



**NEW YORK INSTITUTE
OF TECHNOLOGY**

Vancouver

RETURN TO CAMPUS SAFELY PLAN

/ VANCOUVER CAMPUS

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/ INTRODUCTION

In March 2020, at the onset of the COVID-19 pandemic, New York Tech transitioned from in-person instruction to all online Zoom classes to complete the spring term. All faculty and staff were requested to work from home and provided equipment where necessary to facilitate working from home. The summer term continued fully on-line with many new students studying remotely from their home country. Our downtown campus reopened in June on a very limited basis to allow students access to the computer lab and closed again in mid-July when the summer term was completed.

We consulted with both continuing and new incoming students as well as faculty and staff to consider course modality for the fall term. Over the summer break we began planning the fall schedule taking into the following guidelines:

- Recommendations from the BC Centre of Disease Control
- WorkSafe BC
- Go-Forward Guidelines from the Province of BC
- Guidance for post-secondary institutions during the COVID-19 pandemic

Online learning, although critical for public health and safety reasons had proven to be very difficult for some of our students. In addition, the international Energy Management and Cybersecurity students worried about the impact of their online classes on their status with the BC Provincial Nominee Program which still requires that students take most of their program in person. While Student Affairs increased supports for students with on-line activities and webinars, New York Tech had concerns regarding the impact of the isolation on students' physical and mental well-being.

After careful consideration, it was determined that having some in person classes for Fall 2020 would be a great benefit to those students who had a preference for in-person learning. The fall term started on August 31st and approximately 25% of classes are being delivered in-person and the remaining 75% of our classes are delivered online. The campus has been prepared to maximize social distancing. The desks in all classrooms are spaced six feet apart. Mask wearing is strongly encouraged in the classroom and is mandatory in all common areas of all New York Tech Vancouver campuses.

As of September 2020, staff work one to two days a week on campus but are still primarily working from home to limit their chances of exposure. New York Tech will again offer a mix of on-line and in-person classes in the spring 2021 term, based upon consultation with students, faculty and staff and based on the student and staff experience during the Fall 2020 term.

In March, the school created a COVID-19 Task Force made up of several members of staff to develop a plan to document the procedures and safety protocols to keep students, faculty and staff safe during the pandemic. The COVID-19 Task Force determined how best to implement and document the recommendations provided to industry by the government agencies identified above. It also communicates all procedures and policies clearly to staff, faculty and students and documents the plan for a gradual reopening. As a school we are following scientific updates on the virus and are continuing to adapt to the COVID-19 pandemic and make necessary changes to protect the health of all community members and to keep students on track in their pursuit of a degree from New York Tech.

The Registrar's Office, Bursar Office, Career Services Department, and Student Affairs Department continue to offer students' supports for needed services and advice. All appointments with administration staff will be by appointment only and may be held in person or via our New York Tech zoom platform.

/ ON CAMPUS ACCESS

Procedures are in place to ensure that our campus building will be safe for students, faculty and staff. A summary of the Hierarchy of Controls is provided in Appendix 8.

These guidelines ensure that workers, students and others who show symptoms of COVID-19 will be prohibited from entering our campuses.

- Upon entering either of our three locations, everyone is required to have their temperature taken. Anyone with a temperature of 99.8 F is not permitted to enter the campus and will be asked to leave, return home immediately and call 8-1-1 for advice on next steps. A mask will be provided to anyone who does not have one.
- Screening questions for the symptoms of COVID-19 are asked upon entering campus. There is also an App on the student portal my.nyit.edu that can screen for COVID-19 symptoms. See section below on COVID-19 Home Screening.
- Hand sanitizer is available immediately upon entering the campus buildings.
- Wearing a mask is mandatory after entering our premises. Masks can only be removed by students once seated in the classroom. All classroom seats are separated by a distance of 6 feet.
- Signage is posted throughout the campus to remind everyone of the importance of washing hands and using hand sanitizer.
- New York Tech has adopted a zero-tolerance policy for any sickness on campus. Staff, students and faculty are required to stay home should they be experiencing any symptoms of illness. All in-person classes are recorded and available virtually using our Zoom platform should a student not be well enough to attend a class.
- Students will be permitted on-campus by appointment only, for using the computer lab for academic purposes.
- Students must book an appointment with faculty or staff in advance. Most assistance is provided by telephone, Zoom or email.
- Access to campus will be denied to anyone who has had symptoms of COVID-19 within the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Any person identified with symptoms will be sent home and asked to call 8-1-1 for guidance.
- Campus access will be denied to the following individuals:
 - Anyone directed by Public Health to self-isolate. Persons will be asked to return to their residences for the self-isolation period.
 - Anyone arriving from outside of Canada must self-isolate for 14 days.
 - Individuals who have been in contact with a confirmed COVID-19 case within the last 14 days.
- Visitors are prohibited or limited on campus. Visitors will only be permitted if the visit is necessary and an appointment is made prior to the campus visit.
- Students are not permitted to stay on campus other than for their regular scheduled classes or pre-arranged meetings with faculty or staff.
- Areas such as the student lounge and waiting areas have been closed and are not accessible.
- Signs are posted through-out the campus reminding everyone to social distance. Also, waiting areas are marked clearly with floor decals spaced 6 feet apart.

