



Quest University

COVID-19 Safety Plan

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Prepared by Quest University's COVID-19 Task Force

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Introduction

Due to the COVID-19 pandemic, Quest University switched to remote learning on March 12, 2020, and asked students who were able to leave the campus for a home environment to do so. Quest also closed its campus and instructed most employees to work remotely. The Fall 2020 and Spring 2021 terms were delivered remotely. Quest plans to return to in-person teaching and learning, and regular campus operations when it is safe to do so.

In accordance with the [COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#) and the [federal guidance for post-secondary institutions](#) during the COVID-19 pandemic, Quest has developed this COVID-19 Safety Plan.

The Quest campus and facilities are currently closed and functioning with only essential services and staff on campus (i.e., level 1). Quest is planning appropriate measures that will be necessary regular campus operations are resumed, which would include a phased return to in-person work, teaching, and learning.

The COVID-19 measures proposed for all operational levels, included in this plan, are based on a set of assumptions established from public health information available as of February 1, 2021. These assumptions include:

- A gradual return to regular on-campus operations while some risk of COVID-19 remains present
- That all people in B.C., who are recommended to receive the vaccine, will have the opportunity to receive it by the end 2021 (possibly by end of September 2021)
- That some public health restrictions will remain in place until community immunity can be reached (as such, some restrictions are likely to carry into Fall 2021)
- That members of Quest community who are currently abroad will have had varied access to vaccinations

Important note: This plan is subject to change. Since the pandemic remains a fluid situation, we cannot commit to a precise date or schedule for the phases, and conditions may change with little notice.

Accessing the Campus Safely during COVID-19

This COVID-19 Safety Plan outlines the four Operational Levels for the Quest campus, the established conditions and measures for each level, and the related procedures for safely accessing the campus.

Operational Status during COVID-19

Quest has developed a tiered operational status structure to guide the necessary conditions and measures for each level of functioning during the COVID-19 pandemic. The lowest operating level is set at 'essential services only', while level IV is defined as regular operational status, with applicable COVID-19 measures.

These Operational Levels are outlined in the table below and used throughout this document.

Operational Status	Campus	Employees	Clients/Public
I – Essential Only	Closed	Essential Only	Restricted
II – Limited	Closed	Some	Restricted
III – Reduced	Closed	All	Restricted
IV – Regular	Open	All	Unrestricted

Operational Status definitions

Level I – Essential Only

The campus is closed. Only staff, whose presence on the campus is required to maintain the physical infrastructure and execute the essential business operations (e.g., teaching, financial management, communications, etc.) are permitted to be on site. All other staff are expected to work remotely. Clients and the public are not permitted to be on site without prior approval.

Level II – Limited

The campus is closed. A limited increase in the number of staff on the site; either a reduced population daily, or staggered work hours/days. Clients and the public are not permitted to be on site without prior approval.

Level III – Reduced

The campus is closed. All staff are permitted to work their regular schedules on site. Regular business operations may be reduced as clients and the public are not permitted to be on site without prior approval.

Level IV – Regular

The campus is open to everyone and regular operations are fully resumed. Applicable COVID-19 measures, as recommended by BC Public Health, are in place.

Operational Status Level I – Essential Only

The Quest campus is closed and only staff, whose presence on the campus is required to maintain the physical infrastructure and execute the essential business operations (e.g., teaching, financial management, communications, etc.) are permitted to be on site. All other staff are expected to work remotely. Clients and the public are not permitted to be on site without prior approval.

The following conditions and measures have been implemented during Level I.

General Measures

COVID-19 Self-Assessment

- Faculty and staff who require access to campus to complete their work are required to notify Human Resources on a weekly basis.
- All faculty, staff, and visitors must assess themselves daily for COVID-19 symptoms prior to accessing the campus.
- Signage regarding the COVID-19 self-assessment, and to not enter the campus if ill or self-isolating, is posted at each building entrance.
- Faculty and staff are informed that the [BC COVID-19 Self-Assessment Tool](#) is available online.
- Anyone with symptoms associated with COVID-19, as well as anyone who has travelled outside Canada in the previous 14 days, or anyone identified as a close contact of a person with a confirmed case of COVID-19, must self-isolate in accordance with guidance from the [BC Centre for Disease Control](#).
- Instructions for individuals to contact 8-1-1, or a medical provider, if further health advice is required are made available via the Quest University Canada COVID-19 webpage.
- Local testing is available to students, staff, and faculty at the Squamish General Hospital and at the Shady Tree Pub (drive-through testing); information available on Quest's COVID-19 webpage.
- Quest will seek advice from local public health authority around how to manage cases or an outbreak of COVID-19 at our institution, as needed.

Academic Concession/Workplace Accommodations

- Students who are ill may request academic concession due to missed classes or course requirements.
- Requests for academic concessions may be made directly to the Faculty Tutor, with appeal to the Chief Academic Officer (CAO), in accordance with Quest's existing policies.
- Students who are ill and unable to complete a block/course may submit a Medical Leave form, as per Quest's existing policies.
- Formal requests for ongoing academic accommodation will still be managed by the Quest's [Student Accommodation Policy](#).
- If staff and faculty are unable to work due to an illness, institutional sick day policies will apply.

- Staff and faculty should communicate with their supervisor and Human Resources if they are unable to work.
- The CAO will adhere to the existing responsibilities of the Visiting Tutor Committee, Curriculum Committee, Academic Operations group, for addressing emergent issues with respect to tutor availability.

If a Member(s) of Quest Community Develop Symptoms While at the Institution

- The symptomatic individual(s) will be separated from others and directed to return to their place of residence or, if necessary, to hospital emergency room.
- The symptomatic individual(s) will be instructed to complete the COVID-19 self-assessment, contact 8-1-1, or contact their local healthcare provider for further direction.
- Custodial Services will clean and sanitize the space where the individual(s) was separated, and any areas accessed by them.
- If an individual tests positive for COVID-19, or has a known COVID-19 exposure, the individual will be asked to complete Quest's [confidential reporting form](#).

