COVID-19 Safety Plan

vanarts®
VANCOUVER INSTITUTE
of MEDIA ARTS

Table of Contents

1. ASSESS THE RISK AT YOUR WORKPLACE

1.1. GATHERING PLACES
- Elevators
- Stairways
- 6th Floor Lobby
- Hallways
- Classrooms
- Offices
- Kitchens/Lunchrooms
- Washrooms
- Boardroom
- Library
- Theatre
- Life Drawing Studio
- Studio
- Flex lab

1.2. TASKS AND PROCESSES IN CLOSE PROXIMITY
- Instruction
- Meetings
- IT support

1.3. SHARED EQUIPMENT OR TOOLS
- Instructor workstations
- Dry erase markers and eraser
- Photography studio equipment
- Acting equipment (e.g., cameras, mics, lights, props, etc.)
- Broadcasting radio station equipment (e.g., mic socks, control room, etc.)
- Broadcasting TV station equipment (e.g., microphones, video cameras, etc.)
- VFX (cameras, green screens, lighting, etc.)
- GAD (motion capture suit)
- School tools or equipment (e.g., power tools, batteries, cleaning supplies, etc.)

1.4. HIGH-TOUCH SURFACES
- Door knobs/handles
- Elevator call and floor buttons

- Light switches
- Washroom surfaces (toilet seat, flush lever, soap dispenser, water taps, paper dispensers)
- Kitchen
- Workstations (keyboards, mice)
- Stairway handrails

2. IMPLEMENT MEASURES TO REDUCE THE RISK

2.1. LEVELS OF PROTECTIVE MEASURES

2.1.1. First level protection (elimination)
- Limiting number of people in your workplace
- Implement physical and social distancing protocols

2.1.2. Second level protection (engineering controls)
- Installation of barriers to separate people

2.1.3. Third level protection (administrative controls)
- Establishing rules and guidelines

2.1.4. Fourth level protection (PPE)
- If levels 1-3 are not sufficient, masks and other PPE should be used

2.2. GATHERING PLACES (MEASURES CONSIDERED)

2.2.1. Elevators
- 1st level – Limit number of riders to two (2) per elevator
- 3rd level – Post signs advising only two (2) riders per elevator
- 3rd level – Install floor markings for social distancing while waiting
- 3rd level – Enhanced cleaning of elevator buttons
- 4th level – Wear masks

2.2.2. Stairways
- 3rd level – Post signs marking one set of stairways as up-only, and one set as down-only
- 3rd level – Post signs advising to keep five stairs apart
- 3rd level – Enhanced cleaning of handrails, doors and doorknobs
- 4th level – Wear masks

2.2.3. Hallways
- 3rd level – Mark arrows on floor to make floors one direction only
- 3rd level – Post signs about social and physical distancing
- 3rd level – Develop guideline regarding hallway use

- 4th level – Wear masks

2.2.4. 6th Floor Lobby
- 1st level – Limit number of people in the lobby, based on size and configuration
- 3rd level – Post sign not to gather/loiter in the lobby
- 3rd level – Enhanced cleaning of printer/copier, front desk, and any other shared resources
- 4th level – Wear masks

2.2.5. Classrooms
- 1st level – Limit number of people in a classroom, based on size and configuration
- 2nd level – Erect plexiglass screens in front of instructor station and between student stations
- 2nd level – Remove or tape off chairs/workstations that are not to be used
- 3rd level – Advise students and instructors to wipe down their keyboard, mouse and work areas, before use
- 3rd level – Post signs about COVID-19 safety, advising handwashing, etc.
- 3rd level – Advise instructors to wash their hands after or use single-use gloves before assisting a student their equipment or workstation
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches, workstations and desks
- 4th level – Wear masks

2.2.6. Offices
- 1st level – Limit number of people in an office, based on size and configuration
- 2nd level – Erect screens between workstations
- 3rd level – Advise staff sharing offices to schedule their office use to avoid having too many people present at the same time
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches, telephones and any other shared resources
- 4th level – Wear masks

2.2.7. Kitchens/Lunchrooms
- 1st level – Limit number of people based on room size and configuration
- 2nd level – Remove some tables/chairs to limit places to sit
- 3rd level – Instruct students/staff to wipe down anything they use
- 3rd level – Post signs about COVID-19 safety, advising handwashing, etc.
- 3rd level – Enhanced cleaning of all surfaces
- 4th level – Wear masks

2.2.8. Washrooms
- 1st level – Limit number of people in washroom at one time
- 3rd level – Install floor markings outside for social distancing while waiting

- 3rd level – Post signs about COVID-19 safety and proper handwashing
- 3rd level – Post signs advising that paper towel be used to touch high-use surfaces (stall door, toilet seat, flush lever, water tap, etc.)
- 3rd level – Enhanced cleaning of all surfaces
- 4th level – Wear masks

