communicable Disease Prevention Plan

Section 1: Preparedness Plan for Current Circumstances (effective March 2020)

All Lighthouse Labs (LHL) campuses are currently closed to all visitors and only open to limited staff and management with prior approval from LHL leadership. All programs and student support services have been delivered 100% remotely as of March 2020.

LHL receives directives and regularly updates the Communicable Disease Prevention Plan to align with health and operational directives from provincial and federal governance, provincial ministries of advanced education, and BC Education Quality Assurance (EQA).

Lighthouse Labs shall review and, as needed, adjust policies to support staff and students.

Campuses will remain closed until further notice.

Once the campus opens, we will reintroduce inclass onsite program delivery on a gradual basis. Many programs will continue being offered exclusively in 100% online format.

Public Communications

The LHL [Website](#) is updated with campus limitations and new information as needed. Resources and information on Communicable Disease are provided as needed in an accessible manner (e.g. plain language, pictures/symbols, and via the Multilingual Communicable Disease Resources [here](#)). Supervisors are informed of this Prevention Plan, and in turn inform and train workers. All staff monitor the workplace to ensure policies and procedures are being followed, and report any issues to HR/supervisors/International Student Coordinator/Manager.

The campus entrance doorways have been identified as separate from the exit doorways.

Customized Entry check signage ([WorkSafeBC](#), [ON](#), [AB](#)) have been posted at the main entrances:

- occupancy limits
- effective hygiene practices
- visitors and workers with symptoms are restricted from entering the premises,
- expectations for completing the [Daily Wellness Check](#) is made clear, before they enter the campus.
- proper use of masks, selection of masks, handwashing and disinfecting are posted

Staff Communications Plan

Staff receive ongoing direction, procedures and updates from supervisors via email and Slack. LHL Leadership schedule bi-monthly State of the Lighthouse (SOTL) all-staff briefings where updates can be communicated and campus reopening plans can be reviewed and questions answered.

The '[LHL Staff Communicable Disease Information Package](#)' is provided to all staff and contractors.

Staff support for International Delivery

ON PSE institutions are expected to have staff specially trained to guide and support international students in navigating Ontario's health system and accessing health care and well-being resources, as required. This includes directly providing students who are not covered by the Ontario Health Insurance Plan (OHIP) with information and support on how to obtain health insurance to minimize barriers to accessing health care (e.g., PSE institution health plans or plans similar to OHIP).

LHL Staff Communicable Disease Information Package

Hello! We hope you are well, and that you have been complying with the CDC's socially distancing precautions, hygiene and mask requirements as you prepare to join others on campus. Our Communicable Disease Policy and Bootcamp Policies are [here](#) and info on the staff Remote Work Fund is in Bamboo [here](#). LHL also has a Communicable Disease Prevention Plan which includes general measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk of communicable disease. Reach out if you wish to have more information.

Staff with approval to access campuses:

- have received and reviewed the [General Communicable Disease Information for Staff](#)
- are required to complete the [Daily Wellness Check](#) (see section below on [Daily Wellness Check](#)) before entering.
- Will maintain high levels of hand hygiene and [Respiratory Etiquette](#) accessing provided facilities as needed, to help demonstrate acceptable standards to students and visitors.
- Non-shared staff work areas in each campus will be maintained. Campus facilities use protocols will be arranged by the location (R) manager of the site (campus or workspace), along with (C/I) Health Committee and Education (A).

General Communicable Disease Information for Staff

- If anyone develops symptoms while on campus:
 - Lighthouse Labs will separate the symptomatic individual from others (in a supervised area if necessary) and direct the symptomatic individual to return to their place of residence immediately. All follow up contact with the individual will be done via phone or email/Slack. Arrangements for transportation should be coordinated if required.
 - The individual is reminded that If symptoms persist once they are home, to contact 8-1-1 in BC, [Tele-Health Ontario](#) 1-866-797-0000, review the [AB symptoms site](#) or contact their local healthcare provider for further direction.
 - Staff responsible for facility cleaning will be alerted.
 - i. must clean and disinfect the space where the individual was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Anyone with symptoms associated with Communicable Disease, 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 Communicable Disease, must self-isolate in accordance with guidance from [Covid-19 How to Self-Isolate](#), the BC Centre for Disease Control, [Public Health Ontario](#), and [AB](#).
- Other helpful links:
 - Government of Canada – [Quarantine Act](#)
 - Government of Canada – [Entering Canada during COVID-19](#)
 - Government of Canada – [COVID-19: International Students](#)
 - Government of Canada – [A Guide for International Students in Canada Arriving from Abroad](#)
 - Government of Canada – [COVID-19: Designated Learning Institutions Reopening to International Students](#)
 - Government of Canada – [COVID-19: Travel Restrictions, Exemptions, and Advice](#)
 - BC [WorkSafeBC](#) - Additional [communicable disease resources](#).
 - Government of Ontario – [COVID-19 in Ontario](#)
 - Government of Ontario – [Public Health Unit Locator](#)
 - Government of Ontario – [COVID-19 Self Assessment Tool](#)
 - Public Health Ontario – [Multilingual Covid-19 Resources](#)
 - <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en> (Source: Public Health Ontario)
 - Symptoms and Progression of Covid-19
<https://www.youtube.com/watch?v=U8r3oTVMtQ0>
 - What to do if you are sick from the BC CDC website:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>
 - Who to contact if you are sick: <https://www.healthlinkbc.ca/>

