



Academy of Learning

C A R E E R C O L L E G E

RE-OPENING PLAN 2020/2021

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DECEMBER 2020

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RETURNING AOLCC TO THE “NEW NORMAL”

The current COVID-19 (“coronavirus”) outbreak continues to greatly impact our world, with the situation rapidly evolving and changing around us. It is our hope that you and your loved ones are staying safe and healthy during this difficult time.

Academy of Learning Career College – Brampton East Campus continues to be impacted by the outbreak as well. Even so, students and staff can rest assured that Campus Administration is prioritizing the health, safety, and well-being of its students, staff, and the community, and we are following ongoing developments closely as they unfold.

The health and safety of our College and the community is a top priority. With that in mind, we have formulated our plans to gradually return to campus in a safe and controlled manner. This plan was developed in accordance with guidelines and directives from the Ministry of Colleges and Universities, the Government of Ontario, the Government of Canada, and Public Health units at the local, provincial, and federal levels. We have consulted the Government of Ontario’s plan for re-opening in stages, and more recently, the province’s colour-coded framework for regional virus control. We are continuously ensuring that our procedures are up to date and aligned with the current guidelines and framework systems set out by the various governments and health organizations. Important details about our Health and Safety Guidelines for re-opening can be found in this document.

We are committed to ensuring that all health and safety requirements are met across every space at our campus. We have created health and safety guidelines in accordance with the Government of Ontario that will be prominently displayed throughout our campus. Our re-opening plan outlines the safety and hygiene practices that will enable us to create a safe environment for everyone.

We are committed to maintaining our requirements as set out in our Attestation so long as we remain as a Designated Learning Institute (DLI) on the federal list of DLIs. It is our hope that through the implementation of this plan, we can warmly and safely welcome our students, staff, visitors, and broader community back to our College where valuable learning can resume once more.

2 RECOVERY PLAN

2.1 ASSESSING THE CAMPUS: RECOMMENCING THE CAMPUS OPERATION

2.1.1 WORKPLACE ASSESSMENT

GENERAL:

Documents in support of this plan are attached as appendices to this plan.

All documents have been posted to the College's shared drive and are accessible to all staff members. Signage has been posted throughout the College as appropriate.

Documents relating to safety protocols have been included in student orientation packages.

RISK ASSESSMENT:

AOLCC has involved all staff members in assessing workplace risks for returning to work and having students return to the classroom. We have identified areas where staff and students may gather along with tasks and processes where staff members and students may work near one another. We have identified equipment, tools and materials that staff and students may share. We have identified surfaces that people may touch often.

RISK REDUCTION:

AOLCC has reviewed and assessed the protocols set out by the Province of Ontario and the Ministry of Colleges and Universities (MCU) for students returning to the classroom, along with the Province of Ontario's protocols for employees returning to work ON's Safety Plan.

2.1.2 PROTECTION AND SAFETY MEASURES

First Level Protection (elimination)

AOLCC has limited occupancy of the College site during COVID-19 at 20 persons.

In order to reduce the number of people on campus, we have implemented work-from-home arrangements for the Regional Director and the Campus Administrators have implemented virtual staff meetings.

We have implemented measures to keep people at least two metres apart, wherever possible, by reducing class sizes on campus, and revising class and work schedules. These guidelines form part of the College's Health and Safety Policy.

- Attendance at the College is by appointment only.
- Visitors are asked not to bring friends or family with them for appointments, however an exception will be made where a minor student requires a parent or guardian to be in attendance.
- No more than 2 people are permitted in the reception area at one time.
- No more than 2-3 people are permitted in an office at one time. An exception will be made where a minor student requires a parent or guardian to be in attendance.
- No more than 10 people in the main computer lab and learning area of the campus.

- No more than 2 people in the examination room/quiet zone.
- Class sizes for sessions led in the traditional classroom set-up have been reduced to a maximum of 4 students attending in-person, while all other students attend virtually. In-person attendance would be on a regular rotation basis, ensuring that all students will have the opportunity to attend classes and see their instructors in person.
- Class schedules have been staggered so that students in classroom 1 will arrive one half hour earlier and leave one half hour earlier than students in classroom 2.
- Classroom desks have been reduced to 5 (4 student desks and 1 instructor desk) and have been placed 2 metres apart from each other.
- No more than 2 people are permitted in the coffee area at one time.

Second Level Protection (engineering): Barriers and partitions

We have reviewed and assessed the need for physical barriers and partitions and have determined that in areas in which people cannot keep physically distant they will be required to wear masks.

This includes moving within the campus and classrooms, walking down the hallway, or going into the coffee area.

Proper use of a face mask is included in the safety training for staff members and students.

Third Level Protection (Administrative): Rules and Guidelines

We have identified rules and guidelines for how staff members and students should conduct themselves and we have clearly communicated these rules and guidelines in our Health and Safety Policies which has been shared with all staff members and students. We have posted signage to remind everyone, including visitors, of the physical distancing and hand washing (hygiene) protocols.

We have implemented the following rules and guidelines to assist in reducing the risk of person-to-person transmission. These guidelines form part of the College's Health and Safety Policies.

- All staff members, students, and visitors must wash their hands at the designated hand washing stations each time they enter the school, their classroom or an office. Hand washing stations have been set up inside the entrance of the school, inside the entrance of each classroom and inside the offices.
- All staff members, students and visitors must wear a mask while on the campus premises unless they are working alone in a room or are at their desk in a classroom and maintaining a distance of 2 metres from other people.
- Staff members are trained in the proper use of masks and are available to assess or assist students and visitors when necessary.
- Staff members, students, and visitors are not permitted to congregate in the hallway or the coffee area.
- Use of the coffee area is limited to 2 people and both people must be wearing a mask.
- Visitors to the school will be limited to those who have scheduled appointments and have been advised they must provide and wear a mask at all times while on site.
- Visitors will be asked to wash their hands as they enter the campus.

- All staff members, students, and visitors will be asked to complete the College's Self-Assessment Form prior to attending at the College. Anyone indicating on their Self-Assessment Form that they are at high risk of having been exposed to COVID-19 are asked to stay away from the College for 14 days.

Fourth Level Protection: Using masks

We have reviewed the information on selecting and using masks and staff members and students have been trained on how to use a mask properly.

We understand the limitations of masks to protect the wearer from respiratory droplets.

We have implemented guidelines on the use of masks while on campus which is included in the Third Level Protection section of this safety plan and forms part of the college's Health and Safety Policies. In addition, we have implemented guidelines on effective cleaning and hygiene practices, which are included below in this Safety Plan and form part of the College's Health and Safety Policies.

Effective Cleaning and Hygiene Practices

We have reviewed the information on cleaning and disinfecting surfaces and have implemented cleaning protocols for all common areas and surfaces.

We maintain an adequate supply of disinfectant materials, cleaners, masks and paper-towels on site.

- The building cleaners provide a nightly cleaning service to our office/campus and have been advised all cleaning of common areas such as washrooms, hallways, elevators and the building lobby, which follows the Province of Ontario's COVID-19 cleaning protocols.
- All common areas within our campus such as front door, office doors, classroom doors, coffee room counters, the campus lobby and shared office equipment are cleaned daily by staff members by using appropriate disinfectants and disposable cloths.
- Staff members and students are trained and understand the requirements for disinfecting all work areas, desks, and equipment after each use.
- Desks and work areas have been designated for use by specific people to allow for one user only in order to avoid cross-contamination.
- Where possible, people are assigned to a specific piece of equipment (such as computers, microscopes, stethoscopes, etc.) to allow for one user only in order to avoid cross-contamination.
- All common equipment (such as photocopiers, scanners, shredders, kettles, vending machines, etc.) are cleaned daily. Staff members and students have been instructed to also disinfect this equipment after each use.
- We have removed unnecessary equipment to simplify the cleaning process.

POLICIES:

We have developed a series of Policies and Procedures to deal specifically with COVID-19. These have been published in our internal Network System for staff access and our Student Handbook has been updated to include COVID-19 specific protocols.

We have developed a policy and procedure for dealing with people who object to or refuse to follow our protocols. Policies, procedures and protocols have been included in student orientation packages and posted at the College along with reminder signage.

2.2 PREPARING THE CAMPUS: SAFETY MEASURES AND BUSINESS UNITS

2.2.1 Overview

The following is an overview of the College's safety plan to be implemented as we welcome back students and staff:

- A self-assessment reporting questionnaire will be provided to all staff, students, and visitors prior to returning to work on-site or entering the building.
- All staff, students and faculty must complete mandatory daily healthy assessment check-ins and temperature checks.
- Health and Safety Representatives will administrate temperature stations on the ground floor to assess all staff, student, and visitors' temperatures, and provide them with proper sanitation and PPE.
- All classrooms and workspaces will accommodate physical distancing with the implementation of one-way traffic zones, staircases, and physical distancing marked out on floors throughout buildings and particularly in common areas.
- Alternate work-from-home in place, with rotations between teams, and staggered start and end times.
- Hand sanitizer will be available at all campus entrances and in each common area, classroom, and office space.
- Cleaning will be more frequent and will include the disinfection of high-frequency touchpoints such as the kitchen, stair railings, elevator buttons, and doorknobs. Deep cleaning will be done every evening.
- Windows and doors will remain open whenever possible to increase ventilation, and air-conditioning will be on maximum setting to optimize air circulations.
- Constraints on visitors on campus and additional PPE will be provided to staff and faculty who might need to interact with students or external stakeholders.
- Plexiglass barriers will be installed where physical distancing may be limited.
- Large gatherings and meetings are prohibited and must be hosted using videoconferencing when possible.
- All consultations with members of the AOLCC team will be available virtually or on an appointment only basis.
- A joint health and safety committee (JHSC) is in place to assess workplace hazards and risk and resolve safety issues.
- Anyone who has travelled outside of Canada must self-quarantine for 14 days upon return from travel and should not come to the campus.

2.2.2 Communication Plan

We have trained all staff members in the COVID-19 specific safety protocols. This was done by publishing our protocols and having each staff member acknowledge in writing that they have read and understood the protocols and their specific duties with respect to implementation.

We have included training on the COVID-19 specific protocols as a part of our student orientation to the College. Students acknowledge in writing that they have read and understood the protocols in place and their agreement to observe the protocols.

We have posted Maximum Occupancy signage on the front door of the College and on the door of each room within the College. We have posted signage on the front door of the College indicating who is restricted from entering.

We have posted signage next to equipment (copier, etc.) to remind people to clean the surface after each use. Staff members have been trained to monitor students and each other to ensure policies and procedures are followed.

2.2.3 Personal Protective Equipment

Personal protective equipment (PPE), such as surgical-type masks and medical type gloves, should be used on the basis of risk exposure and in compliance with occupational health and safety guidance for COVID-19. AOLCC has arranged all PPE for the staff, faculty and students to use at the campus.

The following references will guide staff and management in better managing protocols and PPE supply:

Face covering guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Eye protection guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>

PPE supply burn calculators:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html>

<https://www.cdc.gov/niosh/ppe/ppeapp.html>

Guidance on Health and Safety for Office Sector during COVID-19:

<https://www.wsp.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-health-and-safety-guidance.pdf?ext=.pdf>

2.2.4 Resources and Guidelines

The following links and resources are available for staff and students to use. Staff will be participating in these specific training programs as part of the College's re-opening plan:

References:

https://www.ontario.ca/page/resources-prevent-covid-19-workplace?_ga=2.163027579.651086337.1588278206-1543806143.1579546760

https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan?_ga=2.250484806.1790913942.1592242295-1977472155.1580826788

https://www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf

<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-reduce-virus-spread/?accordion=face-masks-coverings>

<https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-orders-directives-by-laws/mandatory-mask-or-face-covering-bylaw/>

<https://www.whsc.on.ca/Resources/Publications/COVID-19-Resources>

http://www.ohrc.on.ca/en/news_centre/ohrc-policy-statement-covid-19-pandemic

2.2.5 Safety Measures

Screening and when to stay at home:

A safe school is always more important than a perfect attendance record. Students must use campus-provided checklist to perform a daily screening before arriving at the campus. If you are experiencing any symptoms, please keep them home and seek medical attention as required. If students show COVID-19 symptoms while at Campus, they will move to a designated isolation room until the necessary medical staff arrive. Wear a mask and/or face covering as mandated by provincial and municipal laws.