2.2.9. Boardroom
- 1st level – Limit number of people in the boardroom
- 3rd level – Post sign requiring all surfaces used to be wiped down (table, chair arms, TV remote, workstation, etc.)
- 4th level – Wear masks

2.2.10. Library
- 1st level – Limit number of people in library at one time
- 3rd level – Post signs about COVID-19 safety and social distancing
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches, tables, chairs
- 3rd level – Wash or sanitize hands before and after touching books
- 4th level – Wear masks

2.2.11. Theatre
- 1st level – Limit number of people in theatre, based on social distancing requirements
- 2nd level – Mark seats that cannot be used
- 2nd level – Add temporary seating, with proper spacing
- 3rd level – Post signs about COVID-19 safety and social distancing
- 3rd level – Advise instructors to wipe down their keyboard, mouse and work areas, before use
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches and any shared resources or high-touch surfaces
- 4th level – Wear masks

2.2.12. Life Drawing Studio
- 1st level – Limit number of people in life drawing, based on social distancing requirements
- 2nd level – Arrange drawing stations to align with social distancing requirements
- 3rd level – Post signs about COVID-19 safety and social distancing
- 3rd level – Advise students and instructors to wipe down any shared equipment, before use
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches and any shared resources or high-touch surfaces
- 4th level – Wear masks

2.2.13. Studio
- 1st level – Limit number of people in studio, based on social distancing requirements

- 3rd level – Post signs about COVID-19 safety and social distancing
- 3rd level – Advise students and instructors to wipe down any shared equipment, before use
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches and any shared resources or high-touch surfaces
- 4th level – Wear masks

2.2.14. Flex lab
- 1st level – Limit number of people in a flex lab, based on size and configuration
- 1st level – Withdraw permission for grads to use the lab
- 3rd level – Advise students and instructors to wipe down their keyboard, mouse and work areas, before use
- 3rd level – Post signs about COVID-19 safety, advising handwashing, etc.
- 3rd level – Enhanced cleaning of doors, door knobs/handles, light switches, workstations and desks
- 4th level – Wear masks

2.3. TASKS AND PROCESSES IN CLOSE PROXIMITY (MEASURES CONSIDERED)

2.3.1. Instruction
- 1st level – Conduct classes online when possible
- 1st level – Limit number of people being instructed, based on classroom size and configuration
- 2nd level – Erect plexiglass screens in front of instructor station, between them and students
- 3rd level – Advise instructors to wipe down their keyboard, mouse and work areas, before use
- 3rd level – Advise instructors to wash their hands after or use single-use gloves before assisting a student their equipment or workstation
- 4th level – Wear masks

2.3.2. Meetings
- 1st level – Conduct meetings online when possible
- 1st level – Limit number of people in a meeting, based on room size and configuration
- 3rd level – Advise all staff, students and guests not to shake hands
- 3rd level – Maintain social distance where possible
- 3rd level – Wipe down and disinfect any objects that need to be shared
- 3rd level – Wipe down and disinfect any surfaces touched
- 4th level – Wear masks

2.3.3. IT Support
- 1st level – Support staff/students remotely when possible
- 3rd level – Wipe down and disinfect staff/student workstations before and after servicing

- 3rd level – Wash hands before and after servicing equipment, or use single-use gloves
- 4th level – Wear masks

2.4. SHARED EQUIPMENT OR TOOLS (MEASURES CONSIDERED)

2.4.1. Instructor workstation
- 3rd level – Advise instructors to wipe down their keyboard, mouse and work areas, before use
- 3rd level – Enhanced cleaning of workstations and desks

2.4.2. Dry erase markers and eraser
- 3rd level – Advise instructors to wipe down markers and eraser before use

2.4.3. Photography studio equipment
- 3rd level – Advise instructors to wipe down equipment after each class
- 3rd level – Advise students to wipe down equipment before sharing

2.4.4. Acting equipment (e.g., cameras, mics, lights, props, etc.)
- 3rd level – Advise instructors to wipe down any equipment they need before use
- 3rd level – Advise students to limit the use of shared clothing or props
- 3rd level – Advise students to wipe down or wash anything that needs to be shared

2.4.5. Broadcasting radio station equipment (e.g., mic socks, control room, etc.)
- 3rd level – Advise students to wipe down on-air and control room areas and equipment before use
- 3rd level – Advise students to use their own microphone socks

2.4.6. Broadcasting TV station equipment (e.g., microphones, video cameras, etc.)
- 3rd level – Advise students to wipe down work areas and equipment before use