If there is an Incident or Outbreak of COVID-19 on the Campus

- Notification of COVID-19 cases and exposure is managed by local Public Health officials.
- If requested by local Public Health officials, Quest will assist with notifying close contacts of a confirmed case, including identifying others who may have been exposed, distributing materials prepared by the Public Health officials, and/or supporting public notification efforts.
- Quest will only issue notifications re: COVID-19 cases if directed to do so by Public Health officials.
- In order for Quest to best support the members of our community impacted by COVID-19, individuals who have contracted, or been exposed to COVID-19, are invited to complete the [confidential reporting form](#).
- The Director, Campus Operations will serve as the Incident Commander for these reports and liaise with local Public Health officials, activating involvement from Student Life, Academics, Human Resources, Custodial Services, and other University personnel as needed.
- Quest will follow guidance provided by Public Health officials at the time of the report.
- Depending on the nature of the reported incident or outbreak, next steps will be directed by Public Health officials and may include:
 - o information on sick leave, work-from-home, or other alternative arrangements.
 - o closing areas of buildings for deep cleaning by Custodial Services.
 - o reviewing mitigation and protective strategies for essential staff still working on campus.

Administrative Areas

The following measures apply to office spaces, including workplace operations, workstations, communal spaces, deliveries, and elevator use, as well as working remotely. These measures are in accordance with WorkSafeBC's [Protocols for Offices](#).

- The University Services Building, RecPlex, and Residences are closed.
- The Admin/Library Building and Academic Buildings are open with restrictions. Levels 2 and 3 of the Academic Building are closed.
- Building specific [Exposure Control Plans](#), outlining relevant measures, have been developed and implemented.
- Regular cleaning and sanitization plans are in place for all open and used areas.
- Wearing non-medical masks is required (except if the individual is alone in a private office) on campus.
- Educational and training sessions, pertaining to Working from Home safety and wellness (March-May 2020), have been delivered to all staff.
- Essential staff are notifying Human Resources, weekly, of their presence and location on campus.
- Hand sanitizer and sanitizing stations have been made readily available.
- Signage indicating that those who are ill or exhibiting symptoms may not enter the buildings has been posted.
- Meetings and gatherings are being held virtually.
- Limited number staff are permitted in the common areas at any one time. Signage is posted.
- Limited occupancy of all elevators of 2 people. Signage is posted.
- Removed shared items from the common spaces.
- Encouraged workers to eat outside or at their desks.
- Posted signage indicating that hand sanitation, before and after use of all common resources (e.g., Photocopiers, paper cutters, etc.) is required.
- Managing all incoming deliveries by designating incoming and outgoing delivery locations, marked with signage; a cordoned off barrier at reception to enforce physical distancing; frequent sanitation of area; proper sanitation and hygiene equipment available at reception for staff (See Appendix G for more information).
- The Exposure Control Plans are posted to Joint Health and Safety notice boards on campus.
- Visitors are only permitted on the campus for exceptional circumstances.
- All approved visitors will have their names and contact information recorded by Human Resources or the Executive Assistant.
- Essential visitors to campus will receive prior communication regarding:
 - The requirement to wear non-medical masks
 - Physical distancing
 - Hand hygiene
 - Meeting outside or in small groups, in large spaces where physical distancing is possible
 - No more than 6 people per meeting
 - Not coming to campus if ill, been outside of Canada in last 14 days, or exposed to COVID-19

Recreational Facilities (RecPlex and Soccer Field)

The following measures apply to the Recreational Complex (aka RecPlex), including all the workplaces, gymnasium, weight room, bouldering gym, cardio space, classroom, and locker rooms/washrooms. These measures are in accordance with [Protocols for Gym and Fitness Centres](#).

- The RecPlex (i.e., gymnasium, squash courts, weight room, and bouldering gym) is closed.
- The Soccer field is available for use with limitations on day, time, duration, number of users, and physical distancing.
- The outdoor Tennis and Basketball courts are available to members of the Quest community, weather permitting, with physical distancing. In-person recreational programming are not being offered.

NOTE: The B.C. Ministry of Education has established that elementary and secondary students in B.C. will return to in-class learning September 2020. As such, Quest's lease agreement with Coast Mountain Academy (CMA), which includes the use of the RecPlex and associated facilities by CMA, will be honoured as it pertains to the RecPlex, with some additional operational measures and amendments, outlined in "Lease Amendment Agreement Sept 2."

Campus Transportation Services

- Quest is not providing any transportation services.

Cleaning and Custodial Services

- Custodial services is regularly cleaning and sanitizing, in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#), all work spaces in use.
- Implement one-person work as much as possible.
- Limit work that requires more than 2 people in the same space.
- Limit work in confined and enclosed spaces as much as possible.
- Limit access by non-employees (e.g., external contractors, etc.).
- Postpone and reschedule work by external contractors, when possible.
- Implement physical distancing (2m) when possible.
- Schedule work in unoccupied, or low populated, areas when possible.
- Require the use of non-medical masks.
- Require the use of gloves whenever possible and relevant.
- Restrict use of washrooms to specific areas.
- Regularly sanitizing all high touch surfaces and contacted surfaces.
- Distribute relevant Exposure Control Plan documents to Operations Team.
- Educate Operations Team on relevant Exposure Control measures.
- Complete an assessment of Quest's air ventilation system.

Communication and Education

- Quest has developed and maintains a [COVID-19 Webpage](#), which provides up-to-date information about Quest's response to COVID-19.
- Referenced relevant public health information in communications pertaining to COVID-19.
- Established the COVID-19 Task Force with representation from across University, including the Occupational Health and Safety Committee, the Academic Operations Team involved in exposure control planning.
- Human Resources is maintaining a record on COVID-19 instructions and training provided to staff and faculty.
- A Critical Incident Stress Debriefing session was provided remotely to the staff and faculty.
- Staff and Faculty have been encouraged to access available mental health supports.
- Consistent communication to students, staff, and faculty regarding what is being done to ensure safety and reduce the risk of COVID-19 transmission, including (Appropriate department in collaboration with Communications):
 - Student forums with University Executive team
 - E-mail communication from the Dean of Student Life, President's Office, and CAO
 - Videos and email communication from the Human Resources department

Education Delivery

Course Teaching

- All courses are being offered remotely. Course modality is communicated by the Registrar's Office.
- The Faculty have been provided additional Course Teaching information (see Curriculum Resources).
- Students are required to adhere to the existing institutional expectations and policies that apply to in-person classes.
- Faculty have been provided with resources about how to increase inclusion in and manage unique student needs in the virtual classroom (e.g., Accessibility in Remote Learning; CARE Team reminder e-mail; Faculty Pro-D Lunch and Learns; etc.).
- Distributed information concerning technology requirements.
- Academic related travel (exchanges, language abroad, field courses, professional development) has been cancelled, as per the [Canadian Public Health Agency's recommendation](#) for Canadians to avoid non-essential travel.

