



LANGUAGES
ACROSS BORDERS

COVID-19 SAFETY PLAN

LAB VANCOUVER

Oct. 16, 2020



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Introduction

The LCI Network and LAB Vancouver care deeply about the safety, health, and wellbeing of our students and colleagues. This safety plan includes protocols and measures we put in place and is based on various provincial and federal government and health authority guidelines, including **WorkSafe BC, BC COVID-19 Go-Forward Guidelines**, and the Government of Canada's **Guidance for Post-Secondary Institutions During the COVID-19 Pandemic**, as well as **the order of the Provincial Health Officer of British Columbia**.

We need you to take an active role as well and your suggestions are welcomed. You have heard it said, "we're in this together" and this is true for LAB Vancouver. We all need to do our part to ensure we provide a safe learning and working environment. If you spot something that could be improved or needs to be addressed, please let us know.

Thank you in advance for your efforts to ensure we move forward safely together.

Grounding Principles

1. This safety plan follows the six steps outlined by [WorkSafe BC](#) and was put together with faculty, staff and students. The plan is posted [here](#) and will be updated as per federal and provincial requirements
2. The school will work with its [local B.C. medical health officer](#) in the event of case management and contact tracing.
3. The school will place the health and wellbeing of students, staff, and faculty above all other considerations.
4. LAB Vancouver is on-campus with LaSalle College Vancouver and shares its facilities. LaSalle College Vancouver's safety measures are applicable to LAB Vancouver.
5. Decisions regarding in-person and remote learning will be driven by program quality and fairness across all student demographics.
6. The school will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.

Health & Safety Protocols

LAB Vancouver has implemented the following protocols and will consider current level of community transmission of COVID-19 to adapt and/or add measures. These protocols are a combination of the different levels of protection as included in the [B.C Post Secondary COVID-19 Go-Forward Guidelines](#).

1. Accessing the Campus Safely

Student and Staff Protocol Waivers. Each LAB student and staff signs a protocol and commitment to safety waiver (see appendix A and B). The consequence of failing to report to the school exposure to COVID-19 is listed as a ground for expulsion (student) or disciplinary actions (staff).

Entrance Signage. There are health and hygiene reminders posted throughout the building including the proper way to wear, handle and dispose of masks. Use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze and to avoid touching their faces. Electronic signs will also be used for messaging and communication as well.

Attendance List & Registered Visitors. Daily attendance is taken for LAB students and staff. Updated contact details and addresses are recorded in our student database. Visitors to the campus are required to leave their contact details and a logbook is kept with the time of entry and exit.

Temperature Checks & Hand Sanitizing. Points of entry are limited to allow our team to conduct non-invasive temperature checks utilizing a temporal thermometer. Anyone displaying a temperature over 38.0°C will be taken to the first aid room for secondary screening. Any visitor to the campus is required to use hand sanitizer available in the lobby area or directed to the washrooms. Students and staff are reminded to sanitize their hands upon exiting and entering the front entrance each time.

Use of Facial Masks. Is mandatory upon entering the building and in all common areas (hallway, lobby, washrooms etc.). use of masks is recommended but optional during classes. All staff are provided with a customized facial mask and masks are readily available for students, visitors and staff.

Physical Distancing. All people entering our building will be advised to practice physical distancing by standing at least six feet away from other groups of people. Classrooms, computer labs and other physical layouts are arranged to ensure appropriate distancing. Staff and students are reminded not to touch their faces and to practice physical distancing by standing at least six feet away from students and other employees whenever possible. Markers will be placed on the floor in some areas to ensure proper distancing.

2. Case Management Strategies & Communication

The LAB management team will ensure they remain informed of the local case numbers, to assess the general situation, and raise precautions and change safety protocols if needed as cases rise.

