



MISSION STATEMENT

The Mission of Trinity Western University,
as an arm of the Church,
to develop godly Christian leaders:
positive, goal-oriented university graduates
with thoroughly Christian minds;
growing disciples of Jesus Christ
who glorify God
through fulfilling the Great Commission,
serving God and people
in the various marketplaces of life.

TWU COVID-19 Safety Plan: Journey Forward

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Version 1: ELT Approved August 19,

TWU COVID-19 Safety Plan

1. Message from the President

TWU has been actively planning for the journey forward together this fall. This is an unprecedented season for Trinity and we fully recognize how challenging it is to safely navigate life and work in the midst of a pandemic. We are committed to keeping students, faculty, staff, and the community safe while providing a transformative TWU experience. We are focused on a specific goal: to provide students with a tremendous education, by enhancing social interactions, belonging, faith formation, and leadership opportunities, while reducing the spread of COVID-19.

Approximately 90% of our courses will be delivered through remote methods this fall. These courses have been carefully designed to satisfy our high standards of academic quality for student learning, while meeting our aim of multi-access delivery for students unable to come to campus. Where specific learning objectives cannot be accomplished online, a small set of courses will be delivered in a traditional face-to-face (F2F) setting, adapted to meet health and safety standards to reduce the spread of COVID-19. We are also providing innovative approaches to academic support, tutoring, community and service-learning outside of the traditional classrooms. In short, we are committed to providing access to the TWU experience for all students, whether they are here in Langley, Richmond, Toronto, Beijing, or Kigali.

In keeping with BC provincial expectations for post-secondary institutions to balance online learning against the need for social interaction, we are also providing creative opportunities for relationship building, leadership development, and faith formation, both online and, where safe to do so, in person. In order to provide a robust health and safety network, we have increased the number of health care workers on campus and are launching new public health protocols in line with provincial and federal recommendations. Members of twelve different Task Forces have been working tirelessly over the past months to ensure that our approach to education this year prioritizes health and safety expectations. This TWU COVID-19 Safety Plan is a result of their tremendous work.

We are so grateful to be on this journey with this remarkable TWU community as we lean into the promise that God is “able to accomplish abundantly more than all we can ask or imagine.” (Eph 3:19).

Grace and Peace,
Mark Husbands, Ph.D.
President

2. Message from the TWU COVID-19 Health & Safety Task Force

On May 7, 2020, the day after BC published its [BC Restart Plan](#), TWU President Dr. Mark Husbands initiated a series of Task Forces to help prepare for Fall 2020. One of these was the Health and Safety Task Force. Building on work done since January 2020 by the TWU COVID-19 Response Team, members of this Task Force have met almost daily between May and August with the following mandate: “To provide clear direction to TWU leaders regarding how to safely re-open and run TWU campuses in a way that reduces the spread of COVID-19.”

Having worked on-the-ground since the first COVID-related concern was raised at TWU, it has been my privilege to work shoulder-to-shoulder these past eight months with extraordinary colleagues. Health and Safety Task Force members have been inspiring in their level of expertise and adaptability, and have convinced me that the Lord has brought the right combination of people together to usher TWU safely through the year ahead. I am deeply grateful for each of you.

The publication of this TWU COVID-19 Safety Plan marks the conclusion of the work of the Health and Safety Task Force. The roll-out of this plan will be taken up by various TWU departments and committees in coordination with the Executive Leadership Team, with the support of our new TWU COVID-19 Public Health Team, and under my direction as Senior Health Advisor. It will be adapted as necessary.

Sonya Grypma, PhD, RN
TWU Senior Health Advisor
Vice Provost of Leadership and Graduate Studies

3. Roles and Responsibilities

- All Employees
 - Complete *TWU COVID-19 Employee Safety Training, Initial Self-Assessment & Declaration*
- Executive Leadership Team (ELT)
 - Determine which programs and services are approved for on-campus activity
 - Set priorities and approves processes, policies, and responses to COVID-19
- Senior Health Advisor
 - Provide ELT with COVID-19 information and recommendations
 - Chair Health & Safety Task Force and COVID-19 Response Team (CRT)
 - Provide oversight to Public Health Team via Public Health Lead
 - Oversee development, disbursement, and updates of *COVID-19 Safety Plan*
- COVID-19 Public Health Team (with Wellness Centre)
 - PH Lead: report to Director of Wellness Services, and Senior Health Advisor
 - Manage and respond to COVID-19 enquiries via returntocampus@twu.ca
 - Review applications and risk assessments via Campus Access Request process
 - Consult with Deans, Directors, and Area Managers re: Face to Face (F2F) plans
 - Provide COVID-19 public health education and services
 - Provide regular updates and reports to ELT, CRT, employees, students
- Deans and Directors
 - Follow and disperse TWU COVID-19 processes, policies, and protocols. E.g.:
 - *TWU Return to Campus Guidelines for Re-Opening*
 - *TWU Return to Campus Access Request Flowchart*
 - Assess and monitor on-campus needs for employees, students, and services in academic neighborhood
- Human Resources (With Occupational Health & Safety Committee)
 - Implement and orientate staff to WorkSafe BC and TWU COVID-19 Safety Plans
 - Assess and advise protocol required for safe use of campus spaces, including both common and specifically-designated spaces
 - Update applicable documentation to reflect WorkSafeBC changes to operational guidelines

- Ensure there is a mechanism in place where employees can raise any concerns about the risk of COVID-19 exposure to the Occupational Health & Safety Committee or employee representative
- Campus Services
 - With HR, develop and disperse engineering and administrative controls such as signage, security and campus access protocols, Plexiglas and physical barriers
 - Manage Security Gate according to COVID-19 policies and protocols
 - Complete records of inspections and incidents as relevant
 - Oversee campus cleaning and ensure PPE and other resources required to fully implement *COVID-19 Safety Plan* are available when and where required
 - Manage workflows related to construction of new outdoor Pavilions
- Area Managers and Workplace Leaders
 - Follow and disperse TWU COVID-19 processes, policies, and protocols. E.g.,
 - *TWU Return to Campus Guidelines for Re-Opening*
 - *TWU Return to Campus Access Request Flowchart*
 - Assess and monitor on-campus needs for employees and services in physical area
 - Ensure employees and students are educated and trained to acceptable level of competency with respect to health hazards and recommended safe work
 - Immediately report and mitigate unsafe acts and conditions
- Student Life
 - Develop, follow, and disperse TWU COVID-19 processes, policies, and protocols related to residential and student life activities
 - In collaboration with HR and Public Health team, develop and manage *TWU COVID-19 Student Safety Training, Initial Self-Assessment, & Declaration*
 - Ensure student leaders are educated and trained to acceptable level of competency with respect to health hazards and recommended safe work
 - Follow *TWU Return to Campus Access Request Flowchart* for any university-related activities
- Faculty and Staff
 - Review the requirements of this *TWU COVID-19 Safety Plan*
 - Complete *TWU COVID-19 Employee Safety Training, Initial Self-Assessment & Declaration*
 - Follow other TWU COVID-19 processes, policies, and protocols. E.g.,
 - *TWU Return to Campus Access Request Flowchart*
- TWUSA Executive
 - Ensure all TWUSA members complete *TWU COVID-19 Student Safety Training, Initial Self-Assessment, & Declaration*
 - Follow *TWU Return to Campus Access Request Flowchart* for any university activities

- Ensure TWUSA remains up to date on COVID-19 plans (e.g., attend weekly *Tuesday COVID-19 Updates*)
- Students
 - Complete *TWU COVID-19 Student Safety Training, Initial Self-Assessment & Declaration* before accessing campus
 - Use the [BC COVID-19 Self-Assessment Tool](#) before accessing campus, and self-monitor for symptoms on a daily basis before leaving home
 - Follow established protocols and signage
 - Understand how and when to report potential COVID-19 exposure incidents

4. **BC Go-Forward Guidelines for Post-Secondary Institutions**

In preparation for the 2020/2021 academic year, public post-secondary institutions collaborated with key stakeholders, the BCCDC, WorkSafeBC, the Deputy Public Health Officer, and key education partners and stakeholders to develop comprehensive health and safety guidelines for campus operations during the pandemic. The TWU Senior Health Advisor served as a member of the Reference Group for Private Post-Secondary Institutions during the preparation of these guidelines. The TWU COVID-19 Protocols that follow are organized according to the categories established in the BC Go-Forward Guidelines.

