

BRESCIA UNIVERSITY COLLEGE

**RETURN TO
CAMPUS PLAN**

AUGUST 2020



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Brescia – Return to Campus Plan

Introduction

Brescia University College is Canada’s only women’s university, an affiliated university college of Western University. With just over 1600 students traditionally on campus, Brescia is committed to providing both an online and in-person, campus environment that is safe, warm and welcoming to students. The layout of our campus includes three main buildings, one of which is our residence facility (Clare Hall). The campus itself is situated on 48 acres of land, directly adjacent and to the west of Western’s main campus.

Working alongside Western, Brescia shifted its operations in late-March 2020 to align with changing local and provincial health guidelines. At that time, all of Brescia’s classes shifted to online learning, and many of our residence students returned to their home communities. In addition, Brescia staff and faculty moved their activities and operations to a virtual format.

This plan is intended to provide a general overview of our steps to support our students and community in alignment with new operational regulations and public health requirements. Brescia remains in close contact with Western University officials who are advising and supporting campus operational plans, where appropriate.

Brescia commenced a phased return to campus on May 19, which has been outlined in full detail on the Brescia website, found on its [COVID-19 Phased Return](#) webpage.

- Phase 1: May 19 – Closed to public
Select members of administration, facilities management and residence staff on campus.
- Phase 2: July 6 – Limited return to campus
A broader range of staff returned to campus, supporting operational plans to reopen in September. Library staff began preparations for some services to restart and faculty were accessing campus as needed.
- Phase 3: August 4 – Limited return to campus
Continued and focused work on campus preparations.
- Phase 4: August 24 – Open to public
Student facing services reopen for face-to-face interactions, with some adjustment to hours and services; some services will continue online or virtually.

Brescia University College remained in close contact throughout the phased return process with Western officials and affiliate colleagues. When appropriate, advice was received from the Middlesex-London Health Unit (MLHU) to inform adjustments to campus, and campus reopening requirements.

In the event of a “second wave” and Brescia needs to shutdown activities on campus, see *Appendix A* for the Tiered Shutdown of Campus plan.

Health, Safety & Well-Being

As a small community, the health, safety and well-being of our students, staff and faculty has always been core to our operations and aligns with our mission. Brescia staff work closely with colleagues across the Western community to ensure that we remain compliant and aligned with best practices informed by ministry regulations, as well as guidelines and directives from public health authorities.

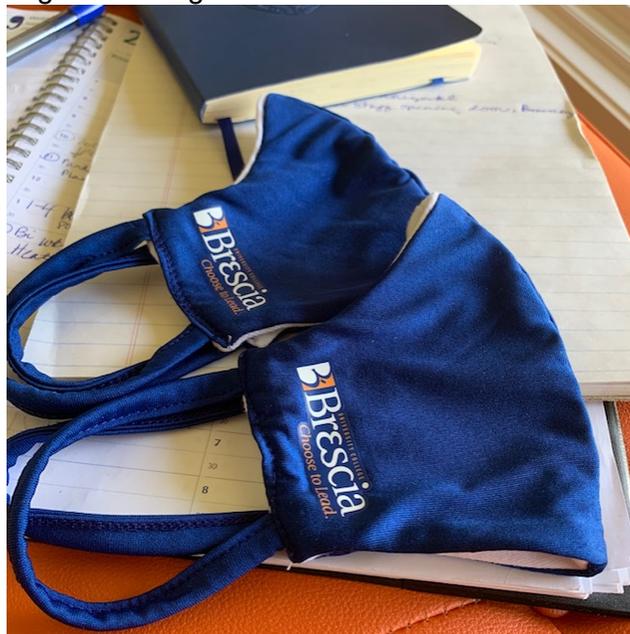
New guidelines and protocols governing movement and space use across campus have been introduced. These include specific protocols for areas, such as: labs, classrooms, offices, dining areas, common/shared spaces, washrooms and elevators.

Specific guidelines have been shared with our campus community to ensure that we are supporting one another throughout this period.

COVID-19 Expected Behaviours

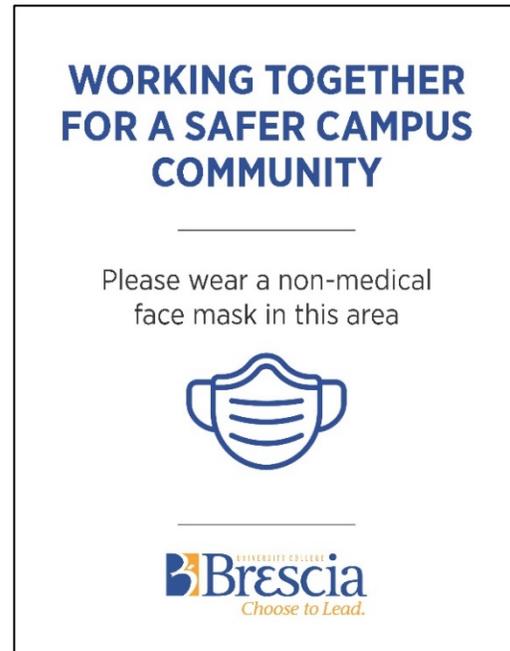
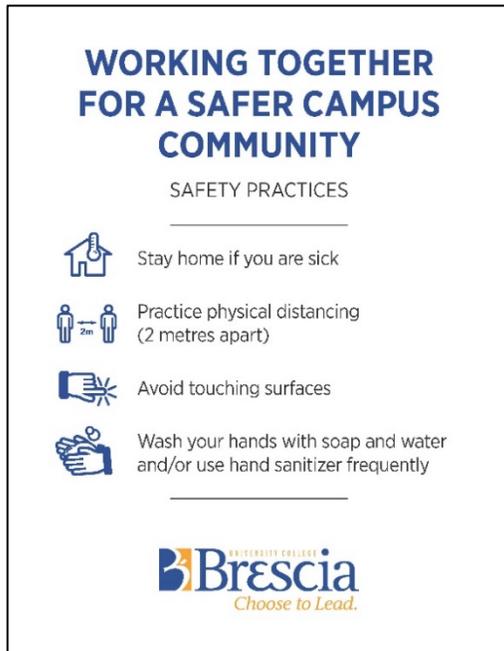
Expected behaviors as individuals begin to return to campus:

- ✓ Wearing of face coverings / non-medical masks or other approved personal protective equipment in all campus buildings.
- ✓ Maintaining a physical distance of at least six feet from other individuals.
- ✓ Practicing good personal hygiene by: covering coughs and sneezes, staying home if sick and washing hands thoroughly with soap and water or using hand sanitizer before and after class, meetings or interactions with others.
- ✓ Following guidance communicated by Brescia and Western University, and via public postings/signage related to directional traffic flow, maximum occupancy of spaces, assigned seating and closed-off desks/chairs/rooms.