General Communication Lines

- Our employees have been given clear instructions on how to respond swiftly and to report all presumed cases of COVID-19 on property to their manager.
- Employees and students are instructed to stay home if they do not feel well and are instructed to contact a manager (employees) or faculty (students) if they notice a co-worker or student with a cough, shortness of breath, or other known symptoms of COVID-19.
- Employees and students who are exhibiting any of the symptoms of COVID-19 while at the college are instructed to immediately notify their manager (employees) or teacher (students).
- Case Notification: If we are alerted to a presumptive case of COVID-19 at the campus, we will work with the BC CDC to follow their recommendations on appropriate actions.
- Reporting Health & Safety Concerns: All students are encouraged to report any concerns through their teacher. All employees are encouraged to report any concerns to HR or their direct manager.

Case Management Strategies

In the event of a staff or student suspects or demonstrates COVID-19 symptoms, the following strategy will be employed:

- If staff or students develop symptoms while on campus the individual will be separated from others in a supervised area and transported (not by public transportation) either to their residence or to one of the assessment centers (Appendix F) in accordance with the guidelines provided by the BC Centre for Disease Control and their recommendations. When appropriate, students will be transported home under the health and safety protocol and instructed to call 8-1-1.
- If the student/staff member is not seriously ill, they should use the relevant provincial [self-assessment tool](#) (e.g., at an assessment centre) if indicated to do so. They can also contact their local health care provider.
- Contact tracing data will be gathered by the student services team (class and attendance list with full contact details of both staff and students). This information will be made available to the local health authorities.
- If self-isolation is necessary, LAB Vancouver staff will check in daily with the individual to make sure they have what they need.
- Any surfaces or tools touched by the student/staff member will be thoroughly cleaned as per cleaning and hygiene guidelines of local health authorities.
- In the event that a student or staff develops symptoms of COVID-19, LAB Vancouver management will consult with the relevant local PHA to assess whether additional students or staff who have come into close contact with the individual should also self-isolate.
- Before ending self-isolation, the individual must receive confirmation from a local health authority. Any return to school will need to be confirmed by LAB management.
- If an outbreak is declared by the local PHA, LAB Vancouver management will closely and pro-actively collaborate with the local PHA officer to further mitigate and monitor the situation.

3. Administrative Areas

Building Access. Is limited and hand sanitizer is available and of mandatory use upon entering. COVID-19 related signage is visible in the lobby and throughout the common areas (Appendix C).

Workplace Operations. Cohorts of max. 6 LAB staff work together whereas other administrative staff fully work remotely. We stagger staff arrival times to minimize traffic volume. Our team will ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest expert guidance.

Workstations. Are separated by 6 feet or with plexiglass windows. Meetings are held mostly virtually. Staff kitchen/faculty room is not in use and staff are encouraged to bring their own drinks/food. Consumption of food is done outside or at the staff's workstation.

Visitors and Deliveries. Visitors are pre-scheduled and follow the same protocols outlined in the previous unit. Deliveries are contactless (packages left in a designated area).

Elevator Use. Restricted to maximum 2 people and indicated as such.

4. Campus Transportation

All students and staff who are required to work onsite are encouraged to commute to work during off-peak hours where possible, to limit staff commuting in congested public transit.

5. Cleaning & Sanitizing

LAB Vancouver at LaSalle College Vancouver has increased the frequency and rigorous of sanitation protocols. All spaces in the building will follow the following guidelines while department specific items will be as follows:

Cleaning & Sanitizing Protocol

- Daily cleaning of classroom and touchpoints throughout the building
- Sanitization of all stations at the beginning and end of each class
- Sanitization of student facing counters
- Sanitation signage will be posted for staff/ student reference
- Hand sanitizer bottles and wipes to be supplied throughout the building
- Increased sanitation of the following areas:
 - Entry doors
 - Stair handrails
 - Employee dining tables and counters
 - Trash bins
- Increased sanitation of all restrooms with signage indicating maximum occupancy to 3 people in a washroom at a time.

Cleaning Products and Protocols. Our campus is using cleaning products and protocols which meet guidelines and are approved for use and effective against viruses, bacteria and other airborne and bloodborne pathogens. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and the necessary PPE.

Public Spaces and Communal Areas. The frequency of cleaning and sanitizing has been increased in all public spaces with an emphasis on frequent contact surfaces including, but not limited to, reception desks, registrar windows, finance window, IT office, computer labs, fashion labs, classrooms, faculty offices, open lab, elevators and elevator buttons, door handles, public bathrooms, stair handrails, vending machines, bistro surfaces and seating areas.