5. **TWU Protocols**

- Overview

Health and Safety of TWU students, employees, and the surrounding community have driven TWU decision-making since the early days of COVID-19. The TWU response to COVID-19 started on January 23, 2020, when concerns about a novel coronavirus spreading to Canada triggered the establishment of a TWU Coronavirus Response Team and a Staged Pandemic Response Plan. On March 13, 2020, TWU made the bold decision to suspend all in-person classes and move all of its courses to an online format. The university held intensive in-person training sessions for faculty switching to online, equipping faculty for online learning success.

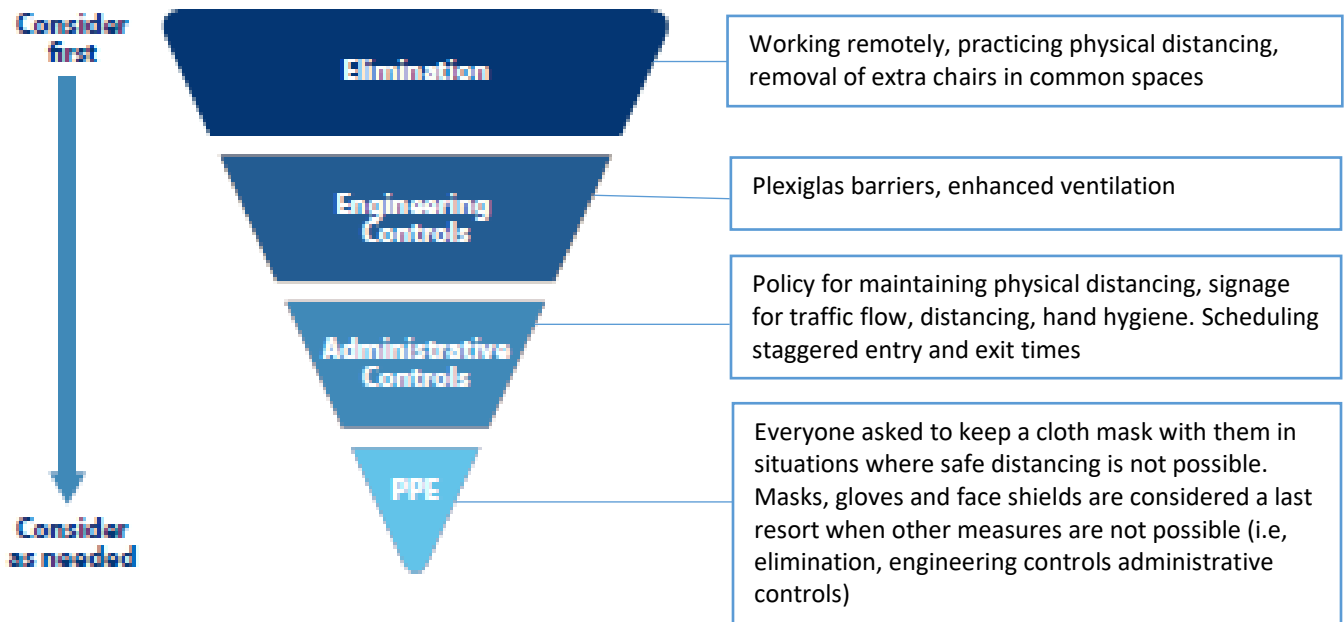
Since the end of the Spring semester, the university has turned its attention to planning for the Fall. Students, faculty, and staff have risen to the occasion, with an extraordinary level of commitment, energy, and innovation to ensure a successful, safe, and meaningful educational experience for our students this Fall. The TWU COVID-19 Safety Plan presented here gives a snapshot of the overall plan. Recognizing that BC Provincial Health and other governmental recommendations may shift according to new information about COVID-19, we will adapt our plans as necessary.

The following guidelines for Post-Secondary Institutions as outlined by the [BC Restart Plan](#) are incorporated throughout the TWU COVID-19 Safety Plan:

- Routine daily screening for all staff and students
- Routine and frequent environmental cleaning
- Explicit policy for students and staff who have the symptoms of a cold, flu, or COVID-19, come up with coughing or sneezing, not coming into classes or extracurricular activities

- Increased use of online learning balanced against the need of social interaction
- Early arrival and self-isolation for 14 days for international students
-

The TWU COVID-19 Safety Plan also prioritizes an approach that incorporates the following Risk Control Measures from the [WorksafeBC COVID-19 Safety Plan](#):



- TWU Resources
 - [TWU COVID-19 & Campus Information](#)
 - [TWU Campus Health & Safety](#)
 - [News: TWU Senior Health Advisor](#)
 - [TWU Access Experience](#)
 - [News: How is TWU Preparing for the Fall?](#)

- Accessing the Campus Safely

All faculty, staff, students and any on-campus affiliates who access any in-person activities are expected to follow the *TWU COVID-19 On-Campus Access Request* process. This applies to activities inside and outside of the classroom as well as all TWU events, meetings or gatherings held off-campus. TWU campuses are open, but at a significant reduction with the goal of a maximum of 30% face-to-face (F2F) of usual operations across all our departments, facilities and services on any given day.

TWU Langley, Lansdowne, and LLC campuses are the primary physical locations where F2F classes, activities, services and work spaces will be accessed this year; each will be operating at reduced hours and with specific guest access policies. Everyone who accesses campus is expected to conduct a COVID-19 Self Assessment before departing home. Only those without symptoms are allowed on campus. Symptomatic students living in student housing will remain in their rooms and notify the appropriate person of their symptoms, as outlined in Housing protocols.

All employees and students will complete a *COVID-19 Safety Training, Initial Self-Assessment & Declaration* before coming to campus for the first time. Some areas will require specific protocols depending on the risk involved (e.g., healthcare or education practicums). Related signage has been placed on entrances around the campuses indicating, for example, that persons are expected to have completed a daily assessment, are not permitted to enter if experiencing symptoms, and have not travelled outside of Canada in the previous 14 days.

Students who would normally attend campus but are self-isolating because of the daily self-assessment process, or who are residing with someone who must self-isolate, may request concessions or accommodations for missed course requirements. All courses are designed to be delivered in a multi-access way with accommodations built in for students who cannot attend classes as scheduled due to circumstances caused by COVID-19.

Faculty and staff who would normally attend campus but who are self-isolating as a result of the daily self-assessment process should contact their supervisor to report their absence and discuss temporary remote work arrangements, if practical. Institutional sick day policies will apply as appropriate.

- TWU Resources
 - [TWU Campus Status](#)
 - [On-Campus Access Request Flowchart](#)
(TWU Internal Website; See Appendix A)
 - TWU COVID-19 Campus Access Policy (Appendix B)

- Administrative Areas

TWU is committed to the health and safety of all our employees. As part of the campus access plan, faculty, staff and affiliate spaces will be operating within 30% capacity guidelines. The Health and Safety Task Force worked closely with involved stakeholders to formulate comprehensive Building Safety Plans to guide operating health and safety procedures for administrative areas. Wherever possible, remote work will continue and student access to these spaces will be heavily limited to further reduce traffic.

- TWU Resources
 - [TWU Human Resources](#) (TWU Internal Website)
 - [TWU Employee COVID-19 FAQs](#) (TWU Internal Website)

- Athletics and Recreation Facilities

TWU Spartans Athletics is committed to the health and safety of student athletes, coaches, trainers and staff. In June, USports, the oversight body for all University sports in Canada, cancelled all Fall 2020 championships, including men's and women's soccer, cross country running, and rugby. The remainder of the year's championships will be reviewed in the Fall with updates to follow. All TWU teams remain on modified training protocols as laid out by Viasport ([here](#)) in BC.

TWU has spent the summer working through a phased re-opening of the Fitness Center in the David E. Enarson Gymnasium allowing for a reduced number of people to use the facility at a time. This service, as well as other recreation activities, will be offered only as we are able to do so safely and within the guidelines of local health authorities and the provincial health office.