References:

<https://www.toronto.ca/wp-content/uploads/2020/05/95f0-Survey-Screening-poster-TPH.pdf>

<https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/?accordion=know-the-symptoms>

<https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/covid-19-assessment-centres/?accordion=assessment-centre-locations-details>

2.2.6 Sanitation: Cleaning and Safety Practices

Hand sanitizer will be available at campus entry and in every classroom. Students and staff will be directed to sanitize hands when they enter the campus building and classroom, before and after eating, after using the washroom, and at other times throughout the day. All classes will have scheduled washroom and hand-washing breaks. Keep a safe distance from others. New campus routines will be in place to encourage as much distance between students and

other classes as possible. This includes one-direction hallways, cohorting, closed shared spaces (such as libraries, cafeterias, and classrooms), seating assignments, coordination of class movement throughout the campus and more. New enhanced health and safety measures have been added to all aspects of Campus routines, based on guidance from public health agencies. Custodial staff will be using hospital-grade disinfectants for daily cleaning and disinfecting throughout the campus, including high-touch surfaces. Spaces shared by different cohorts will be cleaned and disinfected before and after use.

References:

<https://www.toronto.ca/wp-content/uploads/2020/05/8fdf-How-to-Safely-Wear-a-Cloth-or-Face-Covering-Banner.pdf>

<https://www.toronto.ca/wp-content/uploads/2020/03/971a-COVID-19-WashYourHands.pdf>

<https://www.toronto.ca/wp-content/uploads/2020/03/97a9-COVID-19-CoverYourCough.pdf>

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>

2.2.7 Scheduling Plan

Campus will be limiting the number of staff and students. We will offer blended learning environment for all students and staff. We will implement staggered or rotating returns to the campus to reduce the number of employees present at the campus at any one time. For example, specifying which day(s) an employee or group of employees may come to the campus. For the students will encourage to continue studying from home if they are able, except for the lab modules.

2.2.8 Space Arrangements

The College will re-arrange the various spaces on campus using the following points and guidelines:

Lecture, case study and active learning classrooms

- Remove furniture or cordon off seating to reflect new capacities consistent with maintaining 6 feet of physical distancing.
- Depending on space size and entry points, establish traffic flow and designated ingress/egress points, and post appropriate signage.
- Plexiglass installations still require that 6 feet of physical distancing be maintained. Please refer to the guidelines for using plexiglass and the request form for installation of a plexiglass barrier.

Laboratories

- Remove furniture or cordon off seating to reflect new capacities consistent with maintaining 6 feet of physical distancing.
- Depending on space size entry points, establish traffic flow and designated ingress/egress points, and post appropriate signage.
- Plexiglass installations still require that 6 feet of physical distancing be maintained. Please refer to the guidelines for using plexiglass and the request form for installation of a plexiglass barrier.
- Follow normal chemical and waste disposal guidelines.
- Additional PPE (e.g., procedure masks and face shields) may be needed to support close interactions between students due to the nature of experiments or shared equipment.
- If there is a potential for face contact with biohazards or chemical hazards in labs, disposable procedure masks should be used instead of cloth face coverings.
- Develop and implement cleaning protocols for shared equipment.

References:

<https://www.toronto.ca/wp-content/uploads/2020/03/8efd-COVID-19-Social-Distancing-WEB.pdf>

2.2.9 Staff Protocols

Employee Self-Monitoring. Prior to arriving each day for work, employees shall conduct a wellness check looking for the following symptoms:

- ✓ Fever greater than 37.8°C (100.4°F),
- ✓ Cough,
- ✓ Shortness of breath,
- ✓ Chills,
- ✓ Muscle or body aches,
- ✓ New loss of taste or smell,
- ✓ Sore Throat,
- ✓ Nausea or vomiting, and/or
- ✓ Diarrhea.

If employees exhibit any of the preceding signs or symptoms and they cannot be attributed to any other illness or chronic conditions, employees shall contact their supervisor and discuss options.

Employees with any of the above symptoms are strongly urged to get tested as soon as possible.

Social distancing is required and all members of the Campus Community are to adhere to social distancing practices by keeping six feet from others whenever possible, and avoiding large public gatherings – especially indoors.

2.2.10 Technology

Information will be communicated to students in a variety of ways. Facilitators will be in daily telephone contact with students to ensure that they are able to access their learning materials and to monitor students’ academic progress and full-time participation in their program. This is also an opportunity to verify that students are experiencing no

technical issues accessing our LMS. Additionally, our facilitators and instructors will use their institutional email, as well as the email system within our LMS, to communicate information relating to course assignments and assessments.

Additional modes of communication that our facilitators and instructors may use include Bongo (a virtual class platform which is integrated within our LMS), Zoom, Facebook Messenger, Skype, Google Hangouts, Whereby.com, WhatsApp, and FaceTime. For our ILS courses, the learning environment is not new. These students already access all of their learning within the LMS and know how to access their course materials, assignments, and assessments.

For our instructor-led courses, our instructors will spend additional time at the beginning and end of each virtual class session to ensure students are transitioning effectively to the elements of the course that have been added to their learning experience. The additional practice activities that would normally be presented in the physical classroom will be described within the LMS and/or the virtual class sessions; and, depending upon the requirements of the specific activity, students will either complete it and submit it within the LMS or will present their work during a virtual class session.

We understand that students who have been accustomed to using our equipment in our campus will need to make adjustments when they first begin to work remotely. Our instructors and facilitators have experience supporting students with both technical and course content matters. We will use any and all of the communication tools outlined in points 2 and 3 above to troubleshoot student issues remotely. Many of these tools allow for screen-sharing, which will enable our team to see what the student is experiencing on screen and help them resolve any issues they're encountering.

In addition, our Head Office support team in Richmond Hill provides second-tier technical support and a high level of expertise with our systems and infrastructure. Should an issue require an even higher level of technical support, our Head Office team has direct contact with the technical support team at Desire2Learn, the company that owns and operates our LMS.

We will be in close contact with all students regarding assignment deadlines, exam dates, etc. And in cases where they are experiencing technical difficulties that affect their assignment deadlines or exam dates, we will work with them to ensure any technical challenges are addressed and deadlines and dates are adjusted to ensure students are not penalized as a result of technical challenges.

2.2.11 Workplace Monitoring

COVID-19 can cause a range of symptoms, including fever, cough, sore throat and shortness of breath. These symptoms can appear in a few days or up to 14 days after being exposed to the virus. For some people, the symptoms are like having a cold; for others they may be severe or life-threatening. The virus is transmitted via droplets during close, unprotected contact with an infected person, or by touching an infected surface and then the mouth, nose, or eyes.

Keeping safe at work involves understanding how people could come into contact with COVID-19 as they perform their jobs, and then taking steps to minimize contact. The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any staff or student who has any symptoms related to cold, flu or COVID-19 should be sent home.

References:

<https://www.wspss.ca/WSPS/media/Site/Resources/Downloads/covid-19-office-health-and-safety-guidance.pdf?ext=.pdf>

2.3 RETURN-TO-CAMPUS FRAMEWORK

STAGE I: CAMPUS RE-OPEN TO PARTIAL STAFF

- Gradually re-open office after training has been provided and office spaces have been assessed for physical distancing
- Ensure social distancing policies are posted and shared.
- Includes: PPE is available, physical distancing posters and marked in common areas and workstations, and 6 ft. distances are confirmed.
- Stage 1 will have essential departments return to work on a rotation basis, includes alternating WFH and staggered start/end times between departments.
- No third-party external stakeholders, walk-ins, and visitors permitted.

STAGE II: OPEN CAMPUS TO ALL STAFF

- Anticipated date: after stage 1 is successful more staff and departments to return to work (Admissions, Finance and Students Services).
- WFH rotation scheduled and staggered start/end times between teams
- Gradually lifted restrictions on third-party external stakeholders, walk-ins, and visitors
- Constraints on group gatherings and meetings

STAGE III: OPEN CAMPUS FOR STUDENTS

- Anticipated date: Based on the government regulations and framework
- Commence phase 1 of re-opening campus for students
- Course will be delivered through a blended learning model (online and in-person classes)
- Students will have the option to attend classes on campus with reduced number of days
- Re-Open Student lounge

IF THERE IS A CONFIRMED CASE OR OUTBREAK ON CAMPUS:

- All Staff will be asked to complete the self-assessment tool on the Ontario COVID website:
 - <https://covid-19.ontario.ca/self-assessment/>
- Staff will be directed to return straight home, and call Telehealth (1-866-797-0000), their local Public Health unit, or their family doctor.
- Clean and disinfect the area and any surfaces the ill staff has come into contact with.
- If a staff is severely ill (e.g., difficulty breathing, chest pain), call 911 immediately.
- Assess the potential exposure within the campus, and document required information of all affected persons.
- Evacuate everyone from the building and have the campus closed for the day to disinfect and clean all affected areas.
- The Campus Manager, Regional Director, or an authorized member of the Health and Safety Committee will contact the local Public Health authorities to report the case or outbreak immediately.
- All illnesses will be immediately reported to WSIB and the Ministry of Labour.
- Once the worker has been medically cleared by local public health units, contact HR prior to returning to work.

2.4 NEW STUDENT ARRIVAL PROTOCOL

International students and their accompanying travellers, including co-arriving family, travelling to Canada will be advised of all of their requirements well in advance of their planned arrival, including arranging flights, accommodation, mandatory self-isolation or quarantine, available amenities, etc., as part of the acceptance and pre-arrival process with the College. As part of their enrolment, students and their accompanying travellers will be required to sign an attestation that confirms their understanding and adherence of their requirements. The following information from the Government of Canada's website, at minimum, will be included in the package that will be provided to all international students and their accompanying travellers:

HEALTH REQUIREMENTS FOR TRAVELERS TO CANADA:

To travel to Canada, all students and accompanying travellers must:

- Follow all public health measures for travellers
- ✓ pass a health check conducted by airlines before you'll be allowed to board your flight
<https://covid-19.ontario.ca/self-assessment/>
- ✓ wear a non-medical mask or face covering during travel (including to the place you'll quarantine)

ARRIVAL IN CANADA:

All students and accompanying travellers must download the ArriveCAN smartphone app for iOS or Android smartphones, available through the App Store or Google Play Store. Students and travellers can find more information on the Government of Canada's website: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html#health>

As of November 21, 2020, ALL students and accompanying travellers entering Canada by air or by land MUST use the ArriveCAN smartphone app **BEFORE** checking in at the airport OR crossing the border to submit their:

- Travel and contact information
- Quarantine plan
- COVID-19 self-assessment

All students and accompanying travellers must bring their ArriveCAN receipt (electronic or paper) with them to present to the border services officer for inspection upon arrival.

Students and accompanying travellers entering Canada by air, land, or sea MUST

- provide basic information using the traveller contact information form, available through
 - the ArriveCAN mobile app (available **for iOS or Android**)
 - a paper form
- be screened by a border services officer or quarantine officer to assess symptoms

HAVE A PLAN TO QUARANTINE FOR 14 DAYS:

Students and accompanying travellers who arrive in Canada by air, land or sea, will have their health assessed before they can leave the Point of Entry (POE). Foreign nationals who have symptoms of COVID-19 will NOT be allowed to enter Canada.