Air Filter and HVAC Cleaning. The frequency of air filter replacement and HVAC system cleaning has been increased and fresh air exchange will be maximized.

Locations for the Distribution of Personal Protection Equipment (PPE). PPE will be located at reception and for sale in the bookstore.

Physical Distancing Protocol.

- a) Each workspace and/or classroom will require at least 6 feet between individuals
- b) We limit each classroom to a maximum of half of the room's capacity while maintaining the 6-foot physical distancing requirement
- c) Some smaller rooms may be restricted to one or two people at a time (supply room, storage rooms, interview rooms, some offices)
- d) Any area where students queue will be clearly marked for appropriate physical distancing.
- e) Implement peak period queueing procedures when the number of guests exceeds the queue capacity
- f) A plastic shield is put in place at all reception areas
- g) Walk wide: all people in our building are expected to walk to the outside (right side) of the hallway when passing another person
- h) Facemasks are mandatory in all public spaces, but this can be relaxed in classrooms provided that physical distancing protocols are followed.

6. Communication Strategies

The following communication protocols are in place to inform international students preparing for their arrival to Canada as well as students and staff already in Canada and/or on-campus.

General Communication Strategies

- Clear and timely communication is established between management, staff and students to ensure guidelines are followed and updated information is provided
- Management ensures content is consistent with provincial and local health advice
- Multiple communication channels are used (email, online meetings, in-person meetings, social media) to distribute information
- Responsible management contacts: Erika Herndier, School Director (staff, students and government bodies/regulators), Mihee Haring, Sales & Marketing Director (3rd party providers/agents, future students)
- Records of all student and staff screening, student quarantine completion, case management of suspected cases of COVID-19, and all other relevant record keeping will be managed by Erika Herndier

Staff Communication and Training

- All employees have received training on COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent student contact.
- Upon return to workplace, regular check-in meetings will be held to provide any new information, discuss best practices and opportunities for discussion.
- For staff working remotely, a weekly virtual meeting ensure they stay updated about on-campus measures.
- A weekly newsletter for both LaSalle College Vancouver and LAB Vancouver staff is distributed as well as a separate weekly Health & Wellness newsletter with references to assistance programs where applicable.
- HR-related updates are posted on the LCI Education Network's intranet.

Communication with International Students

As an ESL school, LAB Vancouver primarily hosts international students. Communication may involve a 3rd party / recruitment agent and starts from the moment a student books for a course from their home country. The following strategies are included:

- A comprehensive International Arrival Guide has been prepared to start pre-arrival communication with international students. This guide is sent to all prospective students and posted on our website. Students must return items, d, i and j as listed below before arrival to acknowledge receipt:
 - a) Pre-Departure planning
 - b) Arrival plans including accommodation
 - c) ArriveCAN, COVID-19 and Daily Symptom Tracker apps
 - d) Self-Isolation plan, obligations and consequences of breach
 - e) Airport/transportation guidelines
 - f) Self-isolation guidelines and available support
 - g) What to do during self-isolation
 - h) Resources
 - i) COVID-19 Checklist
 - j) COVID-19 Travel and Arrival Protocol Declaration
- Post-arrival communication includes a robust 14-day communication outreach calendar during the student's quarantine period which includes daily health checking, virtual conversation club and self-guided language studies.
- Communication includes explicit references to mental well-being, anti-racism and COVID-19 stigma and available resources ([Here2Talk](#), Keep Me Safe and the [B.C. website](#))

7. Education Delivery

LAB Vancouver is committed to ensuring our teachers and campuses are well-prepared to continue to deliver quality learning experiences for our current and future students whether remotely or in person.

Remote Learning

LAB Vancouver has provided instructors with information and guidance on using Microsoft Teams as an online platform to transition to a remote learning environment should the need for blended or online delivery occur. Support sessions and technical support will be provided for both instructors and

students. LAB Vancouver will continue to provide remote learning support for LAB students under quarantine as well as students unable to access in-person instruction.