- Testing Information:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>
- **Where to get tested:**
 - i. [British Columbia](#)
 - ii. [Ontario](#)
- How to select and use a mask, safety and cleaning, working from home guidelines, and disinfecting and cleaning guidelines.
 - i. [Step 3 of BC's Restart: Communicable disease prevention](#)
 - ii. [Prevent the spread of communicable disease: How to use a mask](#)
 - iii. [Working from home: A guide to keeping your workers healthy and safe](#)
- **Mental Health Resources** from ON are [here](#) and from BC are [here](#)
- Assistance if experiencing hate crimes, as it may pertain to our students during the pandemic. <https://hatecrimesinbc.resiliencebcnetwork.ca/>

Policies to Support LHL Workers

- Policies to support staff with symptoms
 - Faculty and staff are advised to work from home if experiencing symptoms consistent with a communicable disease and will be supported and provided with the necessary tools to do so.
 - Institutional sick day policies will apply as appropriate.
 - Lighthouse Labs shall review and, if needed, adjust current policies to support faculty and staff to rest if they are sick.
 - Refer to the staff Remote Work Fund in Bamboo [here](#).
- Supporting vaccination
 - LHL supports workers in receiving vaccinations for COVID-19 and other vaccine-preventable illnesses.
 - Take into consideration workers who cannot be vaccinated. In rare instances, some workers may be advised by their physicians that they should not be vaccinated due to a medical condition, such as a severe allergy to parts of the vaccine. Some workers may choose not to be vaccinated due to other reasons.
 - Be mindful of privacy and human rights laws, and seek advice when implementing policies requiring vaccines in the workplace.
- Lighthouse Labs complies with Section 21 of the Workers Compensation Act ("Act") which states, in part:
 - 21 General duties of employers*
 - (1) Every employer must*
 - (a) ensure the health and safety of*
 - (i) all workers working for that employer, and*

- (ii) any other workers present at a workplace at which that employer's work is being carried out, and*
- (b) comply with the OHS provisions, the regulations and any applicable orders.*
- (2) Without limiting subsection (1), an employer must*
 - (a) remedy any workplace conditions that are hazardous to the health or safety of the employer's workers,*
 - (b) ensure that the employer's workers*
 - (i) are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,*
 - ...
 - (c) establish occupational health and safety policies and programs in accordance with the regulations,*
 - (d) provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers,*
 - (e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace,*
 - ...
 - (g) consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer and...*

Section 2: Preparedness Plan for Lighthouse Labs to receive students and staff on Campus (tentatively effective Sept 1, 2021)

This section describes our plan for when Lighthouse Labs is open for students to study on campus.

Risk Management

Risks have been reviewed and infection prevention control protocols (IPAC) are developed to ensure compliance with guidelines to maintain a safe environment. Also, the industry specific protocols via [Worksafebc.com](https://www.worksafebc.com) which are relevant to Lighthouse Labs have been reviewed, including [BC's Restart: Communicable disease prevention](#). In summary, LHL has:

1. Implemented [WorkSafeBC's '4 Levels of Protection'](#) guidelines. Wherever possible, LHL has used the protocol that offers the highest level of protection, and has incorporated respective controls into this plan to address those risks. See Appendix [LHL Four Levels of Protection](#).
2. Identified Areas of LHL where people gather including elevators, front desk, breakrooms, kitchens, bathrooms, offices and classrooms. As well, surfaces and counters which would likely be contacted by multiple people have been identified and labelled for designation for extra cleaning.

3. Identified Job tasks and processes where staff, instructors and managers are close to one another and modified them to limit contact and personal interaction between people.
4. A '[Students Covid-19/Communicable Diseases Information Package](#)' has been developed and will be provided to all students who will be studying onsite.

Communication and Training

Lighthouse Labs has a robust education and communications strategy to inform and monitor all staff and students of wellness management during the Covid-19 pandemic, new developments and changes in risks, and to ensure all are updated on respective policies and procedures. Staff mental health support and wellness monitoring is in place and managed by Laura Niblett Sr. HR Manager in Human Resources laura.niblett@lighthouselabs.com.

Staff Training Plan

This plan ensures everyone is trained and will follow workplace policies and procedures, including new staff onboarding, and will follow local, provincial, and federal public health advice to prevent the spread of Communicable Disease, including masking, physical distancing, and hand hygiene.

- Supervisors have been trained on monitoring staff and students to ensure everyone's safety and that policies and procedures are being followed.
- LHL will provide appropriate training and personal protective equipment (PPE) to any staff and volunteers who will be interacting with the students and their co-arriving family members during their quarantine period
- All staff are provided with the [LHL Staff Communicable Disease Information Package](#) and have been briefed:
 - on The [Daily Wellness Check](#) for active daily screening and staying at home when feeling sick
 - on the symptoms of Communicable Disease and progress of the disease
 - on how to support staff and student distress in both a virtual and an in-person classroom i.e. the new [Capacity to Connect program](#), which provides faculty and staff at post-secondary institutions with easy access to the tools and skills they need to provide intervention and help for students who are struggling with their mental health and wellness.
 - on who to go to with health, wellness and safety concerns and for help on managing distress
 - [KUU-US crisis response service](#), a culturally-aware crisis support is available 24/7 to Indigenous people in B.C.
 - **BC:** [Virtual mental health programs and services](#) are offered to support mental health and wellness

- **ON:** [Good2Talk / Allo j'écoute](#) is a health helpline that offers immediate professional counselling to all students through several platforms that are accessible 24/7 year-round, toll-free, in both French and English. Good2Talk can be reached by telephone (1-866-925-5454), text (GOOD2TALKON to 686868), or Facebook Messenger through live chat.
- On our plans and protocols to manage Communicable Disease outbreak within our school community, described [here](#) '[In case of an outbreak/confirmed case among staff or Students](#)'
- about the selection and care for masks and provided with the guidelines from the [BC CDC](#).
- that students have been provided with the [Students' Covid-19/Communicable Diseases Information Package](#).