Safety Signage

As Brescia prepares to open its campus to all students, staff and faculty, specific signage supporting a shared commitment to keeping our community safe has been created and posted across campus. Directional signage is included, along with instructional signage on specific usage in areas.



Outdoor signage, strategically spaced across campus, advises visitors to follow safe physical distancing and continued emphasis on personal hygiene.

Daily/Weekly Return to Campus Health Assessment

Based on advice from public health officials, all Brescia students will follow Western protocol and submit their presence on campus, either at Brescia or across the Western campuses (main campus and King's University College). Push notification to a Western mobile app will be utilized to remind students who have scheduled "in person classes." This information will be drawn from course registration and timetable details.



Prior to returning to campus, all staff and faculty at Brescia must complete a ['Brescia Self-Declaration Form'](#) (Appendix B) each week they intend to be on campus. Because of Brescia's size, regular communication with HR and Managers is possible to support this process.

If employees or students are feeling unwell, they are directed to stay home.

Reducing the Risk of Person-to-Person Transmission

Brescia has reviewed all return to campus plans submitted by Directors and Managers, to assess and address the risk of transmission in the context of the work unit. There are three levels of adjustments that are considered to ensure the continued safety and well-being of students, staff and faculty.

First Level Reduces risk by limiting the number of people attending the workplace. Brescia remains flexible across units, with adjusted services to support students' needs in-person and online/virtual.

Second Level Where physical distancing is not always possible, engineering controls such as plexiglass to separate people have been installed.



Third Level Administrative controls such as rules and guidelines to keep people physically separated. Managers and Directors have reviewed traffic patterns for all in-person services and made adjustments to reduce congestion in high traffic areas. The Mercato (Brescia's food service area) is working with a third-party consultant to inform best practices and proper protocols are implemented.

When the first three levels of protection aren't enough to control risk, the fourth and final level of protection is PPE.

Supply of PPE

To ensure our safe return to campus, and in compliance with Brescia's mask/face covering requirements, Brescia will supply all staff and faculty with two complimentary reusable masks. All students in residence will receive two reusable masks. A supply of disposable masks are readily available at all entry points on campus, and service areas.

The University has adequate pandemic supplies that are available to all staff/faculty/departments and include items, such as; disposable gloves, hand sanitizers (various sizes), sanitizing wipes and spray, face shields, gowns and plexiglass barriers.



Cleaning and Sanitizing Protocols

Brescia is following the guidelines and best practices shared through the Middlesex-London Health Unit, Public Health and provincial and federal government sources. Detailed information is posted on our COVID-19 site under [Cleaning and Sanitizing Protocol](#). Brescia has purchased two electrostatic sprayers to support soft surface areas and larger classroom spaces.



Capacity Analysis

All Brescia classrooms and lounge areas were reviewed and have been modified to follow physical distancing requirements. In some cases, rooms have been closed. Capacity signage is posted in all areas, and where needed, furniture has been arranged and removed to support maximum capacity.

Floor and wall signage has been posted in all buildings to support traffic flow. “Campus Guides” will be deployed to assist with wayfinding and ensure compliance of visitors coming to campus.

Testing

Western University has the ability to conduct COVID-19 testing on-site at their Health Services Clinic. Western, through a partnership with London Health Sciences Centre/St. Joseph’s Health Care Laboratory, can ensure expedited turnaround time for analysis and results. Brescia staff, faculty and students have access to this facility and service.

Employee Protocols for COVID-19 Cases & Exposures

See *Appendix C* for Brescia Employee Protocols for COVID-19 Cases & Exposures.

Contact Tracing

Middlesex-London Health Unit (MLHU), in collaboration with Brescia, will lead the contact tracing for any positive case of COVID-19 of students, staff or faculty members in the Brescia community. In an effort to support the work of MLHU, Brescia will monitor attendance in classes and buildings in an effort to allow for quick contact tracing and to mitigate spread of the virus. Brescia will also remain in close contact with Western, King’s and Huron to ensure a collaborative response across the campus.

Self-Isolation & Quarantine

Brescia has developed protocols for both students and employees (see *Appendix D*) and follows [guidance](#) from Public Health.

Accommodation & Flexibility

Brescia will respond and work with any students, staff and faculty to adjust processes and protocols to support individual, unique situations. This includes individuals who may be immunocompromised or fall under other “at risk” categories. Staff and faculty are advised to consult with Human Resources. Students should contact the Vice-Principal, Students.

Responding to Student Cases & Exposure

Student Health Services

Brescia students have full access to on-campus support through Western's Student Health Services. Since late-March, this clinic continues to provide essential medical care to our campus population under a modified services approach. To further minimize the risk of COVID-19 community spread, operations moved to a full-time virtual model of care and a part-time clinical model of care.

Health Services, as noted, has the ability to conduct COVID-19 testing on-site. A mobile unit is being established to serve any outbreaks in the community where there may be a cluster of cases (for example, within residence setting).