In-Person Instruction

LAB Vancouver has developed a range of protocols to ensure both quality instruction as well as student and staff safety during classroom-based instruction. Students and staff receive orientation to classroom procedures and expectations prior to instruction.

Physical Distancing Protocols

- Class start and end times staggered to allow for distanced access to the school and classrooms.
- All desks and personal work areas are spaced 6 feet apart.
- Teachers have individual workstations within a set classroom rather than a shared workspace.
- Student numbers in classes are reduced and students are kept within assigned groups to reduce number of close contacts.
- Classroom activities are to practice physical distancing. Masks are to be worn in cases where students are unable to physically distance. If teacher and students choose to wear masks throughout entirety of lesson it is an acceptable personal choice.
- Classrooms and workstations are sanitized between classes with different student cohorts.
- Whenever possible students and staff must not share tools and materials such as pens and teaching materials.

Curriculum and Lesson Delivery

- Lessons are planned affectively to avoid activities that involve students working in groups or proximity.
- Physical Distancing and COVID-19 Safety guidelines are reinforced by teachers when communicating with students during classroom instruction.

Capacity Management

Enrolments for international students may be paused or staggered to meet the federal and BC requirements. For course delivery, we have set up blended and fully online delivery plans equivalent in the number of contact hours with teachers. On a weekly basis, close management of student enrolment numbers is conducted to ensure LAB operates within the capacity guidelines of the province of B.C.

8. Campus Facilities

LAB students have access to the following campus facilities managed by LaSalle College Vancouver:

Library. Currently closed for LAB students. When re-opening: Sanitize all tables and workstations thoroughly each night. b. Discontinue print magazine and newspaper services throughout the property. c. Materials checked out will be sanitized upon return

Bookstore. Cash wraps, phones, workstations, hard surfaces, handles and frequently touched surfaces to be sanitized at the end of each day. b. Limit of 3 people in the bookstore at the same time. Orders can be made through email for pick up service. All sales are final.

Interview/Meeting Rooms. Available upon booking only. Sanitize interview room doors, tables, chairs light switch and other equipment at the end of each day.

Lunchroom. Currently closed for operations. Students are encouraged to bring their own lunch/drinks/utensils and consume either in the outside area where picnic tables are spaced 6 feet apart or if weather does not allow, in their own classroom abiding by physical distancing protocols. Microwaves, fridges and water fountains are not available for use.

9. Social Activities & Supporting Student Life

Activities are an important part of student life at LAB. Following the government's [Guidance for Post-Secondary Institutions during the COVID-19 pandemic](#):

- Activities offered by the school are mostly limited to outdoor activities in spaces/locations where physical distancing is possible (e.g. hikes, bike rides).
- Any in-person activities are limited to maximum 10 participants, require pre-registration and students are always required to wear facial masks and physically distance.
- In the event of weather restrictions, LAB may organize alternative indoor activities in the classroom in which case staff and students follow the regular protocols outlined in this safety plan.
- Students are reminded to avoid any gestures such as handshakes, hugs and high fives.

10. Housing

Before arrival in Canada, students will be provided with clear instructions and documentation on the required protocol for safe travel, quarantine, and behavioural expectations upon arrival in Canada.

Through the Study Safe Corridor, Languages Canada has provided an extensive [list of designated quarantine hotels](#) ready to provide all necessary elements of a student's mandatory quarantine.

Including:

1. Adequate food for 3 meals a day
2. Adequate linens, cleaning supplies and toiletries
3. Strict hygiene and physical distancing protocols

All quarantine hotel sites have implemented rigorous COVID-19 operating procedures as per the Hotel Association of Canada's Best Practices, Operating Procedures and Considerations for Hotel Guests in Self-Isolation. Students may also, where possible, quarantine at one of the GEC Residences (Viva or Pearson) or with one of LAB Vancouver's pre-screened Canadian homestay families. Students and host families will sign a homestay agreement which includes all applicable Covid-19 procedures during the quarantine period as well as consequences of breaching the Canada Quarantine Act. During the quarantine period, LAB Vancouver student services will have daily health check-in meetings with each student as well as provide daily social and study activities. These daily check-ins will explicitly cover COVID-19 related stigma and anti-racism topics.