2.4.7. VFX equipment (e.g., cameras, green screens, lighting, etc.)
- 3rd level – Advise instructors to wipe down equipment before it is leant out and after it is returned

2.4.8. GAD equipment (e.g., motion capture suit)
- 3rd level – Advise instructors to wipe down equipment before it is leant out and after it is returned

2.4.9. School tools or equipment (e.g., power tools, batteries, cleaning supplies, etc.)
- 3rd level – Advise staff to wipe down equipment before it is given or leant out

2.5. HIGH-TOUCH SURFACES (MEASURES CONSIDERED)

2.5.1. Door knobs/handles
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)

2.5.2. Elevator call and floor buttons
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)

2.5.3. Light switches
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)

2.5.4. Washroom surfaces (e.g., toilet, faucet, hand dryer, etc.)
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)

2.5.5. Kitchen
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)
- 3rd level – Advise students/staff to wipe down anything they need to use before using
- 3rd level – Avoid use of the kitchen

2.5.6. Workstations (e.g., keyboards, mice, work area, etc.)
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wipe down their keyboard, mouse and work areas before use

2.5.7. Stairway handrails
- 3rd level – Enhanced cleaning schedule by cleaners
- 3rd level – Advise students/staff to wash or sanitize their hands before touching, or to avoid touching directly (e.g., wear and dispose of disposable gloves or use and dispose of a piece of paper towel)

2.6. PROTECTIONS IMPLEMENTED

2.6.1. 1st Level Protections (Eliminating)
- Limit elevator occupancy to two (2) riders
- Limit occupancy of classrooms, offices and any shared space based on room size and configuration (limit to be posted outside each room)
- Instructors should stream classes online, even when held in person
- Meetings should be conducted online when possible
- Students and Staff are supported in working remotely/from home
- Stagger staff and student schedules when work or classes cannot be conducted remotely or online

2.6.2. 2nd Level Protections (Engineering)
- Hand sanitizer stations have been installed throughout the school
- Remove or tape-off chairs/workstations that are not to be used

2.6.3. 3rd Level Protections (Administrative)
- Advisory posters and floor decals have been installed throughout school (including measures to reduce virus transmission, proper handwashing, social/physical distancing, and guidelines to follow for safe use of shared space and resources)
- Students and staff are to:
    - Remain or go home if they have any symptoms of COVID-19 (e.g., fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) or if they have been directed to stay home by Public Health or another government body, and notify their department head or supervisor (per our COVID-19 - Case Management & Outbreak Response plan)
    - wash/sanitize their hands upon arrival to school and frequently thereafter
    - maintain social/physical distance of 2m (6 feet) whenever possible
    - refrain from shaking hands, hugging or other forms of physical contact
    - follow all instructions on advisory posters and floor decals
    - follow any stairway or hallway arrows that indicate one-way direction of traffic
    - avoid congregating in any common areas
    - wipe down their workstations and work areas before/after used or leant
    - wipe down any shared equipment before/after use
    - avoid sharing equipment where possible
    - wash/sanitize their hands before/after using shared equipment
    - leave the school when their work/classes are completed
- Disinfectant wipe and/or spray is available in all classrooms and offices

2.6.4. 4th Level Protections (PPE)
- Staff and students are required to wear face masks in classrooms, shared offices, and common areas when social/physical distancing cannot be maintained

- Washable and reusable facemasks are available for all students and staff (two per person)

2.6.5. Cleaning Protocols
- Cleaners switched their cleaning chemicals to Wood Wyant Germicidal Disinfectant
- Cleaners are disinfecting high-touch surfaces nightly (e.g. doorknobs, elevator buttons, etc.)

3. DEVELOP POLICIES

3.1. Online learning policy
Students attending classes online will be provided with VPN access to the VanArts network to access licenses required for program related software. Students and staff will be set up with remote access to their school workstation as required for their programs.

Online classes could be recorded for later viewing by all students whenever possible.

3.2. In-class learning policy
The number of students permitted to attend in-class instruction will be limited by the classroom size and configuration to maintain 2m (6 feet) of social/physical distancing space.

Any in-class instruction (other than one-on-one instruction) should be streamed for students attending class online and/or recorded for later viewing by all students whenever possible.

3.3. Work from home policy
VanArts staff is supported in working from home to limit potential exposure to COVID-19 by themselves or others. All staff will be set up with remote access to their school workstation or leant a school workstation with access to VanArts network and all software required to perform their regular duties.

3.4. Self-isolation policy
Anyone who has had symptoms of COVID-19 in the last 10 days (e.g., fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) or has been directed to stay home by Public Health or another government body are prohibited from entering the school and are expected to self-isolate as directed and inform the school per our COVID-19 - Case Management & Outbreak Response plan.