Daily Wellness Check

This procedural check is for all individuals accessing campuses:

- All individuals are requested to download and complete a Communicable Disease Self assessment with 'Passed' prior to accessing a campus.
 - Canada's [self assessment tool](#)
 - the [BC Covid-19 self assessment tool](#)
 - the [Ontario self assessment tool](#)
 - [here](#) is Quebec's

On arrival, report to the Lighthouse Labs staff person - onsite campus administrator.

- attest that you, nor anyone you have been in contact with are not experiencing any of the typical and atypical symptoms of Communicable Disease.
- Report your mental health status, and any changes to address and phone number.

At all times while on campus:

- Students are required to follow Policy and public health measures and are
- required to wear masks and practice social distancing when on campus and when arriving/exiting.
- If eating or drinking, students are discouraged from sitting together unless greater than 6 feet apart from each other
- Use the hand sanitizer often and follow [Respiratory Etiquette](#) protocols if sneezing and/or coughing.
- Students are required to remain in their assigned rooms only for the duration of their day of studies with the exception of leaving to use the bathroom or go for lunch.

- if an individual becomes symptomatic while on campus, they will stay 2 metres apart from all others and put on a mask if not already wearing one.

Lighthouse Labs will provide:

- Daily facility entries recorded electronically by an LHL staff person or the LHL International Student Coordinator/Manager. This is a list of everyone who has entered the campus.
- Onsite campus administrator to go to if you have any questions or concerns
 - All individuals accessing our campus will be greeted by an LHL staff person (LHL International Student Coordinator/Manager) who will record your health status/contact changes
- Disinfectant wipes will be provided to students in each classroom along with hand sanitizer.
- A designated room is available as an isolation room, should it be required due to an individual exhibiting symptoms.
- If without a mask, and if LHL has masks available one may be purchased for \$1.00 – exact change must be brought and dropped into the cash box provided. Staff will NOT provide change or touch money.
- If during the [Daily Wellness Check](#) a student requests contact or support of a religious or cultural nature, Lighthouse Labs will ask the student if they are able to wait in a designated area while LHL provides the connection or introduction necessary to facilitate it.

Facilities Management

- The number of people in any campus shall be 50 people maximum or in compliance with provincial regulations/Restart Plans
- There shall be physical restrictions and limits to each room, and the totals of all rooms included in a campus-location facility shall not exceed the above limits. This takes into account at least 5 square meters (144 sq feet) of unencumbered space per person. Individual room limits will be posted at the entrance to each room.
- Occupancy limits have been posted per room, including elevators and washrooms.
- Measures have been implemented to keep all workers and others 2 meters apart including revising work schedules, cohort start dates as well as digital delivery of in-session classes
 - Shifts of instructors
 - Shifts of staff
 - Cohorts of students shall be scheduled to ensure limits of contact, for example staggered cohort entry times and cohort breaks will be set and communicated to students, teachers and staff.
- Appropriate signage in all areas and markings on all surfaces to clean and to indicate once the area has been sanitized .
- Hand sanitizer is provided at all entrances

- Any Room occupancy limits and Campus facilities use protocols will be arranged by the location (R) manager of the site (campus or workspace), along with (C/I) Health Committee and Education (A). Room limits/uses will be documented on Campus floor plans and filed for reference ([Vancouver/Toronto](#)).

Admissions

These are additional Admissions Procedures for accommodating International Students during the Communicable Disease Pandemic

Pre-Departure Procedures for students

International Students will be provided the Communicable Disease Prevention requirements in advance of their travel through the [Students Covid-19/Communicable Disease Information Package](#) in the Bootcamp Policies Package.

Students will be required:

1. Provide Admissions Admissions@lighthouselabs.com with their [Student Quarantine Safety Plan](#) prior to departure for our review and approval.
2. Students for Vancouver must ALSO forward the confirmation page of their [MSP application](#) to Admissions to show that this has been completed. (the MSP number is reported on their [Student Quarantine Safety Plan](#))

Entering Canada

[Foreign nationals who qualify for the fully vaccinated traveller exemption can enter Canada for discretionary travel](#). The 3-night hotel stopover requirement was eliminated for all travellers arriving by air after 12:01 A.M. EDT on August 9 2021.

- [Travellers entering Canada by air](#) may be required to take a COVID-19 test before leaving the airport. With a clear test result, travellers will proceed to the quarantine site identified in their [quarantine plan](#).
- [Travellers entering Canada by land](#) may be required to take a COVID-19 test on arrival at the border before proceeding to the quarantine site identified in their [quarantine plan](#).

Managing arriving international students' compliance with Quarantine

LHL will implement regular and robust monitoring during the 14-day self-isolation period for Communicable Disease symptoms, general well-being, and compliance with quarantine requirements and will report non-compliance issues to the provincial health authorities. LHL shall monitor all students and their co-arriving family members for the development of [signs and symptoms of Communicable Disease](#), and ensure that their [essential needs](#) are met during the time they are in quarantine.

In order to track international students and their co-arriving immediate family members' compliance, the LHL International Students Coordinator/Manager will pull an International Students report from [CRM \(under Government Reports, called 'International Students Quarantine Plans'\)](#) to populate a tracking worksheet with the incoming students' information. Each students' program, start dates, [quarantine plan](#) with the reserved premises information will be used for monitoring. The LHL International Students Coordinator/Manager or delegate will:

- conduct the check-in either virtually, in person, or by phone,
- will monitor and
- maintain the tracking worksheet and
- act as a liaison person whom the students and their co-arriving family members can contact if they develop symptoms, require medical care, or require other essential needs.
- Communicate with the students and their co-arriving family members of:
 - Their quarantine requirements and the [penalties](#) they may face if they are in breach of the *Quarantine Act*, and
 - Any institutional policies addressing students in breach of their quarantine.
- Contact [Health Canada and local law enforcement](#) in the event of a breach in quarantine by any student or co-arriving family members. *Note: Do not contact local public health.*

Rules for Transportation to Quarantine facilities

These are additional rules for transportation to quarantine:

- The student must sit as far away as possible from the driver
- All passengers must wear a non-medical mask or face covering during travel, including to their place of quarantine
- The student must not share the ride with other students unless the vehicle is large enough for them to maintain 2 metres distance between them.
- The student must handle their own luggage
- The student must not make interim stops on the way to the quarantine location, unless they are for essential needs. In this case, the student should remain masked for the entire stop and stay 2m away from all others.