Experiential Learning and In-Person Instruction

- Continued Remote Learning (no in-person instruction).
- The students have been advised to complete remote Experiential Learning, if possible.
- If there is an in-person component to Experiential Learning, the Host Organization's COVID-19 related health and safety protocols should be submitted.
- Performing a case-by-case risk assessment of Experiential Learning applications.

Accessibility Services

- An outline of each course modality and tech requirements included in course descriptions, to better help students determine best course for their needs.
- The faculty will include language in the syllabi regarding accommodations and supports for students who face barriers to participation in remote context.
- Additional support for students requiring assistive technology or new accommodations because of the transition to remote learning is being provided.
- Financial assistance for students via COVID-19 Emergency Fund and a Student Success Fund, have been established.

Co-curricular Programming / Events

- Co-curricular events, programs, and services are being offered remotely.

Campus Housing, Student Residences, and Residence Life

Campus Housing

- The university residences are closed.
- Quest managed off-campus housing is operating in accordance with established [COVID-19 Precautions for Multi-Unit Residential Building](#), including:
 - o Posted signs re: max. capacity for elevators and common spaces.
 - o Frequent sanitation of common areas (e.g., elevators, stairwells, etc.).
 - o Communication to residents regarding COVID-19 related health measures.
 - o Posted signage regarding physical distancing.

Residence Life

- Residence Life services and programs are suspended.

Procedures for Moving In and Out

- The university's residences are closed.

Quarantine and Isolation

- All learning delivered by remote during the Fall 2020.
- All students have been informed about Quest's COVID-19 response, including current public health measures.
- All international students receive up-to-date information regarding travel restrictions and their obligations to self-isolate if returning to Canada.

- On-campus Quarantine Services provided to returning international students (See “International Students” for more info.

Campus Food Services

In accordance with the [Protocols for Restaurants, Cafes, and Pubs](#) all Campus Food Services are closed.

International Students

The following conditions and measures have been implemented in accordance with guidance documents from the Ministry of Advanced Education and Training and Quest’s Readiness Assessment submitted to the DQAB.

Planning

- Remote learning for Fall 2020.
- All students have been informed of Quest’s COVID-19 response, including current public health measures.
- Via email and on webpage, Quest informs international students about:
 - [Travel restrictions](#)
 - [IRCC related impacts of COVID-19](#)
 - [Obligation to quarantine upon entering Canada](#)
 - [Guard.me Health Insurance Coverage](#)
- Under new requirements for air travel that take effect February 22, 2021, when a student arrives in Canada, they must take a COVID-19 test before leaving the airport and spend 3 days in quarantine at a federal government-authorized hotel. With a clear test result, the student can proceed to the quarantine site identified in their quarantine plan.
- A Quarantine Residence Package has been made available to all international students who MUST return to Canada, which includes transportation from the airport to campus residences; a single room and single washroom for 14 days of quarantine (or 14 days less time spent in a federal quarantine facility); three meals per day delivered to their room or private kitchen facilities; and remote health and wellbeing checks and services.
- Limited Off-Campus Housing is available to students who have been unable to return to their home.
- Ensured transparent communication regarding uncertainty of border reopening and risks of international travel.

Library

In accordance with [Protocols for Libraries](#), the Library is closed, except for essential library staff/operations.

- Limited library services are available remotely by the Library Staff, including reference/research help, instruction, interlibrary loans (ILL), e-resources access.

Medical Clinics, Student Counselling, Mental Health, and First Aid

- The Campus Medical Clinic is closed.
- Students living in Squamish have been advised to use local medical services (e.g. Walk-In Clinic, SGH Emergency Department, etc.).
- Individual clinical counselling for students is being delivered remotely.
- Group wellness sessions for students are being delivered remotely.
- Reminders to staff about benefits and EAP mental health related benefits have been issued.
- Training regarding mental health and wellbeing while working from home is being delivered remotely.
- The Campus Emergency Medical Services (Campus EMS) are not operating.
- All First Aid emergencies on the campus are being referred to 911.

Outdoor Campus Spaces

- Signage posted indicating that the campus is closed.

Ancillary Services (i.e., short-term rentals, leases)

- Most rentals and ancillary contracts were cancelled for 2020, and early 2021.
- Some limited rentals of outdoor spaces.
- Renters must have their own industry-specific COVID-19 Safety Plans in place, and register them with Director, Campus Operations.

Operational Status Level II – Limited

The campus remains closed, but there is a limited number of staff, in addition to essential staff, permitted on the site. The limitations may either be a reduced staff population daily, or staggered work hours/days. Clients and the public are still not permitted to be on site without prior approval.

Additional COVID-19 applicable conditions and measures will be implemented during Level II, as follow:

General Measures

COVID-19 Self-Assessment

- Same as Level I.

Academic Concession/Workplace Accommodations

- Same as Level I.

If Members of Quest Community Develop Symptoms While at the Institution

- Same as Level I.

If there is an incident or outbreak of COVID-19 on the campus

- Same as Level I.

Administrative Areas

In addition to the Level I measures:

- Reconfigure workspaces to address COVID-19 related challenges (e.g., foot traffic, ventilation, congestion, etc.).
- Designate doors for entry/exit to limit exposure between staff.
- Implement directional staircases and hallways, where appropriate.
- Minimize sharing office space, workspace, or workstations.
- If in-person meetings are required, provide training on control measures, which include:
 - o E-mail communication prior to meeting asking individual to stay home if feeling ill, to wear a mask, and to practice proper hand hygiene before and after meeting
 - o Use of hand sanitizer, provided to each office
 - o Not share any materials physically (e.g., Handouts sent electronically)

Recreational Facilities (RecPlex and Soccer Field)

In addition to the Level I measures:

- Revise limitations for use of the Soccer Field, in accordance with the relevant BC Public Health guidelines.

Campus Transportation Services

- Same as Level I.

Cleaning and Custodial Services

In addition to the Level I measures:

- Increase the frequency of cleaning and sanitization of high-touch surfaces (e.g., doorknobs, light switches, handles, grab bars, railings, bathrooms, tables, etc.).
- Remove plush items (e.g., couches, chairs, etc.) that cannot be easily sanitized.
- Revise cleaning and sanitization plans for all campus spaces, unique to space use, as applicable.

Communication and Education

In addition to the Level I measures:

- Provide updated essential health, safety, and wellness information to staff and faculty in writing and other modalities well in advance of their return to the workplace.
- Provide regular check-ins with Faculty, staff, and student to provide new information and opportunities for discussion.

Education Delivery

Course Teaching

- Same as Level I.

Experiential Learning and In-Person Instruction

- Same as Level I.