- TWU Resources
 - [TWU Access](#)
 - [News: TWU Complete Champion Approach](#)
- Cleaning and Sanitizing

The TWU Campus Services team will conduct deep cleaning of all campus buildings, including shared spaces in student residences, on a daily basis as per [BC guidelines](#) for public settings. Classroom cleaning will be done in partnership with TWU staff and users to ensure classrooms are disinfected between uses. Hand sanitizing stations have been installed extensively across campus facilities to support the key role hand cleaning plays in preventing virus transmission.

- TWU Resources
 - [News: How is TWU Preparing for the Fall?](#)
- Communication & Education for the Campus Community

The TWU COVID-19 Communications Task Force has developed an integrated communication plan that considers all messages that will be sent to the campus community. Content is reviewed by the Public Health Lead and Senior Health Advisor to ensure consistency with provincial and local public health advice.

Faculty, staff, and students will remain informed through four primary venues (1) [TWU COVID-19 and Campus Information Website](#) (accessed via TWU home page banner) (2) [TWU COVID-19 Resource site](#) (intranet for TWU employees) (3) Weekly COVID-19 Health Updates & Q&A (Zoom meetings led by Public Health Lead and Senior Health Advisor for all TWU employees, affiliates, and Student Association leaders); (4) Weekly COVID-19 update for all employees. The website includes a place for students and parents to request COVID-19 related information, and which promises a response within 24 hours. Additional and individualized information sessions are provided by the Public Health Team or Senior Health Advisor as needed (for example, as part of live-streamed TWU Town Hall events, and student, faculty, or staff forums).

Employees and student leaders with questions related to applying for permissions for in-person events may direct their questions to a dedicated email address: returntocampus@twu.ca

In addition, the COVID-19 Public Health Team will work with the Wellness Centre on-campus clinic, TWU School of Nursing, and TWU School of Education throughout the academic year on relevant student and community educational campaigns.

- TWU Resources

- [News: Introducing TWU's Public Health Team](#)

- Education Delivery

Approximately 90% of our courses will be delivered through remote methods. These courses have been carefully designed to satisfy high TWU standards of quality for student learning, while meeting the aim of multi-access delivery for students unable to come to campus. Where specific learning objectives cannot be accomplished online, a small set of courses will be delivered in a traditional face-to-face (F2F) setting, adapted to meet health and safety standards to reduce the spread of COVID-19. Deans determine which courses to provide F2F following a Deans Decision-Making Guide (Appendix C) which includes submission of a F2F application to the TWU Health and Safety Task Force. The Provost Office and Registrar's Office have reviewed class lists to ensure that F2F course sections are comprised mostly of members of the same cohort (minimal cross-over of students among different F2F courses).

All Deans are assigned a Public Health Consultant who, together with HR, assisted with planning related to safe use of classroom space, modification of instructional approaches, staggered start times, and need for additional engineering or administrative controls. All classrooms have been assessed for maximum capacity based on BC provincial physical distancing measures. Academic programs are assigned to specific buildings ("academic neighborhoods") to prevent student exposure to multiple cohorts. Finally, safety plans have been developed for each campus/building to reduce the risk of COVID-19 transmission, including protocols for access to buildings and facilities, assessment of all HVAC equipment, and posting of signage for safety measures including traffic flow.

- TWU Resources

- Deans Decision Making Flowchart (Appendix G)
- [Video Messages from TWU Deans](#)
- [News: Extra Support for First Year Students](#)
- [News: How are TWU Faculty are Responding to COVID-19?](#)
- [New: How TWU Provides Learning within a Global Community](#)
- [News: Teaching Enters New Frontiers at TWU](#)
- [Faculty Resources](#) (TWU Internal Website)
- [IT Remote Learning Technology Resources](#) (TWU Internal Website)

- Food Services and Catering

Food for purchase is provided only at the Langley campus. TWU has worked closely with Sodexo, the food service vendor, throughout the pandemic as a small number of students have remained in residence since campus operations were reduced in March 2020. Sodexo is following all Fraser Health Authority and WorksafeBC guidelines for cafeteria, restaurant and dining services including reduced capacity, enhanced cleaning, and physical distancing. In fall, students living on campus will be assigned to "household units." Those students will be able to access six-person tables to share with their household. The remainder of the seating will be predominantly physically-distant 1-2 person tables. Other eating venues will offer only take out service with no seating (the COG), or seating limited to 1-2 persons per table (Bookstore Café).

- TWU Resources
 - [TWU Dining](#)

- Housing/ Student Residences

Student Housing on TWU's two residential campuses is set at approximately 50% capacity. This means approximately 600 students at Langley, and approximately eight students per six-week period at the Laurentian Leadership Center (LLC) in Ottawa. In Langley, both dorms and apartments students will have their own private bedroom while sharing bathroom and lounge facilities. In each style, the dorm or apartment (or LLC) will be treated as a household unit (or "bubble") and follow provincial guidelines for prevention of COVID-19. Policies have been developed that will limit guests and social events. Students living on campus will be required to sign a Residence Health and Safety Agreement form. Clear instruction for student lounges, off-campus visitors, usage of cafeteria and other shared spaces will be provided to students prior to their arrival. Clear signage will help students to navigate proper physical distancing outside the dorm or apartment. Masks are not required in household spaces. Masks should be used in common spaces where safe physical distancing is difficult to maintain.

Should a COVID-19 exposure occur on campus, students living in apartments and dorms will follow similar household standards for contact tracing and isolation. Students will be supported by the TWU Public Health Team and Community Life. There will be designated single-occupancy apartments for quarantine, and the Wellness Center will be prioritizing testing access and medical treatment for resident students. Students living off campus who have been exposed to COVID-19 will follow [BCCDC guidelines](#) and protocols related to self-isolation. Testing for COVID-19 is available at the Wellness Centre for students who live in student housing who fit the BCCDC guidelines related [to COVID-19 Testing](#). For students living off-campus, information on BC COVID-19 Collection Centers is available on the BCCDC site and [here](#).

- TWU Resources
 - [TWU Housing](#)

- Indigenous Gathering Places

TWU is actively planning for the construction of two outdoor Pavilions to support open-air learning and activities. The University Siya:m will be available to students remotely, such as through telephone or digital technology, depending on the preference of each person. Indigenous supports and protocols will be implemented into community events through virtual means.

- International Students

International Students attending TWU in Canada are supported through various departments across the university. As such, TWU will follow all *Public Health Institutional Readiness Requirements* for International Students outlined by the [Public Health Agency of Canada](#). For example, quarantine of International Students living in student housing is being completed per [BC government guidelines](#) starting three weeks prior to the move-in dates for the general resident student population. Students will be supported through this process by our Housing, Sodexo, Community Life and TWU Public Health Teams from

arrival to campus, daily screening and health care access, meal delivery and final clearance. Eighty rooms have been set apart for the purpose of supporting international students requiring 14 days of self-isolation.

International students who remain out of country but are eligible to continue their studies remotely will be supported through [TWU Access](#).

If the BC government imposes restrictions to movement and travel related to increased community spread of COVID-19, TWU has and will continue to provide supports and services during periods when the institution traditionally closes or operates at reduced levels.

- Library and Student Services

Students will be able to access student services remotely, with some services offered in a limited way in person. Some services that will have a (limited) in-person presence on the Langley campus include the Library, Bookstore, Collegiums for commuting students, the Learning Commons, and the Fitness Centre. On-campus plans for each area are reviewed by the Health and Safety Task Force, and adhere to local health authority guidelines for administrative and environmental controls as well as physical distancing.

For example, the Norma Marion Alloway Library will operate on reduced hours to ensure adequate time for enhanced cleaning nightly. It will offer multi-access services through touchless curbside pick-up as well as traditional Library services. Similarly, the Learning Commons will provide students with remote and in-person options for their services, including writing support, academic advising and coaching. The new TWU Access service is a concierge style online support that will help students find and access student services and support.

- TWU Resources

- [TWU Access Experience](#)
- [TWU Access Video](#)
- [TWU Scholarships & Financial Aid](#)

- Wellness Centre

The TWU Wellness Centre will be offering Mental Health as well as general Health Services this year via remote and in-person delivery for students. Our doctors, nurses and mental health professionals will be adhering to their respective professional guidelines and direction from [WorksafeBC](#) for all aspects of client care. While medical services related to COVID-19 will be available for residents of our Langley campus, off-campus students and staff will be supported to access testing and treatment within their local community. To help with this and other Covid19 related needs, we have added a specific TWU Public Health Team to the Wellness Center who will be providing leadership as well as ongoing on-the-ground support for the prevention of Covid19. They will also be supporting our local Health Authorities with case management and contact tracing needs should a case or exposure occur on one of our campuses. First Aid services will remain the primary role of Security on our campuses and will be offered

with enhanced COVID-19 protocols and PPE in place.