/ COVID-19 HOME SCREENING

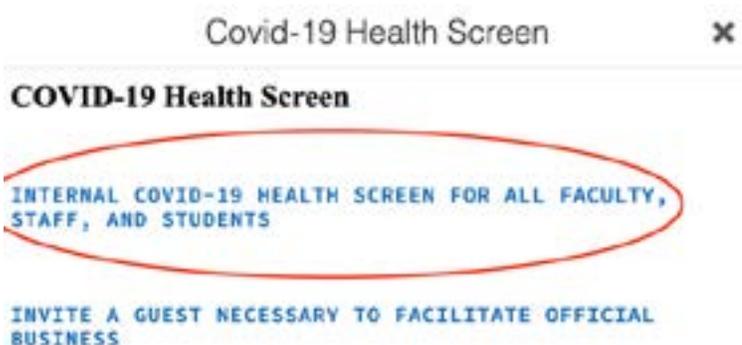
To reduce congestion in the elevators and lobby of campus, students, faculty and staff can complete an online screening test prior to arriving on campus (<http://my.nyit.edu/>)

Everyone is asked to complete this screening each day that they are planning to arrive on campus or they will be screened by staff upon arrival.

Click on the COVID-19 Health Screen tile



Click on internal COVID-19 health screen for all faculty, staff and students



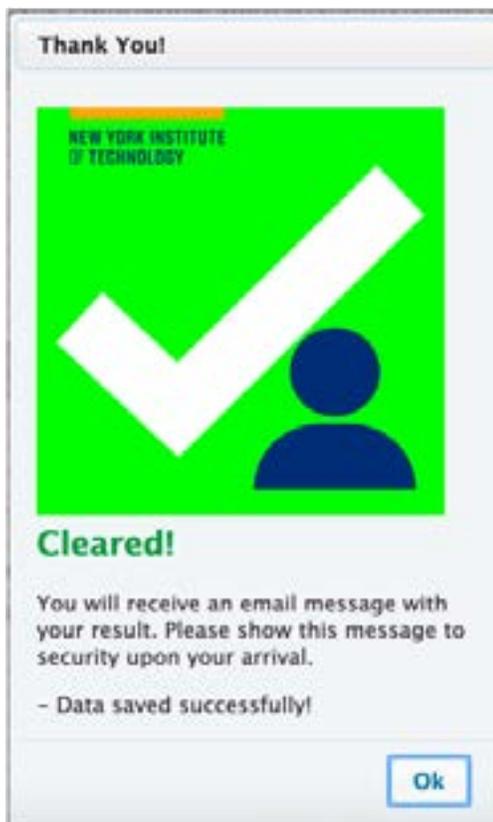
/ COVID-19 HOME SCREENING

Answer all of the questions as they appear on the screen. Questions appear one at a time.



The screenshot shows the 'NEW YORK INSTITUTE OF TECHNOLOGY COVID-19 HEALTH SCREEN' interface. At the top, the logo is displayed. Below it, the title 'COVID-19 HEALTH SCREEN' is centered. A paragraph explains that the institute requires a daily health screening for all faculty, staff, students, and visitors before campus access. A dropdown menu is labeled 'SELECT CAMPUS YOU WOULD LIKE TO ATTEND'. Below the menu is a 'NOTE' section with three bullet points: 'If there is a medical emergency, please dial 911.', 'If you need medical assistance please either see your physician, or if you are on the Long Island campus, you may visit the Academic Health Care Center.', and 'If you become sick with COVID-related symptoms while you are on campus, please return home or visit the COVID-19 isolation area on your campus.' At the bottom, a line of text states: 'This is a daily attestation. When you are providing your answers, you are attesting that the answers are true.'

Once all of the questions appear, you will receive a “cleared” message on the screen and you will receive an email that you must show to the staff upon arrival on campus.



/ PPE REQUIREMENTS

- Wearing a mask is mandatory after entering all of our premises. Students are permitted to remove masks once seated in the classroom that has been spaced for social distancing.
- Signage to remind everyone about the importance of handwashing are placed through-out the campuses.
- The school will provide disposable masks to staff, students, and faculty who may require one.
- Disposable gloves, disinfectant wipes, and hand sanitizer has been procured to supply as required.
- Hand sanitizer stations are provided at all entries to the campuses as well as in all classrooms.

/ CLEANING AND SANITIZING

- All New York Tech campuses are located in larger office complexes that provide cleaning services. As part of the building's COVID-19 response, additional regular high touch cleaning is performed.
- Within our campus, we have workers who are assigned to clean high touch areas such as the elevator buttons, door handles, and copier buttons on a regular basis throughout the day.
- All classroom desks and backs of chairs are sanitized between classes.
- When there is an exposure or a positive case, we have deep cleaning programmed for the same evening on the whole floor before we open for the next day. This is carried out by a third part vendor hired by our building service.

/ ADMINISTRATIVE AREAS

Faculty and staff are encouraged to work from home when feasible to do so. Staff and faculty that are feeling unwell at any time are instructed to work remotely. All faculty have the capability to hold their classes remotely from home using the Zoom platform.