Process of check-ins during the mandatory 14-day quarantine period

Students are reminded in the [Students Communicable Disease Prevention Information Package](#) and on the [quarantine plan](#) to ‘Remember to contact Education@lighthouselabs.com 1-888-569-6898 as soon as you have arrived’.

Upon the student’s arrival the LHL International Student Coordinator/Manager will review their [quarantine plan](#) and phone the just-arrived student at the start and during their quarantine period.

Essential needs throughout quarantine period

LHL will ensure that ON international students and their co-arriving family members have access to essential needs throughout the full duration of the quarantine period, regardless of the setting of the quarantine accommodations, including:

- Food and water
- Medical care, including Communicable Disease testing
- [Mental health supports](#) and <https://good2talk.ca/>
- Sanitation services (including access to cleaning and disinfecting of their living spaces during the quarantine period)
- Laundry
- Surgical/procedure masks (e.g. medical masks)
- Social supports
- Educational supports as relevant
- Phone services
- Internet services

Each call will include::

- a friendly welcome,
- asking for a confirmation that they are in their initial quarantine premises as arranged
- a check that they are in their planned quarantine location
- A reminder to use the [Federal ArriveCan App](#) ([iOS](#), [Android](#) or [web format](#)) now, and daily for their daily symptom reporting
- A reminder of the sections in the [Students’ Covid-19/Communicable Diseases Information Package](#) (page 8 under [Mental Health Supports](#)) for help with compliance with quarantine requirements, related stigma and anti-racism supports, mental health and cultural/religious considerations
- Asking that they confirm their contact information for their next quarantine location and their schedule
- Requesting that the student contact LHL once they have received their negative Communicable Disease test and are enroute to their planned quarantine location
- remind them that we are obligated to report non-compliance issues to the provincial health authorities.
- ask if they have any questions.

The International Student Coordinator/Manager will update the [worksheet](#) used to track LHL's contacts with International Students, with information as needed.

The International Student Coordinator/Manager will contact each student again once they have checked into their next quarantine premises.

- Process for phoning for the duration of the quarantine period - we will phone their cell phone. If no answer we will phone their alternate phone. In-person onsite check-ins may be conducted.

Each call will include asking:

- whether they or anyone in their premises have exhibited any Communicable Disease symptoms,
- ask about their general well-being, food and medical needs specifically:
 - Access to supplies such as prescriptions and food;
 - remind them to not have contact with vulnerable individuals or be living in a group or communal setting (except for family members);
 - remind them that even in Quarantine accommodations they are recommended to maintain individual physical distancing, and have infection-prevention control protocols in place;
 - remind them that they are required to be in planned quarantine location and that we are obligated to report non-compliance issues to the provincial health authorities, and
- confirms the date of Day1 of the bootcamp section of their program and
- notifies Admissions that the student is in process and in-country

Protocol for if students do not remain in quarantine for 14 days

In the case that a student is suspected of possible violation of their quarantine, Lighthouse Labs shall be bound to report them to [Health Canada and local law enforcement](#) in the event of a breach in quarantine by any student or co-arriving family members for possible violation of their quarantine.

Note: Do not contact local public health.

These include:

1. Failure to report their situation
2. Letting it be known that they are not in the location that they have assured us they will be quarantining in
3. Failure to reply upon attempts to contact the individual
4. Failure to report to classes that begin while they are in quarantine

Step by step Reporting to enforcement officers and the CDC for the region

Upon any indications of non-compliance, the LHL International Manager will update the [worksheet](#) and forward the name and contact info of the situation and individual to three areas - [in BC, the Health Officer for the region](#), the IRCC at 1-888-268-4319 and for anywhere in Canada 343-548-2773:

- Hours: 0800 hrs – 1600 hrs, Monday to Friday
- Starting on 19 October 2020, the line is closed during the weekend.

Below are additional contacts for the Health Officers for the each campus, additional local enforcement officers and contacts to report violations:

Victoria -

Call [the Health Officer for the region](#) in South Vancouver Island:

- Dr. Stanwick 250-519-3406 or after hours 800-204-6166
- Dr Fyfe 250-519-3406 or after hours 800-204-6166
- Dr. Hoyano 250-519-3406 or after hours 800-204-6166

Call IRCC at 1-888-268-4319

Call [Island Health](#) at 250-370-8699 and Victoria Police [\(250\) 995-7654](#).

Vancouver -

Call [the Health Officer for the region](#) in Vancouver Coastal Health:

- Dr. Daly 604-675-3918 or after hours 604-527-4893
- Dr. Harding 604-675-3863 or after hours 604-527-4893
- Dr. Schwandt 604-675-3930 or after hours 604-527-4893
- Drs. Choi and Hayden 604-675-3878 or after hours 604-527-4893

Call Vancouver Police at (604) 717-3321.