Student Protocols for COVID-19 Cases & Exposure

A) If a student in residence tests positive for COVID-19 (symptomatic OR asymptomatic)

- Residence Manager (or her delegate) will inform Middlesex-London Health Unit (MLHU) immediately
- All contact tracing is done by MLHU
- Under the direction and guidance of the MLHU, student must self-isolate
- Brescia's COVID-19 Residence Response Plan is found in *Appendix E*

B) If a student in residence is exposed to COVID-19 and is asymptomatic

- Exposure is defined as "close contact" with a known or suspected case, less than 2m apart, for 15 minutes or more, without the use of PPE
- This student must get a COVID-19 test
- The student must quarantine for 14 days
- The student will receive the MLHU handout titled "[How to Self-Isolate](#)"
- Residence will provide a single room with a private bathroom & meal delivery service to the student affected
- If the student's COVID-19 test is positive, then follow steps under "A"
- If the student's COVID-19 test is negative and they are asymptomatic throughout, they must complete the 14 days of quarantine before they can re-integrate
- If the student's COVID-19 test is negative but they develop symptoms within the 14-day quarantine period, they must have another COVID-19 test completed and next steps will follow based on results

C) If a student is living off-campus tests positive for COVID-19 (symptomatic OR asymptomatic)

- Students are encouraged to contact the Hive at Brescia, (519-858-5151 or brescia@uwo.ca) to be connected with additional support from campus staff (ex. Academic Advisors, Financial Aid, Case Management, etc.)
- Student will inform MLHU immediately at 519-663-5217, accessible 24/7
- All contact tracing is done by MLHU
- Student must self-isolate
- Staff to give student the MLHU handout titled "[How to Self-Isolate](#)"
- MLHU will counsel off-campus students about self-isolation
- If the student is symptomatic, they are required self-isolate for a full 14 days, and then, if they have been afebrile with improving/resolved symptoms for 24-48 hours, they may leave self-isolation and re-integrate
- If the student is asymptomatic throughout, they must complete 14 days of self-isolation before they will be able to re-integrate

D) If a student living off-campus is exposed to COVID-19 and is asymptomatic

- Students are encouraged to contact the Hive at Brescia, (519-858-5151 or brescia@uwo.ca) to be connected with additional support from campus staff (ex. Academic Advisors, Financial Aid, Case Management, etc.)
- Exposure is defined as close contact with a known or suspected case, less than 2m apart, for 15 minutes or more, without the use of PPE
- Student must get a COVID-19 test
- Student must quarantine for 14 days
- Staff to give student the MLHU handout titled "[How to Self-Isolate](#)"
- MLHU will counsel off-campus students about self-isolation
- If the student's COVID-19 test is positive, then follow the steps outlined in "A"
- If the student's COVID-19 test is negative and they are asymptomatic throughout, they must complete the 14 days of quarantine before they can re-integrate
- If the student's COVID-19 test is negative but they develop symptoms within the 14-day quarantine period, they need to have another COVID-19 test done and determine next steps based on outcome

Academic Planning and Course Delivery

Hybrid Delivery of Courses

The implementation of Brescia's instructional modality was established by the faculty in collaboration with Chairs and the Dean's Office team. Brescia's Academic Dean and faculty have been working in consult with the Western Associate Dean's group, and internal analysis and discussion, to adjust and respond to the needs of the Brescia community. Consideration and planning is in place if instruction is required to shift entirely online, or students (or faculty) require accommodation due to illness or self-isolation.

For the upcoming academic year, Brescia will have four types of courses:

- a. *Traditional in-person courses*, where physical distancing measures are in place. These courses will show up on the timetable with both class times and room locations. Brescia sections are 530-539
- b. *Blended courses*, that include both an online and in-person requirement; sections for blended courses at Brescia are 230-239
- c. *Online only*. These courses are identified in the "notes" section of the timetable and will not have a course meeting time
- d. *Online with class times*. For these classes, there will be live/virtual lectures/discussions that will also be recorded for students to view at a later time. Some of these courses may be referred to as "synchronous." These courses have room times, but no room locations

All Food and Nutrition labs will be offered in-person, with physical distancing. Lab students will be offered appropriate PPE (Personal Protective Equipment).

Of Brescia's 374* course lectures, labs and tutorials being offered over the course of the Fall and Winter terms, the following is the breakdown in delivery:

- 56% are online only (or 209)
- 22.5% are traditional in-person (or 84), of which 33% are comprised of labs (or 28)
- 21.7% are blended (or 81)

*note, these are course counts, not FCE (full-course equivalencies)

All face-to-face classes will meet the current provincial regulations of 50 people or less in attendance.



Residence Life: Clare Hall and Mercato Food Services

Clare Hall

Brescia's Clare Hall residence is ideally suited to support students during this period. All rooms have personal sinks, and either private or shared washrooms (shared washrooms are with one other student; semi-private). Overall capacity has been reduced by 30% in September 2020 to allow for distancing of students across the building and floors.

To further support and promote physical distancing, the following steps have been taken:

- Adjusted capacity in all floor lounges
- All study rooms are limited to one student
- Elevators are limited to one person

Masks or face coverings are required in all common areas. All residents will receive two reusable cloth face masks



Semi-private residence room, Clare Hall

Mercato: Food Services

The Mercato is the dining facility for all residence students, as well as the broader Brescia community. Through the assistance of a third-party consultant, all protocols and plans have been designed and reviewed to ensure a safe reopening of operations for September.

Mercato Reservations: Beginning September 7th there will be priority seating in the Mercato for all residence students. Residence floors (groups of students) will have a specific reservation time for lunch and dinner. This will allow cohorts of students to enjoy meals together and enable staff to ensure that capacity limits are not exceeded during peak meal times.

Directional markings have been installed, and Campus Guides will assist with traffic flow and direct patrons through the Mercato's meal stations.

International Students

Brescia has approximately 200 international students confirmed for Fall/Winter session. Of this, about half are expected to be on-campus in September to engage in “in-person” or blended course instruction and activities.

Arrival Plan Fall 2020

Brescia University College has taken various steps to welcome students back in September and continue as they return throughout the upcoming academic year. When appropriate, Brescia has confirmed specific campus protocols with local health officials, and collaborated with colleagues across the Western University campus. Brescia has partnered with Western International to centralize all information and communication strategies prior to and throughout the quarantine process.

Stages of Brescia’s International Arrival Plan

A) *Pre-Arrival*

1. Brescia students are directed via personal email and consultation to follow the guidelines and restrictions from Immigration, Refugees and Citizenship Canada (IRCC) as they make plans to travel to Canada, as well as follow protocol for safety once they have arrived on campus.
2. Brescia students are directed to the IRCC website for relevant information, to Brescia’s International Program Coordinator or to Western International RISIA/RCIC certified advisors/consultants. As students prepared to return to campus, a Brescia COVID-19 web resource was created, where students can reference information and resources on health and safety amid COVID, including links to the Middlesex London Health Unit, the COVID-19 Self-Assessment Tool and Brescia’s Health & Safety Measures.