Accessibility Services

- Same as Level I.

Co-curricular Programming / Events

- Same as Level I.

Campus Housing, Student Residences, and Residence Life

Campus Housing

- Same as Level I.

Residence Life

- Same as Level I.

Quarantine and Isolation

- Same as Level I.

Procedures for Moving In and Out

- Same as Level I.

Campus Food Services

- Same as Level I.

International Students

Planning

- Same as Level I.

Library

- Same as Level I.

Medical Clinics, Student Counselling, Mental Health, and First Aid

- Same as Level I.

Outdoor Campus Spaces

- Same as Level I.

Ancillary Services (i.e., short-term rentals, leases)

- Same as Level I.

Operational Status Level III – Reduced

The campus remains closed, but Quest staff work on the site, as per their assigned schedules, advised by their supervisor.

Clients and the public are still not permitted to be on site without prior approval, and regular business operations and client services are reduced.

Additional conditions and measures will be implemented during Level III, as follow:

General Measures

COVID-19 Self-Assessment

- Same as Level I.

Academic Concession/Workplace Accommodations

- Same as Level I.

If Members of Quest Community Develop Symptoms While at the Institution

- Same as Level I.

If there is an incident or outbreak of COVID-19 on the campus

- Same as Level I.

Administrative Areas

- Same as Level II.

Recreational Facilities (RecPlex and Soccer Field)

- Same as Level II.

Campus Transportation Services

- Same as Level I.

Cleaning and Custodial Services

In addition to the Level II measures:

- Further increase the frequency of cleaning and sanitization of high-touch surfaces.
- Review and revision of cleaning and sanitization plans for all campus spaces.

Communication and Education

- Same as Level II.

Education Delivery

Course Teaching

- Same as Level I.

Experiential Learning and In-Person Instruction

- Same as Level I.

Accessibility Services

- Same as Level I.

Co-curricular Programming / Events

- Same as Level I.

Campus Housing, Student Residences, and Residence Life

Campus Housing

- Same as Level I.

Residence Life

- Same as Level I.

Quarantine and Isolation

- Same as Level I.

Procedures for Moving In and Out

- Same as Level I.

Campus Food Services

- Same as Level I.

International Students

Planning

- Same as Level I.

Library

- Same as Level I.

Medical Clinics, Student Counselling, Mental Health, and First Aid

- Same as Level I.

Outdoor Campus Spaces

- Same as Level I.

Ancillary Services (i.e., short-term rentals, leases)

- Same as Level I.

Operational Status Level IV – Regular

The campus is opened for regular business operations and delivery of client services. Staff are expected to work on site as per their regular schedules.

Clients, including students and guests, are permitted on campus without prior approval.

In accordance with the COVID-19 situation at the time, and the measures recommended by BC Public Health, additional conditions and measures may be implemented during Level IV, as follow:

General Measures

COVID-19 Self-Assessment

- Same as Level I.

Academic Concession/Workplace Accommodations

- Same as Level I.
- Alternative modalities of work and study available for students, staff, and faculty who are unable to return to on-campus work, study, or living.

If Members of Quest Community Develop Symptoms While at the Institution

- Same as Level I.

If there is an incident or outbreak of COVID-19 on the campus

- Same as Level I.

Administrative Areas

Additional COVID-19 measures may include:

- Limiting client meetings, as applicable.

Recreational Facilities (RecPlex and Soccer Field)

The RecPlex, Soccer Field, and outdoor recreational facilities will be open as regular.

Additional COVID-19 measures may include:

- Implement a Reservation system to limit occupancy of the facility during open hours.
- Require the use of non-medical masks/face coverings.
- Require hand washing/sanitization before and after using the facility.
- Require sanitization of hands and equipment when transitioning between pieces of equipment.
- Position exercise equipment at least 2 metres apart with greater distancing for aerobic fitness equipment where high exertion is common (e.g., treadmills, rowing machines, and spin bikes).
- Designate areas for the use of the equipment and for moving around the area to ensure physical distances are maintained; consider using tape on the floor to define these areas.
- Implement physical distancing measures in the locker rooms.
- Hold group classes outdoors.
- Regular cleaning and disinfecting of rental equipment.
- Consider suspending the rental/lending of equipment (e.g., bikes, squash racquets, etc.).
- Cleaning and disinfecting plan that includes all equipment is regularly sanitized.
- Consider keeping some facilities (e.g., Bouldering gym) and equipment closed or unavailable.

Campus Transportation Services

Quest will provide Transportation Services as regular.

Additional COVID-19 measures may include:

- Limit use of university vehicles, as necessary.
- Maximize distance between passengers as applicable.
- Require passengers to sit in the same seat for duration of travel.
- Require passengers and drivers to wear a non-medical mask for duration of travel.
- Provide hand sanitizer and encourage effective hand sanitation before and during travel.
- Post applicable rules/guidelines in all vehicles.
- Implement mandatory orientation re: COVID-19 Safety for drivers.

Cleaning and Custodial Services

In addition to the Level III measures:

- Further increase of the frequency of cleaning and sanitization of high-touch surfaces.
- Review and revision of cleaning and sanitization plans for all campus spaces.

Communication and Education

In addition to the Level I measures:

- Provide a standardized information packages to all incoming students and require acknowledgement of receipt.
- Hold community forums with appropriate stakeholder groups to brainstorm ways to foster and maintain community-mindedness and public health and safety on campus.

Education Delivery

Course Teaching

Quest's Block schedule (i.e., one course per month) and maximum enrollment of 20 students/course, reduces potential exposure to COVID-19 from in person course participation.

Additional COVID-19 related measures may include:

- Mixed modality classes (ex. Some class activities remain online, while other learning activities are in person; Some classes are fully in-person, while others are fully online).
- Provide explicit communication to students and faculty regarding class attendance and flexibility on usual attendance policies in the case of symptoms or illness.
- Advise Faculty to provide flexibility and to use discretion regarding class absences to encourage students to stay home if ill; CAO's Office can aid and guide Faculty on managing student absences related to illness.
- Advise Faculty to provide remote or alternative modalities to students unable to attend classes.
- Develop specific procedures, re COVID-19 related safety, for the use of lab and arts spaces.
- Provide Instructor and student orientation to specific-room usage or course-specific COVID-19 related safety measures.
- Reduced class size, if necessary, to ensure physical distancing.
- Assigning specific seating in classroom, and other measures to reduce movement in the space.
- Provide outdoor learning, if possible.
- Require the use of non-medical masks in the classrooms.