Ottawa

- call Ottawa Public Health (OPH) at 613-580-6744 on the weekends, open 0900hrs - 1700hrs

Toronto

- here is the Government of Ontario – [Public Health Unit Locator](#)
- call 311 or TTY: 416-338-0889 Email: 311@toronto.ca
 - Toronto Public Health Hotline 8:30 a.m. – 8 p.m 416-338-7600 TTY: 416-392-0658
 - PublicHealth@toronto.ca
- Outside Toronto City limits: 416-392-2489
 - Peel Region call Peel Public Health at 905-799-7700
 - Brampton call 311 or dial 905-874-2000 if calling outside city limits.

- Caledon call 1-888-310-1122, or for mask bylaw concerns call 905-584-2272 ext. 3462.
- Mississauga call 311 or dial 905-615-4311 if calling outside city limits.
- York call York Regional Police non-emergency line at 1-866-876-5423 to report these violations

Calgary

- contact Contact Environmental Public Health to report violations via [this](#) portal:
<https://ephisahs.microsoftcrmpartals.com/create-case/>

Additional Enforcement

We contacted the Bylaws and local police departments to inquire about the process for enforcement, and were informed that the police are able to issue fines if they attend and identify compliance issues.

If the police have indicated they will not follow-up, we can also send the details to the following two email addresses:

- phac.travel.health.kt-ac.sante.voyage.aspc@canada.ca
- contact@cbsa.gc.ca

Additionally, complaints can be sent to the **CBSA Border Watch Line at 1-888-502-9060**.

Penalties under Quarantine Act and Contraventions Act

Students are made aware of the penalties on page 1 of the Students' Covid-19/Communicable Diseases Information Package. [Public Health Agency of Canada communication](#) regarding [emergency orders](#) under the [Quarantine Act](#) released on March 25, 2020 ([LINK](#)) which highlights:

- Requirement for self-isolation for 14 days whether or not they have symptoms of Communicable Disease; and
- The prescribed penalty for violating this order namely, “Maximum penalties include a fine of up to \$750,000 and/or imprisonment for six months. Further, a person who causes a risk of imminent death or serious bodily harm to another person while wilfully or recklessly contravening this Act or the regulations could be liable for a fine of up to \$1,000,000 or to imprisonment of up to three years, or to both. Spot checks will be conducted by the Government of Canada to verify compliance.
- The [Contraventions Act](#) has been changed to give police (including the RCMP, provincial and local police) more power to enforce the [Quarantine Act](#). They can issue tickets to people who don't comply with the act or the emergency orders. Fines range from \$275 to \$1,000.

Support during Prep Modules

As the first 2 weeks of the programs are delivered via asynchronous online (called Prep Modules), the student may still be in quarantine period during this time. On the Monday of the Prep Modules the

students' education management begins and the International Student Coordinator/Manager coordinates with the LHL Prep Modules Support Team.

During the Prep Modules, the Prep Modules Support Team reviews the students' progress and contacts the students via the LMS (learning management system called Compass and Rudder), phone, slack and email to integrate the students into our community and culture while isolated and online.

If needed, the Prep Modules Support Team informs the International Student Coordinator/Manager to contact the student during this time with respect to Communicable Disease to:

- remind students of reliable, accurate messages about Communicable Disease,
- ensure information about Communicable Disease testing, contact tracing, and care is made available.

Once the student has completed the Prep Modules, the Prep Modules Support Team slacks the Admissions-Ed-Handoff group to notify that the student is ready for Day1 of the bootcamp section of the program.

Most students will remain online, however any student who attends the campus in person will undergo the [Daily Wellness Check](#) and be required to meet protocols as described in the plan.

Quarantine Accommodations:

Students must:

1. Have identified a suitable place for themselves and co-arriving family members to quarantine for the full 14 days. Review the Quarantine Accommodation section Page 5 in the [Students Communicable Disease Information Package](#) which lists that you need to make sure you have:
 - access to supplies such as prescriptions and food;
 - no contact with vulnerable individuals or be living in a group or communal setting (except with co-arriving family members) and
 - individual physical distancing capacities and that infection-prevention protocols are in place
 - food, prescriptions and other supplies are delivered to the door ensuring staying in their room for the duration of their stay
 - confirm that the quarantine location has a private bedroom and bathroom reserved for the person quarantining and any members of their household who travelled with them.
2. Other quarantine arrangements may be approved, on a case-by-case basis as long as they meet all the above minimum requirements.

LHL integrates the student into our community and culture while isolated

1. While in quarantine, students will join Prep Modules (in Compass via github) to meet staff and be monitored for Communicable Disease symptoms
2. Meet other students online to get to know each other so they can provide support to each other and
3. Complete Prep Modules in the online environment.
4. Students are required to update LHL regarding any change of address or phone number.

Students are monitored and their Prep Modules activity is tracked [here](#) and reported in Slack in the #admissions_ed_handoff channel. This is so that the Education team is made aware of the progress of students during Prep Modules, any changes, and of their readiness to begin the programs.

In case of an outbreak/confirmed case among staff or Students

In the event that a student or a co-arriving family member develops signs and symptoms consistent with COVID-19, LHL will report this to appropriate authorities, including via the ArriveCAN app, to federal agents, and/or DLI representatives. LHL will provide timely communication with the Institution's community and the BC provincial health authority via 811 or Telehealth Ontario 1-866-797-0000, or AB Covid-19 portal will be consulted for further advice upon a confirmed single case, multiple cases or an outbreak of Communicable Disease at our institution either among our staff, instructors or students.