- Students will be asked to declare if they have demonstrated any symptoms of, or contracted COVID-19, in the period prior to their date of travel to Canada.
- Students will be sent, and must return a signed, a copy of the COVID-19 International Student Travel & Arrival Protocol Declaration (Appendix D) and Self-Isolation Plan (Appendix E).
- Students will be informed of the requirement to comply with the Canada Quarantine Act, including the penalties of violation.
- If a student indicates they have breached the quarantine requirements, we will contact the local PHA for guidance. If the accommodation provider informs LAB Vancouver a student has breached the quarantine requirements, LAB student services will contact the student as well as the local PHA for guidance. If the local PHA requires a report to the RCMP, LAB Vancouver will be fully supportive.

Students who are non-compliant during their self-isolation may be asked to postpone their in-person course and/or their course may be cancelled depending on the severity of the breach. LAB management will assess this case-by-case and base this on advice from the local PHA and RCMP.

- Students will be required to partake in a daily health check-in meeting with LAB staff as part of their daily virtual meeting and will be made aware that calls from local government authorities can be expected and should be answered.
- For both the quarantine period and beyond, all host families, student residences, and accommodation partners will be provided with hygiene and services guidelines to ensure the health and safety of all parties.
- Homestay hosts and accommodation providers will be required to read and sign our Homestay Quarantine Agreement.

- Clear communication guidelines will be established between the accommodation provider and the school student services team.
- Students planning to travel to other provinces/states within Canada during their stay must give the school 2 weeks' notice and follow the recommended personal hygiene, quarantine (if applicable) and physical distancing guidelines before and after their travel.

11. Student Health & Counseling

The circumstances of COVID-19 during self-isolation and even afterwards may cause stresses to international students. The following procedures are set in place to support students in maintaining their mental health:

- The LAB student services team will provide student support during quarantine and beyond. This includes all communication from the moment the student arrives to when they start attending their first in-person class.
- Students will do a virtual placement test and orientation during on Day 1 of their 14-Day Quarantine Calendar. This will also give students the opportunity to signal any issues in their accommodation as well as their well-being.
- During their daily virtual meeting with LAB staff, students can express any concerns and LAB staff will ensure they follow quarantine guidelines.
- LAB staff will also check in with the accommodation host/provider, to ensure they are following the steps outlined in the Homestay Quarantine Agreement, and to get further feedback on how the student is coping and following quarantine protocol.
- Students will be provided with details and contacts of the various provincial and federal quarantine and COVID-19 support services, to ensure positive mental health can be maintained during and beyond the quarantine period.
- Students will be provided with local health authority contact details and instructions as to what they should do in the event they become ill, or suspect they may develop symptoms of COVID-19.
- Specifically, information will be provided regarding anti-racism support related to COVID-19.
- LAB staff will ensure students in quarantine are aware of the virtual calendar activities and encourage them to take part to avoid students feeling isolated.
- Mental and social support, including anti-racism and stigma information, will continue to be part of student services after the quarantine period.

Appendix A. Student Safety Protocol Waiver

Appendix B. Staff Safety Protocol Waiver

Appendix C. Campus Signage

Appendix D. COVID-19 Student Travel & Arrival Protocol Declaration

Appendix E. Self-Isolation Plan

Appendix F. COVID-19 Assessment Centres Vancouver

Appendix A

STUDENT PROTOCOL AND COMMITMENT TO SAFETY

As a LAB Vancouver student, I will follow the rules below to ensure my safety, the safety of other students, faculty, and staff of LAB Vancouver.