- Faculty and staff were provided lap top computers to work from home and have access to network files through a virtual desktop system.
- Upon entering our campus locations, everyone must have their temperatures taken and anyone with a temperature over 99.8 F will not be permitted to enter.
- If an employee must work on campus, they must work primarily alone in their own office. Employees who share an office are scheduled to work alternate days.
- A Plexiglass barrier has been installed at the front reception area to ensure the safety of the receptionist when dealing with students.
- Student numbers on campus are limited to the number of students able to fit in our classroom.
- Class start and end times are staggered to allow for faster entering and exiting of the building.
- Classrooms have been configured to enable social distancing of the students to each other and the students to the instructor. Tape has been placed on the floor to maintain seat placement.
- The student lounge, waiting areas, and other areas where students might gather have been blocked off to encourage students to leave the campus once classes are finished.
- Elevators to the campus locations are monitored by the Building Property Managers and include limits on the number of people within the elevator.
- Masks are required in all public spaces in the buildings that house our campuses.
- No events other than our regularly scheduled classes will be held on campus.
- Desks, office chairs, door handles, photocopier buttons and other high touch areas have been identified and additional disinfection is performed daily. Staff are provided disinfectant wipes along with a bottle of hand sanitizer for their own use.

/ FACILITIES

New York Tech currently operates at two locations within Vancouver. The main campus is at 701 W. Georgia St. which is owned and operated by Cadillac Fairview. We have included the COVID-19 safety information provided by Cadillac Fairview in Appendix 6.

New York Tech also has classroom and faculty spaces at Broadway Tech Center on E. Broadway in Vancouver. These spaces are owned and operated by Quadreal. We have included the safety information received from Quadreal in Appendix 7.

In all buildings, airflow was increased, cleaning upgraded, physical distancing prioritized, mask wearing is mandatory, and limits for elevators was implemented.

Occupancy within classrooms is limited to maintain 6-foot separation between students. These numbers must be adhered to at all times.

Classrooms were reorganized to ensure physical distancing. Extra desks and chairs were removed from the classrooms and the classroom size limits is strictly enforced. The location of the desks and chairs have been marked on the carpet to maintain this classroom arrangement.

Classroom student capacity for Downtown Campus:

S.No.	Classroom Name	Class No.	No. of Chairs	No. of Systems that can be used
1	Jordan	1714	22	NA
2	New York	1725	16	NA
3	Canada	1735	18	NA
4	Computer Lab	1737	19	18

Other areas of the campus:

- Cubicle space with Bloomberg terminal (faculty approval is required and will be by appointment only)
- Student lounge - closed
- Table Tennis area - closed
- Career Services Room - closed
- Reception waiting area - closed

/ FACILITIES

Amenities:

- Lockers - accessible
- Computer lab - accessible on select days only (by appointment only)
- Student printer - accessible

Classrooms student capacity for Broadway Tech Campus:

Room	Students
150-1	20
150-2	20
450-1	30

Other Areas of Broadway Tech Campus:

- #150 Lab - closed
- #150 lounge - closed
- #150 Kitchenette - closed
- #150 TV area - closed

- #450 Boardrooms - By appointment only
- #450 Cubicle area - closed
- #450 student waiting area - closed
- #450 kitchenette – closed

/ CLASSROOM SAFETY

Several changes have been made to the classrooms to ensure they are safe.

- Classrooms have all been arranged to allow for social distancing for students and staff. Desks are set 6 feet apart and the number of students permitted in the classroom at a time strictly enforced.
- The location of desks and chairs are marked with tape on the carpet to ensure that the desks remain in the correct location.
- It is not mandatory but strongly recommended that students wear masks at all times in the classroom. It is noted that most students do keep masks on at all times.
- Faculty are provided personal microphones and face shields to ensure that they are heard and are not sharing equipment with another faculty.
- Cameras are used extensively in our classes to broadcast the classes being held in person via Zoom for students who may choose not to come to class due to symptoms of illness or other safety concerns.
- Classroom chairs and desks are disinfected after each class and all desks and chairs are checked to ensure they remain in the correct location.
- Class start times and end times are staggered to allow for faster and easier exit of the campus.
- Disinfectant and paper towels are supplied in the classroom.

/ OUTBREAK RESPONSE PLAN

If New York Tech, is notified or becomes aware of any individual (student or employee) who would have been on campus, has tested positive for COVID-19 or is a probable or suspected case where they have instructed to isolate or are awaiting results of a COVID-19 Test, the COVID-19 Task Force will meet to implement the following procedures.

- The Director of Student Affairs (for students) or the Office Administrator (for employees) will communicate with affected individuals to gather information and will offer assistance and guidance on managing their particular case. While waiting results of a COVID-19 diagnosis, additional cleaning procedures may be performed.

If a New York Institute of Technology student or faculty member who would have attended class on campus has been diagnosed with COVID-19:

- The Director of Student Affairs will contact the Executive Director of the School and the Assistant Campus Dean.
- The Director of Student Affairs will communicate with the student involved and ensure that they have the ability to self-isolate and provide assistance as needed. They will also establish times and dates of possible exposure at the school for the previous 14 days.
- The Director of Student Affairs will contact the Program Assistant Dean who will identify the classes involved, obtain class lists of students and will notify the necessary students and instructors of the exposure.
- The Office Administrator will be contacted and provided details of the possible exposure so that faculty and staff are notified immediately. If a faculty member or staff were in direct contact with the infected individual, they are instructed to self-isolate and monitor for symptoms before returning to school.
- The building property management where the exposure happens will be notified.
- The Director of Student Affairs will contact the local public health authorities by call 8-1-1 to establish plans to reduce the risk of further transmission at New York Tech.
- New York Tech will comply with all directions and actions suggested by the BC Public Health official regarding the severity of the case or outbreak.
- New York Tech will provide information and support to any faculty, staff and students potentially exposed
- New York Tech will implement outbreak control measures, such as:
 - Communicate the outbreak to the campus community via communications plan
 - Post outbreak signs at entrances and affected area;
 - Inform Cadillac Fairview that use campus facilities of the outbreak;
 - Initiate enhanced environmental cleaning and disinfection;
 - Reinforce the importance of hand hygiene with staff, students and faculty; and
 - Consider the need for closure of the campus if appropriate