Experiential Learning and In-Person Instruction

- Same as Level II.

Accessibility Services

Additional COVID-19 measures may include:

- Accommodations and alternative arrangements made for students, staff, and faculty who are vulnerable or at-risk; those unable to return to in-person teaching and learning.

Co-curricular Programming / Events

Additional COVID-19 measures may include:

- Develop event and gathering guidelines, in collaboration with student representatives and in alignment with public health guidelines at the time, which may include:
 - No gatherings, or reduced participation for gatherings.
 - Develop and provide COVID-19 relevant training for Event coordinators prior to planning campus events.
 - Require Event coordinators to collect contact information of participants.
 - Require Event coordinators to distribute COVID-19 safety measures in advance.
 - Require Event coordinators to request all participants to complete a [self-assessment](#) before attending the event, either on the day of, or less than 24 hours before, the event.
 - Require all participants to follow the physical distancing guideline of 2 metres.
 - Require hand-sanitizing or hand washing, before and during the activity/event.
 - Limit all activities and events to campus spaces for which COVID-19 ECPs are in place.
 - Design activities and events to minimize contact/physical interaction.
 - Design activities and events without the sharing of food or drink; require participants to bring their own food and drink to the activity.

Campus Housing, Student Residences, and Residence Life

Campus Housing

Additional COVID-19 measures may include:

- Reduce the occupancy of the residences (e.g., reduce number of students per floor/building).
- Eliminate the sharing of washrooms.
- Reduce, or eliminate, use of the common spaces.
- Limit residence access to the residents of designated building.
- Limit floor access to the residents of that floor.
- Designate, where possible, entry ways and stairwells as entrance and exit only.
- Remove or reduce furniture and other shared items from common spaces.
- Post signage regarding common space capacity, including elevators, as applicable.
- Post signage regarding physical distancing, as applicable.
- Post signage regarding Community Living Guidelines, public health information, COVID-19 self-reporting, etc.

Residence Life

Additional COVID-19 measures may include:

- Design and deliver COVID-19 prevention education and training.
- Train the Resident Assistants in advance via remote modalities.
- Continue to provide remote programming, or outdoor programming.
- Reduce indoor residence programming (small groups only).
- Revise Community Living Guidelines to reflect new COVID-19 related behavioural requirements (e.g., prohibitions on large social gatherings, limitations to guests on campus, etc.).

Quarantine and Isolation

Additional COVID-19 measures may include:

- Make available to all incoming international students a Quarantine Residence Package (See “International Students”) for students to complete remainder of their quarantine, following mandatory stay in federal quarantine facility.
- Assign each student in quarantine a member of the Student Life team, who will provide remote/virtual check-ins during that time.
- Designate specific rooms for quarantine and self-isolation.

If a student must self-isolate due to illness, exposure, or a confirmed case, Quest will follow the protocols outlined in the ***If there is an incident or outbreak of COVID-19 on the campus*** section.

Procedures for Moving In and Out

Additional COVID-19 measures may include:

- Stagger the Move In dates (e.g., earlier arrival of international students, first years, etc.).
- Limit residence access to the residents of designated building.
- Require the use of non-medical masks when indoors.
- Provide Campus Cards and Room Keys in envelopes.
- Post signage regarding physical distancing, as applicable.

Campus Food Services

Quest University’s designated catering company is responsible for the development, and implementation, of all COVID-19 related safety procedures for all Campus Food Services.

The caterer and Quest University will ensure that Campus Food Services will comply with relevant BC Public Health measures for Food Service Establishments.

International Students

The following conditions and measures have been implemented in accordance with guidance documents from the Ministry of Advanced Education and Training and Quest's Readiness Assessment submitted to the DQAB.

Planning

Additional COVID-19 measures may include:

- Early arrival of international students to support quarantine requirements.
- Provide communication with all incoming international students about government's quarantine and self-isolation requirements.
- Provide necessary quarantine supports in accordance with the governments' guidelines.
- Assign each student in quarantine a member of the Student Life team, who will provide remote/virtual check-ins during that time.
- Ensure compliance with the mandatory 14-day quarantine period by using existing sanctions within the Quest University Community Living Guide, which may include:
 - An educational sanction
 - Written notice
 - A suspension or expulsion
- Report non-compliance to local Public Health, and/or law enforcement, authorities as directed.

Library

Quest plans a gradual re-opening of library with any necessary COVID-19 related public health measures required or recommended at that time.

Medical Clinics, Student Counselling, Mental Health, and First Aid

Medical Clinic

- Provide virtual appointments where possible.
- Ensure that locum physicians are aware of, and adhering to, Quest's COVID-19 safety measures.
- Schedule in person appointments to provide additional time for cleaning between visits.
- Require the use of masks in the Health Clinic.
- Designate entry and exit for the Health Clinic.
- Require clients to wait outside until called by the physician.
- Provide a screening questionnaire to be completed prior to an appointment.
- Appointment cancellation fees will be waived for students with COVID-19 symptoms.

Student Counselling

Additional COVID-19 measures may include:

- Require the Counselling team to document their daily health check on days they work on campus.
- Provide training for the Counselling Team on the COVID-19 related measures and procedures.
- Continue to provide virtual sessions for students who choose or those who may be experiencing COVID-19 symptoms or who are at greater risk.
- Designate entry way and exit for counselling offices.
- Schedule counselling sessions to lower traffic among the office spaces.
- Remove or reduce furniture and have no shared items in counselling offices.
- Counselling clients wait outside until they are called in by counsellor.
- Shorten sessions to 45 minutes, so staff have time to clean before next client arrives.
- Provide a screening questionnaire to be completed prior to an appointment.
- Office set up so client and counsellor are 2 meters apart.
- Require the use of masks during the Counselling sessions.
- Require that tissues and other personal items be brought in by client and taken out by client.
- All documents, worksheets, and forms will be sent electronically (nothing will be shared during the session).
- Provide wellness education and group sessions to online.
- Provide outdoor sessions when available, as requested by the clients.
- No in-person couples' counselling sessions.

First Aid

Additional COVID-19 measures may include:

- Require all First Aid providers to follow the COVID-19 measures of their certifying body and BC Public Health.
- Develop additional COVID-19 measures for risk mitigation when providing first aid.
- Require use of mask, eye protection, and gloves when treating patients.
- When safe, a mask be placed on patient, if patient not already wearing one.
- Include screening for COVID-19 with the patient history.
- Maintain a physical distance of two metres unless it is medically necessary to be near the person.
- If the injured person can self-treat, they should be instructed in how to do so, and the First Aid provider should remain on standby to treat the injured person should it become necessary.
- Develop practices to minimize risks associated with consecutively treating more than one patient at a time.
- Ensure proper hand hygiene before and after treating a patient.
- Ensure proper cleaning and sanitization of all shared equipment, after each use.
- Prepare extra, complete First Aid kits to be prepared to treat multiple patients simultaneously.

