

January 2022 →	
<b>Masks</b>	<p>Face Coverings meeting <a href="#">BCCDC guidelines</a>, and covering nose and mouth, are <b>required indoors in all common spaces including classrooms</b> and <b>vehicle</b> teaching spaces or buses, and <b>face-to-face meetings</b>. Face shields alone are not adequate.</p> <ul style="list-style-type: none"> <li>• Staff/Faculty – Mask not required when alone in an enclosed office or seated at your own personal desk in a shared office. If someone else joins you in your office or at your desk masks must be worn. (Side-by-side shared desks without cubicle dividers still require masks.)</li> <li>• Not required by staff when providing client service at a service counter when protected by a barrier extending at least 30cm above/below the nose height of the person on either side.</li> <li>• Allowed class/meeting exceptions: 1) Instructors, students and meeting presenters can remove masks to present from a safe zone at least 2m away from all others, assuming everyone else in the room remains masked. 2) Masks can be removed while actively eating, when seated in a location designated for eating. No eating allowed in classroom or meeting rooms during class or meeting time.</li> <li>• Other specific exemptions – consult <a href="mailto:Safety@jibc.ca">Safety@jibc.ca</a></li> </ul>
<b>Occupancy Limits</b>	<p><a href="#">Room Occupancy Limits</a></p> <p>Normal (pre-covid) room occupancy limits can be used for all JIBC spaces. PHO orders in effect Dec. 2021-Jan. 2022 limit venues seating more than 1,000 to 50% capacity.</p>
<b>Course/Activity Scheduling &amp; Safety Plans</b>	<p><b>Educational activities (Courses, Tutorials)</b></p> <p>Use <a href="#">Instructional Activity Room Scheduling</a> approvals process to schedule space. Educational activities which require direct physical or close contact skills/simulation must:</p> <ul style="list-style-type: none"> <li>• establish Work Pods to limit exposure potential between classmates.</li> <li>• limit exposure durations by distancing to extent space allows between any close contact activities.</li> </ul> <hr/> <p><b>Non-educational events</b></p> <ol style="list-style-type: none"> <li>1) Non-educational events for students or ANY activities involving external parties (guests, parents, VIPs, ticket holders, public etc.) - Prior approval required: <ul style="list-style-type: none"> <li>- follow <a href="#">Non-Course Activity Approval and Booking Process</a>.</li> <li>- including <a href="#">Event Safety Plan</a> requirements. Recurring activities can be approved on one plan.</li> </ul> </li> </ol> <hr/> <ol style="list-style-type: none"> <li>2) Internal JIBC staff meetings and required work activities not involving external parties - No prior approval required. Apply: <ul style="list-style-type: none"> <li>- <a href="#">Meeting Room Use Principles</a></li> <li>- <a href="#">Event Plan Guideline - Food Service</a></li> </ul> </li> <li>3) For staff engagement/social activities on or off site follow <a href="#">Event Safety Plan</a> requirements – as of Dec. 20, 2021 these events require vaccine verification using the BC Vaccine Card QR code app.</li> </ol>
<b>Desktop Barriers</b>	<p>Generally not useful in full occupancy situations. Specific uses should be reviewed with <a href="mailto:Safety@jibc.ca">Safety@jibc.ca</a></p>
<b>Service Desk Barriers</b>	<p>Barriers meeting WorkSafe BC guidance to be used at all public/student facing service desks. Staff providing service may remove masks when protected by barrier.</p>
<b>Personal Health Assessments</b>	<p>Ongoing personal responsibility. Every person must stay away if they have symptoms. Refer to Thrive Health Tools or 811 for up-to-date guidance on symptoms and whether testing required. Reporting of assessment completion is not required on daily basis. Illness reporting is required to instructor/ program staff/ <a href="mailto:safety@jibc.ca">safety@jibc.ca</a> per Case Reporting process. Supervisors are responsible to send people home if they are believed to be ill and therefore a risk to other workers.</p>
<b>Case Reporting</b>	<p>Continue to follow <a href="#">Case Reporting &amp; Outbreak Management</a> process; refer to Illness Response one pagers for quick reporting process summary.</p>
<b>Hand Hygiene</b>	<p>Handwashing and/or sanitizing must be maintained. Controls are no longer required related to touching books, papers, pens etc.</p>

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<b>Food Service / Catering</b>	<p>Follow <a href="#">Event Plan Guideline - Food Service</a></p> <p>Catering can be managed safely.</p> <p>People must be seated while eating and avoid table hopping. Each person must have a seat. Masks can be removed only while actively eating. No eating allowed in class or meeting room during class or meeting time. Ensure no congregating at serving stations or entrances. Outdoors rules are more relaxed.</p> <p><i>All food service/catering/cafeteria use is now subject to the PHO orders on Gatherings and/or Food and Liquor Serving Premises as updated time-to-time. Note regional orders may also be in place.</i></p>
<b>COVID-19 Orientation</b>	<p>Program Areas and Meeting Organizers should reference JIBC.ca Return to Campus pages and distribute <a href="#">COVID-19-Safety-Orientation pdf</a> with their onboarding information.</p>
<b>Off-Site/Contract Training Processes</b>	<p>For activities taking place in Winter 2022: process remains and verify whether contract requires vaccination check for instructor going on-site. Regional MHO/local community/First Nations rules must be considered. Employers to have Communicable Disease Plans (rather than COVID-19 Safety Plans). Employer requirements from those plans must be communicated in advance of contacting and provided to instructor. Must provide our instructor an adequate teaching zone to allow a 2m buffer from the closest participant. Participant distancing is not required. **Masks are required in indoor or in-vehicle teaching spaces - even if not normally an employee requirement at the employer's site.</p>
<b>Travel</b>	<p>Follow <a href="#">JIBC Travel Guidance</a></p> <p><b>Within province</b> travel is authorized.</p> <p><b>Inter-provincial</b> travel is authorized except for provinces with travel restrictions. Inter-provincial travel for work or conferences to provinces with travel restrictions will require approval through the Executive until regional travel restrictions lifted. Traveler is required to research restrictions.</p> <p><b>International</b> travel for work or conferences will require pre-approval through the Executive until such time as the Canadian Government Level III Avoid Non-Essential Travel Advisory for the destination (and any transit) country has been lifted. This includes the USA.</p>
<b>International Students</b>	<p>Readiness plans, including PSI supports and monitoring of incoming and continuing international students, remain in effect to support potentially required quarantine periods. International Students must now be vaccinated prior to entering the country.</p>
<b>Vaccine Promotion &amp; Proof of Vaccine Card</b>	<p>JIBC will promote vaccines and make information available on <a href="#">how and where to obtain vaccines</a>.</p> <p>PHO orders regarding <a href="#">Proof of Vaccination</a> required to access discretionary activities on our campuses are in effect.</p> <p>Fitness Room and any use of gym outside of class - users must be prepared to show their vaccine card and ID on a spot-check basis.</p> <p>JIBC Event Safety Plans must state how organizers will check vaccine cards if required by order. As of Dec. 20, 2021 a vaccine card check is required for all discretionary events (eg. staff engagement social) regardless of number of attendees.</p> <p>Classes, educational activities such as library use or writing tutorials, and normal use of the cafeteria do not require vaccine card check.</p> <p>Any required collection of vaccine information, eg. for student practicum placements, must be securely managed as confidential information.</p>