



COVID-19 EXPOSURE CONTROL PLAN

OCTOBER 2020

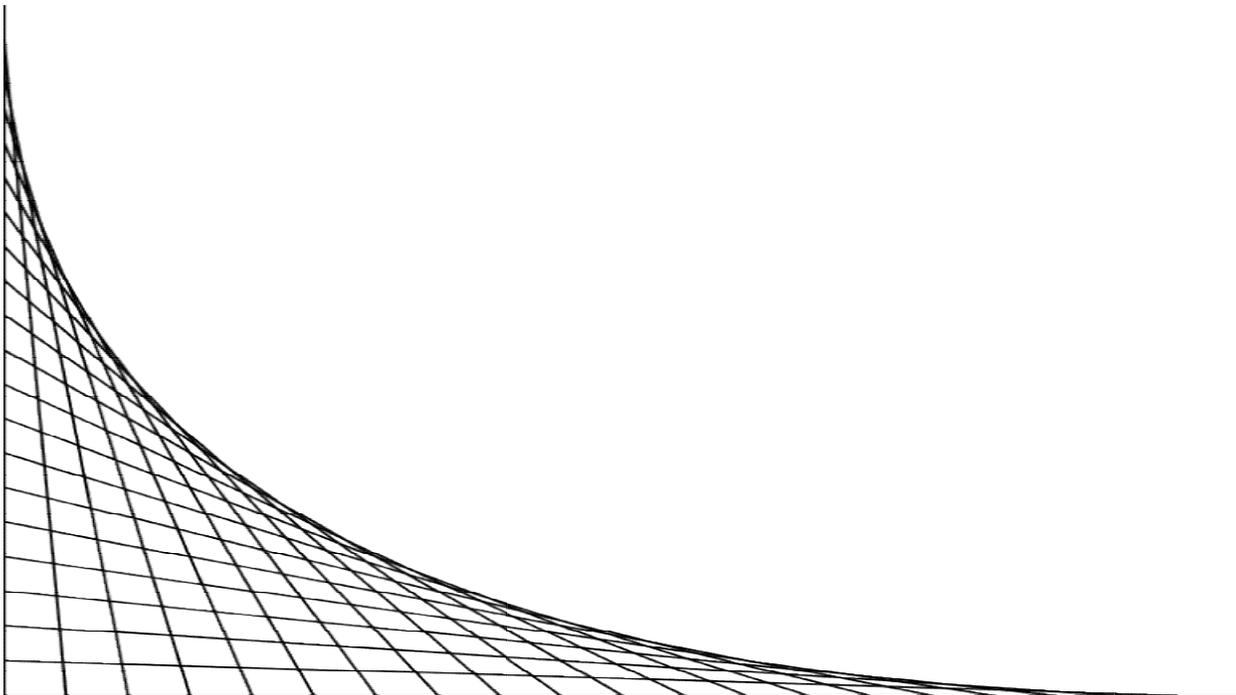


TABLE OF CONTENTS

PAGE 3	Guidelines, Document Updates, Policies and other procedures, Other sources of information
PAGE 4	Precedence 1
PAGE 5	Precedence 2,3,4 and Fundamental Information
PAGE 6	A three Phase Plan
PAGE 7	Public Health Protocols for Phase two Pre-Arrival Requirements -- Travel Exemptions and Restrictions -- Complete a Self-Assessment -- ArriveCan -- ABCTraceTogether -- Isolation
Page 8	Rapid Response Be up to date with the daily changes in the progress of Covid-19 and the Stigma that may evolve around the facts
Page 9	Stage One
Page 10	Stage Two
Page 11	Stage Three
Page 12	Posted Number of outbreaks at our TLC-International Training Center

GUIDELINES

These Guidelines are put into place for principles and safeguards that establish precedence in our response to Covid-19. This information will provide clear and strong measures to protect our Students, Employees, and the general public.

DOCUMENT UPDATES

As Guidance is provided by the municipal, provincial, federal governments and health authorities; Our responses will be adjusted accordingly as the Covid-19 situation unfolds. All updates can be found on our Covid-19 Update Page. Which will be posted on our Website on a regular basis [Policies and Guidelines](#) Changes from one version to the next will be highlighted and external content that is inked within this page is updated continually. The College is not responsible for external content.

POLICIES AND OTHER PROCEDURES

These guidelines and document updates are not intended to replace our student policies and procedures, but rather to enrich the policies and procedures to include outside situations that effect our Private College, the students, employees and the general public that attend or visit the college. All students will receive their student handbook inclusive of Covid-19 policies and procedures before their orientation day.