Outdoor Campus Spaces

Additional COVID-19 measures may include:

- Outdoor furniture spaced appropriately to encourage physical distancing.
- Post signage reminding individuals to practice social distancing.

Ancillary Services (i.e., short-term rentals, leases)

Additional COVID-19 measures may include:

- Scheduling ancillary rentals during times when the campus is not primarily occupied, or in use, by students (e.g., Summer months; block break in buildings not in use or where access can be restricted).
- Ensure adherence to renters' own industry-specific COVID-19 safety plans.
- Amend Facilities Rental Agreement to include COVID-19 relevant cleaning and sanitization procedures.

Appendices

APPENDIX A

Sample Communications in the Case Someone becomes Ill While on Campus

FOR EVERYONE

Stay up to date on the coronavirus and public health guidelines on [BC's Centre for Disease Control](#). Quest is also maintaining a [COVID-19 page](#) with information for students, staff, and faculty.

FOR STUDENTS

If you suspect you have been exposed to someone who has the coronavirus or if you notice any symptoms:

- We know that this may be scary or frightening—know that we are here to help and support you.
- Do not go to class/work and isolate yourself from others.
- Complete the [BC COVID-19 Self-Assessment Tool](#).
- Testing is available at the Squamish General Hospital.
- Testing is also available at the old Shady Tree Pub location and is offered by The Sea to Sky Division of Family Practice. The [Coronavirus Info Squamish](#) page on Facebook has more information, including hours of operation, which vary.
- Wear a mask as you head out.
- Consult and follow public health guidelines on [self-isolation and quarantine](#) and follow any advice from doctors or hospital staff at the testing site.
- Your tutors will offer accommodations for you as you are self-isolating and awaiting the results of your test.
- Please let us know if you have a confirmed case.

If you have a confirmed case:

- We know that this may be scary or frightening—know that we are here to help and support you.
- If you have tested positive for the COVID, you will receive instructions from a medical professional.
- You will need to strictly [self-isolate](#), which means you will need to stay in your room.
- If you are enrolled in a course, let your Tutor know you are out sick, although you do not have to disclose the nature of your illness.
- Tutors will offer accommodations for students who must isolate or quarantine. If you cannot continue with the course due to illness, please advise us by completing the [non-academic leave form](#).
- Your Student Life rep will be checking in on you to make sure you have what you need and that you are following protocol, for your own sake and the community's.
- If you live in a shared accommodation, we will arrange to relocate you or your roommate(s) and will put in place protocols for your roommate.
- We can offer meal delivery and other essential services while you are quarantining, isolating, or sick with COVID-19.

- To provide us with the information we need to help you with the above supports and services, please complete [the following form](#).
- You will need clearance from a doctor before returning to in-person studies.

All students have access to mental health support and counselling. [Learn more](#) or [make an appointment](#).

FOR STAFF AND FACULTY

If you suspect you have been exposed to someone who has the coronavirus or if you notice any symptoms:

- We know that this may be scary or frightening—know that we are here to help and support you.
- Do not go to work and isolate yourself from others.
- Complete the [BC COVID-19 Self-Assessment Tool](#).
- Testing is available at the Squamish General Hospital.
- Testing is also available at the old Shady Tree Pub location and is offered by The Sea to Sky Division of Family Practice. The [Coronavirus Info Squamish](#) page on Facebook has more information, including hours of operation, which vary.
- If you live outside of Squamish, visit the [BCCDC webpage](#) to find your closest collection centre at which to get tested.
- Wear a mask as you head out.
- Consult and follow public health guidelines on [self-isolation and quarantine](#) and follow any advice from doctors or hospital staff at the testing site.
- Notify your Supervisor or Human Resources, who will work collaboratively with you to establish workplace accommodations while you are ill or awaiting your test results.
- Please let us know if you have a confirmed case.

If you have a confirmed case

- We know that this may be scary or frightening—know that we are here to help and support you.
- If you test positive, you will receive instructions from doctors and medical staff, which you must follow.
- In order to help Quest ensure campus sanitation and to provide you with the appropriate information and supports, we invite you to fill out Quest's confidential [Portal form](#).
- Contact Human Resources, who will work with you and your supervisor to work out workplace supports, accommodations, and/or coverage while you are on sick leave
- Quest is a member of the LifeWorks program, which provides all staff and faculty with mental health support and counselling. You can find FAQs about [LifeWorks here](#) or read the [overview and contact info](#).
- Quest will follow the recommendations of PHA and local medical health officers in terms of public notification of possible exposures or other communications to the broader campus community.

APPENDIX B**Exposure Control Plan: Phase I Essential Operations Only - Academic Building****1. Purpose**

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure from working in the Academic building.
- c. To outline the exposure controls implemented in the Academic building.
- d. To describe the processes for working safely in the Academic building.
- e. To protect the employees working in the Academic building.

2. Risk Identification and Assessment

- a. Risk of exposure from other employees working in the building - Moderate.
- b. Risk of exposure from non-employees in the building - Low.
- c. Risk of exposure from surface transference - Low.

3. Implemented Exposure Controls

- a. Restricted presence on campus to essential employees only.
- b. Restricted access to the Academic building to Monday to Friday, 0800hr to 1800hr.
- c. The Academic building is closed to non-employees, except for emergencies.
- d. Access to the Academic building is limited to the garage entrance only.
- e. All stairwells are closed for regular use, i.e., emergency use only.
- f. Levels 2 and 3 are closed, except for travel from the garage to the elevator, the Maintenance team's office, and the Learning Commons.
- g. Water fountains are closed.
- h. Limited occupancy in specified areas (e.g., offices, lab, elevators, copier, lounge, etc.).
- i. Removed specific items (e.g., staplers, markers, kettle, cutlery, etc.) from common areas.
- j. Sanitization stations established at the copier area, lounge, and entrance.
- k. Implemented physical distancing (2m) in the common areas.
- l. Required wearing masks when physical distancing is not possible.
- m. Restricted use of washrooms to level 4 and level 1.
- n. All high-touch surfaces (e.g., door handles, switches, counters, etc.) are sanitized at the end of each day.