/ OUTBREAK RESPONSE PLAN

If a New York Tech Student who attends classes online in Canada is diagnosed with COVID-19, the following procedures are followed:

- The Director of Student Affairs will reach out to the student via telephone or Zoom to discuss their illness and needs they may have. The student will be asked about possible in-person contacts with any other New York Tech staff or students during the past 14 days.
- If other New York Tech staff or students were in contact with this student, they will be notified of their possible exposure and to monitor for symptoms of COVID-19
- The Director of Student affairs will contact the student on a regular basis to monitor their well-being and assist on ensuring they are obtaining necessary school supports.

If a New York Tech Student who attends classes online from their home country is diagnosed with COVID-19, the following procedures are followed:

- The Director of Student Affairs will reach out to the student via telephone or Zoom to discuss their illness and discuss their ability to isolate. In addition, the need for academic accommodation will be discussed.
- The Executive Director will be notified of the case.
- The Director of Student Affairs will regularly follow up with the student regarding their health and ensure they receive academic supports as needed.

If a New York Tech staff member or faculty member who may have been on campus is diagnosed with COVID-19:

Staff have been informed to immediately report any illness directly to the Office Administrator. If an employee notifies the school of a positive diagnosis with COVID-19 the following procedures will be followed:

- The Office Administrator will contact the employee. As most staff and faculty work from their homes a majority of time, possible exposure dates and times are identified. Also, contact with other staff members or students will be documented.
- Affected staff are instructed to self-isolate and not return to work for 14 days and seek medical services if needed.
- The Executive Director will be notified of the case. She will determine the communication to staff and faculty.
- All staff and students identified as being on campus and in proximity to the infected staff person will be contacted and told of the possible exposure and asked to contact 8-1-1 for instructions and may be asked to self-isolate or to self-monitor themselves for symptoms of COVID-19.
- The building manager of the campus where the exposure happened will be notified immediately.
- Additional cleaning of areas where the employee worked will be done.

/ OUTBREAK RESPONSE PLAN

Possible Campus Outbreak:

Generally, an outbreak is declared if three or more cases involving students, faculty or staff occur within a designated time frame and in a specific area. The COVID-19 task force will work with Vancouver Coastal Health (VCH) to determine whether an outbreak should be declared, how to implement mitigation measures and how the outbreak will be monitored by the health authority. The Task Force will support VCH in contact tracing and follow the Contact Identification and Management Guidelines provided by the BCCDC.

- Based on the recommendation of VCH, the school will communication to all staff, students and faculty of possible outbreak on the campus and information will be provided on the need to self-isolate or monitor for symptoms. If it is considered an emergency situation, New York Tech will use its emergency text notification system to notify staff, faculty and students if so mandated.
- New York Tech will notify Building Management for the location where the outbreak has occurred.
- The affected campus will undergo additional cleaning and disinfecting.

New York Tech will work with VCH to determine when the outbreak has ended. Once the outbreak has been declared over:

- The Executive Director and Campus Dean will make an announcement to the New York Tech community.
- The Executive Director and Campus Dean will communicate the plan for resuming services and operations that were temporarily suspended.
- The COVID Task Force will evaluate their response plans for effectiveness and make improvements where necessary.

/ COMMUNICATION PLAN

Our campus communication plan ensures that everyone entering the campus environment, including visitors, understands how to keep themselves safe while at our campus. We have ensured that all staff are trained in workplace policies and procedures.

- All faculty and staff have received policies for staying home when sick.
- Signs are posted on our campus that remind people of effective hygiene practices.
- Posted signage at the main entrance indicating anyone who has symptoms who is restricted from entering the premises. New York Tech supervisors been trained to monitor employees and workplace interactions and behavior to ensure policies and procedures are followed.
- Communications department sends regular updates and reminders to staff, students and faculty.
- “All Staff” meetings are held twice a week to provide an opportunity for COVID-19 updates as required for COVID-19 safety.

/ WORK PLACE MONITORING

COVID-19 information is changing rapidly. As new health policies are administered through BC health, New York Tech will take the necessary steps to ensure that:

- We update our policies and procedures with managers, staff, faculty and employees involved in this process
- A COVID-19 Task Force is in place to monitor risks and develop policies and procedures to ensure a safe campus environment
- Employees have been provided with contact information for health and safety concerns
- New York Tech has hired Student Assistants (health checks) to oversee physical distancing to/from and in classrooms (see appendix 1 for duties and responsibilities) and to conduct temperature checks for all persons as they arrive on campus
- Implementation of one-way traffic zones, physical distancing marked out on floors throughout buildings and particularly in classrooms, etc.