- Any student identified with symptoms will be sent home immediately and instructed to start self-isolating
- An isolation room has been designated (at Vancouver, currently in 'EGG' meeting room) should someone who has identified as presenting symptoms requests a private area where they may wait until transportation to their place of residence can be coordinated.
- LHL will identify staff and students who may have been exposed and inform them immediately.
- As a precaution, the campus will be required to close for the day for deep cleaning
- LHL will identify staff and students who may have been exposed and provide the list to authorities for contract tracing.
- LHL will assist public health authorities in identifying close contacts such as students, faculty or staff of a confirmed case as directed to do so by the local Medical Health. Officer. LHL will assist with the distribution of materials prepared by the public health authorities, or support public notification efforts as needed.
- Additional cleaning and disinfection protocols shall be performed with regards to all areas that the individual has been in contact with

- All students in the affected student's cohort will be contacted by slack and email by the International Students Coordinator/Manager.
- The provincial health authority responsible for the campus location will be contacted as listed below:

Victoria - If a Victoria campus opens, the PHO are Vancouver Island Health Authority's Medical Health officers (Drs. Stanwick, Fyfe, or Hoyano) for South Vancouver Island at 250-519-3406 or after hours 800-204-6166, and [Island Health](#) at 250-370-8699.

Vancouver - For Vancouver campus the PHO are Medical Health officers for Vancouver Coastal Health after hours at 604-527-4893, or daytime:

- Dr. Daly 604-675-3918
- Dr. Harding 604-675-3863
- Dr. Schwandt 604-675-3930
- Drs. Choi and Hayden 604-675-3878.

Toronto - call 311 or 416-808-2222 for non-emergency, or TTY: 416-338-0889

- Toronto Public Health Hotline 8:30 a.m. – 8 p.m 416-338-7600 TTY: 416-392-0658
- Email: 311@toronto.ca and PublicHealth@toronto.ca
- Government of Ontario – [Public Health Unit Locator](#)

Calgary

- contact Contact Environmental Public Health to report via [this](#) portal:
<https://ephisahs.microsoftcrmportals.com/create-case/>

Communication

All stakeholders including staff, instructors, students, homestay providers (if applicable), as well as building management shall be contacted by email by the LHL International Student Coordinator/Manager or designate, to be notified of the potential for a case having been present at the institution. LHL Human Resources will provide oversight for staff and instructors' health/work management in case of an outbreak.

The identity of an individual with symptoms and a Positive CASE individual will remain anonymous to staff and students, except to LHL management staff and LHL staff communicating with the student and with PHO. LHL will consult with its own legal counsel with respect to collecting, handling, storing and destroying personal health information.

The International Student Coordinator/Manager will:

- Connect the student or co-arriving family member with ON [Telehealth](#) or other appropriate medical care for further assessment as needed.
- communicate with the student while they undergo testing, treatment and followup
- update the Education Manager on the student's status as needed
- be the LHL contact person for PHO for contact tracing.
- the student and co-arriving family must restart their 14-day quarantine (isolation) duration from the day of their symptom onset

Support for ON students

The International Student Coordinator/Manager will:

- provide the location and contact information of the nearest [COVID-19 testing centres](#) to students and co-arriving family members.
- As required, assist or arrange COVID-19 testing at a [local COVID-19 assessment centre](#) (requires booking in advance) for all arriving students and co-arriving family members. *Note: Symptomatic individuals should not go to an ON pharmacy to obtain a COVID-19 test.*
- make and implement all arrangements if an in-person medical assessment is required.
- provide [safe transportation](#) to the testing location.

For the public, the medium for contact shall be email and a notice on our Communicable Disease Information page <https://www.lighthouselabs.ca/en/covid19> using this template:

Dear Students and staff,

Lighthouse Labs has been notified today that one of our students/staff working at [campus and address] has tested positive for [COVID-19/name of disease]. The affected individual was last at the building on dd/mm/yyyy. As a precaution, the cleaners will be conducting a deep cleaning and sanitation on the affected floor which includes all common areas, washrooms and working spaces as well as the elevators in the building. We will be contacting building management in the building to plan for deep cleaning.

If you have not received a call from Lighthouse Labs your floor/cohort is not affected. Enhanced daily cleaning and high touch points cleaning will continue to take place in the building as usual.

We continue to recommend all students and staff follow the guidelines provided by the BC CDC and OPH to reduce their risk of contracting or spreading the virus. If you become aware that an individual, student, employee or visitor to Lighthouse Labs or even your own residence/home/building has tested positive for [COVID-19/name of disease], please immediately notify public health officials and Lighthouse Labs at 888-569-6898.

The health and well-being of our students and employees remain our highest priority. We will continue to closely monitor the situation as it evolves and communicate updates as they become available.

If you are concerned you may have been exposed and have questions, you can speak to Public Health staff at [604-675-3900]. For general information about COVID-19, please visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/>.

Please contact Lighthouse Labs at 888-569-6898 or hello@lighthouselabs.com should you have any questions.

Thank you.

Someone falling ill at campus

Refer to the section '[In case of an outbreak/confirmed case among staff or Students](#)'

- Sick students/staff should report to the management office/International Student Coordinator/Manager, even with mild symptoms
- They shall be sent home immediately. Arrangements shall be made for them to be taken home or to be taken for further testing as required.
- 811 in BC and 311 in ON, and AB Environmental Public Health via [this](#) portal <https://ephisahs.microsoftcrmpartals.com/create-case/> shall be contacted for further steps
- [WorkSafeBC's OFAA special protocols for Covid-19](#) shall be implemented.

- If the individual is severely ill, (e.g. difficulty breathing, chest pain) 911 shall be called.
- All surfaces and areas that the person has been in contact with shall be cleaned and disinfected.
- All stakeholders including staff, instructors, students, provincial health authority, as well as building management shall be contacted and notified of the potential for a case having been present on campus.
 - The media for contact shall be Slack and email.
 - Anyone on campus shall also be notified in person. Care shall be taken not to announce any information protected by law from being released.
 - The record of facility entries that day shall be flagged should it be necessary to provide it to the provincial health authority

Outbreak Management Plan

Each confirmed case of Communicable Disease is investigated and managed by the local public health unit. Depending on the investigation, such as if there are epidemiological links demonstrating possible transmission within the premises, the public health unit may declare an outbreak.