Students are being encouraged to download the Government of Canada’s *ArriveCAN* application prior to arrival at the border and complete the information required.

3. Brescia has the International Student Centre and a dedicated staff member, the International Program Coordinator, who are providing guidance to students with questions, as well as providing information on the mandatory 14-day quarantine period and options created for students. Additional inquiries are supported by our centralized Hive staff members through the brescia@uwo.ca email address.

Brescia is working with Western International to document and store quarantine plan information and detailed contact information. This information is collected and facilitated through an online portal. Upon registration, an automatic receipt verification message is sent to the student.

Brescia staff continue to reach out to any students who have not shared their travel plans, by email and phone, or through social media channels.

All of Brescia's international students entering Canada are required to undergo the necessary health screenings, wear a non-medical mask/face covering during travel, disclose their place of quarantine, and quarantine for 14 days upon arrival in Canada in accordance with the requirements set out in the *Emergency Order Minimizing the Risk of Exposure to COVID-19 in Canada Order (Mandatory Isolation) No. 3*.

Upon arrival, international students will follow their quarantine plan in place, and submitted, to support their initial 14-day mandatory quarantine or isolation period in Canada. Brescia has partnered with a third party agency, Maple Assist, to implement arrival and quarantine services for international students. Students can opt to instead submit their "self-supported" quarantine plan.

4. Brescia's staff will confirm that students have a documented quarantine plan in place prior to travel to Canada. Students will have received communication directing them to the online portal, where they can submit their arrival information at point of entry into Canada. This data is being collected by Western University and shared with Brescia staff.

B) Arrival in Canada and 14-Day Quarantine Plan

1. Students are provided the two options regarding quarantine; working with the pre-arranged provider (Maple Assist) or submitting individual quarantine plan. Note, Brescia will not provide quarantine services on campus for students arriving for September 2020.

For those students opting to work with Maple Assist, transport from place of arrival and accommodation off-campus have been arranged, including the provision of meals. Daily check-ins and support will be extended by Maple Assist staff and Brescia staff to ensure that (a) students are complying with the quarantine protocols and (b) are being emotionally supported through the quarantine period.

For those students who independently arrange quarantine plans, with friends or family in Ontario, Brescia's International Program Coordinator or another Brescia staff member will provide check-ins on a daily basis. Transport from arrival location will be confirmed by Brescia staff, and if not deemed safe and appropriate, will be organized by Brescia staff on behalf of the student. Additional resources supporting, and interventions if deemed necessary, will be provided by Brescia staff to ensure students are receiving appropriate meals throughout their quarantine.

Brescia is working collaboratively with Western International to monitor and track all student interactions under quarantine. A shared tracking file will be maintained to track daily check-ins, queries and concerns, and interventions if needed.

2. All incoming international students have UHIP and health insurance, including coverage for COVID-19, included with tuition fees. Students working with Maple Assist or through alternative arrangements will be encouraged through staff check-in to continue to monitor their health and well-being. Information concerning medial resources in the community will be readily available.
3. On day 4 of quarantine, all students under quarantine will have their contact information shared with Student Health Services on-campus. A community nurse is assigned to contact these students to arrange COVID-19 testing in their community of quarantine. For those students in London, the nurse will travel to their place of quarantine (ideally between days 5-7 of quarantine) to administer a COVID-19 test, which is processed through Health Services on campus. Students with quarantine locations outside of London will be provided with guidance and support to complete and report/confirm their COVID-19 test completion.

C) Post-Quarantine, Continued Student Support

1. Brescia staff in the International Office and Student Life will continue to monitor and support our international students throughout their transition in the Fall and Winter terms.

Brescia's International Program Coordinator is responsible for (a) one-on-one support as required to address individual issues and (b) building and supporting community through programing and peer support.

2. Brescia offers the Care Program, which is a robust early alert program that is shared across the entire Brescia community. Students struggling on campus can be identified and supported in the early stages of exhibiting concerning behaviour through an online reporting tool and triage system. Through Brescia's Student Wellness Educator, proactive intervention is provided.
3. For students living on campus, Brescia's residence rooms are all single occupancy, with each person sharing a washroom with only one other student. Additionally, a plan for students moving into residence has been created and shared with students, which outlines their designated cafeteria times, mask requirements and guest policies. Residence staff and advisors ensure all students are complying with federally and provincially mandated regulations.
4. Brescia remains connected and informed through its affiliation with Western University and updates from its local health unit. Western University has medical and professional staff in place to provide the affiliate campuses with advice and/or additional support where needed. COVID-19 testing is available through Western's Health Services, and a mobile testing unit has been created to address any outbreaks in student spaces, including residence.

5. All students are encouraged to download the Canada COVID Alert mobile app available in Ontario to facilitate contact tracing. On campus, students are required to declare attendance and health attestation on a daily basis through the WesternU mobile app (available on Apple Store or Google Play). All faculty teaching on-campus courses will take attendance.
6. Brescia has a comprehensive plan to support any outbreaks within its residence system, mitigating spread and supporting student needs. This plan has been shared with the Middlesex London Health Unit (See *Appendix E*).

Communication

Brescia COVID-19 Webpage

Late March, Brescia launched a dedicated [webpage](#) to post messaging and provide instructions to the Brescia community on the University's plan and response to the evolving situation related to the pandemic. This page has continued to be updated with return to campus plans, FAQs for new and returning students, along with community messages.



COVID-19 Information Updates



Departmental Pages

As planning has continued, throughout the website, departments and functional areas have updated their webpages to share any adjustments to hours of operations, services offered and any new virtual programming.

Campus Ministry and Chapel Community

Campus Ministry

Campus Ministry at Brescia continues to support our community through programming, outreach and personal counselling. Students are invited to engage in programming throughout the year, and adjustments have been made to support both on-campus and remote learners. Through a multi-faith and holistic lens, programming is developed to support students and Brescia community members, in particular during times of transition and change.

