



# COVID-19 Safety Plan



*Word of Life Bible Institute is committed to providing a safe and healthy environment for students and staff to deepen their faith. Our plans will be prayerful, Christ-centered, methodical, measured, and meaningful in our communication and care. We will remain balanced and responsible as we work with our provincial and local public health officials.*

**1. Arrival – these guidelines apply for the first 14 days after arrival and for the first 14 days after every official school break until a safe social “bubble” has been established.**

- a. Physical distancing of 2 metres will be enforced on campus and in the classroom.
- b. Non-medical face coverings will be recommended on campus, during class breaks, and in the dining hall, unless you are eating, when physical distancing is not possible.
- c. Students will be limited to **2 persons** to help with registration and moving into dorms. Face masks must be worn during the registration and moving in process.
- d. Parent Orientation will take place as planned with physical distancing.
- e. Student lounges will be closed for 14 days at the beginning of the year and for 14 days after each break.
- f. On campus sports will only commence after the first 14 days of the school year and 14 days after each break.

**2. Academics**

- a. Assigned seating in the classroom will maintain physical distancing measures.
- b. Instructors from outside Canada (*and possibly some from within Canada*) will teach via remote instruction, unless government travel restrictions and isolation procedures are lifted. Therefore, students can expect a mix of in-person and remote instruction for this school year, especially the fall semester.

**3. Student Life**

- a. Student housing in dormitories will follow physical distancing guidelines to the extent possible.
- b. Students will be housed in “pods” and will be sitting with the same people in class and in the dining hall.
- c. Face coverings are not required to be worn while a student is in their own dorm.
- d. Campus visitors will be allowed by invitation only, with approval from the Student Life Department.
- e. Chapels, devotions, and other times of spiritual development will comply with physical distancing protocols.
- f. The Workout Room will have a maximum occupancy of 2 people at a time to ensure physical distancing between persons.

**4. Ministries**

- a. Ministries will be booked with safety precautions in mind following all Ontario and Grey-Bruce Public Health guidelines.

**5. Food Service**

- a. Assigned seating and furniture placement will be arranged to accommodate physical distance between persons.
- b. Meal lines will not be self-serve and will be sufficiently staffed to ensure there is no touching of common objects.

- c. Grab and Go options will be made available to students and staff for some meals with individual servings in disposable containers.
- d. Physical markers will be placed in higher traffic areas to denote 6 foot spacing.

## **6. Personal Protective Equipment (PPE)**

- a. All students will be provided with PPE that is appropriate for assigned ministry or service area when unable to maintain physical distancing.
- b. Students are encouraged to bring their own washable non-medical masks if they prefer.
- c. Staff and students will be trained on how to put on, take off, clean (as applicable), and discard PPE.
- d. Those working in Food Service must always wear an appropriate face covering.
- e. Face coverings must be cleaned or replaced when damaged or soiled.
- f. Face coverings should never be shared with others and are for personal use only.
- g. Student Service desks throughout campus will be equipped with a physical barrier for contactless service.

## **7. Hygiene and Cleaning**

- a. All cleaning will adhere to hygiene and sanitation requirements recommended by Ontario Public Health Department.
- b. Staff and students will be trained in the prevention of disease transmission and safety orientations include training on hand hygiene, cleaning, and disinfecting.
- c. Public spaces and bathrooms will be cleaned, disinfected, and stocked daily to reduce the risk of spreading illness.
- d. Dining room and classrooms will be disinfected between use according to the program schedule.
- e. Hand sanitizing stations will be made available throughout campus. Hand sanitizing is required prior to entering the dining room.
- f. Dormitory Cleaning Jobs (for students as assigned by Resident Assistant)
  - Bathrooms are required to be cleaned daily.
  - Trash is to be removed from dormitories daily.
  - All high touch surfaces will be sanitized daily.
- g. Shared spaces in administration and office buildings will be sanitized daily.

## **8. Communication**

- a. Appropriate signage is posted throughout campus to remind persons to adhere to proper hygiene, cleaning, physical distancing, and personal protective equipment guidelines.
- b. If a student or staff member tests positive for COVID-19, the Associate Executive Dean of Students will contact the Grey-Bruce Health Department and fully cooperate with contact tracing efforts, including notification of staff, students, and visitors who may have had contact with the individual while maintaining confidentiality.

## **9. Health Screening**

- a. Prior to registration, and upon return after every student break, students (and parents at registration) are required to fill out a go through a mandatory health screening form which includes the following information:
  - COVID-19 symptoms in the past 14 days
  - Positive COVID-19 test in the past 14 days
  - Close contact with confirmed or suspected COVID-19 case in the past 14 days
  - Out of country travel

- b. Students will be discouraged from leaving campus outside of scheduled school breaks.
- c. If a student leaves campus and stays overnight off campus (home or elsewhere) they may be asked to isolate and wear a mask in class for 14 days.
- d. Students who are ill should inform a Dean and self-isolation procedures will be put in place.
- e. Each staff member is to self-monitor for signs of illness. Staff who are ill should stay home and follow self-isolation procedures as recommended by Ontario Public Health Department to prevent the spread of illness.
- f. All students are required to fill out a health form at registration.

#### **10. Positive Test**

- a. If an individual is confirmed to have COVID-19, exposed areas will be cleaned and disinfected per Ontario Public Health guidelines.
- b. To prevent the spread of illness, if a student tests positive for COVID-19, that student will be sent home (*or isolated in a quarantine room if they are unable to travel home*). Arrangements will be made for their medical and health needs.
- c. Staff who show signs and symptoms of COVID-19 or test positive for COVID-19 will be required to self-isolate in their home for 14 days.

#### **11. Shut Down Procedures**

If WOLBI needs to decrease on-campus activities to contain the spread of COVID-19:

- a. Classroom instruction will cease and all classes will be conducted via remote instruction.
- b. Students will be asked to move home and continue their classes via remote instruction.
- c. The kitchen will continue to serve students until they are able to make travel arrangements to return home.
- d. Public buildings used for recreation and education will be cleaned and closed.
- e. Student Life will continue to operate and monitor the needs of students remaining on campus until they are able to make travel arrangements to return home.

#### **12. Move-out Procedures**

- a. All personal items removed from all areas (including laundry rooms).
- b. All trash taken to outdoor dumpsters (not to be left anywhere else in dorm).
- c. All furniture put in its original place.
- d. Desks and dressers are to be emptied, cleaned, and wiped down with drawers left open.
- e. Floors swept and mopped.
- f. Blinds shut and windows locked.
- g. Dorm keys returned to Student Life Department.
- h. WOLBI will serve students who are unable to depart campus quickly by providing room and board until they are able to make travel arrangements home.

#### **13. Communication**

- a. Students and Staff will be provided with information regarding shut down procedures in a timely and orderly manner.
- b. Parents/Guardians and other constituents will be notified of WOLBI Leadership's decision to shut down campus via press release, email, and other modalities to ensure clear communication.