

Northwest Culinary Academy of Vancouver COVID safety protocols for the start of class in May 2021

With the rising number of COVID cases in BC, we're implementing some VERY strict protocols in order for us to safely continue being in the school as a group. The only way to guarantee a successful return is continued vigilance. To ensure that the guidelines are clear and understood, we're providing everyone with a full list of what expectations we have and measures we're taking to prevent an outbreak at Northwest.

Daily Procedures:

1. Upon entering the school (culinary students through the front door and pastry through the back door) students will have a temperature check done and will fill out a symptoms checklist. Students who register a high temperature or cannot answer the questions positively will be asked to self-isolate and/or be tested for COVID. As well, if a student feels ill for any reason they should not come to class and get tested.

****Please note: a student must receive a negative result on their COVID in order to return to class.****

2. Hourly, students will take a few minutes to wipe down and sanitize common areas (taps, knobs, etc)

3. Not all students will eat at the table - 1 student from each stove will eat at their station.

4. Students will wear a mask at all times while in the kitchen (except while eating).

5. Students are STRONGLY encouraged to download the contact tracing app. As of this writing it is not tracing in BC yet, but once it rolls out we want to make full use of it. All Northwest staff will have the app downloaded and in use.

And now we must ask a favour of you....

6. We would like you to limit your number of contacts while in school. While we cannot separate you from family, we would ask you to be aware of limiting unnecessary contact with large groups and groups of people outside your bubble who are not masked. We are asking this as a courtesy to yourself, your classmates and Northwest staff. This school is a small business. It has been greatly affected by this virus. And anything that jeopardizes the continuation of class, will impact us even more.

Thank you so much for your care and attention.

What happens if you feel unwell or someone tests positive

- 1) What will we do if someone tests positive for COVID and has been to school? We will notify Vancouver Coastal Health and PHO immediately and follow their instructions on how to proceed. We will close for the day to do a deep sanitization of everything. Class will resume the next day and everyone will be instructed to monitor for symptoms until further notice from Vancouver Coastal Health.

- 2) What if someone we have come into contact with OUTSIDE of school has tested positive? The person who comes into contact needs to self-isolate immediately for 14 days and follow all public health advice. Should symptoms manifest, they will be instructed to get tested right away. If the student tests positive, we will notify Vancouver Coastal Health and PHO and await for next steps.

- 3) What if I test positive? How long should I wait before coming back? If you test positive you should isolate and follow the Provincial Guidelines (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-have-covid-19>). If you test positive for COVID-19 please self-isolate until the following criteria are met:
 - At least 10 days have passed since the start of your symptoms, AND
 - Your fever is gone without the use of fever-reducing medications (e.g., Tylenol, Advil), AND
 - You are feeling better (e.g., improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue).
 - If public health provides you with different advice, follow their instructions.

- 4) How will we make up time missed? If an individual misses time, we will make an attempt to help them catch up with recorded videos of demos, and contact with instructors after class. If the school is to close for a period of time, those days will be made up either through extended hours on days where we are back in class OR on weekends. As well, please be aware that we MAY have to a little bit past our projected finish date, so please do not make arrangements to leave immediately after the planned graduation date. Do keep in mind that any extension would be a WORST case scenario and we will make every effort to complete the course within the parameters laid out in your contact.

All students at Northwest Culinary Academy of Vancouver will be learning in person. However, the Academy has reduced capacity by 50% and has implemented protocols to ensure that COVID safety is our top priority. Despite the action plan related to prevention, elimination and proactive sanitization of the school as outlined above, we recognize there always remains the potential for the spread of COVID-19 due to student proximity, regardless of best efforts in maintaining 6' distance and ensuring that masks are worn. In the event of confirmed cases of COVID-19 on school, Northwest's Health and Safety team will manage the situation with the following measures:

1. Ensure That Exposure Incidents are Reported.

Individuals (faculty, staff, and students) are urged to report any exposure incidents to the school immediate, or lena@nwca.vancouver.ca or call the main phone line at 604-876-7653 to report the incident.

2. Ensure that any students/faculty/staff/visitors who report symptoms of illness are not permitted on school.

If an individual falls ill while on school, they are required to leave the school immediately and consult 811 for further guidance. If they cannot leave immediately, they are required to isolate in the Student Change Room (this room is not in use) until they can arrange transportation home. All surfaces that the affected individual touched will be cleaned and disinfected promptly by custodians.