- If notified by the local public health unit of an outbreak at the Institution, the Institution shall implement its outbreak management plan and follow public health direction.
- This outbreak management plan includes:
- The designation of a Communicable Disease Liaison (an individual or team), who will oversee the Institution's Communicable Disease preparedness and response in the event of known cases or an outbreak.
- A Communicable Disease Liaison dedicated to each campus/site who will serve as a contact point for local public health unit(s) as required when they are investigating and managing Communicable Disease cases involving the school community.
 - The Communicable Disease Liaison will be familiar with basic provincial and local public health direction as they are applicable to the school community and operations.
 - If the Communicable Disease Liaison is not the same person or team who is overseeing the quarantine of international students and their co-arriving family members, the Communicable Disease Liaison will fully understand that process and established communication protocols with those individuals involved in that process.
- A Communicable Disease designated central point person for all campuses/sites.
- A communication protocol by which ill students and staff communicate with the Institution that clearly lays out the intended aims and purposes of the protocol, as well as how to address confidentiality issues of students, staff and others that form part of the school community.
- Policies and procedures for educating, communicating and ensuring that any individual not attend the institution in person if they are exhibiting signs or symptoms of Communicable Disease.
- Policies and processes in place to support symptomatic individuals who are identified on campus, or if individuals develop symptoms while they are on campus, that include:
 - Symptomatic individuals are instructed to go home to self-isolate and seek medical care, which may include testing for COVID-19/communicable disease.
 - Symptomatic individuals are instructed to avoid taking public transportation to seek medical care.
 - If a symptomatic individual is unable to leave the school premises immediately, the Institution will arrange for them to be isolated away from others until they are able to leave.
 - Any individuals interacting with the symptomatic person (e.g. to provide supervision or support), will wear appropriate personal protective equipment.
 - The room or space will be immediately cleaned and disinfected following the departure of any symptomatic individual.
- The Institution will support an individual who has tested positive for COVID-19/communicable disease by:
 - Instructing the individual to start self-isolating and contact the local public health unit to report the case.

- Supporting students and staff who do not have and require appropriate accommodations for quarantine/isolation to limit the ongoing transmission of Communicable Disease within their community.
- If the Institution has on- or off-site residence or dormitories, the readiness plan includes identification of facilities and processes to provide quarantine accommodation in the event of an outbreak in these residences and/or dormitories.
- Provide access to essential services, such as medical care, including Communicable Disease testing as required, and basic needs such as food and sanitation services to support individuals in quarantine who require these supports.

- The Institution has communication policies and procedures to support timely communication to the school community about possible Communicable Disease exposures and/or outbreaks in a way that balances and safeguards the privacy of the infected individuals.

- The Institution has processes to review and evaluate the Institution's response after an outbreak and make adjustments to their outbreak management plan as needed.

End of Quarantine

From a public health perspective, an individual may be released from their quarantine upon the successful completion of their 14-day quarantine period without developing Communicable Disease. The Institution will ensure students and co-arriving family members are made aware that following the successful completion of their quarantine or self-isolation, they are expected to continue to follow federal, provincial, local, and institutional policies and directions to prevent the spread of Communicable Disease in their community.

Maintenance of Federal quarantine requirements and all regulations

To ensure that new arriving students will not over-extend our on-site location total capacity, we will maintain a ratio of staff to students which shall not exceed 30:1. This does not refer to our teacher - student ratio in classes or in individual classrooms, but rather the overall staff to student ratio that is present at the same time on campus, which includes all campus facilities in one location. Should our expected arrivals grow beyond our current staffing levels, we shall add staff as required to ensure that we are adequately staffed to manage our student body.

LHL Four Levels of Protection

LHL protection policies and procedures have been developed with guidance from [WorkSafeBC's](#) 4 levels:

First Level of Protection - Elimination

1. To limit the risk of person-to-person transmission, non-teaching/education Lighthouse Labs staff continue to work from online until further notice
2. All persons entering must wash their hands immediately or disinfect by using the provided disinfectant. Hand sanitizer is available in front of elevator doors and at the front desk of Lighthouse Labs
3. Clean environment - Maintain a clean environment through routine cleaning processes that are appropriate for the workplace and industry.
4. Teachers may conduct classes from an office on campus, or remotely.
5. Teachers may go to the classrooms but must wear a mask and practice social distancing in order to do so.
6. Students will attend classes in sections (in groups or self-contained bubbles) and the sections will not overlap with other sections.
7. Sections shall be staggered so as not to overlap in terms of schedule.
8. Sections shall not occur on the same day and rooms will be deep cleaned overnight.
9. Everyone is required to wear masks when entering and exiting the building, while on campus and in parking areas
10. Everyone is required to follow [respiratory etiquette](#), and maintain physical distancing
11. Visitors are not permitted to come to campus and must contact staff via telephone or arrange for other digital meetings.

Second Level of Protection - Engineering

1. There is a maximum occupancy of 2 in the elevator, with signage posted.
2. Bathrooms have maximum occupancies posted and are cleaned twice daily. Washrooms and common areas are cleaned every night by building cleaning staff.
3. Desks are spaced a minimum of 6 feet apart from each other.
4. The total number of students allowed on each campus shall be limited to provide each student having their own designated desk and table with a minimum of 6 ft separating from any other desk and table, and from any marked area where an individual may stand
5. Lighthouse Labs has posted limits to the number of people in each room.
6. Students may not enter the other classrooms where other students are studying. They must restrict themselves to their own cohort
7. At campuses where a front desk reception area exists, a barrier shall be placed at the front desk made of plexiglass.
8. Lighthouse Labs has designated one door as entrance and one door as exit to the facility.
9. Building ventilation (HVAC systems)
 - a. Ensure the building's ventilation system is in good operating condition as designed, and that preventative maintenance is conducted.