Students and accompanying travellers must work with the College and co-develop a plan to quarantine for 14 days when they arrive in Canada, including

- a place to stay
- how they will
 - get to their destination
 - get their groceries
 - access essential services and medical care

The International Student Services Department will work with the student to arrange the accommodation, transportation, and delivery of groceries, medicine, and other essential items, based on the student's reasonable needs and those of their accompanying travelers. The College will seek to ensure that students and accompanying travellers will be accommodated exclusively within their family group, separate from other groups and, in particular, away from groups and vulnerable individuals such as the elderly and immunocompromised. The final plan must be approved by the College and provided to the student and accompanying travellers before they can travel to Canada.

This plan is mandatory for all students and accompanying travellers, even if they are asymptomatic. A border services officer will determine if a student or accompanying traveller can enter the country.

The penalties for any traveller not following their quarantine plan once they are in the country can include

- a fine of up to \$750,000
- 6 months of jail time
- being found inadmissible, removed from Canada and banned from entering for 1 year

Any student or accompanying traveller who breaks their quarantine at any point in time for any reason MUST inform the International Student Services Department at the College, who will then report the incident to local public health authorities and Health Canada as required, within 24 hours. In addition, if the College finds any student or accompanying traveller breaching their quarantine at any point in time, or discovers that a student or accompanying traveller has breached their quarantine, the College is mandated to report the incident to local public health authorities, as well as Health Canada, in accordance with the *Quarantine Act*. The College will follow the advice and instructions given by Health Canada and local public health authorities, subjecting the student or accompanying traveller to further investigation and potential penalties as laid out in the Act.

HEALTH INSURANCE:

Health insurance is required for all international students. Students must provide a health insurance for the full duration of the program, or work with the College to secure an adequate health insurance plan. Students must submit a copy of their health insurance coverage before they start the program. If a student does not have a valid health insurance plan, they will not be able to start their study program.

OUR CAMPUSES OFFER:

- Easy access to public transit
- Computer and training labs incorporating the latest technology
- Restaurants and coffee shops nearby
- Access to a wide range of student services to help make your AOLCC experience easy, healthy and fun

AMENITIES:

Academy of Learning – Bay/Queen Campus:

Nearby coffee shops:

- Tim Hortons (65 Queen St W, Toronto, ON M5H 2M5) – 260 m
- Tim Hortons (2 Queen St E, Toronto, ON M5C 3G7) – 550 m
- Starbucks (1 Queen St E G5, Toronto, ON M5C 2W5) – 180 m

Nearby restaurants:

- Hendricks' Restaurant (218 Yonge St, Toronto, ON M5B 2H6) – 550 m
- Locale Mercato (330 Bay St, Toronto, ON M5H 2S8) – 350 m
- Chef's Hall (111 Richmond St W, Toronto, ON M5H 2G4) – 400 m
- The Keg (165 York St, Toronto, ON M5H 3R8) – 400 m
- Planta Burger (4 Temperance St, Toronto, ON M5H 1Y4) – 450 m
- Lena Restaurante (176 Yonge St, Toronto, ON M5C 2L7) – 400 m
- A&W Canada (1 Richmond St W, Toronto, ON M5H 3W4) – 450 m
- Richmond Station (1 Richmond St W, Toronto, ON M5H 3W4) – 130 m
- Sunset Grill (1 Richmond St W, Toronto, ON M5H 3W4) – 400 m

Nearby grocery stores:

- Saks Food Hall by Pusateri's (Hudson's Bay Queen Street, 176 Yonge St, Toronto, ON M5C 2L7) – 110 m
- INS market (31 Queen St E, Toronto, ON M5C 1R5) – 550 m
- King Grocery (7 King St E, Toronto, ON M5C 3C5) – 550 m
- Daily Fresh Supermarket (199 Church St, Toronto, ON M5B 1Y7) – 1 km
- Rabba Fine foods (126 Simcoe St, Toronto, ON M5H 4E6) – 800 m
- McEwan (79 The PATH - Toronto-Dominion Bank Tower, Toronto, ON M5K 0A1) – 800 m
- The Market by Longo's (111 Elizabeth St, Toronto, ON M5G 1P7) – 750 m
- Daily Fresh Supermarket (199 Church St, Toronto, ON M5B 1Y7) – 1 km
- Mike's Independent City Market Toronto (111 Peter St, Toronto, ON M5V 2H1) – 1.3 km
- Fine Food Market (711 Bay St, Unit D, Toronto, ON M5G 2J8) – 1 km

Academy of Learning – Brampton East Campus:

Nearby coffee shops:

- Starbucks (5 Beaumaris Dr, Brampton, ON L6T 5J6) – 400 m
- Tim Hortons (6545 Langstaff Rd, Woodbridge, ON L4H 3N5) – 3 km
- Tim Hortons (8740 The Gore Rd, Brampton, ON L6P 0B1) – 9 m

Nearby grocery stores:

- Panchvati Supermarket (8814 The Gore Rd, Brampton, ON L6P 0B1) – 190 m
- Food Basics (8910 50 Hwy #F, Brampton, ON L6P 3A3) – 1.3 km
- Hasty Market (4525 Ebenezer Rd, Brampton, ON L6P 2P7) – 1 km
- Asian Food center (9564 The Gore Rd, Brampton, ON L6P 0A8) – 2.6 km
- Asian & Canadian grocery (Brampton, ON L6P 0B7) – 700 m
- Chalo Freshco (3998 Cottrelle Blvd, Brampton, ON L6P 2R1) – 2.8 km

Nearby restaurants:

- Gino’s Pizza (8770 The Gore Rd, Brampton, ON L6P 0B1) – 200 m
- Asha takeout & catering (8770 The Gore Rd F6, Unit, Brampton, ON L6P0B1)– 200 m
- Gurus Chilli Chinese Cuisine (8917 The Gore Rd, Brampton, ON L6P 2L1) – 750 m
- Dalchini Hakka Chinese Cuisine (4525 Ebenezer Rd, Brampton, ON L6P 2K8) – 1 km

Academy of Learning – Hamilton Campus:

Nearby coffee shops:

- Café Oranje (312 King St E, Hamilton, ON L8N 1C2) – 650 m
- Jet Café (184 King St E, Hamilton, ON L8N 1B4) – 1 km
- Starbucks (112 King St E unit b, Hamilton, ON L8N 1A8) – 1.2 km

Nearby grocery stores:

- No Frills (435 Main St E, Hamilton, ON L8N 1K1) – 160 m
- Farmhouse supermarket (254 King William St, Hamilton, ON L8R 1B2) – 800 m
- Denninger's Foods of the World - Hamilton Downtown (284 King St E, Hamilton, ON L8N 1B7) – 700 m

Nearby restaurants:

- Mr. Sub (478 King St E, Hamilton, ON L8N 1C8) – 290 m
- Ja-nice takeout (12 Tisdale St N, Hamilton, ON L8L 5M2) – 190 m
- Mississippi queen foods (635 St E, 635 King St E, Hamilton, ON L8N 1E5) – 400 m
- The owl of Minerva (309 Main St E, Hamilton, ON L8N 1H8) – 350 m

ACCOMMODATIONS:

Academy of Learning – Bay/Queen Campus, 401 Bay St, 10th Floor, Toronto, ON M5H 2Y4)

Average monthly rent in Toronto is \$1000 (varies from \$700 to \$2000+)

- Chestnut Residence (89 Chestnut St, Toronto, ON M5G 1R1) – 700 m
- CHC Student Housing (53 Yonge St #5, Toronto, ON M5E 1J3) – 600 m
- HOME on Jarvis (186 Jarvis St, Toronto, ON M5B 2B7) – 1.2 km
- O’Keefe House (137 Bond St, Toronto, ON M5B 1Y2) – 1 km
- Ryerson University living center (240 Jarvis St, Toronto, ON M5B 2L1) – 1.2 km
- Manson Tower Student Residence (292 Parliament St, Toronto, ON M5B 3A4) – 2 km

Academy of Learning – Brampton East Campus, 8740 The Gore Rd, Brampton, ON L6P 0B1

Average housing rent in Brampton is \$800 (Varies from \$500 to \$1500+)

- Student Acclimation Worldwide (27 Seachart Pl Unit# 2, Brampton, ON L6P 3A3) – 1.5 km
- Ji Aya Nu Settlement Services Ltd. (2985 Drew Rd Unit #216, Mississauga, ON L4T 0A4) – 8 km
- Virat Inc. (262 John Garland Blvd #208, Etobicoke, ON M9V 1N8) – 7.2 km

Academy of Learning – Hamilton Campus, 401 Main St E, Hamilton, ON L8N 1J7

Average housing rent in Hamilton is \$600 (varies from \$400 to \$1300+)

- Act Five Student Residence (75 Blake St, Hamilton, ON L8M 2S7) – 1.6 km
- Linden Hall (55 Catharine St S, Hamilton, ON L8N 4E8) – 1.2 km
- Columbia International College, Linden Residence (55 Catharine St S, Hamilton, ON L8N 4E8) – 1.2 km

COSTS AND RESPONSIBILITY:

Along with the regular program and associated fees that will be incurred by students, the College will detail to the student any anticipated additional expenses that the student and their accompanying travellers will be responsible for as a result of extra health and safety requirements and measures. The school anticipates this cost to be approximately \$1,500–\$2,000 per student; however, in the event that the student and/or any of their accompanying travellers are required to extend their quarantine at the place of accommodation for any reason (for example, due to testing positive for COVID-19), any extra costs will be the responsibility of the student and the accompanying travellers. The College will work with the student, accompanying traveller(s), and the accommodation hosts to determine the additional costs and arrangements needed to cover the quarantine extension as needed. The College will continue to work to provide the same accommodations and arrangements that students and their accompanying travellers need while they are in their initial or extended quarantine. This information and disclaimer will be made available to students on their Letters of Acceptance (LOAs) and in their acceptance packages. Students will be made aware of these extra costs prior to their acceptance into the College, and will be made aware that once they confirm their admission and acceptance into the College, they will be responsible to cover these costs.

Should a student not wish to proceed with their study program at the College due to the additional required costs, students shall be entitled to a partial or full refund of any monies paid to the College, less any administration, legal, or other fees, as provided in the College’s Refund Policy.

3 APPENDICES

3.1 APPENDIX A: HEALTH AND SAFETY POLICY

Policy No.:	AOLCC 1009		
Policy Name:	Health and Safety Policy		
Date approved:	July 2019	Approved by:	Chamara Perera
Date effective:	July 2019		
References:	<ol style="list-style-type: none"> 1. <i>Private Career Colleges Act (PCCA)</i>, 2005 2. Ministry of Labour, Training and Skills Development 		
Developed by:	Chamara Perera		
Reviewer:	Annie Amenshewa		
Document Control:	<p>This is a controlled document and may not be altered.</p> <p>Policies will be reviewed annually and changed as required.</p>		

Record of Policy Changes		
Date	Approved By	Information Changed

Fig. 3.1-A: Chart of Record of Policy Changes. This log provides transparency as changes are made to the Policy.

Intent

Academy of Learning Career College – Brampton East acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals on-site. Protecting employees from injury or occupational disease from accidents or incidents is a continuing objective. We will make every effort to provide a safe and healthy work environment for all staff. We believe all accidents are preventable and active participation at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

We are committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our employees, and strive to safeguard the workplace from injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. Academy of Learning Career College – Brampton East will act in compliance with all applicable workplace health and safety legislation.

Guidelines

Communication

Academy of Learning Career College – Brampton East encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by human resources. (Insert appropriate authority) will initiate an investigation on each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous, if so desired.