OTHER SOURCES OF INFORMATION

The Government of Alberta maintains a surplus of information including Caregivers support:
[Here](#)

Alberta Health Services Relaunch Strategy
[Here](#)

Guidance and Supports for Business and Organizations
[Here](#)

The Guidance for post-secondary institutions
[Here](#)

Precedence One

At TLC – International we care about the physical and mental health, safety and wellbeing of the members of our private community college. Our students are encouraged to use the following supports of our local Resources and to email Student Support Services whenever necessary:

Local Resources

Easy to Remember Resources

Information and Referral specialist line

- **211**

Information and Referral	Press 1
Seniors Information Phone Line	Press 2
24/7 Crises Diversion Team	Press 3

Get referrals from 211 for the following:

Newcomer Support Centers
Referrals to Immigration Services
Emotional Support
Distress line
Information on Government Programs
Physical fitness facilities (availability and subsidy for low income)
Low income individual supports
Domestic Violence Prevention
Broad spectrum of calls
Wide variety of services
Happy to respond to any Situation that may arise
Large Data Base of services
211 can be contacted: text, phone, or Chat on a 24/7 basis

- Young Adults Help Phone 1-800-668-6868
- www.beyondblue.org.au
- **811** Alberta Health Link
- **911** Emergency Services

Masks

Alberta.ca/masks

City of Edmonton face-covering bylaw
Edmonton.ca/mask

[Alberta Health Services Resources](#) including Covid-19 online resources

- Mental Health Helpline - 24/7 1-877-303-2642
- Addictions Helpline -24/7 1/-866-332-2322

Precedence Two

To deliver on our mission as a designated learning institution for Caregiving and provide high quality education and learning opportunities for our students

Precedence Three

We support economic recovery with our job ready graduates, and we conduct yearly research initiatives that benefit our local and regional community, businesses and health agencies.

Precedence Four

We have a responsibility to deliver on our mission in an Forthgoing and responsible way.

FUNDAMENTAL INORMATION

The TLC Enriched Caregiving Program offers a fun atmosphere and prides itself in its small classroom settings. We have experienced qualified staff to help you though all areas of this program.

This Private Career College is an approved Designate Learning Institution for the Canada Immigration International Student Program. Canadian Immigration Officers abroad are able to issue student visas for the purpose of studying at this Private Career College which specializes in Caregiving.

Because the certificate obtained from this program is a government accredited Canadian course, it is recognized and accepted as a qualified education for this field of expertise and can be used to obtain work in all caregiving settings throughout the world.

Many methods of learning and teaching will be used in an attempt to make the material relevant, interesting, and enjoyable to all students. There will be class discussions, student presentations, lectures, videos, individual reading, written assignments, and hands-on practice. Because of Covid-19 the course delivery is all online using a platform called Teams.

All Caregiving students are notified to obtain private medical coverage before they enter the country as not everyone can obtain Alberta Health Care while they are in Canada.

A THREE PHASE PLAN

We are currently in phase 2 of a three-phase plan. Considering a second wave of Covid-19 and the province's overall direction, it is possible that we will revert to phase 1 before moving forward again.

STUDENTS IN CAMPUS "WITH PURPOSE"

During phases 1 and 2, students are permitted on campus "with purpose". This means:

- during phase 2 only, students who are attending hands on learning on campus
- Students who may require access to computer, or internet or printing facilities

EMPLOYEES ON CAMPUS "WITH PURPOSE"

During phases 1 and 2, employees are only permitted on campus "with purpose". This means:

- employees whose presence on campus is deemed essential for the maintenance of campus operations, e.g. caretaking, some finance staff, occupational health and safety, and security
- employees whose presence on campus is deemed essential for the support and delivery of course content and student services

PUBLIC HEALTH PROTOCOLS FOR PHASE TWO

Personal Measurements to prevent the spread of Covid-19

Because our facility houses very few staff and has no more than 8 students at a time, our students and employment staff will be subsequent to the same guidelines as follows:

- [Pre-Arrival requirements](#) before entering Canada
- [Travel Exemptions and Restrictions](#) for International Students
- International Students and immediate family arrival PROTOCOL [ArriveCAN](#)
- Complete the college student orientation or staff orientation for re-entry
- Complete a [self-assessment](#) before arriving on campus each day and monitor yourself for flu-like symptoms such as fever, cough, runny nose, nausea, sore throat or muscle aches
- Consider downloading Alberta's [ABTraceTogether](#)
- Practice good health hygiene and respiratory protocol
- Observe physical distancing of at least 2 meters/6 feet between yourself and others at all times
- Masks are required in all areas of the campus
- Stay home/ go home immediately if you begin to feel unwell, and notify you instructor or supervisor; follow Alberta's [isolation](#) and quarantine requirements; the college reserves the right to require individuals to leave campus if they are displaying symptoms of illness
- Students in isolation or quarantine should contact: [Student services](#)
- Employees in isolation or quarantine should contact: [Employee support services](#)