Chapel Community

Under the direction of the Roman Catholic Diocese of London, Brescia's chapel reopened for Sunday mass on June 28th, 2020. Modifications were made to follow all local and provincial health and safety guidelines and ensure the continued safety of our community. Steps supporting mass and reopening to the broader community in September 2020 include:

- Dedicated signage around use of the space, with some limitations within the building
- Adjusted capacity at 30% occupancy
- Preassigned seating for mass, informed by pre-registration/direct contact
- Hymnals and prayer books removed from seating
- Refraining from any singing or wind instruments during mass



Beryl Ivey Library

The Beryl Ivey Library has created plans for both remote and on campus services for the 2020-2021 academic year. Students, faculty, and staff will be supported digitally where possible, with limited services and spaces available on-site. Information about the Library's COVID-19 response plans can be found on our [website](#).

Remote Services

The Beryl Ivey Library will provide the following remote services to the Brescia community.

- **Digital Collections:** All students, faculty, and staff have access to the digital collections at the Beryl Ivey Library, Western Libraries, Huron Library and Kings Library. In addition, portions of eligible physical materials may be requested for digital delivery through Omni, our academic search tool, in accordance with the Canadian Copyright Act and fair dealing guidelines.
- **Course Readings:** Course reading materials (also known as course reserves) will be provided in digital format online. The Beryl Ivey Library will acquire course readings materials in electronic format as availability allows. This includes purchasing digital copies of materials and expanding user licenses. Material will be made available through Ares, our course readings software.
- **Interlibrary Loans:** Interlibrary loan services will be available through our partnership with Western Libraries for digital materials. Note: As reciprocal borrowing pandemic processes and protocols are worked through consortially, ILL or document delivery for print materials will be brought online. Timeline is currently unknown.
- **Reference and Research Help:** Reference support will be provided through email, phone, and virtual meetings. Students may book a one-on-one appointment for in-depth consultations through the Book a Librarian program. Library users may also receive support through Ask Chat, a consortial chat service, through our partnership with Western Libraries.

On-Campus Services

The following services will be provided to the Brescia community on-site through the fall and winter semesters. Library staff will be on-site as required to facilitate these services and direct users to virtual supports (e.g. reference and research help) as appropriate. On campus services will be launched in September for primary users (currently registered students, faculty, and staff). Access to on campus services may be expanded to alumnae and the general community later in the fall if capacity allows.

- **Health & Safety Protocols:** All library users will be required to wear a face covering and observe physical distancing. In September, access will be limited to the north side of the first floor. Seating will be reduced in support of physical distancing. All seating will be fixed and individual. Cleaning supplies will be provided for users to clean their space

before/after use. Food and drink, except for bottled water, will not be permitted. This allows the Library to focus cleaning resources and to reinforce the required wearing of face coverings when working among others.

- **Collections:** Access to print and other physical collections will be mediated by library staff. Contactless/low-contact pickup services will continue, with staff retrieving materials requested through Omni. Non-circulating collections will be provided by digital delivery. Mediated access to physical materials is a requirement due to the need to quarantine or disinfect materials handled by users and to comply with the parameters of emergency temporary access services that enable digital delivery. Please note that short-term loan materials (e.g. phone and laptop chargers) will not be provided due to the need to quarantine library materials for 72 hours after use.
- **Course Readings:** Print course readings services will not be offered due to the need to quarantine library materials for 72 hours after use. This makes it impractical to meet high-use collection demands. Course reading material will be provided in digital format where possible, as outlined above.
- **Study Space:** Limited study space will be available in the Beryl Ivey Library. A booking system will be used to assist the library in monitoring capacity and demand. Students, faculty, and staff will be able to book a seat in advance of their library visit or may book on arrival, subject to availability. Users will be able to book a seat for 1-3 hours. Please note that group study rooms will be unavailable.
- **Computer Use:** A small number of public computers (PCs) will be available. As with library seating, computers may be booked in advance or may be booked on arrival, subject to availability. Users will be able to book a computer for 1-3 hours. A computer with accessible hardware and software will be available for booking.
- **Printing, Photocopying, and Scanning:** Public print/copy/scanning will be available. Funds for printing will be accepted by debit/credit at the Library Service Desk or online via the Papercut gateway. Supplies will be provided for users to sanitize shared hardware after each use.

Other Services

Student Financial Aid

Through the support of Brescia's Advancement Team, Brescia was able to secure additional funds to support students during the pandemic. [Brescia's Emergency Fund](#) was established for both domestic and international students, who may require short-term relief as a result of the COVID-19 pandemic. Brescia's Financial Aid Officer continues to support students needing both long- and short-term financial support and planning resources.

Financial Support through Brescia's Financial Aid Officer and Business Office:

- Bursary Assistance
- Financial Counselling
- OSAP and Government Loans
- Domestic and International Student Emergency Funding
- *Bold Works* (Brescia's work-study program)
- Scholarship and External Funding Sources

Student Life

Student Life operations have been modified to offer both virtual and in-person/on-campus programming and services. [Virtual services](#) have been focused on the evolving needs of students studying online and living remotely off-campus. The emphasis of services and programming continues to be supporting and building community amongst our students.

Services and Programming Offering through Student Life:

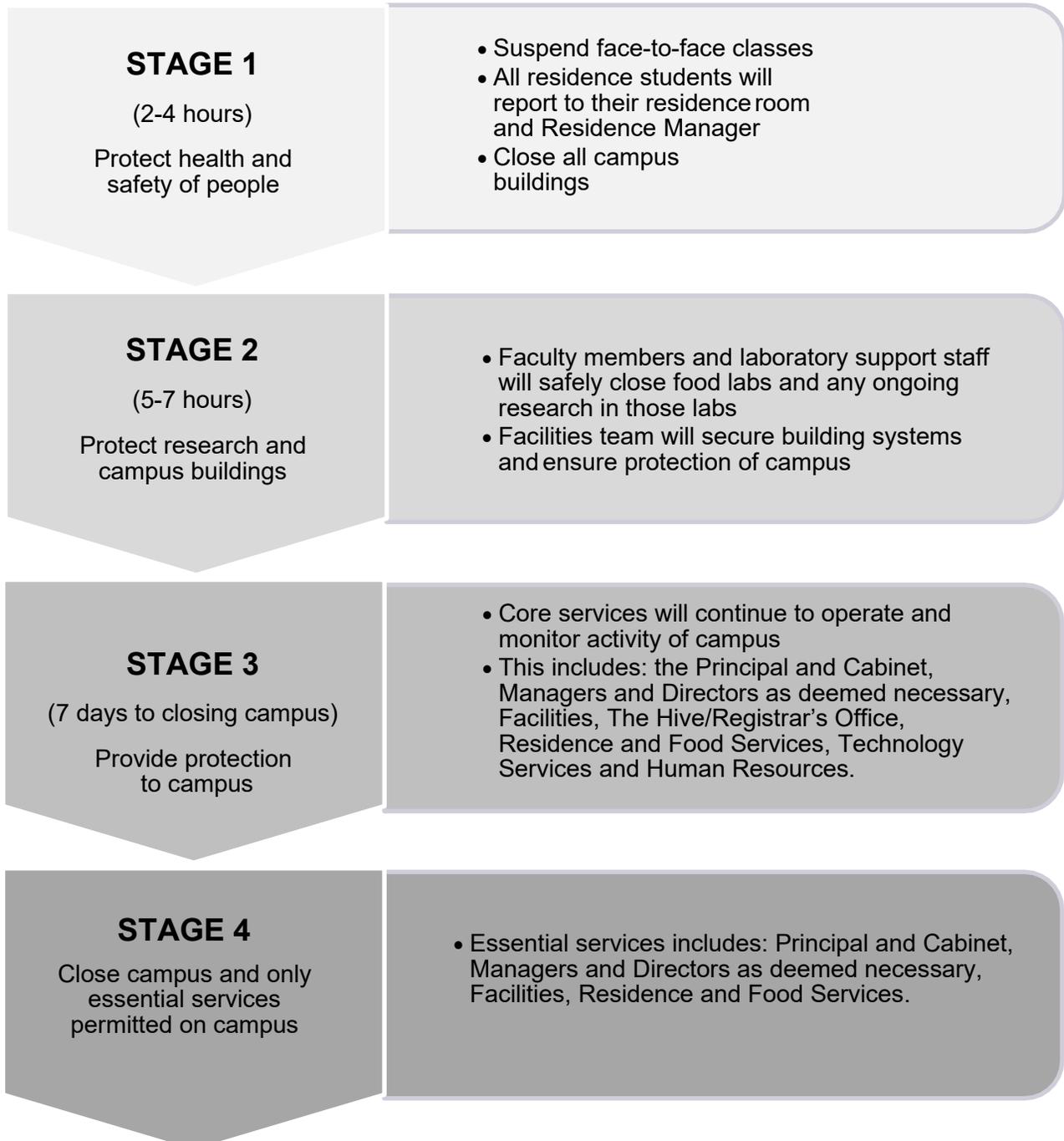
- Orientation and Transition
- Career Planning
- Health & Wellness; including case management, counselling and resources
- Professional Mentoring
- *Bold Works* (Brescia's work-study program)

For the 2020/21 academic year, to better support students on campus, [Brescia's Peer Support Space](#) has been moved to a dedicated satellite location in Clare Hall (residence). This drop-in service encourages students seeking support to come and speak with trained Wellness Peers who promote mental health and well-being.

Appendix A: Tiered Shutdown of Campus

Responding to a COVID-19 Outbreak – by direction from provincial or public health, or in consultation with Western regarding the overall impact across campus. Brescia's response plan follows the Western plan.

Brescia's Principal and Cabinet members will work with Directors and Managers across campus to follow this staged approach to campus shutdown.



Appendix B: Staff/Faculty Weekly Return to Campus Health Assessment

Return to Campus Questionnaire

In support of Brescia's commitment to workplace health and safety and on the recommendation of the Middlesex London Health Unit, all faculty and staff members must complete the Return to Campus Questionnaire prior to returning to/accessing campus on a weekly basis.

Completion of this questionnaire will help employees decide whether it's safe to return to campus without potentially exposing others in the campus community to COVID-19. If staff/faculty answer "yes" to any of the following questions, they do not come to campus until they have consulted with a health care practitioner.

Subject to a supervisor's agreement, individuals who are not able to return to campus may still be able to continue working from home.

COLLECTION NOTICE:

The information collected and used for this questionnaire is related directly to and needed by the University for the purposes of ensuring a healthy and safe workplace, and to prevent the spread of COVID-19 on campus.

If you have any questions or concerns about the questionnaire, please contact Brescia's Director of Human Resources, Elana Whelan at ewhela@uwo.ca.

To return to campus, you must complete this COVID-19 questionnaire as part of our Health and Safety precautions.

- | | |
|---|---|
| <p>1. Are you</p> <ul style="list-style-type: none"><input type="radio"/> Staff (1)<input type="radio"/> Faculty (2) | <p>2. COVID-19 Questionnaire</p> <ul style="list-style-type: none"><input type="radio"/> Answer the questions (1)<input type="radio"/> I do not wish to complete the COVID-19 questionnaire as this time (2) |
|---|---|

Symptoms: Please answer the following yes/no questions

- | | |
|--|--|
| <p>3. Are you experiencing a fever (37.5 C or greater)?</p> <ul style="list-style-type: none"><input type="radio"/> No (1)<input type="radio"/> Yes (2) | <p>4. Any new/worsening acute respiratory illness symptoms?</p> <ul style="list-style-type: none"><input type="radio"/> No (1)<input type="radio"/> Yes (2) |
|--|--|

Please respond 'No' to the following if the symptom is pre-existing (e.g. asthma, allergies, etc.) or you have been cleared to return to campus by your health care practitioner.

- | | |
|---|---|
| <p>5. Cough?</p> <ul style="list-style-type: none"><input type="radio"/> No (1)<input type="radio"/> Yes (2) | <p>6. Shortness of breath?</p> <ul style="list-style-type: none"><input type="radio"/> No (1)<input type="radio"/> Yes (2) |
|---|---|

7. Sore throat?
- No (1)
 - Yes (2)

8. Runny nose?
- No (1)
 - Yes (2)

9. Any new, unexplainable symptoms of fatigue and generalized muscle aches?
- No (1)
 - Yes (2)

10. New vomiting/diarrhea/abdominal pain?
- No (1)
 - Yes (2)

11. New loss of smell/taste disturbance?
- No (1)
 - Yes (2)

Travel History / Contact History

Please identify any travel or contact history that has occurred.