Responsibilities

Employers will:

- Supply an effective strategy to manage the occupational health and safety concerns of the company.
- Allocate and govern resources properly to achieve the health and safety requirements of employees, and that policies comply with the company's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency, and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

Managers and supervisors will:

- Help develop, implement, and enforce company policies and procedures.
- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Conduct health and safety meetings.

Human Resources will:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.

- Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop company policies and procedures related to workplace safety and health issues.
- Review injury and illness trends, and identify problem areas and solutions.

Employees will:

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns, so they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law, safe work practices, and procedures established by the company.
- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or human resources.

All staff will:

- Complete required occupational health and safety training.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in company procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.

Joint Health and Safety Committee members will:

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies, and assist with the implementation of improvements.
- Attend regular committee meetings.

Reporting Structures

Any concerns or near-misses must be reported to the health and safety committee or representative and the appropriate manager. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

If an emergency occurs, employees must immediately report the incident to JOHSC. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property.

An emergency is any number of unsafe conditions that pose a threat to people or property. This includes fire or smoke; natural disaster or severe weather; chemical, biological, or radiological incidents; and structural failures.

Employees will be able to refer to the following documents for any additional details:

- 1. Workplace Health & Safety Inspections**
- 2. Workplace Inspection Procedure**
- 3. Joint Health and Safety Committee's Terms of Reference**
- 4. Health and Safety Program Posting Requirements Checklist**

3.2 APPENDIX B: WORK FROM HOME (WFH) POLICY

Policy No.:	AOLCC 1016		
Policy Name:	Work from Home (WFH) Policy		
Date approved:	March 2020	Approved by:	Chamara Perera
Date effective:	April 2020		
References:	1. HR Downloads 2. “Develop your COVID-19 workplace safety plan”. [https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan] .		
Developed by:	Anthony Tran		
Reviewer:	Chamara Perera		
Document Control:	This is a controlled document and may not be altered. Policies will be reviewed annually and changed as required.		

Record of Policy Changes		
Date	Approved By	Information Changed

Fig. 3.2-A: Chart of Record of Policy Changes. This log provides transparency as changes are made to the Policy.

Intent

In the best of interest of students who wish to pursue and complete their studies and training during this difficult time, the Ministry of Colleges and Universities (MCU) has authorized the College to continue delivering our training through online and distance learning until it is deemed safe to return to normal or modified in-person operations by federal, provincial, and/or municipal public health experts. Staff should rest assured that whether the College is closed or open in any capacity, the College will be working to ensure they have what they need to succeed, including support, guidance, and resources.

The “Work from Home (WFH) Policy” provides guidance to employees working and conducting business from home or a remote location, currently and/or in the future. Please note that this policy may change as conditions and/or business requirements change, and staff will be expected to adapt and adhere to these changes as necessary.

Staff are expected to take care in reviewing this policy carefully and regularly as it may change, and should consult with Campus Management should they have any questions or concerns.

GENERAL GUIDELINES FOR ALL STAFF MEMBERS

1 Working hours

1.1 Scheduling

All staff members should be prepared to work and conduct business from their remote location during their regular work hours as if the Campus were still open. For example, if your work schedule was 9:00 am–5:00 pm Monday through Friday, you should continue to work that schedule from your remote location. If, for any reason, staff members need to change their working hours, they should inform and obtain approval from Campus Management, and communicate this information to their teams. Staff may also be requested by Campus Management to modify working hours based on business needs.

1.2 Work requirements

During work hours, staff are expected to be productive and conducting business. Staff should be mindful of their breaks and meal periods as they would if they were on-site. When not taking a break or meal period, staff should be readily available to assist students, clients, and colleagues as the College is operating. If staff members are aware in advance they will not be available at certain times during the day, they should exercise due diligence to communicate this to affected parties, including students and clients.

1.3 Tracking hours and reporting

In absence of *Ceridian Dayforce* software, staff should be accurately tracking and logging their work hours through a timesheet provided by the College. Timesheets should be submitted to Accounting and Campus Management on a monthly basis or otherwise directed by either party.

2 Absenteeism and time off

The absence and time off policy remains unchanged. Staff members who require time off from work for any reason should follow the usual procedures, or seek guidance from Campus Management as required.

3 Professionalism and contact with students, clients, and third parties

3.1 Professionalism

All staff members should continue to work and conduct business in a professional manner as they would on-campus. This includes maintaining a presentable appearance, behaving professionally, and working in a dedicated space. Staff should create or set aside a dedicated space in their remote location that is free of excessive noise and distractions and that appears professional in nature, similar to their workspaces on-site.

3.2 Contact with students, clients, and third parties

When dealing with students, clients, colleagues, or any third party, regardless of method of contact, staff should carry themselves professionally as they would in-person on-site.

4 Use of College property off-site

All staff members who have been given and/or are using College property, such as laptops or telephones, to use off-site are responsible for maintaining their condition and professional use. They are not to be used for personal purposes. Staff who encounter technical issues with College property should seek assistance from the IT Department or Campus Management as necessary. Staff members will be responsible for any damages from the intentional misuse of College property.

5 Modes of communication

Staff members should communicate with their students, clients, colleagues, or any third party via methods provided and approved by the College, including College-assigned e-mail, telephone, fax, and paper correspondence. Other methods, such as personal phone or e-mail, may not be used unless approved by Campus Management.

5.1 Approved third-party communication software

The College has approved the use of Zoom software for voice and video calls and conferencing in place of in-person interaction. Staff are authorized to create a Zoom account associated with their College-assigned e-mail address to conduct “face-to-face” interactions as required for the College.

6 Privacy and restricted information

Staff communicating with students, clients, colleagues, or any third party, for any reason, through any mode of communication, including those listed in section 1.5, must be mindful of privacy concerns and must exercise due diligence in protecting all sensitive and confidential information as required of the College by the *Freedom of Information and Protection of Privacy Act (FIPPA), 1990* and the *Private Career Colleges Act (PCCA), 2005*. This includes protecting any sensitive or confidential information that is provided to any staff or the College, and/or stored in the College’s records in any location, and restricting any release of sensitive or confidential information only to the associated person(s) and upon provision of their consent or approval.

3.3 APPENDIX C: COVID-19 RE-OPENING GUIDELINES: HEALTH AND SAFETY PROTOCOLS

As we aim to gradually re-open our campus, the success of our students, staff, and campus are paramount and must be balanced with protecting their health and safety. To do this, the College will:

- Provide a flexible learning model that blends in-person and digital online learning together to provide equitable access for all students.
- Reconfigure classrooms and accessible areas, as well as implement physical barriers, as required to reduce any potential spread of illness.
- Limit the number of persons in classrooms and all accessible areas of the campus to accommodate physical distancing of at least 2 metres (6 feet) between persons
- Provide and maintain a supply of face masks, handwashing stations with soap and water, as well as hand sanitizer stations placed in each classroom, at entry and exit points, in hallways, and in common areas
- Perform routine and frequent environment cleaning throughout classrooms, campus facilities, and other highly accessed areas
- Post signage throughout the campus to control traffic flow as well as to inform all persons about best health and safety practices on campus
- Implement and enforce the College’s developed COVID-19 response guidelines and policies for anyone on campus who present symptoms potentially indicating presence of COVID-19; this would include asking anyone with more than an occasional cough or sneeze not to attend any classes or activities on campus and to self-isolate at home
- Enforce a mandatory 14-day self-isolation or quarantine for all international students and their accompanying travellers per Canada’s *Quarantine Act*

All staff will be trained on the enhanced health and safety protocols and procedures as they relate to managing COVID-19 and other illnesses at the campus and will be responsible for ensuring that students, visitors, and colleagues practice and enforce the protocols. The following are the protocols that staff will be expected to know and reinforce with students and visitors to the campus as applicable. This information is consistent with Public Health Ontario’s *Cleaning and Disinfection for Public Settings* guidance document.

Masks and Face Coverings

Masks and face coverings will be mandatory for all students, staff, and visitors to the College per Public Health guidelines. The College will provide and maintain a supply of face masks to ensure safety and compliance.

Wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must **also** wash your hands often, practice physical distancing, and stay home if you are sick.

DOs:

- DO wear a non-medical mask or face covering when on site at the College.
- DO ensure the mask is made of at least two layers of tightly woven fabric.
- DO ensure the mask or face covering is clean and dry.

- DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.
- DO use the ear loops or ties to put on and remove the mask.
- DO ensure your nose and mouth are fully covered.
- DO replace and launder your mask whenever it becomes damp or dirty.
- DO wash your reusable mask with hot, soapy water and let it dry completely before wearing it again.
- DO store reusable masks in a clean paper bag until you wear it again.
- DO discard disposable masks in a plastic lined garbage bin after use.
- DO wear your mask properly.
 - Reasonably snug fit against skin all around
 - Nose covered to the bridge
 - Mask tucked under chin
 - Hair off your face



Fig. 1: Proper mask fitting

DON'Ts:



Fig. 2: Incorrect masking techniques

- DON'T reuse masks that are moist, dirty or damaged.
- DON'T leave your nose or chin uncovered
- DON'T wear a loose mask.
- DON'T touch the mask while wearing it.
- DON'T remove the mask to talk to someone.
- DON'T hang mask from your neck or ears.
- DON'T share your mask.
- DON'T leave your used mask within the reach of others.

Handwashing and Sanitization

Everyone entering the College must either wash or sanitize their hands using proper washing and sanitizing techniques. This must also be done when entering any room within the College.

The College will also maintain a supply of disposable gloves for students, staff, or visitors who may want this extra level of safety and protection.

HOW TO WASH YOUR HANDS PROPERLY



Fig. 3: Proper handwashing technique

HOW TO USE SANITIZER PROPERLY

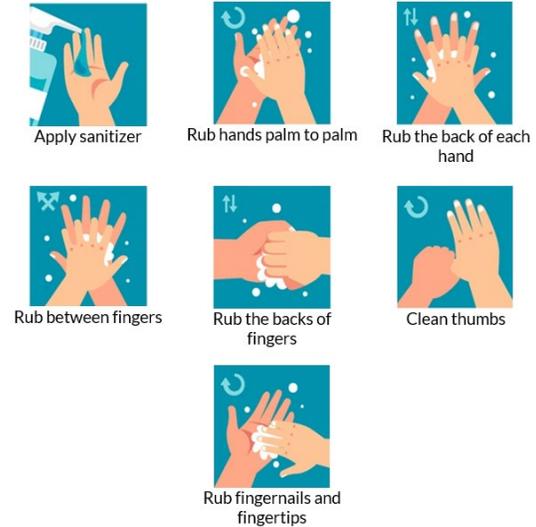


Fig. 4: Proper hand sanitization technique

Physical Distancing Protocols

We know that one of the best ways to reduce the spread of COVID-19 and other illnesses is to maintain physical distancing between people. To achieve this as much as possible, the College will communicate, encourage, and enforce the following on all students, staff, and visitors:

DISTANCING:

At the College, we practice **Physical Distancing** by staying at least 2 metres (6 feet) away from other people whenever possible. When it is not possible, you must wear a mask or face covering that completely covers your nose and mouth.

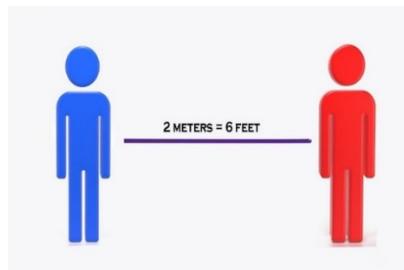


Fig. 5: Physical distancing visual

Physical Distancing is not the same as Social Distancing. In fact, we encourage our staff and students to be social with each other while onsite at the College and following health and safety guidelines. After all, College is where lifelong friendships are formed!