3. Staff/Faculty/Student Compliance

Individuals who have been exposed to someone with COVID-19, or are experiencing symptoms of COVID-19 must complete the [BC self assessment tool](#) and follow the recommendations of the assessment, which may require (but are not limited to) the following:

- a. Calling 811 for further screening or testing
- b. Self-isolation for the full 14 days (even if negative test result is received)
- c. Self-monitoring for symptoms and return to normal activities once public health says it is safe to do so, and once the 14-day self isolation period is complete (assuming they do not develop symptoms).

4. Staff or faculty in self-isolation will remain in contact with the school and are prohibited from visiting the school while in isolation.

If a staff or faculty member has been diagnosed with or exposed to Covid-19 and have been told to self isolate by public health, they are prohibited from entering the school while contagious and under isolation orders. <http://www.bccdca.ca> guidelines for ending isolation recommend that those diagnosed with COVID-19:

- a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
- b. That fever is gone without using fever-reducing medications and,
- c. The individual must be feeling better (improvement and reduction in symptoms).

5. Students in self-isolation will be contacted by the school daily and must abide by the self-isolation plan they were provided with on the first day of class. Students in self-isolation are prohibited from coming to school. If a student has been diagnosed with COVID-19, they are prohibited from coming to school while contagious and under isolation orders. Bccdca.ca guidelines for ending isolation recommends that those diagnosed with COVID-19:

- a. Must self-isolate for a minimum of 10 days since the onset of symptoms and,
- b. That fever is gone without using fever-reducing medications and,
- c. The individual must be feeling better (improvement and reduction in symptoms). Wellness email checks are provided daily by the school and will include the provision of any missed material.

Students will ensure that they have the ability to self-isolate in their current housing situation. If not, they will be provided with alternative options (available at the student's expense) to remain isolated during their self isolation. Options include local hotels that are currently being underutilized and offering housing opportunities for those individuals in self isolation. School staff would assist the student, as required, in securing this accommodation (which could be required for anywhere from two to six weeks. One important consideration we have included in our interview process with students is to ensure that they have the resources to afford self-isolation for up to six weeks.

Other accommodations, will also be made for students as they recover, including:

- exam deferrals, attendance appeals
- withdrawal period will be extended for those individuals who fall ill within the first 20 days of class.
- videos of all demos
- opportunity to stay after class to practice missed recipes, upon their return

5. Record Keeping

The Health and Safety Coordinator (or an NWCAV owner) will consult with the local B.C. Medical Health Officers if a positive case is determined, regarding COVID-19 case management and contact tracing protocols to indicate when a student was in attendance, which community they live in, and where they will be self-isolating. As well, we will inform them of our isolation check-in procedures.

Where a student, staff, or faculty member has been diagnosed with a confirmed case of COVID-19, Northwest will immediately restrict access to the building and call Vancouver Coastal Health and the PHO. While we await guidance, the building will be completely disinfected.

Following the outbreak, the ownership will hold a review of the current safety protocols and consult with involved staff, faculty, and students about changes in protocol. Emergency protocol and planning will continue to be reviewed and adapted over time.

Quarantine and Isolation Policies

1. A plan has been developed to manage cases taking the most conservative policies prescribed by Worksafe BC, the BC Restaurant and Food Service Association, as well as the Private Training Institutions Branch. And as a result, we will focus on student safety over increased class size.
2. As a student enters the school, a staff member will take their temperature to ensure they are not running a fever. Once their temperature is taken, they are to fill out and initial a Covid questionnaire comprised of the following three questions:
 - a. Have you experienced any symptoms of Covid-19 (including fever, chills, cough, shortness of breath, sore throat and painful swallowing) over the last 5 days?
 - b. Have you travelled to any country outside Canada within the last 14 days?
 - c. Have you had contact with a person confirmed to have Covid-19 in the last 14 days?

By taking their temperature and requiring the completion of the screen form, this will help identify those exhibiting symptoms prior to them entering the kitchen. It will also increase accountability for both the student and the institution.

3. While we do not have on-campus housing, we have developed strategies with a local hotel to assist in the housing of infected and/or quarantining students should this be required. If a student is exhibiting symptoms after entering the school and is waiting for transportation to their quarantine site, they will be isolated in one of our changerooms (which is not being used during the pandemic).