12. Have you travelled outside of Canada within the last 14 days?
- No (1)
 - Yes (2)

13. Have you had close unprotected contact with a confirmed case or probable case of COVID-19 within the last 14 days?
- No (1)
 - Yes (2)

Comments

Please enter any other comments that may be of importance regarding your return to work

Appendix C: Employee Protocols for COVID-19 Cases and Exposures

A) If an employee tests positive for COVID-19 (symptomatic OR asymptomatic)

- Notify their supervisor and/or Human Resources
- Inform Middlesex-London Health Unit (MLHU) immediately at 519-663-5217, accessible 24/7
- All contact tracing is done by MLHU
- Employee must self-isolate
- Provide employee the MLHU handout titled "[How to Self-Isolate](#)"
- If the employee is symptomatic, they are required self-isolate for a full 14 days, and if they are now asymptomatic, they can return to work. If they are still having symptoms, they can return to work only when they have improving/resolved symptoms for the last 48 hours,
- If the employee is asymptomatic throughout, they must complete 14 days of self-isolation
- All employees must fill out '[Brescia Self-Declaration Form](#)' prior to returning to campus

B) Employee worked with a co-worker who tested positive for COVID-19 (e.g. possible exposure). Employee should:

- Notify their supervisor and/or Human Resources
- Not return to work unless instructed by Middlesex-London Health Unit (MLHU), accessible 24/7 at 519-663-5217 (all contact tracing is done by MLHU)
- Go for COVID-19 testing at an assessment center as soon as they are able
- Quarantine for 14 days unless instructed by MLHU
- Monitor for symptoms of COVID-19, if they develop symptoms they should self-isolate and contact their physician and/or go for repeat testing
- Follow direction from MLHU handout titled "[How to Self-Isolate](#)"

and

- If an employee test is negative, they are still required to remain in quarantine for 14 days from their last exposure to the case. If they develop symptoms, they should seek medial attention
- All employees must fill out '[Brescia Self-Declaration Form](#)' prior to returning to campus

C) Employee partner or family member living in the same household has tested positive for COVID-19. Employee should:

- Notify their manager and/or Human Resources
- Not return to work
- Go for COVID-19 testing at an assessment center as soon as they are able
- Quarantine for 14 days unless instructed by MLHU

- Monitor for symptoms of COVID-19, if they develop symptoms they should self-isolate and contact their physician and/or go for repeat testing
- Follow direction from MLHU handout titled "[How to Self-Isolate](#)"

and

- If employee test is negative, they are still required to remain in quarantine for 14 days from their last exposure to the case. If they develop symptoms, they should seek medical attention
- All employees must fill out '[Brescia Self-Declaration Form](#)' prior to returning to campus

D) A family member or close friend (not living in the same household) tested positive for COVID-19. Employee should:

- Remain at work unless contacted by MLHU
- Go for COVID-19 testing at an assessment center if they are concerned
- Monitor for symptoms of COVID-19 for 14 days
- Continue to fill out '[Brescia Self-Declaration Form](#)' prior to each shift/visit to campus

Definitions:

COVID-19- like symptoms: include all respiratory symptoms, such as fever, new cough, new shortness of breath, myalgia or sore throat. Other symptoms include diarrhea, nausea and vomiting. Symptoms can be mild to severe.

QUARANTINE: separates and restricts the movement of asymptomatic people who were exposed to a contagious disease to see if they develop symptoms. The quarantine period for COVID-19 is 14 days after travel outside Canada or a high-risk exposure.

SELF ISOLATION: separates sick people with a contagious disease from people who are not sick. The self-isolation period for COVID-19 is 14 days after the onset of symptoms.

Resources:

How to (self-isolate) at home when you may have been exposed and have no symptoms:

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-how-to-self-isolate-home-exposed-no-symptoms/covid-19-how-to-self-isolate-home-exposed-no-symptoms-eng.pdf>

<https://www.healthunit.com/covid-19-prevent-the-spread#self-isolate>

Note:

A single negative result may exclude COVID-19 at that point in time. However, the individual must continue to follow public health advice provided to them based on their exposure risk for the rest of their 14 days from last unprotected exposure to the case, regardless of the negative result as they may still be incubating.

Above Information taken from: www.healthunit.com/covid-19-resources-healthcare

Appendix D: Public Health Ontario – How to Self-Isolate

Coronavirus Disease 2019 (COVID-19) How to Self-Isolate

You must isolate yourself from others if you have COVID-19 symptoms or may have been exposed to COVID-19. If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000).

Stay home

- Do not use public transportation, taxis or rideshares.
- Do not go to work, school or other public places.



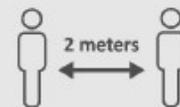
Avoid contact with others

- No visitors unless essential (e.g., care providers).
- Stay away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g., open windows).
- If these steps are not possible, keep a distance of at least two metres from others at all times.



Keep your distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands.
Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.



Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider.
- Wear a mask when you are within two metres of other people, or stay in a separate room.
- If you do not have a mask, maintain two meters distance from people and cover your cough and sneezes. See our [Physical Distancing](#) fact sheet.



What should I do if I develop symptoms?

- Complete the [COVID-19 Self-Assessment](#).
- Contact Telehealth (1-866-797-0000) or your health care provider.
- Anyone with whom you had close physical contact (e.g., in your household) in the two days before your symptoms started or after symptoms started should also self-isolate. If you have questions about this, call your [local public health unit](#).
- Isolate for 14 days beginning when your symptoms started.
- After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved, but you should continue with [physical distancing measures](#).
- If you are still unwell at 14 days, contact Telehealth or your health care provider.

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

The information in this document is current as of April 10, 2020.

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Appendix E: COVID-19 Residence Response Plan

Purpose

The following document outlines the COVID-19 Residence Response Plan, should there be a suspected or confirmed case of COVID-19 for a student living in residence requiring a student to self-isolate and follow Public Health directives.

Roles & Responsibilities

The Residence Front Desk will be responsible for the primary operations and execution of the COVID-19 Residence Response Plan, in collaboration with the Residence Manager. Immediate response will be coordinated with Custodial and Food Services.

Key Terms

Self-Isolation/Isolation

Stay in designated residence isolation area and monitor for symptoms, even if mild, for 14 days. Avoid all contact with other people to help prevent the spread of disease in individual residence areas and community.