- TWU Resources
 - [News: Introducing TWU's Public Health Team](#)
- Research

Faculty and student research is critical to the academic life of TWU. For researchers who require access to TWU campus to conduct research, the COVID-19 Research Task Force has developed a Risk Assessment and Research application process (CRISP) to support researchers in developing safe ways to conduct and adapt their research on campus. Where in-person research can be conducted safely, faculty and deans have collaborated with the Research Office and the Health and Safety Task Force to ensure safe and timely access to research labs. The TWU Research Ethics Board is meeting remotely, and signature TWU events such as the TWU Research Symposia, Author's Tea, and theses defenses will be held remotely.

- TWU Resources
 - [News: How are TWU Scientists are Responding to COVID-19?](#)
 - COVID-19 Research Implementation Safety Plan (CRISP) Principles (TWU Internal Sharepoint Site, Appendix D)
- Bookstore

The Langley Campus bookstore, Outfitters, will be open at reduced hours this coming fall. Students will be able to access curbside pick-up for textbooks and other merchandise. Outfitters is also the place for staff, students and faculty to purchase reusable and single-use face masks at low cost. The bookstore also offers virtual services, so that textbooks may be ordered online and delivered on-site or to the student's home.

- Safety

In the time of COVID-19, health and safety has taken center stage. TWU is continuing to focus resources, both human and capital, on providing adequate access to hand cleaning, signage to help users navigate spaces, and will encourage the use of masks within the BC Provincial Health recommendations. Under the direction of the TWU Senior Health Advisor, the TWU Public Health Team will work as the core COVID-19 operations hub based out of the Wellness Centre. The COVID-19 Response Team includes a number of members of the COVID-19 Health & Safety Task Force, and remains on-call in the event of evolving or complex situations that require decision-making involving a cross-section of TWU university leaders.

6. Resources

- [COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector](#)
- [BC Restart Plan](#)
- [WorkSafe BC Health and Safety Guidelines](#)
- [BC Health: Managing COVID-19 Stress, Anxiety and Depression](#)
- [BC Centre for Disease Control](#)
- [HealthLink BC – COVID-19](#)

7. Members of the TWU COVID-19 Health & Safety Task Force:

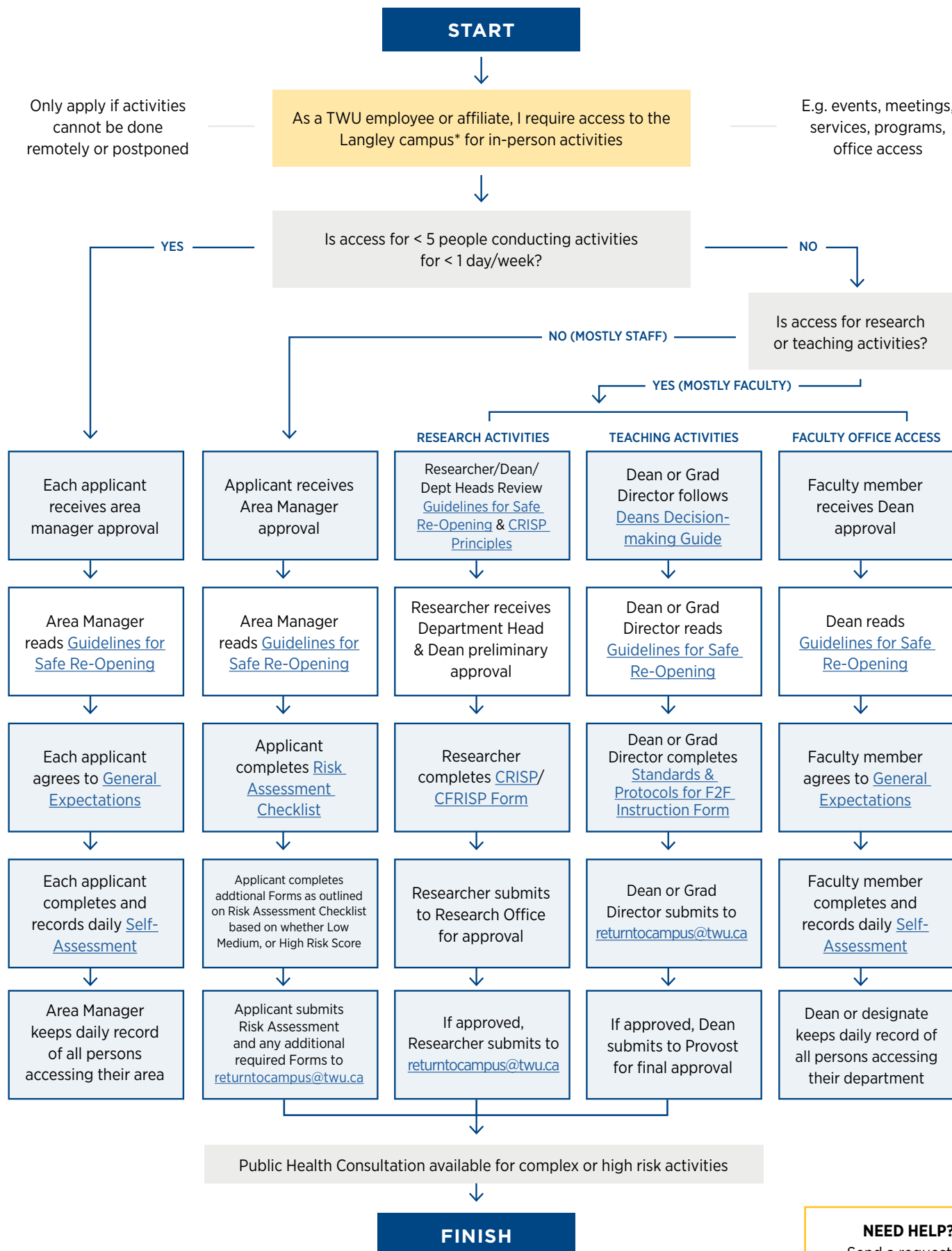
Team	Chair	Co-Coordination	Focus	Membership
Health and Safety	Dr. Sonya Grypma, RN Assistant: Suri Dong	Jo Jansen & Rebecca Swaim	Buildings & Maintenance	Kristina Steinmetz; Chris Nash; Cheryl Welfing
		Margaret Tam & Jessica Packota	Occupational Health & Safety	Dr. Dennis Venema; Meghan Neufeld; Dr. Andrew Krause; Dr. Allan Thorpe, Dr. Karen Lo, Dr. Janet Epp-Buckingham
		Michele Regehr, MSN, RN & Dr. Barbara Astle, RN	Wellness Services & Student Residences	Kelvin Gartly, Taylor Dickau; Johannah Wetzel; Erin Thiessen
		Taryne Lepp, MPH, RN	Public Health	Victoria Wilkinson, RN

8. Appendices

- A. TWU COVID-19 On-Campus Access Request Flow Chart (July 2020)
 - A.1 TWU Return to Campus Guidelines for Safe Reopening (July 2020)
 - A.2 TWU Return to Campus General Expectations (July 2020)
 - A.3 TWU Standards & Protocols for F2F Instruction (May 2020)
 - A.4 TWU Return to Campus Risk Assessment Checklist (July 2020)
- B. TWU COVID-19 Campus Access Policy (August 2020)
- C. TWU Dean Course Decision-making Guide (May 2020)
- D. TWU COVID-19 Research Implementation Safety Plan (CRISP) Principles (July 2020)

TWU COVID-19 ON-CAMPUS ACCESS REQUEST

SUMMER 2020



NEED HELP?
Send a request to returntocampus@twu.ca

* All other campuses are closed at this time

Final version July 2, 2020 (ELT reviewed) | Adapted from Memorial University COVID-19 On-Campus Access Request

TWU Return to Campus Guidelines for Safe Re-Opening

In order to reduce the risk of spreading COVID-19, access to TWU campuses is limited. Access is by approval only (See *TWU COVID-19 On-Campus Access Request Form*). Area Managers, Deans and others who are asked to approve Return to Campus applications should review this first to help you prepare for a safe re-opening in your area. Steps 1-3 below are based on the following levels of protection recommended by BC Provincial Health.