Some **Physical Distancing** rules to keep in mind:

- If there are people waiting in the hallway when you get to the College, it means the reception area is already at capacity. Please wait patiently in the hallway, maintaining at least 2 metres (6 feet) from the persons in front of and behind you. Wait until you are instructed to enter the College.
- Please wait outside the washroom if there are already people inside (even if it is an emergency) and the washroom is at maximum capacity. When someone exits, then you may enter.
- Do NOT stop in the hallways to chat with anyone or for any other reason. The hallways inside the College are “No Stopping” zones.
- Please pay attention to the maximum capacity signage posted at the campus. If a room is already at capacity, please wait outside until someone exits.
- Desks and available seats in classrooms have been placed 2 metres (6 feet) apart. When you enter a classroom, please wash or sanitize your hands and then go directly to your desk. Please stay there until it is time to leave the room. Do not move or go to other areas of the classroom unnecessarily. Remember to keep a distance of at least 2 metres (6 feet) from others when leaving the room.

Maximum Capacity

Various areas of the College have a defined maximum capacity of persons. Signage is posted at each location identifying the capacity for that area.

If an area is already at maximum capacity, please wait patiently until someone exits the area before entering.

The maximum capacities at the College are:

Reception area	2 people
Offices	2-3 people
Lunchroom/Breakroom	2 people
Computer lab	10 people
Classrooms	4 people

Disinfection

COVID-19 and other viruses and bacteria can remain on surfaces for some time. To reduce contaminated surfaces:

- **Cleaning** removes dust, debris and dirt from a surface by scrubbing, washing and rinsing.
- **Sanitizing** reduces the bacteria on a surface.
- **Disinfecting** destroys or inactivates both the bacteria and on hard, nonporous surfaces. Disinfecting hard, nonporous surfaces is one of the most reliable ways to help lower the risk of spreading germs from surfaces by touch.

The College will follow the advice regarding cleaning and disinfection of high-touch surfaces in public settings as laid out in Public Health Ontario’s *Cleaning and Disinfection for Public Settings* guidance document, as incorporated below:

At least twice daily, and whenever visibly dirty, all hard, non-porous surfaces at the College need to be wiped with a non-expired cleaner, disinfectant, and disposable cloth, using PPE as required to safely disinfect surfaces. These surfaces include:

- Door handles
- Light switches
- Counter tops
- Desks
- Chairs

Equipment at the College also needs to be cleaned and disinfected after each use. Equipment includes:

- Phones
- Copiers
- Microscopes
- Computers
- Keyboards
- Keypads
- Kettles
- Shredders
- Vending Machines
- Pens/Keys

Surfaces in washrooms, such as sinks, faucets, and toilets, will be cleaned and disinfected multiple times daily, at regular intervals and when visibly dirty.

Assessing Compliance

All staff will be expected to continually assess themselves to ensure they are following the safety protocols in place at the College:

- Is your mask covering your chin and the bridge of your nose?
- Are you cleaning your hands when you enter a room?
- Are you maintaining a two-metre distance between you and other people?
- Are you respecting the maximum capacity in each area of the College?
- Are you remembering to disinfect equipment after you use it?

If staff answer “NO” to any of the above questions, they should immediately consult with Campus Management for guidance and support.

Emotional and Mental Health

During the COVID-19 pandemic, we can expect people to feel anxious and this sometimes causes changes in emotional behaviours and mental health. Our best defense is to remember Dr. Bonnie Henry’s maxim:

Be kind. Be calm. Be safe.

3.4 APPENDIX D: COVID-19 RE-OPENING GUIDELINES: STUDENT LEARNING, MANAGEMENT AND SUPPORT

Academy of Learning Career College – Brampton East recognizes that it must balance students’ academic success as well as their health and safety. In addition to the protocols outlined in Section 3.3, Appendix C, the following lists how the College will manage and support students on and off campus.

Student Learning and Management

1	Area of Focus	Plan/Notes
	Arrival	<ul style="list-style-type: none"> A self-assessment and health check are mandatory upon entering the College. All students, staff, and visitors will be required to wear a mask upon entering the College and for the duration of their stay. Hand sanitizing is mandatory upon entry.
	Course Delivery	<ul style="list-style-type: none"> Faculty will use a blended model of teaching and delivery, using College-approved online learning platforms and video software (ex: Moodle, Zoom) to deliver and manage course content. Each class will be divided into groups of a set number that is dependent on class size and classroom capacity. Based on this, students will attend in-person and online on a rotational basis. <ul style="list-style-type: none"> For example: If a class has 30 students, and the classroom can safely hold 10 students with adequate distancing between students, the class would be divided into three groups: Group A, Group B, and Group C. On Day 1, Group A would attend class in-person while Groups B and C attend online. The next day, Group B would attend class in-person while Groups A and C attend online. On Day 3, Group C would attend in-person while Groups A and B attend online, and then the cycle would repeat. Faculty will be expected to adapt the course content to be deliverable to both students attending in-person and online simultaneously. Faculty may need to record their lessons and classes and upload them to the online learning platform for students who could not attend for health and safety reasons. Students will also have the opportunity to indicate their preferred method of receiving instruction and course material, which will be considered in decisions regarding classroom and student management.
	Scheduling	<ul style="list-style-type: none"> Classes will be scheduled in 3 timeslots: morning, afternoon, and evening. There will be at least 30 minutes in between timeslots to allow for adequate cleaning and sanitizing of equipment and surfaces. Students will attend online and in-person on a rotational basis, dependent on class size, classroom capacity, and campus capacity. Students will have the opportunity to indicate their preferred method of receiving instruction and course material, which will be considered in decisions regarding classroom and student management.
	Seating Arrangements	<ul style="list-style-type: none"> Seating in each classroom will be reconfigured to accommodate physical distancing of at least 2 metres (6 feet) in between seats and to accommodate public health guidelines to mitigate virus spread. This will effectively reduce in-person class sizes.

		<ul style="list-style-type: none"> • There will be markings on the floor indicating where seats and desks are to be placed. Seats and desks are not to be moved from these marked spots.
5	Breaks and Exiting the Classroom	<ul style="list-style-type: none"> • Faculty will be expected to manage traffic flow in and out of their classrooms, limiting traffic to only one or two students at time to reduce overcrowding in facilities or common areas throughout the campus. • Students will need to inform staff if they need to leave the classroom for any reason. • Staff will be expected to assist with traffic flow of students entering and exiting the classrooms and campus to reduce overcrowding in facilities or common areas throughout the campus, including the elevators.
6	Communication	<ul style="list-style-type: none"> • Students will receive important information, including any announcements, notices, rules, procedures, protocols, etc. through e-mail, posted signage, and/or verbally from staff. This includes any crucial information related to COVID-19 activity and potential or confirmed outbreaks on campus. • While students are off-campus, they will receive information from staff primarily through e-mail or via phone/video call. Paper communication will be used minimally whenever possible. This also includes any crucial information related to COVID-19 activity and potential or confirmed outbreaks on campus.

Student Support and Resources

Many students will need extra support and guidance in managing their studies and well-being during the COVID-19 pandemic. The College will strive to ensure students have the support they need to thrive and succeed.

The College will continue to offer support services and keep communication lines open between staff and students, including via e-mail, telephone, and video calling (such as Zoom). Students will continue to be encouraged to reach out to their immediate Instructor or Learning Coach as their first point of contact for any questions, concerns, issues, difficulties, etc. they have as they relate to their studies. Staff will be expected to provide assistance and guidance however possible within their authority to resolve student inquiries and issues, or direct students and issues to more appropriate staff or Campus Management for resolution.

Mental and Emotional Health

The mental and emotional health and well-being of our students is just as important as their physical health. The College will strive to ensure that students are looking after their mental and emotional health while they study via the online or blended model during the COVID-19 pandemic.

Staff should liaise and communicate regularly with their students, ensuring that students have what they need to effectively study, including staff support. Staff should pay attention during interactions with students and look for signs of mental and emotional stress potentially affecting mental and emotional health due to the modified learning environments. If staff perceive such signs, staff should try and offer minor emotional support to students, including words of encouragement, active listening, etc.

Staff are advised, however, not to get too involved in students' lives beyond the classroom and the student-staff relationship, and the College cannot be involved in such matters. If staff detect major mental or emotional trauma that is beyond the scope of the school, staff should notify Campus Management, who may intervene and re-direct the student(s) to third-party professional services.

Social Stigmas and Barriers

Students who have had COVID-19 outright or potential exposure to it may face potential resistance of hardship from their classmates or other people around them. These resistances and hardships could include bullying, verbal, physical, or mental abuse, harassment, racism, negative judgment, rejection from the group, etc.

Students may also have pre-conceived notions or stereotypes about COVID-19 or those who contract or are potentially exposed to the disease, which could lead to any of the above behaviours or beyond. Students who experience this behaviour, or bear witness to it, should bring it to the attention of a staff member for further action.

Staff should be aware that these behaviours may arise and staff may witness or hear of these behaviours. In these cases, staff should aim to safely de-escalate any situations and educate students on acceptable and unacceptable behaviour as it relates to COVID-19. Staff should involve Campus Management if situations escalate beyond their authority or if it potentially becomes unsafe for staff to be involved. Campus Management may refer students to local health or social services dependent on the student's particular needs.

The College will also post signage about the social stigmas and barriers surrounding COVID-19 and how everyone can prevent them and promote a more positive and considerate environment. This posted signage will include the stigma management guide made publicly available by the World Health Organization (WHO). These will be posted in key areas around the campus to be available to as many people as possible. It is also available online on the WHO's website: <https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf/>.

The College will not tolerate harassment of any kind, including harassment stemming from COVID-19, and will discipline students engaging in this sort of behaviour per AOLCC's Student Code of Conduct, potentially leading to the student's dismissal or expulsion from the College per AOLCC's Dismissal/Expulsion Policy.

Problem Solving and Conflict Resolution

As with any major change in general, some students may be resistant to or hesitant about the transition to online, in-person, or blended learning. Further, students may be resistant to or hesitant about the many enhanced health and safety protocols that will be implemented at the campus. As a result, these students may potentially become difficult to handle. These students may require extra support and attention.

Staff, and LCs and INs in particular, must attempt to work with the student and de-escalate any issues that may arise. If these issues cannot be resolved at the staff level, staff should seek guidance from Campus Management as necessary for issue resolution.

3.5 APPENDIX E: NEW STUDENT POST-ARRIVAL QUARANTINE PLAN

Overview

Currently, per Canada's *Quarantine Act*, new international students and any accompanying travellers coming into Canada **must self-isolate upon arrival for at least fourteen (14) days. This period may be extended upon the student presenting COVID-19 symptoms and/or testing positive for COVID-19.** This requirement may change depending on government regulations which may also change in response to changing world conditions.

During this time, students may begin attending classes virtually, provided that they have a computer or laptop with high-speed internet access to do so.

A representative from the International Student Services Department, a College staff member, or pre-authorized host will be assigned to greet new students and their accompanying travellers when they arrive at the airport, as well as provide new and clean medical masks. The representative will be also instructed in advance to review the health and safety guidelines as they travel to the accommodation and enter quarantine, such as maintaining physical distancing and frequent hand-washing. Prior to students and their travellers meeting the representative, they will be cleared by border services or quarantine officers for COVID-19 symptoms.

New students and accompanying travellers into Canada must use the transportation method or service that has been pre-arranged and approved by the College, to travel from the airport directly to the accommodation with no stops allowed in between. This can include transportation by the College representative or a pre-authorized host or driver that agrees to maintain health and safety standards set by the College and public health authorities. The greeting representative may accompany the student and travellers to the accommodation, or have the pre-authorized host or driver confirm that they have reached the accommodation in a pre-determined timeframe. Each place of accommodation will have their own health and safety protocols which must comply with guidelines set by the Government of Canada, Health Canada, and local government and Public Health, and be approved by the College, including mandatory provision of PPE, which they will communicate to students.