For residence purposes, isolation protocols will be enacted for any resident who is showing signs of illness, is at high risk due to possible exposures to presumptive or confirmed COVID-19 cases, and whom health officials have determined to be presumptive or confirmed with COVID-19.

Protocol for Notification

Upon notification, The Middlesex – London Public Health will be consulted for each case to ensure the response is in line with their directions and to maintain order within the residence community. All suspected cases are to be reported immediately.

The Residence Manager will be the point of contact for notifications of suspected COVID-19 cases in residence. The following are designates (in order) should the primary contact be unavailable:

- Vice Principal, Students
- Residence Front Desk

The Residence Manager is to be informed of any suspected cases. The Residence Manager will connect with all applicable staff to ensure safe work practices are being maintained.

Upon notification, the point of contact will immediately notify:

- Residence Front Desk
- Vice Principal, Students (who will notify Senior Admin team)
- Custodial Manager (who will notify Custodial Staff)
- Food Services Manager

Isolation Procedures

If Residence is ordered to quarantine the building by Public Health all direction will be taken from Public Health officials.

If the residence students' current room assignment is a single room with private washroom, the student will be informed to stay in their room for Self-Isolation/Isolation period.

- A sign will be placed on the room door that states quarantine in effect, do not enter.
- The student's room will be supplied with fresh linens and supplies.
- The student shall be provided with the Residence Front Desk number to call twice daily and/or e-mail the Residence Manager twice daily. Contact with the student will be documented in the Front Desk Log. If staff have not heard from the student, they will attempt contact via phone. No entry into the unit is permitted unless there is concern for a serious medical emergency.
- Food service will include daily meals prepared by Food Services. Food will be delivered to the student by either a Residence Staff or Food Service Staff. All food will be delivered in take away containers and left at the door.
- Garbage will be collected. The student will be provided garbage and recycling bags. The student will call for this service and leave the garbage inside their room. Staff will use PPE (nitrile gloves) and spray the bag with disinfectant (Virux) and re-bag before moving it.
- The Residence Manager will provide any medical supplies that may be needed.
- Student will not be permitted to leave the room for any reason. If there is a fire alarm, the student must wear mask upon exiting the building.

If the residence student's current room assignment is a single room with shared washroom, the student will be assigned an isolation room in residence.

- The residence student will be placed in room 100 or 101 for the duration of the isolation period. A sign will be placed on the room door that states quarantine in effect, do not enter.
- With direction from the Middlesex-London Public Health Unit the bathroom in the unit the student was residing will be cleaned immediately upon hearing of confirmed case. Custodial staff will use their COVID-19 kits to clean the washroom in the unit.
- The student who is being isolated shall wear a surgical mask while being relocated. The student may take personal belongings in a laundry bag. Staff are not to assist with packing personal belongings.
- The student's previous room shall be left out of commission with a sign posted on the door "not in use, do not enter". Once MLHU has been notified of the suspected case they will advise when the room can be entered for cleaning. Signage should be posted and the door locked.
- The isolation room will be stocked with fresh linens and supplies.
- The student shall be provided with the Residence Front Desk number to call twice daily and/or e-mail the Residence Manager twice daily. Contact with the student will be documented in the Front Desk Log. If staff have not heard from the student, they will attempt contact via phone. No entry into the unit is permitted unless there is concern for a serious medical emergency.
- Food service will include daily meals prepared by Food Services. Food will be delivered to the student by either a Residence Staff or Food Service Staff. All food will be delivered in take away containers and left at the door.

- Garbage will be collected. The student will be provided garbage and recycling bags. The student will call for this service and leave the garbage inside their room. Staff will use PPE (nitrile gloves) and spray the bag with disinfectant (Virux) and re-bag before moving it.
- The Residence Manager will provide any medical supplies that may be needed.

Student will not be permitted to leave the room for any reason. If there is a fire alarm, the student must wear mask upon exiting the building.

Cleaning Protocol

The student will clean their own isolation room. No entry for cleaning. Custodial staff will provide basic cleaning supplies.

The student's previous room will have a sign posted as prescribed and cleaning will occur with advice from Public Health before action is taken. A sign will be placed on the door that the room is in quarantine for this period of time and cannot be cleaned. The door should remain locked.

Residence cleaning protocols are to be heightened during the pandemic. Additionally, when a diagnosis is confirmed immediate sanitizing and cleaning of the student's original building area will occur – with focus on touch points. At the direction of Public Health other measures may apply.

Task and Supply Checklist

- New keys
- Custodial staff will stock each isolation room with:
 - 3 sets of linens (towels, wash clothes, bed linens)
 - 2 boxes of tissues (more can be provided, if needed)
 - Large stock of garbage bags
 - Toilet paper in washrooms
 - Basic cleaning supplies (disinfectant spray, toilet bowl cleaner, paper towel)
- The Residence Manager and/or Residence Front Desk Staff will:
 - Activate self-isolation protocols
 - Provide student with mask (to use during move, and in case of fire alarm)
 - Provide keys to room 100 or 101
 - Provide bags for moving belongings; student will move belongings
 - Place information page in isolation room – daily contact instructions, and emergency numbers (student to call/email twice daily; 10 am & 7pm)
 - Confirm student's contact information (cell, personal email)
 - Confirm food services
 - Supplies placed in room fridge (snacks, beverages)—to be replenished weekly
 - Meals delivered daily at 9:00 am, 1:00 pm and 6:00 pm. There will be no contact. Staff will knock on door and leave food at door.
 - Student can pre-order their delivered meal choices through email form
 - Purchase groceries and any needed supplies
 - Confirm if student requires medications or other medical supplies
 - Place signage on old and new room doors

Grocery Items

- Juice (bottle of boxes)
- Bottled water
- Ginger ale
- Noodle cups
- Granola bars
- Fruit cups
- Crackers

For submission of Brescia's International Plan

Brescia University College Designated Learning Institute Number: O19331472822

Any further questions or inquiries can be sent to: Marianne Simm, Vice-Principal, Students (msimm@uwo.ca) or Lissette Ochoa, International Program Coordinator (lochoa2@uwo.ca).

These individuals will serve as the main point of contact for any updates, changes or information requests.