Physical Safeguards

- Again, because we are a small Private College there is only one entrance and one exit point
- Traffic within the college is organized with signage along the walls and floors, there are workplace barriers in the classroom and the common area
- Maximum capacity for rooms is posted at room entrances;
- Furniture is relocated or removed to enforce physical distancing
- Hand sanitizer is provided throughout the college
- Increased cleaning and disinfecting of all areas are completed on a daily basis
- Require Masking of all attendees
- Washrooms have a maximum capacity of one student in male or female washroom area

Administrative safeguards

- Plans are in place to respond to illness and outbreaks in our educational administrative structure

High-risk students and employees

- Students who consider themselves or someone they are living with to be at high risk of contracting Covid-19 or if developing complications from it should contact [Student Support Services](#) if they have in-person classes

- Employees who consider themselves or someone they are living with to be at high risk of contracting Covid-19 or if developing complications from it should contact [Employee Support Services](#) if they have in-person classes

RAPID RESONSE PLAN

- Immediate isolation of the attendee from others
- Cleaning and disinfecting all surfaces that may have come into contact with the symptomatic attendee
- All Attendees require hand hygiene and **masking** on a regular basis
- The Attendee must isolate as soon as possible
- Students are reminded that anyone experiencing symptoms must immediately isolate at home
- All individuals experiencing symptoms of Covid-19 will be directed to AHS Covid-19 Self-Assessment or contact 811 (Health Link) for screening and testing and are to immediately notify the TLC-International Training Center for Caregiving via email: info@tlc-international.ca or by phone: 780-443-3505
- TLC-International Training Center for Caregiving will notify Alberta Health Services (811) if two or more staff or students have become symptomatic and have a known location link

(Be up to date with the daily changes in the progress of Covid-19 and the Stigma that may evolve around the facts.)

[Covid-Updates](#) [Covid-19 Stigma information](#).

Contact [Student Support](#) for any situations that you may need to discuss involving Stigma...

For your covid 19-stigma-guide please go to the live link below...

<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>

STAGE ONE

Access to Campus

- No public access
- Students are only permitted on campus “with purpose” as stated above
- Employees are only permitted on campus “with purpose” as stated above
- Canadian Cooking program closed
- Students and employees are encouraged to park as close to the College as possible to allow for quick entry and exit

Course Delivery

- This College only offers one program; “TLC-Enriched Caregiving Program”
- Courses will be delivered remotely with online demonstrations and email exchange

Service Delivery

- Front-end services are either suspended or delivered online or over the phone, not face to face

International Travel

- All travel must follow the protocols set out by the [Government of Canada](#)

STAGE TWO

Access to Campus

- No public access
- Students are only permitted on campus “with purpose” as stated above
- Employees are only permitted on campus “with purpose” as stated above
- Canadian Cooking program closed
- Students and employees are encouraged to park as close to the College as possible to allow for quick entry and exit

Course Delivery

- This College only offers one program; “TLC-Enriched Caregiving Program”
- Course will be delivered remotely with online demonstrations and email exchange including in class on hands on learning sessions
- Attendance will be taken

Service Delivery

- Front-end services are either suspended or delivered online or over the phone, not face to face
- Lunch in the cafeteria is on a “bring your own lunch basis”

International Travel

- All travel must follow the protocols set out by the [Government of Canada](#)

STAGE THREE

Access to Campus

- No restrictions on access
- Canadian Cooking Program open

Course Delivery

- This College only offers one program; “TLC-Enriched Caregiving Program”
- This course may continue to be delivered in a flexible model with online lectures, email exchange, and in class hands on learning sessions
- Attendance will be taken

Service Delivery

- Although front-end service will be made available face to face, they may continue to be offered online and over the phone
- Lunch in the cafeteria may now accept students leaving and coming back with outside food orders
- Student gathering spaces are open

International Travel

- No restrictions on the number or size of in-person meetings
- No bans on domestic or international travel on college business



(This page is to inform the public and the students about the outbreaks and containment procedures of our school)

NOVEMBER 2020

NUMBER OF OUTBREAKS: 0

CONTAINMENT: Not necessary

All information will remain on this page will be updated every two weeks...