/ NEW STUDENT ARRIVAL MANAGEMENT

All students, prior to travelling to Canada, must prepare a credible 14-day self-isolation/quarantine plan under the rules imposed by the federal government to combat the spread of COVID-19. Students will need to demonstrate that they have a suitable place to self-isolate or quarantine, with access to necessities including food and medication. Students arriving in Vancouver to participate in any New York Tech program of study will also be required to adhere to the BC Provincial Health regulations will need to provide a written self-isolation plan upon arrival.

Students are expected to download the [ArriveCAN app](#) and provide the Provincial Government with all arrival information, name, date of birth, reason for travel and their self isolation plan details. Students can download the app here: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/arrivecan.html>

The self-isolation/quarantine plan must contain the following points:

- Travel from the airport that does not involve public transportation. It is mandatory to wear a mask during travel from the airport to the self-isolation/quarantine location. Students can call Airport Taxi Service at (604) 871-1111 to make transportation arrangements from the airport to their self-isolation destination.
- Accommodations that provide food and other necessities and provide separation from others.
- Suitable accommodations can be arranged on your own or at one of the following locations:
 - a. GEC Granville Hotel (Downtown Vancouver)
 - i. \$1,250 per two weeks, or \$1,600 per month (hotel suite)
 - ii. \$300 extra for 2 weeks meal plan (lunch and dinner)
 - b. GEC Pearson (10 mins drive from Vancouver Airport)
 - i. \$1,250 per two weeks, or \$1,800 per month (private studio)
 - ii. \$300 extra for 2 weeks meal plan (lunch and dinner)
 - iii. Shared or private bedroom available after self-isolation starting from \$600/m
- Medical services are available through Guard Me contact at 1-877-873-8447 or admin@guard.me.
- Counselling services are available free of charge through Tapestry.

Food during self-isolation can be sourced from the following providers:

- Instacart - www.instacart.ca ;
- Uber Eats - www.ubereats.com ;
- Skip the Dishes - www.skipthedishes.com ;

Should students require to have medical prescriptions filled while in self-isolation, prescriptions can be filled and delivered through Pharmacy BC at www.pharmacybc.com.

For emergency medical and dental supports, please contact guard me health insurance at <https://www.guard.me/>.

/ TRAVEL SUPPORT LETTER

International students make up significant portion of the student body of New York Tech -Vancouver. A travel support letter was provided only to students who had a Visa granted prior to March 18, 2020 and who registered into in-person classes for the fall 2020 term. Students were required to request this letter prior to making travel arrangements. In addition, students are provided a COVID-19 resource document. This document mirrors the information that is available on our [COVID-19 FAQ website page](#).

Students needing a travel support letter for the spring 2021 term, must request one by contacting the Director of Student Affairs.

- New York Tech will monitor all arriving students during their 14-day Self-Isolation period
- Students must provide travel information to the school, a copy of their self-isolation plan, and phone number where they can be reached once they arrive.
- New York Tech offers a peer mentorship program. Newly arriving students are paired with students in the same program and from the same country whenever possible. The mentors contact the new students regularly during the self-isolation period and act as resource for them.
- Student Affairs staff have weekly zoom live check in meetings whereby students in self-isolation given additional support and to ensure that the student in quarantine are continuing to adhere to the Provincial Quarantine Guidelines. The zoom check in link is provided on the travel support letter. If a student in self-isolation is identified as having possible COVID-19 symptoms through the regular check-ins, they are told to call 8-1-1 to seek advice or contact the Public Health authority for their area.
- If the school becomes aware that an arriving student is not following quarantine procedures, the school will notify Vancouver Coastal Health for direction.
- If a student becomes ill during self-isolation, they are covered by the health insurance provided by the school called GuardMe. This would provide the student access to doctors and hospitals if needed. Guard Me has a mobile doctor service that allows students to connect with a Canadian doctor.
- Students who exhibit symptoms of COVID-19 should use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment for COVID-19. The Self-Assessment Tool is available online or as an App from the Apple Store or Google Play Store. <https://bc.thrive.health/>
- We recommend that students obtain a final screening by a health care professional within 24 hours of the end of self-isolation. Students are able to obtain this screening through their GuardMe insurance.
- As of November 21, 2020, **air travellers** whose final destination is Canada will be **required to submit their information electronically through ArriveCAN** before they board their flight. This includes travel and contact information, quarantine plan (unless exempted under conditions set out in the [Mandatory Isolation Order](#)), and COVID-19 symptom self-assessment. Travellers must be ready to show their ArriveCAN receipt when seeking entry into Canada
- Within 48 hours of entering Canada, travellers must confirm they have arrived at their place of quarantine or isolation and those in quarantine **must** complete a daily COVID-19 symptom self-assessment during their quarantine period.
- Travellers who don't use ArriveCAN to submit their information before entering Canada will be required to call the 1-833-641-0343 toll-free number on a daily basis throughout their quarantine or isolation period to provide their post-border information. They will not be able to revert to using ArriveCAN.
- Travellers who do not submit the mandatory information required after they have crossed the border will be considered a high priority for follow-up by law enforcement.



NEW YORK INSTITUTE
OF TECHNOLOGY

Vancouver

/ APPENDICIES

/ APPENDIX 1 – STUDENT ASSISTANT (HEALTH CHECKS) DUTIES & RESPONSIBILITIES

Under the supervision of the Manager - Business Administration, Facilities & Office

Administration, Student Assistants (health checks) will provide administrative and organizational support to New York Tech office administration and students.