I agree to the following:

- ✦ I will not bring visitors to LAB Vancouver. Access to LAB and LaSalle College Vancouver is only for registered students who are scheduled for a class.
- ✦ I will not come in to the school if I have or have had in the last 10 days symptoms of COVID-19. I will self-isolate if I have any of the symptoms (symptoms include chills, cough, shortness of breath, sore throat, and muscle aches or headache).
- ✦ If I start to have symptoms of COVID-19 while at school I will immediately tell my teacher and /or LAB Staff and go home to self-isolate.
- ✦ I will follow policy on social distancing among students, staff, and teachers and will maintain a distance of 6 ft. as much as possible when on campus or in class. I may be required to wear a mask if social distancing is not possible in the classroom.
- ✦ I will follow LAB policy on handwashing and sanitizing my hands often.
- ✦ I will leave the building as soon as my classes are finished.

Before coming to school, I confirm the following:

- ✦ I do not have any symptoms of COVID-19
- ✦ I have not been in contact with someone who has COVID-19
- ✦ I am not currently required to self-isolate
- ✦ I have not been outside of British Columbia in the last 14 days

FAILURE TO REPORT A KNOWN ILLNESS OR EXPOSURE TO COVID-19 WILL BE GROUNDS FOR EXPULSION.

I acknowledge that I have read these conditions and I agree that I will inform my teacher or LAB staff, before coming to the campus if any of these factors apply to me.

Student Name _____

Student Signature _____

Date _____

Languages Across Borders

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LCI EDUCATION
NETWORK
MEMBER

Appendix B

STAFF PROTOCOL AND COMMITMENT TO SAFETY

As a LAB Vancouver faculty/staff, I will adhere to the noted school policies and protocols outlined below to ensure my safety, the safety of students, faculty and staff of LAB Vancouver. **I agree to the following:**

- I will not come into the school if I have or have had in the last 10 days symptoms of COVID-19. I will instead notify my supervisor and self-isolate if I have any of the symptoms (symptoms include chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache).
- If I start to have symptoms of COVID-19 while at school I will immediately advise my supervisor and make necessary arrangements to go home to self-isolate.
- I will abide by LAB's policy on protocols on social distancing among students, staff, faculty, and members of the public and will maintain a distance of 6 ft. as much as possible when on campus or in class.
- I will abide by LAB's protocol regarding handwashing and sanitizing my hands frequently
- I will abide by LAB's protocol for cleaning of our space to ensure safety of all.
- I will advise my supervisor any concerns I may have. This will help to ensure safety and confidence among my peers, and other faculty, staff, or guests of LAB.

Before coming to school, I commit to LAB Vancouver's request to self-assess and confirm the following:

- I do not have any symptoms of COVID-19
- I have not been in contact with someone who has COVID-19
- I am not currently required to self-isolate
- I have not been outside of British Columbia in the last 14 days

FAILURE TO REPORT A KNOWN ILLNESS OR EXPOSURE TO COVID-19 WILL BE GROUNDS FOR DISCIPLINARY ACTION.

I acknowledge that I have read these conditions and I agree that I will inform my immediate supervisor, before coming to the campus, if any of these factors apply to me.

Name _____

Signature _____

Date _____

Appendix C. Campus Signage



COVID-19 TRAVEL AND ARRIVAL PROTOCOLS

Pre-Departure:

- ☐ If you will be staying with a host family, contact them in advance to discuss expectations, and make sure they have a current photo of you
- ☐ Provide arrival information and exchange contact information (cell, email)
- ☐ Read [How to self-isolate after travel when you live with other family members](#) and [Daily Self-Monitoring form for COVID-19](#)
- ☐ Complete, send and print the online Mandatory Self-Isolation Plan (<https://travelscreening.gov.bc.ca/>), and send a copy to **esl@languagesacrossborders.com**
- ☐ Download COVID-19 App and Daily Symptom Tracker: <https://ca.thrive.health/>
- ☐ Download the ArriveCAN App (iOS and Android)
- ☐ Pack 60 disposable face masks OR 30 disposable and 1 cloth face mask, one large bottle of hand sanitizer, one box of nitrile gloves, and a thermometer in your luggage
- ☐ In your carry-on, pack the following:
 - Passport
 - Study Permit or Study Permit Approval Letter
 - Custodianship Documents (if required)
 - Letter of Acceptance
 - Host Family Profile with contact information (if applicable)
 - Residence/Dormitory/Hotel information (if applicable)
 - Private transportation service information (if applicable)
 - Complete BC Self Isolation Plan Form
 - Medical clearance letter (if you have one)
 - COVID test results (if you have them)
Copy of this document signed by yourself (and your parents/guardians if you are under the age of 19)
 - 2 masks, 3 pair of gloves, travel-sized hand-sanitizer, disinfecting wipes.