For further information visit [BCCDC Colleges and Universities recommendations to post-secondary students, faculty, and staff](#)

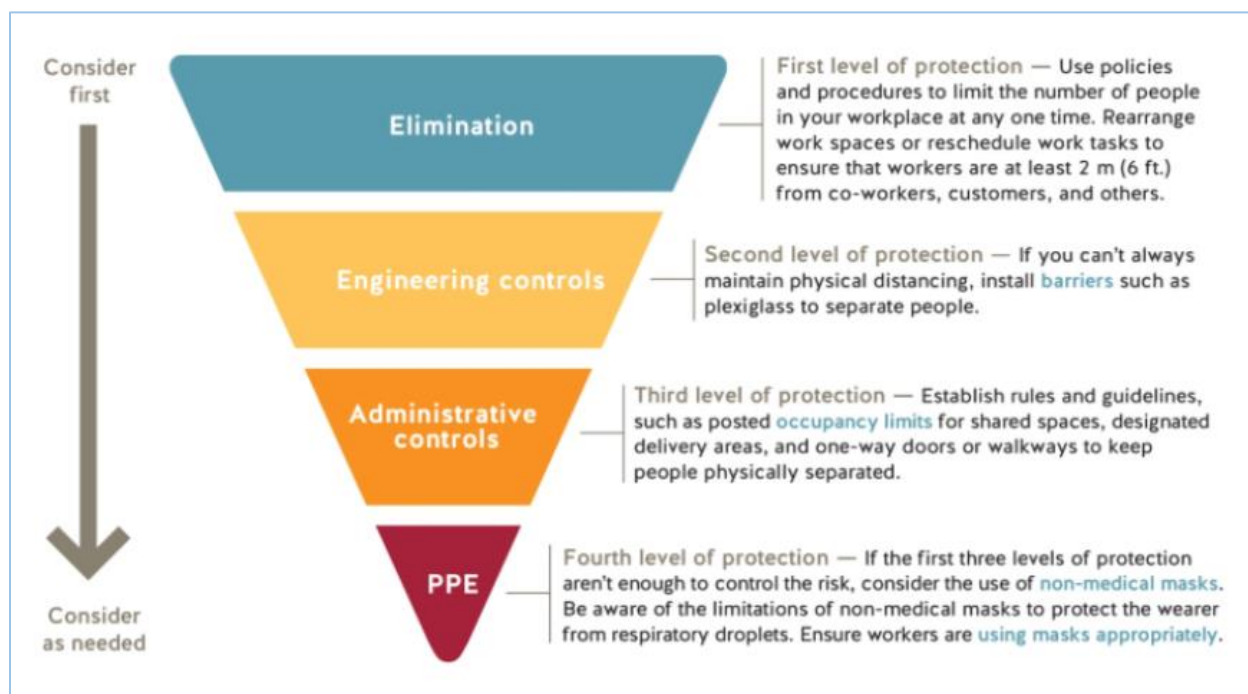


Image courtesy of BC Restart Plan

Steps to guide you through planning for your reopening process:

Step 1	Consider whether your area can accommodate activity without need for staff or faculty to be on campus	✓
	Whenever possible, staff and faculty should work remotely and only come to campus when needed	

	<ul style="list-style-type: none"> Consider business continuity too: Your department may still need to provide service at times when your staff and faculty may not be able to come to campus: <ul style="list-style-type: none"> Anyone who is sick must stay at home Anyone with symptoms of COVID-19 must self-isolate at home Increased community spread of COVID-19 in BC may lead to provincial restrictions 	
Step 2	Consider whether your department can provide service in a way that prevents or limits others from entering the space.	✓
	Consider whether it is possible to provide your service in a way that eliminates or reduced the need for others to enter your space. For example:	
	<ul style="list-style-type: none"> If you need to provide equipment or supplies to others you could arrange for pick-up and drop-off service. If you need to answer questions or provide information, consider doing this by phone, email, or video. 	
Step 3	Take steps to re-design the way the space is used	✓
	Consider ways to reduce the number of people who use the space, the time they spend there, and to support safe interactions while in the space. These might include:	
	<ul style="list-style-type: none"> Review WorkSafe guidelines See if there are specific guidelines or requirements for the service you offer (e.g. Sports and Recreation, Retail, Performing Arts, Arts and Culture, In-Person Counselling). 	
	<ul style="list-style-type: none"> Eliminate drop-ins whenever possible: Close your space to “drop ins” and set up appointment times when people can come to your area by invitation 	
	<ul style="list-style-type: none"> Eliminate waiting areas: Close “waiting areas” to prevent unintentional contact between people 	
	<ul style="list-style-type: none"> Communicate your procedures: Communicate your expectations to those who enter your space (e.g. through an email to those who book appointments, through signage posted before people enter your area). 	
	<ul style="list-style-type: none"> Post occupancy limits: 	

	<ul style="list-style-type: none"> Anybody in your space is required to maintain a 2 metre distance In general you should expect no more than 30% the normal capacity for your area. Contact returntocampus@twu.ca if you need help determining an occupancy limit. 	
	<ul style="list-style-type: none"> Control traffic: Install physical markers or signage to control the flow of traffic in your area to help maintain physical distancing in your area. Please request signage from Campus Services. 	
	<ul style="list-style-type: none"> Provide sanitizer: If people will be touching items in your space, put hand sanitizer in an accessible location for people to use as they enter and exit your area. 	
	<ul style="list-style-type: none"> Install barriers: Use Plexiglas at reception spaces. Please see <i>TWU Guidelines for Plexiglas and Signage</i> or send questions to returntocampus@twu.ca 	
	<ul style="list-style-type: none"> Use a tracking sheet: This is to monitor spaces where there is in-person contact for more than 15 minutes, in situations where it might be difficult to maintain a safe distance, and where protection such as face masks were not used. This may be important for contact tracing purposes. For contact tracing, a “close contact” is generally defined as any individual who was within 2 metres of an infected person for at least 15 minutes starting from 2 days before illness onset See Table A (below) for a sample tracking sheet 	

Table A— Sample Department Access Log

Area/Department:

Date	Name	Reason for Access	Time In	Time out

TWU Return to Campus General Expectations

In order to reduce the risk of spreading COVID-19, access to TWU campuses is limited. Access is by approval only (See *TWU COVID-19 On-Campus Access Request Form*). All who wish to access campus must agree to the following General Expectations:

BEFORE YOU COME TO CAMPUS:		
1	Screen Daily for COVID	✓ Use BCCDC Self-Assessment Tool
2	Stay Home if Feeling Ill	✓ No exceptions ✓ This includes coughing or sneezing for allergies ✓ If you live on-campus, stay in your private living space
3	Self-Isolate when Required	✓ Follow BCCDC Self-Isolation requirements including if you are a contact or have been travelling outside of Canada
WHEN YOU ARE ON CAMPUS:		
4	Physical Distancing	✓ Stay 2 meters away from others in all public interactions
5	Wear a Mask when Necessary	✓ Keep a cloth or other non-medical mask with you ✓ Wear a mask if you cannot keep a safe distance
6	Clean Your Hands	✓ Wash your hands or use sanitizer regularly ✓ Keep hand-sanitizer with you
7	Clean Shared Surfaces	✓ Follow directions re: high-touch surfaces, shared equipment
8	Do Not Share Food	✓ No buffets, shared utensils, open bowls
9	Cover Your Cough	✓ Cough or sneeze into your elbow ✓ Throw used tissues into the garbage and wash your hands
10	Follow Occupancy Limits	✓ Aim for 30% occupancy for most spaces ✓ Keep furniture spaced to allow 2 metre distance
11	Get Outdoors	✓ Take advantage of open air for socializing
12	Stay Informed	✓ Pay attention to signage, news updates, and announcements



TRINITY
WESTERN
UNIVERSITY

Academic Program	Choose an item.		
Home Faculty/School	Choose an item.		
Signature of Department Head		Date	Click or tap to enter a date.
Signature of Dean		Date	Click or tap to enter a date.
Signature of Chair (or Designate) of COVID-19 Health & Safety Taskforce		Date	Click or tap to enter a date.
Signature of Provost		Date	Click or tap to enter a date.