Health Check Duties

- Monitor incoming and outgoing traffic on designated floors and areas, including but not limited to high-traffic areas such as corridors, classrooms, office spaces, washrooms, etc.
- Coordinate with other Student Health Ambassadors and ensuring that traffic is adhering to safety guidelines.
- Attend training sessions as required by the Institute.
- Maintain up-to-date knowledge on the Institute's safety guidelines, procedures, and protocols.
- Promote and communicate safe hygiene practices to student, staff and faculty on a regular basis.
- Report any breaches of safety procedures or guidelines to Business Administration Manager.
- Evaluate and recommend improvements to the procedures and guidelines whenever necessary.
- Provide assistance at the start and end of classes, ensuring that students are entering and exiting whilst maintaining physical distance.
- Distribute safety equipment such as masks and/or gloves.
- Monitor supplies in each designated areas and report to Office Manager if supplies need replenishing or restocking (I.e. empty hand sanitizer bottles).

/ APPENDIX 2 – COVID RESOURCE SHEET

Resources:

- [For the latest government travel advisories related to COVID-19](#)
- [BC COVID-19 Self-Assessment Tool](#)
- Use [ArriveCAN](#) to provide mandatory travel information required for entry into Canada.



See the following sites for more information:

- [Public Health Agency of Canada BC Centre for Disease Control World Health Organization](#)

New York Institute of Technology - Vancouver, Coronavirus (COVID-19) Frequently Asked Questions:

- [How high is the risk of contracting the Coronavirus disease, COVID-19, in Vancouver and British Columbia?](#)
- [Are any New York Tech Vancouver students, faculty or staff reported to be confirmed cases?](#)
- [What are the symptoms of the Coronavirus disease COVID-19?](#)
- [What precautions can I take to stay healthy and prevent the spread of infections?](#)
- [What is New York Tech doing to minimize the risk of infection to students, faculty and staff?](#)
- [Should students, faculty, staff or visitors who have travelled to affected areas remain at home for a period of time, after returning to Canada?](#)
- [What should I do if students or colleagues shows symptoms of COVID-19?](#)
- [What if a student can't attend classes due to a travel ban or other reasons related to COVID-19 in their home country?](#)
- [Is New York Tech distributing masks for people to wear to prevent the spread of infection?](#)
- [I have cold/flu symptoms, but I haven't travelled to a COVID-19 affected area. What should I do?](#)

/ APPENDIX 3 – REMOTE ZOOM INSTRUCTIONS

As you prepare for success in a remote learning environment with New York Tech, please note and review the following:

1. Review the information at <http://bit.ly/StudentZoomStart> to set up the required software for our remote learning engagements.
2. Use a lap-top, large tablet, or desktop computer. Mobile phones have insufficient screen size for detailed screen shares and are limited in their functionality for completing quizzes and in-class questions.
3. For the best remote learning experience, a hard-wired connection over WIFI should be used.
4. Be on time. Being late or missing a class session will be dealt with in the same manner as it would during a face-to-face meeting.
5. As you connect to a remote learning session, you will be prompted to enter your name. Please enter your full student enrolment name. Do not use default names suggested by your device.
6. Students can mute and unmute themselves by clicking on the microphone button at the bottom left side of the Zoom interface. Please mute your microphone unless you are addressing the class.
7. Headsets with microphones are strongly recommended. This will make self-muting less important for noise feedback issues (but still most courteous).
8. Please keep your webcam turned on unless otherwise instructed by your instructor.
9. Be aware that all chat conversations are recorded.
10. Be aware that Zoom monitors whether participant engagement during the remote learning session. Zoom provides your instructor with an “engagement” and “attention” report.
11. To ask a question, you have options. Ask your instructor which method is preferred; you might turn on your microphone and interrupt or “raise your hand” in the participant window or type a question or comment in the Chat window.

/ APPENDIX 4 – COUNSELLING AND SUPPORT SERVICES AVAILABLE TO STUDENTS



EMPOWER ME
BY **STUDENTCARE**

1-833-628-5589

Confidential & Accessible 24/7, 365 days a year

Well-being resources empowering you to thrive!

What is Empower Me?

Empower Me is a mental health and wellness service for eligible NYIT Vancouver students that seeks to contribute to a resilient student community by supporting existing on-campus mental health resources. It can connect you with a number of professionals with various domains of expertise, in person or via telephone or videoconference.

- Available 24/7, 365 days a year
- Confidential
- Multilingual
- Culturally sensitive
- Gender inclusive
- Faith inclusive

No issue is too big or too small—regardless of what you're experiencing, you're not alone.

Connect with Empower Me

Call the 24/7 helpline at 1-833-628-5589 from anywhere in Canada or the US. You'll be asked for your contact and demographic information, as well as some details about the kind of support you're looking for.

Immediate access to crisis services is always available.

Visit www.studentcare.ca/nyit for helpline numbers for international access and more information.

STUDENTCARE

**NEW YORK INSTITUTE
OF TECHNOLOGY**

Vancouver



EMPOWER ME
BY **STUDENTCARE**

1-833-628-5589

Confidential & Accessible 24/7, 365 days a year

Learn more at www.studentcare.ca/nyit.