Airport:

- ☐ Wear mask and gloves
- ☐ Wash hands frequently and use hand sanitizer
- ☐ Practice social distancing and touch as few surfaces as possible
- ☐ Sanitize your personal space and minimize washroom trips
- ☐ Keep cell phone charged
- ☐ Bring your own food and refillable water bottle

Arrival in Canada

- ☐ Contact host family/transportation provider and confirm pick up point
- ☐ Wear fresh mask and gloves
- ☐ Have all documents ready to proceed through immigration
- ☐ Maintain physical distancing when picking up luggage
- ☐ Load your own luggage into the car and sit in back seat if possible

In Homestay/Residence/Dormitory/Hotel – Self-Isolation:

- ☐ You are required to self-isolate for 14 days – this means staying in your room and avoiding contact with others
- ☐ When you arrive, immediately remove your travel clothes and place them in a plastic bag for laundering
- ☐ Any food or supplies will need to be delivered to your room in a COVID-safe manner, either by your host family or by service providers
- ☐ Keep your room well ventilated and clean – open your window to allow air circulation whenever possible
- ☐ Practice good hygiene
- ☐ Stay connected with friends and family by phone or internet
- ☐ Monitor your physical and mental well-being. If you are not feeling well, let your host family or the LAB Vancouver team know

Additionally, if you are staying with a host family:

- ☐ Empty garbage frequently, wash hands after
- ☐ Clean the bathroom after every use
- ☐ Follow your host family's advice to wash clothes / do laundry
- ☐ Keep personal items separate from those belonging to others
- ☐ Ask for help from your host family or homestay coordinator if you need it!

COVID-19 TRAVEL & ARRIVAL PROTOCOLS DECLARATION



We look forward to welcoming you to LAB Vancouver. This document must be signed and sent to **esl@languagesacrossborders.com** before you leave your home country.

By signing this declaration, I confirm that I understand and agree that:

- ☐ I understand I have to comply with the Government of Canada's **Quarantine Act**, and I'm aware of the penalties of violation of the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines.
- ☐ I have agreed to and signed a copy of the **COVID-19 International Student Travel, Arrival and Quarantine Checklist**.
- ☐ I have completed and printed the self-isolation plan for presentation at the port of entry, and have registered via the **ArriveCAN App** and the **COVID-19 BC App**.
- ☐ I have appropriate medical insurance, effective as of the date of my arrival, which includes coverage for COVID-19 during the quarantine period.

Student – Legal Name (Print)		
LAB Vancouver Student ID		
Phone Number in Canada		
Address in Canada		
Email		
Student Signature		Date:

Full Name (Print)		
Signature		Date:
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Custodian <input type="checkbox"/> Other _____	



PRIMARY CONTACT INFORMATION

First Name (primary contact)	Last Name (primary contact)	Date of Birth (yyyy / mm / dd)	
Phone Number	Email (optional)		
Home Address	City	Province or Territory	Postal Code

TRAVEL INFORMATION

Are There Additional Travellers in Your Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes → Number of additional travellers in your group: _____	ADDITIONAL TRAVELLERS <i>(please list all additional travellers)</i>		
	First Name	Last Name	Date of Birth (yyyy / mm / dd)
Arrival Date (yyyy / mm / dd)			
Arrival By <input type="checkbox"/> Air <input type="checkbox"/> Sea <input type="checkbox"/> Ground			
Airline / Flight Number (if applicable)			
Arrival From (City, Country)			