4. Education and Training

- a. Distributed relevant Exposure Control Plan documents to applicable staff.
- b. Educated applicable staff on relevant Exposure Control Plan documents and procedures.
- c. Posted relevant signage at designated areas.
- d. Posted Exposure Control Plan documents to the JHSC bulletin boards.

5. Related Operational, Work, and Sanitization Procedures

- a. All non-essential employees are working remotely.
- b. All meetings are on-line, if possible.

- c. All employees, who are working on the campus, must notify Human Resources of their work schedule each week.
- d. All employees, who are working on the campus, must assess their health each day before coming to work (see related guidelines).
- e. All employees, who are working on the campus, should swipe their Campus Card whenever entering a building, for contact tracing.
- f. Employees are encouraged to wash their hands frequently.
- g. Employees are advised not to share items (e.g., staplers, pens, markers, etc.).
- h. Employees must maintain physical distancing (2m) while working on campus.
- i. The campus is closed to non-essential visitors.
- j. Implemented reduced hours for deliveries at Reception.
- k. Working with delivery services (e.g., Canada Post, Purolator, etc.) to reduce inbound deliveries.
- l. Set maximum occupancy for enclosed spaces and posted applicable signage.
- m. Sanitizing wipes are available from Facilities for employees to clean their own offices/workspaces.
- n. Daily sanitization of common areas, and high-touch surfaces is done by the Facilities team.
- o. Employees should forward any concerns to Human Resources.

Guidelines for Exposure Control Procedures

Daily Health Self-Assessment: Essential Employees

All employees working on the campus (i.e., essential) are expected to assess their health status each day, prior to arriving on the campus.

Employees with symptoms related to COVID-19 (i.e., coughing, sore throat, fatigue), even with mild presentation, should not come to the campus, and should contact their supervisor.

- Employees with symptoms of, or possible exposure to, COVID-19 should refer to the [BC Covid-19 self assessment tool](#) and follow the appropriate recommendations.
- Employees with symptoms of, or a diagnosis of, COVID-19, should complete the COVID-19 reporting form (for contact tracing purposes) on the Quest portal.
- Employees who have returned from travel outside of Canada must self-isolate for 14 days upon their return and should not come to the campus.

Occupancy Limits: Work Areas

To reduce exposure while working in enclosed spaces, occupancy limits have been established, and signage posted, for specific work areas.

Elevators: Maximum 2 individuals at a time. Masks are recommended and required where physical distancing is not possible.

- Small (<200s.f.) Offices: Maximum of 2 individuals.
- Large (>200s.f.) Offices: Maximum of 4 individuals.

APPENDIX C**Exposure Control Plan: Phase I Essential Operations Only - Library/Administration Building****1. Purpose**

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure from working in the Library/Administration building.
- c. To outline the exposure controls implemented in the Library/Administration building.
- d. To describe the processes for working safely in the Library/Administration building.
- e. To protect the employees working in the Library/Administration building.

2. Risk Identification and Assessment

- a. Risk of exposure from other employees working in the building - Moderate.
- b. Risk of exposure from non-employees in the building - Low.
- c. Risk of exposure from surface transference - Low.

3. Implemented Exposure Controls

- a. Restricted presence on campus to essential employees only.
- b. Restricted access by non-employees (e.g., delivery staff and residents) to Monday to Thursday, 1000hr to 1400hr.
- c. Installed cordon barriers at the Reception workspace/Security Office.
- d. Implemented physical distancing (2m) at Reception/Security Office/common areas.
- e. Posted physical distancing (2m) signage at Reception/Security Office/common areas.
- f. Required wearing masks when physical distancing is not possible.
- g. Closed the 3rd floor.
- h. Water fountains are closed.
- i. Limited occupancy in specified areas (e.g., offices, elevators, etc.).
- j. Removed the furniture from the Atrium.
- k. Restricted use of washrooms to level 1 and Executive suite.
- l. All high-touch surfaces (e.g., door handles, switches, counters, etc.) are sanitized at the end of each day/shift.

4. Education and Training

- a. Distributed relevant Exposure Control Plan documents to applicable staff.
- b. Educated applicable staff on relevant Exposure Control Plan documents and procedures.
- c. Posted relevant signage at designated areas.
- d. Posted Exposure Control Plan documents to the JHSC bulletin boards.

5. Related Operational, Work, and Sanitization Procedure

- a. All non-essential employees are working remotely.
- b. All meetings are on-line, if possible.

- c. All employees, who are working on the campus, must notify Human Resources of their work schedule each week.
- d. All employees, who are working on the campus, must assess their health each day before coming to work (see related guidelines).
- e. All employees, who are working on the campus, should swipe their Campus Card whenever entering a building, for contact tracing.
- f. Employees are encouraged to wash their hands frequently.
- g. Employees are advised not to share items (e.g., staples, pens, markers, etc.).
- h. Employees must maintain physical distancing (2m) while working on campus.
- i. The campus is closed to visitors.
- j. Implemented reduced hours for deliveries at Reception.
- k. Working with delivery services (e.g., Canada Post, Purolator, etc.) to reduce inbound deliveries.
- l. Set maximum occupancy for enclosed spaces and posted applicable signage.
- m. Sanitizing wipes are available from Facilities for employees to clean their own offices/workspaces.
- n. Daily sanitization of common areas, and high-touch surfaces is done by the Facilities team.
- o. Employees should forward any concerns to Human Resources.

Guidelines for Exposure Control Procedures

Daily Health Self-Assessment: Essential Employees

All employees working on the campus (i.e., essential) are expected to assess their health status each day, prior to arriving on the campus.

Employees with symptoms related to COVID-19 (i.e., coughing, sore throat, fatigue), even with mild presentation, should not come to the campus, and should contact their supervisor.

- Employees with symptoms of, or possible exposure to, COVID-19 should refer to the [BC Covid-19 self assessment tool](#) and follow the appropriate recommendations.
- Employees with symptoms of, or a diagnosis of, COVID-19, should complete the COVID-19 reporting form (for contact tracing purposes) on the Quest portal.
- Employees who have returned from travel outside of Canada must self-isolate for 14 days upon their return and should not come to the campus.

Occupancy Limits: Work Areas

To reduce exposure while working in enclosed spaces, occupancy limits have been established, and signage posted, for specific work areas.

Elevators: Maximum 2 individuals at a time. Masks are recommended.

- Small (<200s.f.) Offices: Maximum of 2 individuals.
- Large (>200s.f.) Offices: Maximum of 4 individuals.