Services & Support

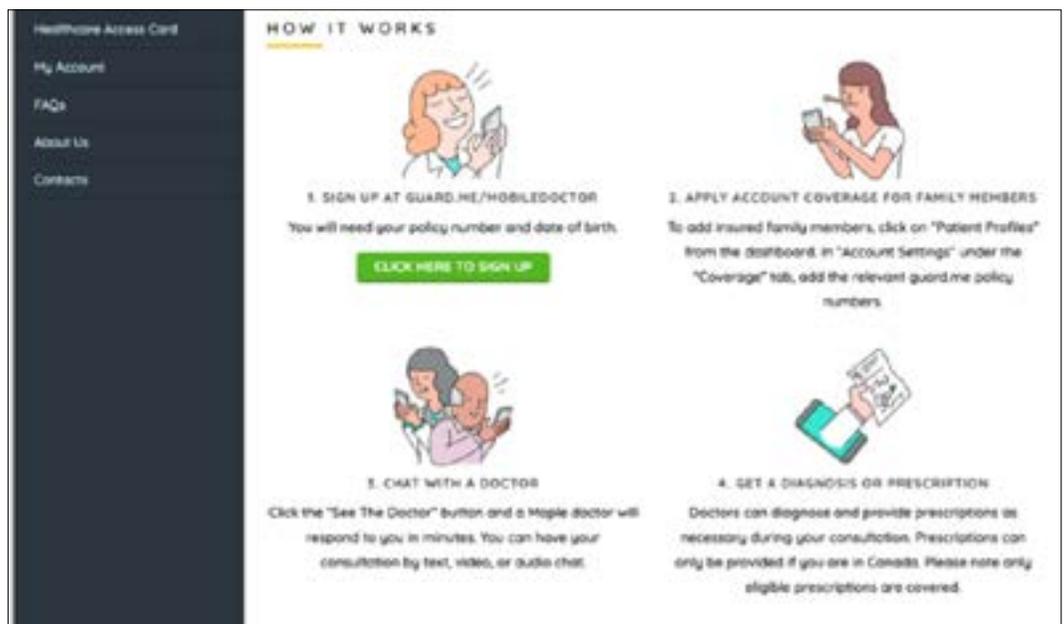
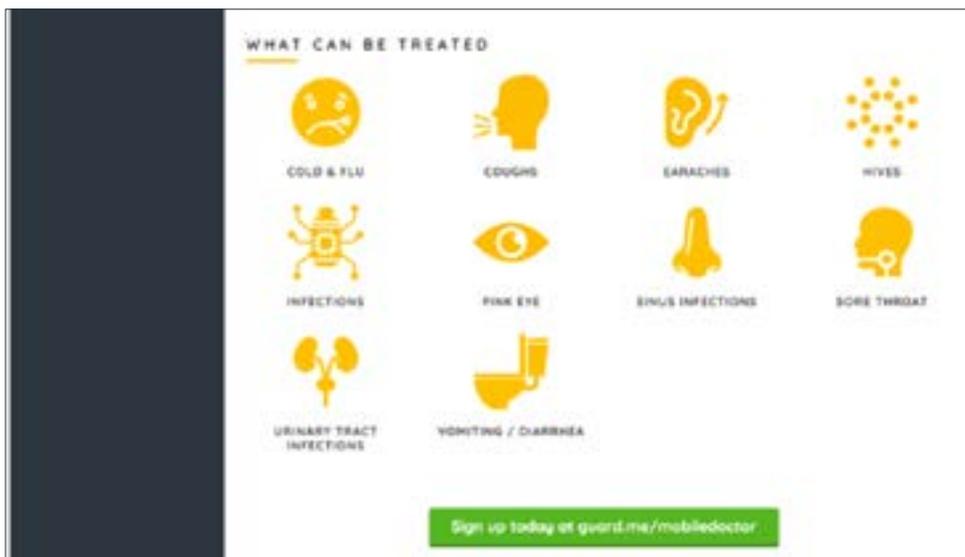
Get support for issues of any kind, such as:

- Stress or anxiety
- Depression
- Relationships or interpersonal conflicts
- Family responsibilities
- Substance misuse/abuse
- Disordered eating
- Time management
- Career counselling
- Financial planning or financial insecurity
- Nutrition, and more

Connect with the following professionals:

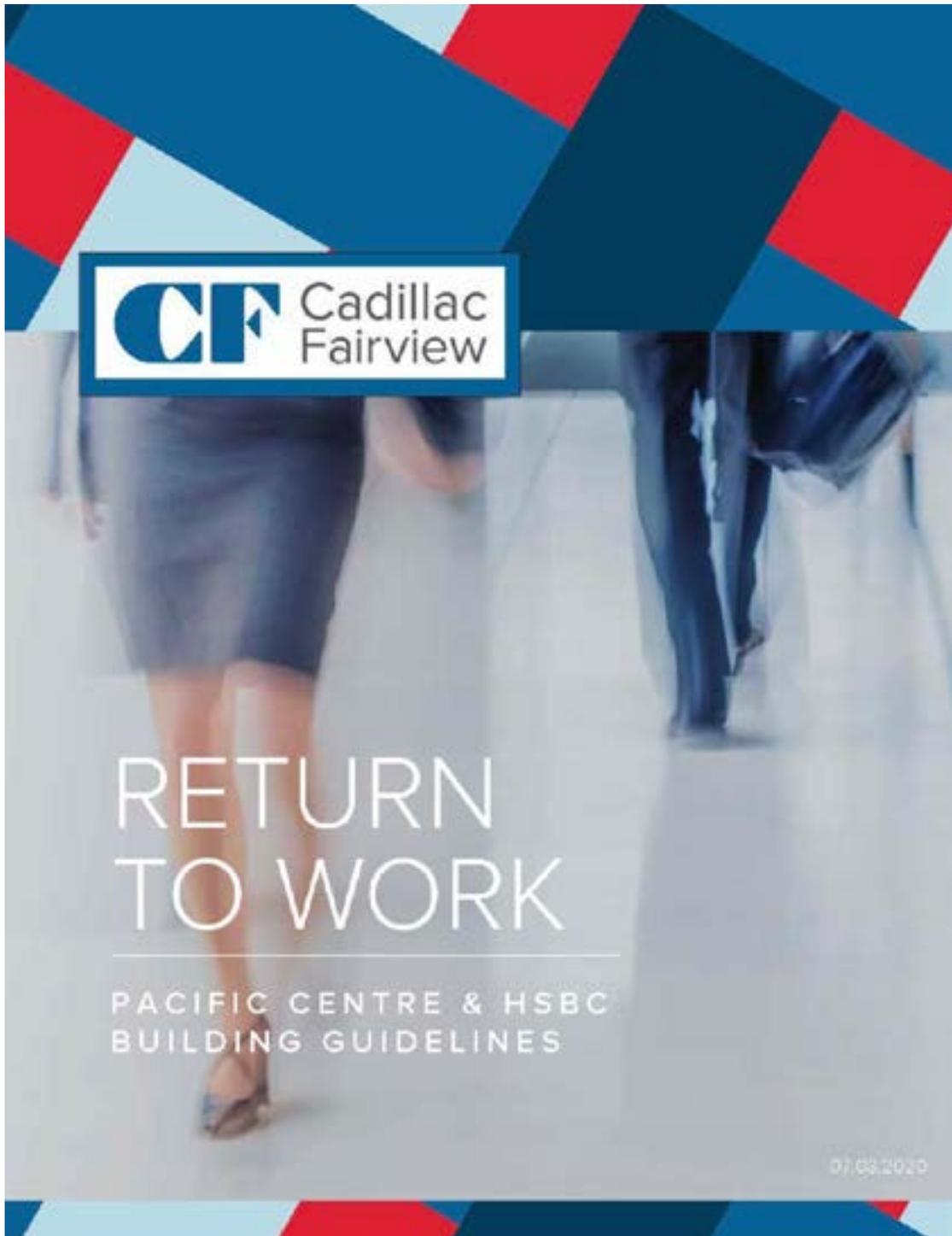
- Psychologists
- Social workers
- Psychoeducators
- Sex therapists
- Psychotherapists
- Career counsellors
- Financial counsellors
- Nurses
- Kinesicologists
- Resource teachers
- Occupational therapists
- Ergonomists
- Nutritionists

APPENDIX 5 – GUARD ME HEALTH INSURANCE INFORMATION

/ APPENDIX 6 – SAFETY AT 701 W. GEORGIA CAMPUS

[CF Cadillac Fairview: Return To Work - Pacific Centre & HSBC Building Guidelines.](#)



/ APPENDIX 7 – SAFETY AT BROADWAY TECH CAMPUS LOCATIONS

[Quadreal: Better Together - A Playbook to Support You in Returning Employees to Your Workplace](#)



APPENDIX 8 – HIERARCHY OF CONTROL CATEGORIES

	Mitigation Strategies
Physical Distancing	<ul style="list-style-type: none"> • Classes moved online in March 2020 • Faculty and staff work primarily from home with some staff working on campus 1 to 2 days per week to limit possible exposure. • Employees work alone in their offices when on campus. • Elevators are limited to the number of people that are permitted. • “Stand here” circles are used where lines may form. • Classrooms configured to space desks and seats 6 foot apart. Location of desk is marked with tape to ensure they are maintained in the correct location. • Directional arrows are used to flow students entering and exiting • Class start and end times are staggered to reduce any congestion • Majority of classes held online for Fall 2020. For in person classes, classroom capacity is limited. • Non-essential areas of the school have been closed and students are expected to leave campus immediately when their class is finished. • No school events outside of regularly scheduled classes are allowed.
Engineering Controls	<ul style="list-style-type: none"> • Automatic door openers added to building at Broadway Tech Centre • Plexiglass added to front desk reception area • Additional ventilation provided by building management • Cameras were installed in all classrooms so that students who were not coming to school due to illness would be able to attend the class through Zoom. • Temperatures taken at the entrance to campus. No one with a temperature about 99.8F is permitted. • Hand sanitizer stations set up at entrance to campus • COVID-19 App available to self-screen for COVID-19.

/ APPENDIX 8 – HIERARCHY OF CONTROL CATEGORIES

<p>Administrative Controls</p>	<ul style="list-style-type: none"> • Staff are required to work from home when they are not feeling well. • Lenient attendance requirements for Fall 2020 if students are not feeling well, they can attend in person classes virtually through Zoom. • Enhanced cleaning provided by the building management. In addition, classroom desks and chairs are cleaned between classes. • Classroom size limits established to ensure 6 foot separation between students. • Faculty provided individual microphones and PPE. • Strick policy of not allowing students, faculty or staff on campus with any illness
<p>PPE</p>	<ul style="list-style-type: none"> • Masks are required in all public spaces of the campus • Face shields provided to faculty for their use. • Disposable gloves are provided to staff who may handle documents from students.