SELF ISOLATION PLAN

Do you have accommodation arranged for your self-isolation period? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, which city will you be isolating in?
If Yes, what is the address where you'll be staying?	
If Yes, isolation type? <input type="checkbox"/> Private Residence <input type="checkbox"/> With Family <input type="checkbox"/> Commercial (hotel)	
Do you need accommodation assistance to self-isolate from anyone who is over 60 years old or who has heart disease, high blood pressure, asthma or other lung disease, diabetes, cancer, immune suppression or is taking prednisone medication? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you able to make the necessary arrangements for your self-isolation period? (e.g. food, medication, child care, cleaning supplies, pet care). <input type="checkbox"/> Yes <input type="checkbox"/> No	
What form of transportation will you take to your self-isolation location? <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> Public Transportation <input type="checkbox"/> Taxi or Ride Share	

CERTIFY DECLARATION

<input type="checkbox"/> I certify this to be accurate
--

Proceed to the provincial check point, if available at your location, where you may be asked to confirm how you will comply with the provincial order to self isolate.

Collection Notice

Your personal information as well as those of your household is collected by the Ministry of Health under the authority of sections 26(a), (c), (e) and s. 27(1)(a)(iii) of the Freedom of Information and Protection of Privacy Act, the Public Health Act and the federal Quarantine Act, for the purposes of reducing the spread of COVID-19. Personal information may be shared with personnel providing support services and follow-up during self-isolation. Should you have any questions or concerns about the collection of your personal information please contact:

Title: Ministry of Health, Chief Privacy Officer

Telephone: 236-478-1666

Appendix F. COVID-19 Assessment Centres Vancouver

A full list of assessment centres can be found on the website of [Vancouver Coastal Health](https://www.vancouvercoastalhealth.ca/).

Vancouver Test Collection Centre – Parking lot adjacent to St. Vincent's

Parking lot, 4875 Heather Street, Vancouver, BC (map)

Please do enter Honoria Conway

8:30 a.m. to 4:00 p.m., seven days a week

Ages 4+

Drive-thru and walk up available

No appointment necessary

Vancouver Test Collection Centre - North parking lot (#865) Vancouver Community College

1155 East Broadway, Vancouver, BC (map)

Entrance on 7th Ave. between Keith and Glen Drive, north parking lot #865

No access through Vancouver Community College

9:00 a.m. to 7:30 p.m., seven days a week

Ages 4+; saline (gargle) test available for children

Drive-thru and walk up available

No appointment necessary

Vancouver Test Collection Centre - Downtown Eastside

429 Alexander St., Vancouver, BC (map)

10:00 a.m. to 5 p.m., Monday to Friday (closed between 12:30 p.m. and 1:30 p.m.)

No appointment necessary

City Centre UPCC

1290 Hornby Street, Vancouver, BC (map)

8:00 a.m. to 10:00 p.m., Monday to Saturday and 9:00 a.m. to 5:00 p.m, Sunday

Ages 12+

No appointment necessary

REACH UPCC

1145 Commercial Drive, Vancouver, BC (map)

Monday to Saturday, 8:00 a.m. to 10:00 p.m. and Sunday, 9:00 a.m. to 5:00 p.m.

All ages

Please call 604-216-3138 for all COVID-19 related inquiries - appointments only at this time (no walk-ins)

North Vancouver

ICBC Capilano Claim Centre

255 Lloyd Avenue, North Vancouver, BC (map)

Please access centre via West 1st Street (the low road), turn north on Pemberton Avenue, then turn east on West 3rd Street.

8:00 a.m. to 7:00 p.m., seven days a week

Ages 4+; saline (gargle) test available for children

Drive-thru and walk up available
No appointment necessary

North Vancouver UPCC

221 West Esplanade, Suite 200, 2nd floor, North Vancouver, BC ([map](#))
8:00 a.m. to 10:00 p.m., Monday to Saturday and 9:00 a.m. to 5:00 p.m., Sunday
All ages
No appointment necessary

Richmond Test Collection Centre

Parking lot of Richmond Tennis Club, 6280 Gilbert Road., Richmond, BC ([map](#))
9:00 a.m. to 4:00 p.m., seven days a week and statutory holidays
Ages 4+ ; saline (gargle) test available for children
Drive-thru and walk up available
No appointment necessary