Students and accompanying travellers will receive information and guidance regarding expectations, best practices for COVID-19 self-monitoring and management, and managing their day-to-day activities during their 14-day self-isolation period. As the College has a significant international student population from India, this communication has been translated into Hindi and Punjabi. The College will also maintain regular communication with the student, ensuring compliance with their requirements and that their needs are being met. This will primarily be via e-mail, telephone, and/or video calling.

Mental health support services are available virtually through various medical facilities and services throughout Ontario. Below are just a few options that students can use should they require mental health support:

Centre for Addiction and Mental Health (CAMH)

<https://www.camh.ca/en/health-info/mental-health-and-covid-19>

City of Toronto – COVID-19: Mental Health Resources

<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/covid-19-mental-health-resources/>

Ontario Hospital Association (OHA)

<https://www.oha.com/news/strengthening-mental-health-and-wellness-during-covid-19>

Mandatory COVID-19 Testing

Students and accompanying travellers MUST be tested for COVID-19 at the end of their quarantine period, before beginning studies, AND at any point in time that they present symptoms of COVID-19. This shall apply to ALL students, domestic or international, and their accompanying travellers.

Public Health recommends having this mandatory testing done on the final (14th) day of the quarantine period. The College will work with the student and their accompanying travellers to make arrangements to have them complete the test at their nearest COVID-19 assessment centre, with travel between the assessment centre and place of accommodation provided or arranged by the College. This could include the student and accompanying travellers transporting themselves, if they have the means to do so without unnecessary contact with others, or the accommodation host or College staff member, usually from the International Student Services Department, transporting them between the accommodation and the assessment centre. A third-party transportation service, such as a taxi, may also be hired. In all cases, the College must approve and authorize all methods and individuals involved in the transport in advance, and ensure that all parties will strictly enforce and follow health and safety protocols during testing and travel, including minimizing the number of people travelling together at one time, providing face masks and other PPE required for safe travel, and maintaining physical distancing.

Students and their accompanying travellers MUST test negative for COVID-19 at the end of their quarantine period, AND have valid, certified proof of the results before they can enter or return to the College in person.

Self-Isolation/Quarantine Compliance

Students and accompanying travellers cannot break their self-isolation or quarantine for any reason at any time. Further, they must avoid close contact with vulnerable individuals and anyone outside of their immediate family/travelling group.

The College, via the International Student Services Department, will maintain daily communication with the students and accompanying travellers for the duration of their quarantine, checking to ensure that they are complying with their quarantine requirements. The College will also check for their physical and mental health condition, any needs to be fulfilled, such as delivering groceries, medicine, or other essential items. The College will also perform routine and ad-hoc inspection visits to ensure compliance with the *Quarantine Act*.

If students or their accompanying travellers break their self-isolation or quarantine at any time for any reason, they MUST report that they have done so immediately to the College, or their assigned management contact who will then report the incident to the College. The College will then report the incident to the local public health unit and Health Canada within 24 hours and follow any instructions and directions provided by either authority. Should the College discover that students or their accompanying travellers have broken quarantine at any time for any reason, it will also report those incidents to local public health and Health Canada as required and consult with them for further direction or actions. The Government of Canada will also use its authority under the *Quarantine Act* to ensure compliance with the order. Failure to comply is an offense under the Act.

Students and their accompanying travellers who do not comply with the self-isolation requirements per the *Quarantine Act* may face a fine of up to \$750,000 and/or imprisonment for six (6) months. Additionally, anyone who causes a risk of imminent death or serious bodily harm to another while willfully disobeying the *Quarantine Act* and its regulations

may face a fine of up to \$1,000,000 and/or imprisonment for up to three (3) years. Random inspections will be conducted by the Government of Canada to ensure compliance.

Students and their accompanying travellers must follow the self-isolation or quarantine guidelines outlined by Public Health authorities. Students should also download the COVID Alert app onto their smartphones, in addition the “ArriveCAN” app that they must have downloaded prior to their arrival in Canada.

During Self-Isolation/Quarantine

Students and all accompanying travellers will be required to complete and submit a health self-assessment and check-in form at the start of each day of their 14-day quarantine. Students and accompanying travellers will be able to submit this required check electronically through the ArriveCAN smartphone app AND an online form system set up by the College. The College will retain this documentation from the latter requirement in a dedicated online archive as part of its student monitoring.

Students must arrange with the College and the appropriate accommodation contact to have their food, drink, medicine, sundries, or any other necessities delivered directly to their room or immediate accommodation at regular intervals throughout the day. The College will ensure that the arrangements are being met and maintained, and the student can self-monitor and self-manage.

If a student requires any delivery of items as part of meeting their basic necessities, the student should contact the College or the accommodation contact to make a reasonable request for the items to be delivered. The College or accommodation contact will make reasonable efforts to arrange for the items to be delivered to the student. This could include the contact or a College staff member personally delivering the items to the student, or the contact or staff member arranging for a third party such as a courier to deliver the items in a timely manner.

If a student becomes or starts feeling unwell, the student must report this to the accommodation contact and College. The College will discuss the matter with the student, act accordingly, and advise the student on next steps to manage.

A dedicated self-isolation and quarantine communication e-mail channel will be set up for staff and students when they need to communicate specifically for requests or issues during the self-isolation or quarantine period.

If Symptoms Develop During Self-Isolation

If a student presents symptoms of COVID-19 while in self-isolation or at school, the following steps will be taken:

- The student must quarantine immediately in their bedroom or another room in the place of accommodation.
- The student must inform the school and accommodation contact immediately. The International Student Services Department will contact the host or point of contact at the accommodation, instead of the student, to ensure objective communication regarding the student’s situation.
- The student, with assistance from the College, must contact the local public health unit and follow the instructions and advice provided by the health authority. This could include continuing self-isolation or going to a medical facility such as a hospital, doctor’s office, or assessment centre for testing.

- A deep and thorough cleaning of all areas the student has visited, including the College, will be performed. This will include deeply cleaning and disinfecting high-touch surfaces and accessible areas.
- The College will immediately contact local Public Health authorities to report the case and/or outbreak.
- Assigned school staff will continue to closely monitor the student, accommodation contact, and all others who may be at risk of having contact with the affected student.
- The College will continue to enforce the enhanced health and safety protocols at the College and during any College-related student activity on- or off-campus.
- Once the student has been cleared by local public health authorities and has completed at least 14 days of quarantine, the student will need to contact the College and speak to the appropriate staff member and confirm that they are able to return to school.

Students or Accompanying Travellers with Disabilities or Health Conditions

The College will make every reasonable effort to accommodate students and any accompanying travellers who have disabilities or underlying health conditions, both physical and mental. Students and/or their authorized family members or representatives should inform the College of any known physical or mental disabilities or health conditions and provide appropriate medical documentation as applicable. The College will also seek this information as part of its pre-arrival process, as to allow sufficient time and effort to be dedicated to arranging appropriate accommodations. For example, a student with chronic foot pain may be placed in a hotel room closer to the elevator on a lower floor.

While students and their accompanying traveller(s) are in quarantine, they will be asked to very closely follow public health guidelines. The College will also inform the accommodation host of any disabilities or health conditions. The College will provide adequate alternative PPE or guidance to students whose disability or condition does not allow them to normally follow health guidelines. For example, a student who cannot wear a face mask due to respiratory problems may be given a face shield instead and asked to maintain physical distancing at all times. The College will seek advice from local Public Health as needed to accommodate these students to the best of its ability.

If complications arise as a result of a physical or mental disability or health condition, and it cannot be self-managed by the student or accompanying traveller, the affected student or accompanying traveller, if they are able to, should contact the College via telephone or e-mail; dedicated channels and emergency contact information will be provided to the student before their quarantine begins.

If the affected student or traveller is unable to make this contact, depending on their accommodation, they should seek immediate help from someone around them while maintaining public health guidelines. For example, they could ask someone they are staying with to make the contact on their behalf. If students, accompanying travellers, or anyone calling on their behalf cannot make contact with the school, and there is no other alternative person available for assistance, students will be advised to contact 911 for emergency assistance.

In all cases, once the College becomes aware of the situation, the responding staff member will triage the situation and provide assistance and guidance however reasonably possible. If necessary, an authorized College staff member may arrange for someone or themselves to personally attend the student, or in severe or time-sensitive situations, call 911 or the appropriate medical service for emergency assistance.

Post-Quarantine

Once a student is cleared to attend classes at the College, they will be required to submit daily health checks via the online system set up by the school prior to arrive at the College. Once on campus, students, along with anyone who is physically present, will be expected to adhere to all health and safety protocols set forth by the College and local public health authorities. The College will enforce all health and safety protocols, and will remove any students who intentionally refuse to follow health and safety protocols as directed by College staff and/or local public health authorities.

If, after their initial quarantine, a student or any of their accompanying traveller(s) contracts or displays symptoms of COVID-19, the College will direct them to go back into quarantine and follow all of the case management and quarantine management protocols as laid out in this plan.

3.6 APPENDIX F: ACCOMMODATION RESOURCES FOR STUDENTS

Below is a list of hotels available near Pearson International Airport. Hotels offer different types of accommodation and amenities. Please note that this is NOT an exhaustive list; other hotels and accommodation options may be available in the area.

Students and all accompanying travellers who are in quarantine or self-isolation are **prohibited from leaving their assigned accommodation at any point in time**. In the case of hotels, hotel staff are also prohibited from entering the room/suite for the minimum 14-day quarantine or self-isolating period. **The College will work with hosts, students, and accompanying travellers to arrange for meals, medicine, and other basic necessities to be brought to them directly.**

Only immediate family members can stay together in one room/suite. In all other cases, there can be ONLY ONE (1) person per room/suite. Each room will have its own private washroom dedicated for the quarantining/self-isolating occupants in the room.