Anyone who has newly arrived in Canada, has returned from international travel, or has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor themselves for symptoms per our COVID-19 - International Student Travel & Quarantine plan.

The BC COVID-19 self-assessment tool may be used to assist individuals in determining if they should be self-isolating.

Students and staff should not be returning to school in person until they have a negative COVID-19 test result, ten days have passed with no symptoms, or they have been cleared to attend by a health professional.

3.5. Feeling sick while at school policy

Any students or staff who begin to feel sick or display symptoms of COVID-19 while at school should immediately wash or sanitize their hands, put on a face mask, report their symptoms to their instructor, manager, or school administration (per our COVID-19 - Case Management & Outbreak Response plan), and do their best to stay at least 2 m (6 feet) from others until they can return home to self-isolate. Areas the student or staff member visited will be cleared of all use until cleaned and disinfected.

Individuals should call 811 or a medical professional if health advice is required. In the case of acute symptoms (e.g., difficulty breathing, chest pain, etc.), call 911.

3.6. Visitor policy

While visitors have not been prohibited, they are not encouraged. Visitors must receive permission to be at the school from a department head or school administration. Visitor access should be limited, and they are required to meet the same self-isolation standards as staff or students.

3.7. Contact tracing policy

Entrances and exits for each floor of the VanArts campus are monitored by security camera which may be used to assist with contact tracing.

3.8. Handwashing policy

All students, staff and visitors are asked to wash or sanitize their hands upon arrival to the school, after touching any high-touch surfaces (e.g., elevator buttons, door handles/knobs, light switches, etc.), and frequently throughout their day.

3.9. Social/physical distancing policy

All students, staff and visitors are asked to maintain social/physical distancing of 2m (6 feet) whenever possible, and to refrain from shaking hands, hugging or other forms of physical contact.

3.10. Personal protective equipment (PPE) policy

Students and staff are required to wear facemasks or other PPE, in hallways, elevators, common areas and any settings where social/physical distancing of 2m (6 feet) cannot be maintained.

3.11. International Students and Travel policy

International students or anyone returning to Canada after traveling abroad must comply with all federal, provincial, and public health guidelines regarding quarantine and self-isolation per our COVID-19 - International Student Travel & Quarantine plan.

4. DEVELOP COMMUNICATION PLANS AND TRAINING

4.1. Distribution of COVID-19 Safety Plan
The COVID-19 Safety Plan will be posted to our website, and shared with school management, department heads, as well as the school's cleaners, security, building manager and property manager, and any others as necessary.

4.2. Communication of COVID-19 Safety policies
In addition to distribution of the full Safety Plan to those listed above, the safety measures listed in Section 2.6 and the policies listed in Section 3 will be shared with students and staff by email and within myVanArts, our school management system.

4.3. Posters, signs, floor decals and other markings
Throughout the school, signage and markings will be installed to communicate key advisories and policies. All students, staff and visitors are expected to follow all posted signs and markings.

4.4. Coordination of in-class schedules and student numbers
In order to stagger class times and limit the number of students at the school at the same times, department heads are to communicate and coordinate any planned in-class instruction with all other department heads and school administration.

5. MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NEEDED

This COVID-19 Safety Plan will change over time as the situation demands. It has been developed in accordance with WorkSafeBC's planning tool for development of a COVID-19 Safety Plan, and through research of the approach taken by other schools and businesses, and consultation with department heads and school administration.

We ask all students and staff to share any feedback with administration@vanarts.com.

UPDATE (8/25/2020): This COVID-19 Safety Plan has been updated to reflect a planned increase of in-person instruction in September. The main change is to require the use of facemasks when social/physical distancing cannot be maintained. This means that facemasks should be worn upon arrival to school, in elevators, stairs, hallways, and common areas. Facemasks should also be worn in classrooms or offices if 2m (6 feet) of social/physical distancing cannot be maintained.

6. ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

Though the school never ceased all operations, in-class instruction was stopped on March 16, 2020 and transitioned to online instruction. Some programs resumed classes with online delivery as early as March 19, 2020, and all programs resumed classes with online delivery by March 30, 2020.

As outlined in the COVID-19 Safety Plan, we have identified potential risks throughout the school and have instituted measures to mitigate those risks. Even with a plan in place, the return to in-class instruction will increase the chance of COVID-19 transmission and that must be weighed against the benefit to students' education.

Beginning in June, 2020, in-person instruction resumed in some programs where components were not easily reproduced online and for students who were struggling with online instruction. Most instruction has remained online.

We are planning for an increase of in-person instruction starting on September 8, 2020, though we understand and respect that not all students or staff are comfortable with in-class instruction and we are committed to supporting them through this. Any in-class instruction where possible should be streamed and/or recorded for viewing by students still attending all classes from home.