- b. Employers must comply with [sections 4.70 through 4.80](#) of the Regulation related to indoor air quality. These sections of the Regulation require ventilation systems to be properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, humidity, and other design parameters.

Third Level of Protection - Administrative

1. Lighthouse Labs has reviewed Communicable Disease symptom information and procedures from the CDC with staff and students and made documents available to staff
2. Lighthouse Labs has advised staff and students of the resources for mental health support
3. Disinfectant wipes are provided to all staff and students for the frequent cleaning of their work surfaces.
4. Everyone should clean and disinfect their work area and laptop as often as possible.
5. Areas where staff may congregate such as the bathroom and meeting room sinks are to be cleaned once in the morning and once in the afternoon by management including but not limited to:
 - Fridge Door
 - Microwave Control panel
 - Taps and sink.
 - Countertop and Tabletops
 - Cupboard handles and doors
6. Dishes are to be used once and then put by the staff member placing them directly into the dishwasher. Dishwasher settings should be put on maximum clean cycle and washed daily.
7. No reusable items like tea towels or microwave food covers are available. Only paper towels are provided.

Fourth Level of Protection - Using PPE and Masks

1. Lighthouse Labs requires everyone to wear masks when entering, on site and exiting the building.
2. We have distributed the document on selecting and using masks to staff and students.
3. We have distributed the document on how to use a mask to staff and students.
4. If eating or drinking, students are discouraged from sitting together unless greater than 6 feet apart from each other.
 - a. Vancouver - there is no on-campus designated eating area. Everyone is encouraged to either eat at their desk or to leave the campus for their break.
 - b. Toronto - a designated eating area has not been identified at the time of writing.
5. We have reviewed the documents together in training sessions.

Respiratory Etiquette

It is important to help reduce the spread of illnesses by using proper respiratory etiquette even when wearing a mask. This means that instead of covering your mouth area with your hands when coughing or sneezing, use your sleeve or a tissue. This reduces the number of germs on your hands, though it is still important to wash your hands after coughing and sneezing. Respiratory etiquette must be practiced by everyone on campus to reduce the risk of Communicable Disease transmission.

Following these steps is important:

1. Cover your mouth and nose when you cough, sneeze or blow your nose.
2. Put used tissue in the garbage.
3. If you don't have a tissue, cough or sneeze into your sleeve, not in your hand.
4. Clean your hands with soap and water or hand sanitizer.
5. If possible, replace your mask with a new mask.

Read more about respiratory etiquette

<https://www.publichealthontario.ca/-/media/documents/C/2013/clincial-office-cough-signage.pdf>

(Source: Public Health Ontario) and Public Health Ontario's [How to Wash Your Hands Fact Sheet](#).

General Public Health Provisions for DLI Operations (from COVID-19 Readiness Plan Attestation for Private Designated Learning Institutions)

- The Institution has specific plans in place to manage daily operations that align with provincial regulations related to managing the risks associated with COVID-19 as well as provincial and local public health direction.
- The institution will abide by the public health protocols, orders, and guidance that are in effect as well as any specific direction from the Ministry of Colleges and Universities.
- The Institution will comply with the following:
 - Quarantine Act*, as well as all regulations therein as applicable
 - Reopening Ontario Act (A Flexible Response to COVID-19) Act, 2020*, as well as all provincial regulations therein as applicable
 - All applicable legislation and policies from the Ministry of Colleges and Universities
 - Relevant provincial and local public health legislation and direction as per the Ministry of Health, [Public Health Ontario](#), and their [local public health unit](#).
- The Institution has policies, protocols, and signage on premises about public health measures to prevent the spread of COVID-19, which include but are not limited to:
 - Practicing [physical distancing](#) of a minimum 2 metres (6 feet) at all times.

- Wearing a face covering (i.e., non-medical mask) that covers mouth, nose and chin when indoors or when outdoors and physically distancing is not possible.
- Practicing regular hand hygiene, including having alcohol-based hand rub (minimum 60%) available around the campus to promote frequent handwashing.
- Practicing respiratory etiquette, such as coughing into sleeves and not hands or using a tissue followed by performing hand hygiene.
- Routine cleaning and disinfection of the premises, with increased frequency of high-touch surfaces with appropriate agents.
- Ensuring routine maintenance and proper functioning of heating, ventilation, and air conditioning (HVAC) systems.
- Daily symptom screening, including:
 - Screening of all staff, students and visitors before physically entering the Institution.
 - Any individual who fails the screen will be instructed to self-isolate, not come to school, and seek medical care, which may include obtaining a COVID-19 test.
- Passive symptom screening through posters and signage to remind individuals not to enter the school premises when symptomatic.
- Abiding by provincial indoor and outdoor gathering limits for in-person instruction.
- Keeping records (e.g., daily attendance records for all staff, students, and visitors entering the campus, with name and contact information) for the purposes of contact tracing in the event of an outbreak.
- Establishing human resources policies to address and manage staff requiring quarantine or isolation for COVID-19.
- Communicating with the institution's community and providing resources and information on COVID-19 in an accessible manner (e.g. plain language, pictures/symbols, available as needed in languages other than English and French as appropriate).

Students' Covid-19/Communicable Diseases Information Package

The Students' Covid-19 Information Package ([LINK](#)) is provided to students with the Bootcamp Policies Package ([LINK](#)) when accepted. The package includes information for students to be reviewed and tasks completed prior to arriving in Canada.

As new information and guidelines become available, this information package will be updated to meet compliance.