No.	Hotel Name	Room Rate (excl. tax)	Total Cost (excl. tax)	Breakfast	Meal	Airport Pick-up	Distance from Airport (km)	No. of Rooms at Location	Location
1	Comfort Inn	\$78.00	\$1,092.00	No	No		1.5	20	Airport Rd, Mississauga
2	Hampton Inn by Hilton	\$79.00	\$1,106.00	Yes	No	Yes Complimentary 7:00 am–11:00 pm	6	N/A until time of booking	Toronto Airport Corporate Centre
3	Courtyard by Marriott	\$82.50	\$1,155.00	No	Extra Charge		8	N/A until time of booking	Airport Corporate Centre West
4	Monte Carlo Inn	\$80.00	\$1,120.00	Yes	Extra Charge	Taxi Charge Reimbursable	11	25	Mississauga
5	Holiday Inn Express	\$75.00	\$1,050.00	Yes		Yes	11	50	Airport West
6	Days Inn by Wyndham	\$78.00	\$1,092.00	Yes	No	N/A	15	N/A until time of booking	Mississauga
7	Hampton Inn by Hilton	\$75.00	\$1,050.00	Yes		N/A	18	N/A until time of booking	Brampton
8	Four Points by Sheraton	\$75.00	\$1,050.00	Yes	No	N/A	21	75	Meadowvale Mississauga
9	Holiday Inn	\$79.00	\$1,106.00	No	Extra Charge		27	N/A until time of booking	Mississauga Toronto West

The College has negotiated accommodation agreements with the following hotels for international students. The hotels below are listed in alphabetical order:

Hampton Inn by Hilton – Mississauga West | 2085 N Sheridan Way, Mississauga, ON L5K 2T2

- **Rates:**
 - Room Type: 1 King Bed room, Occupancy: 1-2 guests, Corporate Room Rate: \$70 per room per night, plus taxes
 - Room Type: 2 Queen Bed room, Occupancy: 1-2 guests, Corporate Room Rate: \$70 per room per night, plus taxes
- **Packages:**
 - Option 1: Hotel Room Stay 13 nights/14 days with breakfast only at CAD \$1100.00, taxes included
 - Option 2: Hotel Room Stay 13 nights/14 days with Airport Pickup at CAD \$1175.00, taxes included
 - Option 3: Hotel Room Stay 13 nights/14 days with Airport Pickup with Daily meals at \$1400.00, taxes included
- **Benefits & Amenities:**
 - A small refrigerator with freezer
 - Coffee maker, iron, and ironing board in every room
 - SMART LCD TVs in all rooms
 - Complimentary Internet Access

Hampton Inn by Hilton – Toronto Airport Corporate Centre | 5515 Eglinton Av W, Toronto, ON M9C 5K5

- **Rates:**
 - Room Type: 1 King Bed room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
 - Room Type: 2 Queen Bed Room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
- **Benefits & Amenities:**
 - A small refrigerator with freezer
 - Coffee maker, iron, and ironing board in every room
 - SMART LCD TVs in all rooms
 - Complimentary Internet Access
- **Quarantine Meal Options:**
 - Complimentary breakfast to-go bag

- Lunch Box: \$10/per day + taxes (or \$140 + taxes per 14-day stay). The lunch would include a sandwich or wrap, bag of chips. Whole fruit, cookie, and soft drink or bottled water
- Grocery Delivery:
 - Instacart Grocery Delivery app and website
 - Grocery stores that deliver:
 - Loblaws Group
 - Longo's
 - Metro
 - Walmart
- Restaurant & Meal Kit Delivery:
 - Meal delivery apps/services: Uber Eats, Door Dash, Skip the Dishes
 - Meal kit delivery: ingredients recipes provided, guests cook (option for guests staying at Homewood Suites based kitchens)
 - Meal kit delivery services: Hello Fresh, Good Food, Chef's Plate
- **Airport Pick-Up:**
 - Complimentary airport shuttle service
 - Students will need to call the hotel Front Desk once they have cleared through Immigration. The Front Desk will immediately send a vehicle to transport the student from the airport to the hotel. This rule applies to all reservations confirmed well in advance.

Holiday Inn & Suites - Meadowvale | 2565 Argentia Rd, Mississauga, ON L5N 5V4

- **Rates:**
 - Room Type: 1 King Bed room, Occupancy: 1-2 guests, Corporate Room Rates: \$75 per room per night, plus taxes
 - Room Type: 2 Queen Bed Room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
- **Benefits & Amenities:**
 - A small refrigerator with freezer
 - Coffee maker, iron, and ironing board in every room
 - 42-inch SMART LCD TVs in all rooms
 - Electronic touch key entry and 2nd source of inside door security
 - Free Wi-Fi, local calls, and toll-free (1-800) numbers
- **Quarantine Meal Options:**

- Complimentary breakfast to-go bag
- Lunch Box: \$14.95/person + taxes each. Each lunch box includes a specialty sandwich or wrap (tuna salad, egg salad, corned and roast beef, ham and cheese, turkey, and veggie), side garden salad, or a cup of homemade soup, freshly baked cookie and a drink.
- Each student must submit their order request to Front Desk staff by 2 pm one day before. Other meal options available at the time of check-in.
- Online food ordering options available
- **Airport Pick-Up:**
 - Students will need to call the hotel Front Desk once they have cleared through Immigration. The Front Desk will immediately send a vehicle to transport the student from the airport to the hotel. This rule applies to all reservations confirmed well in advance.

Holiday Inn Express & Suites Toronto – Airport West | 5599 Ambler Dr, Mississauga, ON L4W 3Z1

- **Rates:**
 - Room Type: 1 King Bed room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
 - Room Type: 2 Queen Bed room, Occupancy: 2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
 - Room Type: 1 King Bed suite, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
- **Benefits & Amenities:**
 - Small refrigerator with freezer, and microwave in all rooms
 - Coffee maker, iron, and ironing board in every room
 - 42-inch SMART LCD TVs in all rooms
 - All rooms equipped with electronic touch key entry and 2nd source of inside door security
 - All rooms have USB charging outlets
 - Motion Sensor thermostats in all rooms
 - Stand-up showers encased by glass doors
 - Free Wi-Fi, local calls, and toll-free (1-800) numbers
 - On-site complimentary laundry services
- **Quarantine Meal Options:**
 - Complimentary breakfast to-go bag
 - Lunch Box: \$14.95/person + taxes each. Each lunch box includes a specialty sandwich or wrap (tuna salad, egg salad, corned and roast beef, ham and cheese, turkey, and veggie), side garden salad, or a cup of homemade soup, freshly baked cookie and a drink.
 - Other meal options available at the time of check-in
 - Online food ordering options available

- **Airport Shuttle transportation:**
 - 5 am - midnight

Quality Inn & Suites – Toronto West | 5585 Ambler Dr, Mississauga, ON L4W 3Z1

- **Rates:**
 - Room Type: 1 King Bed room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
 - Room Type: 2 Queen Bed Room, Occupancy: 1-2 guests, Corporate Room Rate: \$75 per room per night, plus taxes
- **Benefits & Amenities:**
 - Local phone calls
 - Parking
 - Wireless High-Speed Internet
 - Use of Business Centre
 - Around-the-clock coffee service
- **Quarantine Meal Options:**
 - Complimentary breakfast to-go bag
 - Lunch: \$9.99 per day per person (Shahi Paneer/Rice, Dhall, Naan)
 - Dinner: \$10.99 per day per person (Aloo Gobi, Rice Raita, Four Roti, Gulab Jamun)
 - Online food ordering options available

3.7 APPENDIX G: DAILY EMPLOYEE HEALTH ASSESSMENT AND CHECK-IN



EMPLOYEE HEALTH ASSESSMENT AND CHECK-IN

INSTRUCTIONS: Please fill in ALL requested information below.

Date:		Full Name:	
Department:		Position:	

Please answer the following questions **TRUTHFULLY**:

	QUESTION	YES	NO
1	Are you experiencing any of the following symptoms:		
	Fever (feeling hot to the touch, a temperature of 37.8°C (100.4°F) or higher)		
	Chills		
	Shortness of breath		
	New or worsening cough that is continuous or more than usual		
STOP: If you answered "YES" to any of the above symptoms, you may NOT enter the College. You must isolate at home and contact your local Public Health unit.			
	QUESTION	YES	NO
2	Are you experiencing any of the following symptoms:		
	Sore throat		
	Difficulty swallowing		
	Runny nose		
	Stuffy or congested nose		
	Sneezing that is not related to allergies		
	Loss of taste or smell		
	Conjunctivitis (pink eye)		
	Headache that is unusual or long-lasting		
	Unusual digestive issues such as nausea, vomiting, diarrhea, stomach pain		
	Muscle aches that is unusual or long-lasting		
	Fatigue or extreme tiredness that is unusual		
	Falling down		
CAUTION: If you answered "YES" to any of the above symptoms, please consult with Campus Management for guidance.			
	QUESTION	YES	NO
3	PLEASE CERTIFY THE FOLLOWING:		
	I certify and confirm that I have answered all questions truthfully and accurately. I understand that I must wear a face mask or face covering at all times while on campus. I understand that if I intentionally provide false information on this form and knowingly infect or expose others to COVID-19, I could be held liable for damages.		
GO: If you have answered "NO" to all of the symptoms above, and have answered "YES" to the certification, you may enter the College.			

3.8 APPENDIX H: CAMPUS ENTRY HEALTH ASSESSMENT AND CHECK-IN



CAMPUS ENTRY HEALTH ASSESSMENT AND CHECK-IN

INSTRUCTIONS: Please fill in ALL requested information below.

Date:		Full Name:	
Phone:		E-mail:	
Student ID #:		Study Program:	

Please answer the following questions **TRUTHFULLY**:

	QUESTION	YES	NO
1	Have you tested positive for COVID-19 in the last 30 days?		
2	Have you or anyone in your household travelled outside of Canada within the last 14 days?		
3	Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?		
4	Are you experiencing any of the following symptoms:		
	Fever (feeling hot to the touch, a temperature of 37.8°C (100.4°F) or higher)		
	Chills		
	Shortness of breath		
	New or worsening cough that is continuous or more than usual		

STOP: If you answered "YES" to any of the above symptoms, you may NOT enter the College. You must isolate at home and contact your local Public Health unit.

	QUESTION	YES	NO
5	Are you experiencing any of the following symptoms:		
	Sore throat		
	Difficulty swallowing		
	Runny nose		
	Stuffy or congested nose		
	Sneezing that is not related to allergies		
	Loss of taste or smell		
	Conjunctivitis (pink eye)		
	Headache that is unusual or long-lasting		
	Unusual digestive issues such as nausea, vomiting, diarrhea, stomach pain		
	Muscle aches that is unusual or long-lasting		
	Fatigue or extreme tiredness that is unusual		
	Falling down		

CAUTION: If you answered "YES" to any of the above symptoms, please consult with Campus Management for guidance.

	QUESTION	YES	NO
6	PLEASE CERTIFY THE FOLLOWING:		
	I certify and confirm that I have answered all questions truthfully and accurately.		
	I understand that I must wear a face mask or face covering at all times while on campus.		
	I understand that if I intentionally provide false information on this form and knowingly infect or expose others to COVID-19, I could be held liable for damages.		

GO: If you have answered "NO" to all of the symptoms above, and have answered "YES" to the certification, you may enter the College.



COVID-19 RESPONSE GUIDE – STAFF AND FACULTY

How is AOLCC working to prevent the spread of COVID-19?

- Completing mandatory health self-assessment forms before entry and enforce this protocol with students and visitors.
- Mandating the use of personal protective equipment (PPE), including face masks and hand sanitizer.
- Providing and utilizing disinfectants and hand sanitizers for every workstation, classroom, and common area.
- Enforcing physical distancing protocols, reconfiguring areas and adding plexiglass barriers and other needed precautions.
- Increasing cleaning, disinfection, and sanitization in work areas, classrooms, common areas, and other accessible areas.
- Posting prominent signage conveying health and safety information throughout the campus.
- Maintaining records of any reported cases of COVID-19 and all students and staff who have recently travelled abroad.
- Implementing one-way traffic flow in hallways and other common areas with traffic flow.
- Restricting maximum capacities in areas of the campus, including classrooms, common areas, and elevators.
- Allowing for flexible work schedules for staff to work on campus and at home, while balancing safety and business needs.

What should you do if you have symptoms or may have been exposed to COVID-19?

If you exhibit symptoms of COVID-19 or may have been exposed to the virus, the College will take the following steps:

1. Immediately report illness or exposure

If you experience symptoms or potential exposure to COVID-19, you must immediately report it to the Campus Manager or Regional Director.

2. Isolate symptomatic staff

You will be requested to wash or sanitize your hands and wear a face mask and other PPE as required to reduce spread. You will be asked to quarantine in a secured area of the campus, away from others. You will be asked complete the Government of Ontario's COVID-19 health self-assessment online: <https://covid-19.ontario.ca/self-assessment>.

3. Contact Emergency Services if required

If you exhibit severe symptoms (ex: chest pain, difficulty breathing), the Campus Manager or Regional Director will call 911.

4. Direct staff to immediately return home

If you do not require emergency assistance, the College will direct you to return home via private transportation arranged by you or the College as required. Once you return home, you must go into quarantine for at least 14 days.