Please list all the Courses in your Program that require a Face to Face component.

[illegible]

Section A: Necessity

Institutional Standard: All courses that can be taught remotely/ online should be taught in an online format for the entire duration of the Fall, 2020 semester. For courses, or components of courses, where achieving the learning outcomes and objectives through a remote format is not possible and where deleting or deferring scheduling the course, or component of the course, to a subsequent term is not a viable option, face-to-face instruction may be considered.

Required Program Response: Please explain why there are components of the courses identified that are not possible to teach remotely and why they cannot be offered in a subsequent term.

Program Specific Response

Course Specific Response (if varies from Program Response)

Section B: Awareness

Institutional Standard: All individuals need to be able to self-monitor prior to being physically present on any of TWU campuses. They must complete a [BC Self-Assessment](#) on a daily basis, prior to coming to campus. They are also expected to know what to do in the event they are experiencing any symptoms of COVID-19 or require additional self-isolation based on current [BC Orders, Notices, and Guidance](#). Individuals who are symptomatic and/or are required to self-isolate or be in quarantine and are prohibited from being physically present on TWU campuses, unless they are students residing in student housing on Langley campus, in which case applicable TWU residence standards apply. No individual will be negatively impacted in the event they are required to self-isolate and/or be in quarantine.

Required Response: Please outline how you will accommodate those students who are not able to physically attend the learning environment due to their adherence to Provincial requirements for self-isolation and/or quarantine.

Program Specific Response

Course Specific Response (if varies from Program Response)

Section C: Physical Distancing

Institutional Standard: All occupants within any space at TWU must remain 2 metres apart from one another at all times; including entry into and exit from spaces. See also related [WorkSafeBC Guide to Reducing Risk](#) and Table 1 at the end of this document.

Required Response: Please outline how physical distancing will be maintained during instructional time.

Program Specific Response
Course Specific Response (if varies from Program Response)

Section D: Contamination through Touch Points
Institutional Standard: In addition to maintaining physical distancing, every effort must be made to minimize occupants' exposure from contact with various touch points such as surfaces, equipment, tools, and other objects. <i>NOTE:</i> The WorksafeBC COVID-19 Safety Plan (p.2) identifies PPE (e.g., gloves, non-medical masks) as 4 th level of protection, only to be used if the first 3 levels of protection are not enough to control the risk.
Response: Please outline how you will minimize the occupants' potential to exposure from contact with touchpoints present during the learning environment (e.g., paper, computer, lab equipment, tools, brushes, etc)
Program Specific Response
Course Specific Response (if varies from Program Response)

Section E: Sanitization
Institutional Standard: All learning environments are to be sanitized prior to the start of the next instructional class in that space. This also includes any specialized equipment, materials and tools utilized during an instructional class that may be unique to a program /course delivery.
Required Program Response: Please outline how you plan to have <u>specialized</u> equipment, materials and tools sanitized between each class. <i>NOTE:</i> We anticipate that custodial services will provide cleaning services to general spaces between each instructional session (e.g., tables, floors, door handles, chairs, etc).
<p>Program Specific Response</p> <p>a) Please identify any specialized equipment and/or materials unique to your program that will be handled by instructors and students during the class Click or tap here to enter text.</p> <p>b) Who do you wish to clean these materials between instructional sessions? Choose an item.</p> <p>c) Do you have any additional requirements related to sanitization methods to be used? Click or tap here to enter text.</p>
<p>Course Specific Response (if varies from Program Response)</p> <p>a) Please identify any specialized equipment and/or materials unique to individual courses that will be handled by instructors and students during the class</p>

Click or tap here to enter text.

b) Who do you wish to clean these materials between instructional sessions?

Choose an item.

c) Do you have any additional requirements related to sanitization methods to be used?

Click or tap here to enter text.

Section F: Contingency Planning

Institutional Standard: The COVID-19 Health & Safety Taskforce (or equivalent as designated by the Provost) will continue to develop contingency plans in the event that changes to Federal, Provincial, and/or Local directives are required.

Required Response: Please respond to the scenarios posed below

Program Specific Response

a) If you are unable to deliver the face-to-face components during the term because of a Provincial directive, how would your program respond to the delivery methods planned for the identified courses?

Click or tap here to enter text.

b) If, during the term, you had to suspend classes due to a Provincial directive or a COVID outbreak on campus, what is your plan for finishing the term for the courses identified?

Click or tap here to enter text.

c) If Personal Protective Equipment (PPE) is required for you to be able to deliver programming and TWU is unable to secure it, how would it impact your planning for delivery of the courses identified?

Click or tap here to enter text.

d) If, due to supply chain issues, you are unable to secure the needed materials for your face-to-face course(s), what is your plan?

Click or tap here to enter text.

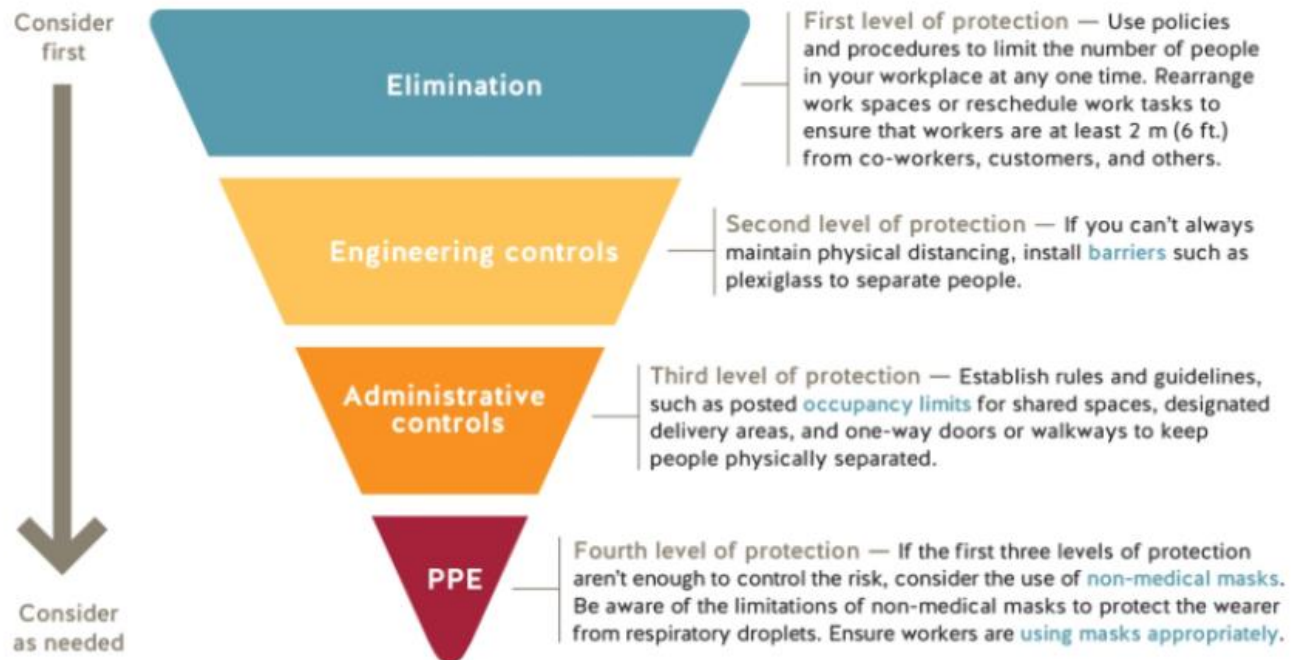
Please feel free to provide any additional information to support your proposal to delivery face-to-face academic programming.

Click or tap here to enter text.

Table 1: WorkSafeBC COVID-19 Safety Plan: Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or

does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace. From [WorksafeBC COVID-19 Safety Plan](#) (p.2)



TWU Return to Campus Risk Assessment Checklist



In order to reduce the risk of spreading COVID-19, access to TWU campuses is limited and is by approval only. This Risk Assessment Checklist is for TWU employees who require access to campus (1) for 5 or more persons who are conducting activities for more than one day a week and (2) for activities that cannot be done remotely or postponed.