APPENDIX D**Exposure Control Plan: Phase I Essential Operations Only – Operations Team****1. Purpose**

- a. To meet the requirements and regulations established by the BC Ministry of Health and WorkSafeBC.
- b. To identify and assess risk of exposure to, and by, the Operations Team employees.
- c. To outline the exposure controls implemented by the Operations Team.
- d. To describe the processes for working safely implemented by the Operations Team.
- e. To protect the Operations Team and other employees with whom they might come in contact.

2. Risk Identification and Assessment

- a. Risk of exposure from other Operations Team members - Moderate.
- b. Risk of exposure from other employees working on the campus – Low.
- c. Risk of exposure from non-employees on the campus - Low.
- d. Risk of exposure from surface transference – Moderate.

3. Implemented Exposure Controls

- a. Restricted presence on campus to essential employees only.
- b. Implemented one-person work as much as possible.
- c. Limited work that requires more than 2 people in the same space.
- d. Limited work in confined and enclosed spaces as much as possible.
- e. Limited access by non-employees (e.g., External contractors, etc.).
- f. Postponed and rescheduled work by external contractors.
- g. Implemented physical distancing (2m) at all times when possible.
- h. Scheduling work in unoccupied, or low populated, areas when possible.
- i. Require the use of masks when physical distancing is not possible.
- j. Require the use of gloves whenever possible and relevant.
- k. Recommended wearing masks while in common areas.
- l. Restricted use of washrooms to specific areas (i.e., AC1 – Level 2, Lib – Level 1).
- m. All high-touch surfaces, and contacted surfaces, are sanitized at the end of any work.

4. Education and Training

- a. Distributed relevant Exposure Control Plan documents to Operations Team.
- b. Educated Operations Team on relevant Exposure Control Plan documents.
- c. Posted relevant signage at designated areas.
- d. Post Exposure Control Plan documents to the JHSC bulletin boards.

5. Related Operational, Work, and Sanitization conditions

- a. All non-essential employees are working remotely.
- b. All meetings are on-line, if possible.

- c. All employees, who are working on the campus, must notify Human Resources of their work schedule each week.
- d. All employees, who are working on the campus, must assess their health each day before coming to work (see related guidelines).
- e. All employees, who are working on the campus, should swipe their Campus Card whenever entering a building, for contact tracing.
- f. Employees are encouraged to wash their hands frequently.
- g. Employees are advised not to share items (e.g., staplers, pens, markers, etc.).
- h. Employees must maintain physical distancing (2m) while working on campus.
- i. The campus is closed to visitors.
- j. Set maximum occupancy for enclosed spaces and posted applicable signage.
- k. Require use of gloves, when possible, while performing work on high-touch surfaces.
- l. Employees' concerns should be forwarded to Human Resources.

Guidelines for Exposure Control Procedures

Daily Health Self-Assessment: Essential Employees

All employees, who are working on the campus (i.e., essential), must assess their health status each day, prior to arriving on the campus.

Employees with symptoms related to COVID-19 (i.e., coughing, sore throat, fatigue), even with mild presentation, should not come to the campus, and should contact their supervisor.

- Employees with symptoms of, or possible exposure to, COVID-19 should refer to the [BC Covid-19 self assessment tool](#) and follow the appropriate recommendations.
- Employees with symptoms of, or a diagnosis of, COVID-19, should complete the COVID-19 reporting form (for contact tracing purposes) on the Quest portal.
- Employees who have returned from travel outside of Canada must self-isolate for 14 days upon their return and should not come to the campus.

Occupancy Limits: Work Areas

To reduce exposure while working in enclosed spaces, occupancy limits have been established, and signage posted, for specific work areas.

Elevators: Maximum 2 individuals at a time. Masks are recommended.

- Small (<200s.f.) Offices: Maximum of 2 individuals.
- Large (>200s.f.) Offices: Maximum of 4 individuals.

APPENDIX E**Exposure Control Plan - Reception Staff: Inbound and Outbound Deliveries****1. Purpose**

- a. To protect the staff who manage deliveries to (inbound), and from (outbound), the campus.
- b. Outline processes for the managing deliveries at Reception.
- c. Describe the implemented exposure controls.

2. Risk Identification, Assessment, and Control: Deliveries

- a. Potential exposure from delivery employees.
- b. Limit exposure from surface transference.
- c. Reduce interaction between delivery employees and Quest staff.
- d. Enforce a minimum of 6-foot social distancing.
- e. Instruct delivery employees to use the designated location for all deliveries.

3. Education and Training

- a. Distribute Exposure Control document to relevant staff.
- b. Conduct training session(s) for relevant staff.
- c. Post signage that provides instructions for delivery employees.
 - Signage will include:
 - i. To place all deliveries in the designated inbound/outbound location.
 - ii. Maintain a minimum 6-foot social distance.
 - iii. Wear a mask if it is necessary to interact with Quest staff.
 - iv. Signage at front desk: inbound and outbound signs as well as a sign that explains masks are available to interact with reception staff.

4. Deliveries Location

- a. Reception Area
 - i. The security grille will be open no further than 11 feet to provide access to the designated delivery location.
 - ii. The counter has been divided in to two delivery locations (inbound and outbound) that are marked with signage.
 - iii. A cordon barrier has been placed in the Reception area, to enforce a 6 ft minimum distance between staff.
 - iv. Sanitizer, cleaning cloths, gloves, and a waste bin are located at the Reception Area.

5. Work Procedures, Hygiene Facilities, and Sanitization Procedures

- a. All Quest employees have been asked to redirect personal mail/deliveries to their residence to reduce the volume of mail/ goods delivered to the campus.

- b. Inbound Deliveries:
 - i. Delivery employees will place mail/packages at the designated location.
 - ii. Delivery employees should only interact with Quest staff when necessary.
 - iii. Delivery employees may wear masks if it is necessary to interact with Quest staff.
- c. Managing Deliveries:
 - i. Staff will sanitize any packages dropped off using provided materials.
 - ii. Staff will wipe down the surface of the designated location after each delivery.
 - iii. Staff will wash hands thoroughly in accordance with the suggested hand washing procedures.
 - iv. Staff will sort sanitized mail/deliveries.
 - v. Mail for the staff with mailboxes in the Academic Building will be delivered to their mailbox, as necessary.
 - vi. After closing each day, all counters, the telephone, keyboard, debit machines, student and faculty cabinets and locks on these cabinets, postage machine, and photocopier, will be appropriately sanitized.



COVID-19 Safety Plan
Updated March 1, 2021
Prepared by Quest University's COVID-19 Task Force