5. Contact local Public Health

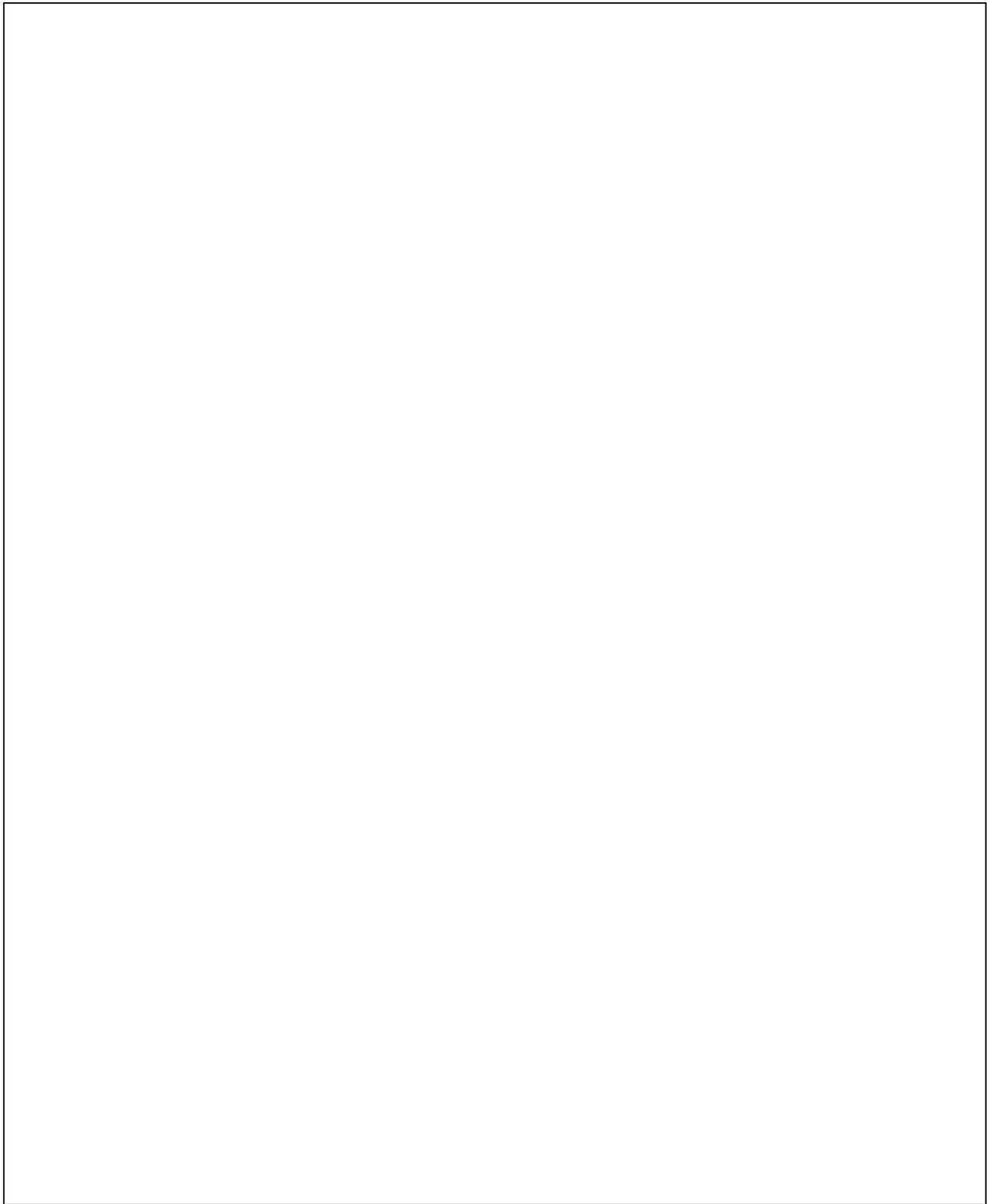
The College will contact Telehealth Ontario (1-866-797-0000) and your local Public Health unit to report your case and seek further guidance and co-operative investigation. You may be instructed to get tested for COVID-19 at a local assessment centre.

6. If your case is confirmed, the College will shut down and report to local Public Health and the Ministry of Labour (MOL)

The College will shut down for the rest of the day for deep cleaning and disinfection of all affected areas and equipment. Campus Management or the Health and Safety Committee will report the case and outbreak to the local Public Health unit, as well as submit a report to the MOL. All records relating to any cases of infection on campus and witnesses will be retained.

7. Once you have been cleared by local Public Health and self-isolated for 14 days, contact the Campus Manager or Regional Director and obtain approval before you return to work.

Stay healthy. Stay safe. Protect each other.





COVID-19 RESPONSE GUIDE – STUDENTS

How is AOLCC working to prevent the spread of COVID-19?

- Completing mandatory health self-assessment forms before entry and enforce this protocol with students and visitors.
- Mandating the use of personal protective equipment (PPE), including face masks and hand sanitizer.
- Providing and utilizing disinfectants and hand sanitizers for every workstation, classroom, and common area.
- Enforcing physical distancing protocols, reconfiguring areas and adding plexiglass barriers and other needed precautions.
- Increasing cleaning, disinfection, and sanitization in work areas, classrooms, common areas, and other accessible areas.
- Posting prominent signage conveying health and safety information throughout the campus.
- Maintaining records of any reported cases of COVID-19 and all students and staff who have recently travelled abroad.
- Implementing one-way traffic flow in hallways and other common areas with traffic flow.
- Restricting maximum capacities in areas of the campus, including classrooms, common areas, and elevators.

What should you do if you have symptoms or may have been exposed to COVID-19?

If you exhibit symptoms of COVID-19 or may have been exposed to the virus, the College will take the following steps:

1. Immediately report illness or exposure

If you experience symptoms or potential exposure to COVID-19, you must immediately report it to any member of staff, who will then connect you with the Campus Manager for further guidance.

2. Isolate symptomatic students

You will be requested to wash or sanitize your hands and wear a face mask and other PPE as required to reduce spread. You will be asked to quarantine in a secured area of the campus, away from others. You will be asked complete the Government of Ontario's COVID-19 health self-assessment online: <https://covid-19.ontario.ca/self-assessment>.

3. Contact Emergency Services if required

If you exhibit severe symptoms (ex: chest pain, difficulty breathing), the Campus Manager will call 911 for assistance.

4. Direct students to immediately return home

If you do not require emergency assistance, the College will direct you to return home via private transportation arranged by you or the College as required. Once you return home, you must go into quarantine for at least 14 days.

5. Contact local Public Health

The College will contact Telehealth Ontario (1-866-797-0000) and your local Public Health unit to report your case and seek further guidance and co-operative investigation. You may be instructed to get tested for COVID-19 at a local assessment centre.

6. If your case is confirmed, the College will shut down and report to Toronto Public Health

The College will shut down for the rest of the day for deep cleaning and disinfection of all affected areas and equipment. Campus Management or the Health and Safety Committee will report the case and outbreak to the local Public Health unit, as well as submit a report to the MOL. All records relating to any cases of infection on campus and witnesses will be retained.

7. Once you have been cleared by local Public Health and self-isolated for 14 days, contact Student Services and obtain approval before you return to school.

Stay healthy. Stay safe. Protect each other.

3.11 APPENDIX K: LOCAL COVID-19 ASSESSMENT CENTRES

The following is a non-exhaustive list of local COVID-19 assessment centres that test symptomatic individuals near our campuses:

TORONTO (BAY/QUEEN) CAMPUS:

Unity – St. Michael’s Hospital (SMH) | 38 Shuter St, 1st floor, Toronto, ON M5B 1A6

Hours: Monday through Sunday, 8:00 am–6:00 pm

Phone: (416) 864-5800

Website: <https://unityhealth.to/patients-and-families/coronavirus-information-for-patients-and-families/>

*Notes: Located in the Li Ka Shing Knowledge Institute. Enter at the Shuter Street entrance near Bond Street (north-east corner of the building). **Appointments only.** Bookings open 48 hours in advance and are released at 7 p.m. each day. Individuals who do not have phone or internet access may book a future appointment when they arrive at the Assessment Centres.*

Mount Sinai Hospital | 600 University Av, Toronto, ON M5G 1X5

Hours: Monday through Friday, 8:00 am–4:00 pm

Phone: (416) 586-4800, ext. 4924/4893

Website: <https://www.sinaihealth.ca/covid19/>

Notes: Located on the ground floor in the Henneck Gallery, close to the Emergency Department. Please see the information on Mount Sinai’s website for booking appointments.

Women’s College Hospital | 76 Grenville St, Toronto, ON M5S 1B2

Hours: Monday through Sunday, 9:00 am–7:30 pm

Website: <http://www.womenscollegehospital.ca/patients-and-caregivers/wch-covid-19-assessment-centre-v2>

Notes: Appointments required, visit website at <https://www.womenscollegehospital.ca/patients-and-caregivers/wch-covid-19-assessment-centre-v2> Use the north-east entrance located on Grosvenor Street.

BRAMPTON EAST CAMPUS:

William Osler Health System – Etobicoke Drive-Thru | 2 Janda Crt, Etobicoke, ON M9W 0A4

Hours: Monday through Sunday, 8:00 am–6:00 pm

Phone: (905) 487-1249

Website: <http://www.williamoslerhs.ca/patients-and-families/preparing-for-your-visit-or-stay/coronavirus-information-for-patients-families/assessment-centre-for-covid-19>

Mackenzie Health – Vaughan | 101-9401 Jane St, Maple, ON L6A 4H7

Hours: Tuesdays and Thursdays, 11:30 am–6:30 pm

Phone: (905) 883-1212, ext. 2004

Humber River Hospital Assessment Centre – Finch | 2111 Finch Av W, Toronto, ON M3N 1N1

Hours: Monday through Friday, 11:00 am–7:00 pm; Saturday and Sunday, 8:00 am–4:00 pm

Website: <http://www.hrh.ca/covid-19/>

Notes: Use the west entrance only. Please see the information on the Humber River Hospital website for booking appointments.

HAMILTON CAMPUS:

St. Joseph’s Healthcare Hamilton | 100 West 5th St, Hamilton, ON L8P 3R2

Hours: Monday through Friday, 4:30 pm–10:00 pm; Saturday and Sunday, 9:00 am–5:00 pm

Phone: (905) 974-9848

Website: <http://www.hamiltoncovidtest.ca/>

Notes: Book online at: www.HamiltonCovidTest.ca Phone line (905-974-9848) available for those without internet access, between hours of 9-5pm.

Hamilton Health Sciences | 690 Main St W, Hamilton, ON L8S 1A4

Hours: Tuesday through Sunday, 9:00 am–5:00 pm; Monday, 11:00 am–5:00 pm

Phone: (905) 974-9848

Website: <http://www.hamiltoncovidtest.ca/>

Notes: Book online at: www.HamiltonCovidTest.ca Phone line (905-974-9848) available for those without internet access, between hours of 9-5pm.

St. Joseph’s Healthcare Hamilton – East End | 2757 King St E, Hamilton, ON L8G 5E4

Hours: Monday through Friday, 4:00 pm–10:00 pm; Saturday and Sunday, 9:00 am–3:00 pm

Phone: (905) 974-9848

Website: <http://www.hamiltoncovidtest.ca/>

Notes: Book online at: www.HamiltonCovidTest.ca Phone line (905-974-9848) available for those without internet access, between hours of 9-5pm.

Other available options:

Many other COVID-19 assessment centres, including pharmacies that are able to test non-symptomatic individuals for COVID-19, are available for students, staff, and community members to visit for testing.

For more available locations, please visit the Government of Ontario’s website at <https://covid-19.ontario.ca/assessment-centre-locations/>.