Given the size of the school, it is near impossible, for a student who is not present to have their privacy fully maintained. But, we have and will continue to make it clear from the outset that having an individual identify symptoms and isolate themselves is far more important than judging how they contracted the disease. Students will sign a waiver acknowledging that given the intimate size of cohorts, privacy is exceptionally difficult.

In case of a positive case at the school, public health will identify close contacts and advise that they self isolate. Students and staff will follow all public health directions. Public health will take the lead in this process and provide directions and guidance on maintaining confidentiality.

4. Upon falling ill while in class, students will be isolated in one of the unused student changerooms. Once their transportation to their self-isolation location arrives, they will leave through the back exit (which is 10 feet from the changeroom). The changeroom and exit door will be sanitized.

5. Should they require isolation outside of their home, we have made arrangements with the Sandman hotel, to house them during their quarantine. The hotel has no-contact food delivery. As well, food delivery services such as Skip the Dishes and Uber Eats also provide contactless delivery and contact information will be provided. Students will also receive links to SPUD and Save-on-Foods for online food delivery.

Students will also be provided with videos of lessons they have missed.

6. We will support their physical health by recommending online workout videos from Fitness Blender, Apple Fitness, etc. We will suggest forms for entertainment such as Netflix, Prime Video, Audible, and Kindle.

To support mental health, they will be given links to Crisis Centre of BC and Here2Talk.

7. Students will be provided with as many resources as possible in order to ensure adherence to quarantine restrictions. We will interact with them on a daily basis via email and/or Zoom to ensure compliance and request if they require additional support.

This support is for both students who are in quarantine upon entering the country, as well as for students who are in self-isolation from either contracting COVIDr having been in contact with someone who has tested positive for COVID-19.

strategies for offering community gatherings and supporting student life

	strategies
Physical distancing	<ul style="list-style-type: none">• Reinforcing general personal practices to maintain physical distancing, such as avoiding greetings like handshakes, high fives, fist bumps, and hugs• Reinforcing restrictions put in place by the PHO and to not gather in bars and restaurants outside of class time• Encourage virtual gatherings with classmates• No formal graduation ceremony where friends and family are invited
Engineering	<ul style="list-style-type: none">• Make up air unit in the kitchen will be on at all times
Administrative controls	<ul style="list-style-type: none">• Increasing availability of online/virtual options for gatherings/social activities to limit in-person attendance while maintaining social connectedness and student life (e.g., virtual meetings, online fitness classes, live streaming the gathering/event, recording a podcast or video)
PPE and NMMs	<ul style="list-style-type: none">• Face mask must be worn at all times, except when eating

strategies for provision of supports and services (excluding food)	
	Strategy
Physical distancing	<ul style="list-style-type: none"> • No more than 30 people (staff and students included) in the building as opposed to 60 people pre Covid • Virtual interview and tours of the facility for potential students
Engineering	<ul style="list-style-type: none"> • Plexiglass has been installed to surround the administrative desk at the front of the school • Make up air unit in the kitchen will be on at all times • Every student has there own station • Minimal sharing of equipment – shared equipment sanitized after each use
Administrative controls	<ul style="list-style-type: none"> • Provide students and visitors with electronic resources when possible, to reduce touching of papers. • Only one student and one instructor allowed in the “reception” area at the front of the school • Temperature is taken and a covid questionnaire is filled out upon entering the school
PPE and NMMs	<ul style="list-style-type: none"> • Face mask must be worn at all times, except when eating.

strategies for academic and experiential/applied instruction

	Strategies
Physical distancing	<ul style="list-style-type: none">• We have decreased the number of students per class to half capacity• There is no more than 30 people (staff and students included) on site at all times as opposed to 60 people pre Covid• When students are eating, half will eat in the kitchen at their station and half will eat at the tables – distance between students while eating exceeds 2 meters• Change rooms are closed. Students must arrive already dressed
Engineering	<ul style="list-style-type: none">• Make up air unit in the kitchen will be on at all times• There are 22 sinks on site that can be used as hand washing stations• There are 5 hand sanitizers placed throughout the facility• There are 20 bottles of surface sanitizer on site, one at each station

We do not have on-campus housing or in-residence food/dining.