Step 1: Applicant completes sections highlighted (in peach)

Name of Applicant:	(Write Your Name Here)
Type of Restart:	(Select From Drop Down Menu)
Area:	(Select From Drop Down Menu)
Home Department:	(Write Department Name Here)
Approved by Area Manager/Dean:	Date: (Write Date here)

Step 2: Applicant calculates risk score (Low, Medium, High)

Step 3: Applicant completes additional forms as outlined below based on risk score

Step 4: Applicant submits completed form(s) to: returntocampus@twu.ca

Approved by Health & Safety Taskforce:	Name: (Write Name here)	Date: (Write Date here)			
Approved by ELT Sponsor (required if High Risk)	Name: (Write Name here)	Date: (Write Date here)			
		Applicant Use	For HS Taskforce Use Only		
Risk Assessment Questions	Possible Responses	Select From Drop Down Menu	Score (auto-generated)	PHN Reviewer 1	PHN Reviewer 2
1. Will the event be outside?	A) Yes		FALSE		
	B) No				
2. How many participants do you expect?	A) Less than 5		FALSE		
	B) 5 to 30				
	C) 31 to 50				
3. Is this a one-time event?	A) Yes		FALSE		
	B) No				
4. If no, how often will the participants gather?	A) Daily		0		
	B) Weekly				
	C) Greater than weekly				
	D) N/A (answered Yes to Q4)				
5. If no, how long will the recurring program last?	A) One week		0		
	B) One month				
	C) More than a month				
	D) N/A (answered Yes to Q4)				
6. How long will participants gather?	A) Less than 1 hour		FALSE		
	B) 1-4 hours				
	C) 4-8 hours				
7. Will there be access to bathrooms?	A) Yes		FALSE		
	B) No				
8. What is the nature of the activity?	A) Individual		FALSE		
	B) Pairs				
	C) Group				
9. Will there be singing or physical activity (athletes or recreation)?	A) Yes		FALSE		
	B) No				
10. If yes, what is the participation level?	A) Mostly observing		0		
	B) Taking turns				
	C) All actively participating				
	D) N/A (answered No to Q11)				
11. If athletic or recreational, what is the focus?	A) Mostly skill development		FALSE		
	B) Mostly competition				
	C) N/A (answered No to Q11)				
12. Will you be using tables, chairs, or shared equipment?	A) Yes		FALSE		
	B) No				
		Total Score	0		

Low Risk Score: 8-15	Approval requires:	(1) Agreement to TWU Return to Campus Expectations
Medium Risk Score: 16-25	Approval requires:	(1) Agreement to TWU Return to Campus Expectations
		(2) Signed Return to Campus Protocols Checklist (Tab below)
High Risk Score: 26-34	Approval requires:	(1) Agreement to TWU Return to Campus Expectations
		(2) Signed Return to Campus Protocols Checklist (Tab below)
		(3) Signed Area-Specific F2F Application Form (e.g., Athletics)
Reviewer 1 Comment:		
Date:		
Reviewer 2 Comment:		
Date:		
Response by Applicant:		
Date:		
Form approved by H&STF on July 2, 2020		



TWU COVID-19 CAMPUS ACCESS POLICY

Approved by ELT August 11, 2020

Rationale

The Office of the Provincial Health Officer in BC has identified a number of principles in BC Restart Plan to mitigate the spread of COVID-19. These included increased physical distancing, reduced type and length of in-person contact, and enhanced daily cleaning of hard surfaces. To meet these expectations and support the health and safety of our campus communities, TWU will follow a modified level of access and operating hours for 2020-21.

Purpose

The objectives of this policy are:

- To establish COVID-19 related “Administrative Controls” to reduce risks as recommended by WorkSafe BC (see graphic below re: “third-level controls”)
- To ensure that our practices are in compliance with principles set by the Office of the Provincial Health Officer in BC
- To support the health and safety of our campus communities

Scope of this Policy

Students, faculty, staff and visitors on TWU Langley campus and Richmond sites while COVID-19 continues to be a health concern

LANGLEY CAMPUS

General Campus hours for all non-residents: 7am-9pm

Physical Access: The Welcome Center / Security Gate will have the traffic arm up between 7 am and 9 pm (“regular hours”), and down from 9 pm and 7 am (“after hours”).

- Security will screen each vehicle only after hours

Resident Access: Residents are able to access campus 24/7, with student ID requested upon vehicle entry after hours

- Students may order food for delivery to the parking lot of their building 24/7
- There is no admittance of food delivery personnel to any buildings at any time

Staff and Faculty Access: After hours will be required to show employee ID at Security Gate

- Employees are discouraged from accessing campus after hours

Campus Services: Will be closed no later than 9 pm and open no earlier than 7 am to allow for increased access by custodians for cleaning.

- This includes: Library/Learning Commons, Collegiums, Student Ministries, TWUSA
- Sodexo:
 - RSC Cafeteria
 - Bookstore Café
 - The COG
- Fitness Center: May remain open until 10 pm

Campus visitors: all non-TWU students, staff and faculty who are not attending campus for a specific event/meeting/gathering by invitation are asked to remain in our outdoor spaces should they visit campus during our open hours.

- This includes parents of students and families of staff (ex. Come see your son or daughter and go for a walk but not in their dorm or in our cafeteria; if you need to come by the office to get something, please do not bring your children into the building with you if they are old enough to wait in the car for you)

Registered Guest Policy for Resident Students in Apartments

- Each resident may identify one guest (same person all semester) who may visit their apartment, and their apartment only, during campus hours of 7am-9pm.
- The guest list will be accessible by Security and Community Life and any changes are at the discretion of the resident's Resident Director and/or the Director of Community Life only.

RICHMOND CAMPUS

LANSDOWNE

General Hours of Operation: 8:30 – 4:30pm

Physical Access: Entry via corner external doors with single elevator

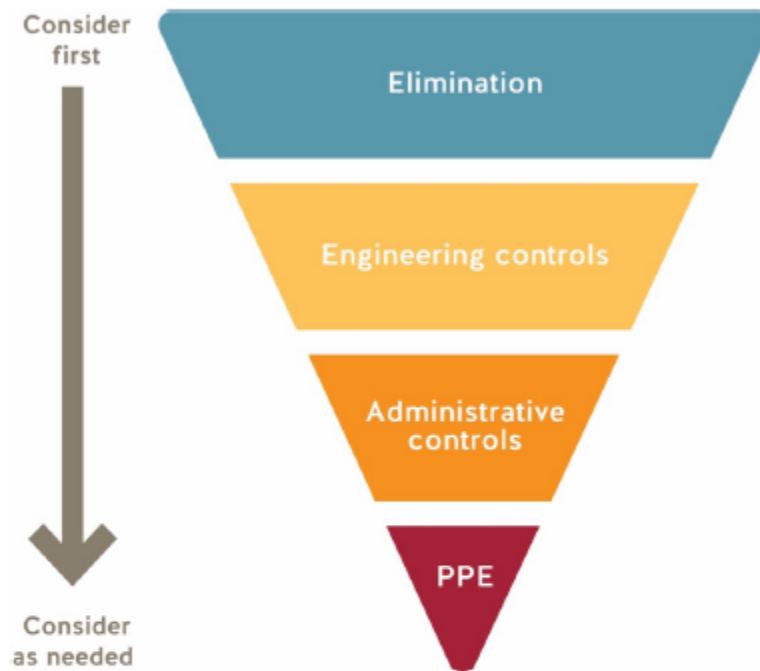
Guest Policy: By appointment only

MINORU

**TBD as currently not being used for F2F learning on a regular basis*

Notes: Administrative Controls Definition:

Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



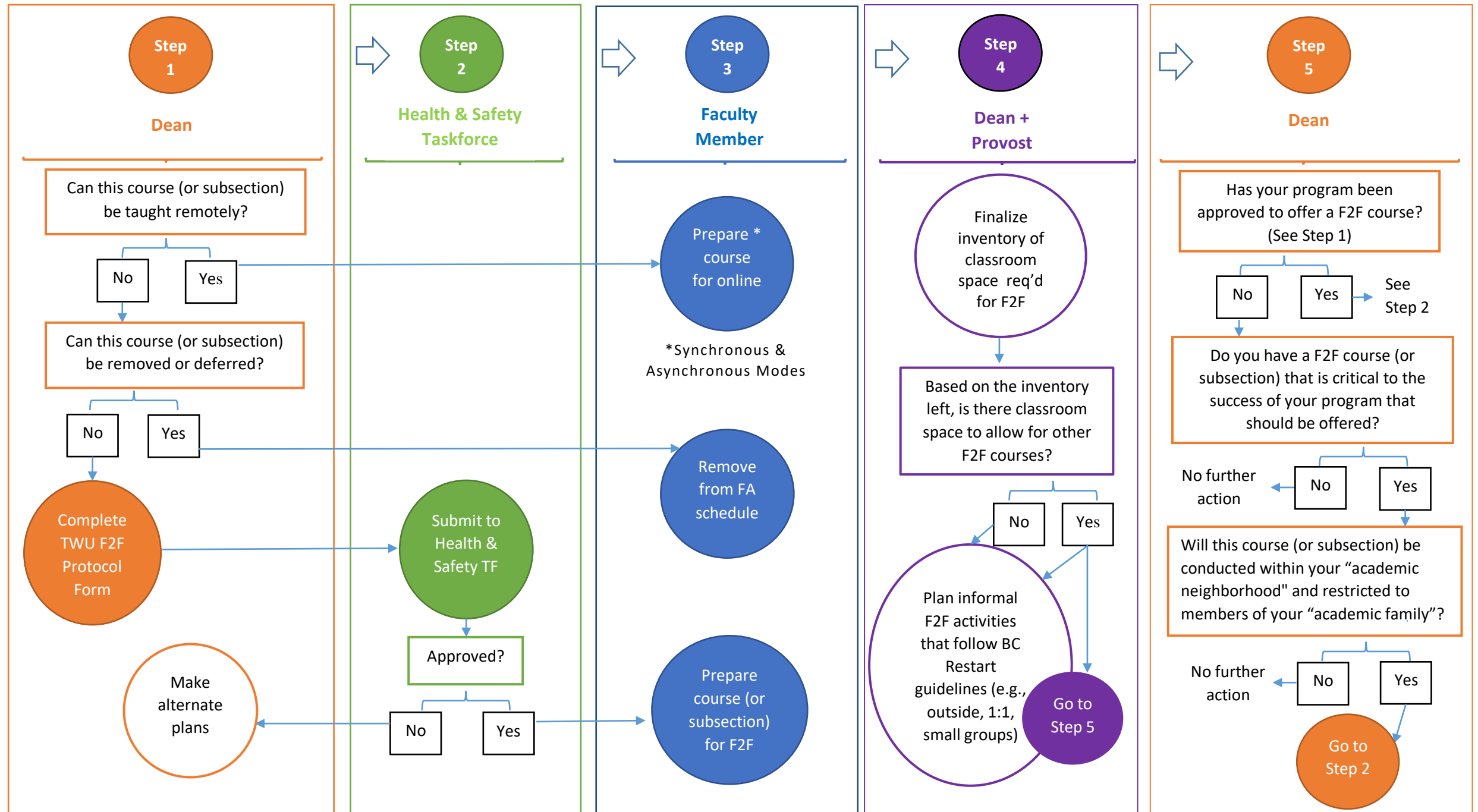
First level protection (elimination) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (engineering controls) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (administrative controls) — Establish rules and guidelines, such as posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (PPE) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

DRAFT - TWU Dean COVID-19 Course F2F Decision-Making Guide for FA 2020 (v.4)



COVID-19 Field Research Implementation Safety Plan (CFRISP) Application to Conduct Research

To meet the requirements for resuming research, a COVID-19 Safety Plan must be submitted and reviewed by the COVID-19 Research Safety Task Force. This application form covers both on-campus and off-campus research activities. For on-campus research, please complete the gray on-campus sections of the form.

Application approval is pending contingent on PI and lab personnel receiving COVID-19 Safety Training. Please contact Karen Lo (karen.lo@twu.ca) to provide COVID-19 training for your research team.

Section I: General Information	
Applicant (PI)	Department
Phone	Email

Section II: Project Information
Justify urgency for project work. State why the work must be completed before government restrictions are lifted.
Duration of Approval Requested (can be ongoing or within a specific time frame)
Research Project(s) Summary (field work only)

Does the project require on-campus access?

State buildings/rooms requiring access for project (including all common rooms)*

* Shared lab spaces between multiple PIs must be coordinated to ensure maximum capacity of a lab space will not be exceeded at any given time.

Research Project(s) Summary (on-campus work)

If applicable, include description of on-campus activities and justification for multiple room access. Room numbers should be included.

Section III: Lab Personnel

Number of Lab Personnel requested for fieldwork

Personnel Name (s). Specify status of each individual (e.g. staff/graduate/undergraduate student)

Approximate Duration of work-time required (please specify days/hours per a week for each individual)

Number of Lab Personnel requested for on-campus access
Personnel Name (s). Specify status of each individual (e.g. staff/graduate/undergraduate student) for on-campus access
Approximate Duration of work-time required on campus (please specify days/hours per a week for each individual)

Section IV: Safety Plan
<p>Are lab personnel able to travel to and from research sites in compliance with current government and University travel advisories and restrictions?</p> <p>Consider travel to and from field work site(s), as well as travel and accommodations at site(s); both must allow for social distancing.</p>
<p>If PPE is required, can sufficient PPE be sourced for all personnel for the entire duration of your project? (Y/N) Please briefly specify type of PPE and estimated quantity required. Note this should be done in consultation with your department and may incur additional cost.</p>

Describe the steps that will be taken to prevent possible transmission between the research team and others they may encounter during field research. Consult the TWU research COVID-19 general principles where applicable.

For field work, a contact number must be included for team members during the field work period. List contact number in this plan. Consider: How do modes of travel at your research site allow for social distancing? How do living and working conditions at the site allow for social distancing and/or for self-isolation should it be necessary? If your research will bring you into contact with local communities, how will you ensure required and effective social distancing protocols?

Describe what steps members of the research team will be expected to take should they develop COVID-19 symptoms.

Can adequate physical distancing (as defined in the general principles) be maintained for all aspects of the research project on campus?

Please determine this in consultation with TWU room density requirements and with your department.

Describe the steps that will be taken to prevent possible transmission between your research team or between your research team and others they may encounter on-campus. Consult the TWU research COVID-19 general principles where applicable.

If you responded "No" for social distancing above, please clarify what steps you will take if individuals need to be in close proximity to lessen contact time and transmission risk. Room numbers should also be included.

Section V: Ramp-down Plan

Describe a project specific ramp-down plan in case the BC government re-enacts on-campus restrictions. Include an estimated timeline for your process (see <https://research.ubc.ca/sites/research.ubc.ca/files/vpri/Checklist.docx>. For fieldwork, summarize the process and time required to wrap-up research off-site.)

Section VI: Consent Form

I agree to abide by TWU COVID-19 research guidelines established by the research task force to the best of my ability. In potential situations not covered by my application, I will exercise my best judgement following the established research guidelines. In addition, I am responsible for familiarizing myself with Work Safe BC (<https://bit.ly/3eMEdXc>) and BC Ministry of Health guidelines (<https://bit.ly/2Av3F50>) in the event the TWU research guidelines do not cover my specific research situation.

In signing this consent form, I understand my TWU research is contingent on following the guidelines established by the TWU COVID-19 research task force, Work Safe BC, and BC Ministry of Health, and any other guidelines TWU or the government may introduce while my research is underway. I understand I am solely responsible to enforce the COVID-19 research guidelines and my COVID-19 research plan with my lab personnel. I will submit a COVID-19 Safety compliance checklist to orgs@twu.ca once every 3 weeks.

If my lab personnel are found to be negligent in reducing transmission risk, I understand my on-campus research permission can be revoked.

Applicants, Chairs, and Deans, please follow signature instructions (Guidelines Section 2.01) to ensure multiple signatures can be added to the document.

<https://bit.ly/TWUReGuidelines>

Applicant Signature	Date
Department Chair	Date
Dean	Date
Research Task Force (VPR)	Date
Occupational Health & Safety Task Force	Date