



Designated Learning Institution (DLI) # 0242532309967

COVID-19 READINESS PLAN



INTRODUCTION

During the unprecedented pandemic of Covid-19, Commonwealth College's (CWC) number one priority is to ensure the health and safety of students, staff and the broader community.

The following document outlines Commonwealth College's Covid-19 readiness plan for incoming International students.

This plan has been developed based on the Government of Canada's Guidance for Post-Secondary Institutions During the COVID-19 Pandemic, as well as requirements, guidelines and advice from the Province of Manitoba and Manitoba Public Health.

Commonwealth College understands that this is a rapidly evolving pandemic and we are committed to continuously monitoring the situation. We are prepared to adapt and modify our plan to continue to align with Provincial Public Health Orders, as well as advice from federal and provincial health officials.

The Manitoba government has informed Commonwealth College that they have established a mechanism to approve our readiness plan to welcome international students from October 20, 2020 onwards. Commonwealth College plans to continue dialogue with the Registration and Accountability Office (RAO) in order to ensure our plans continue to meet requirements and to verify our ongoing adherence to federal requirements.

It has also been noted by public health that the Manitoba health system currently has capacity

but future capacity and readiness for outbreak response would depend on the number of incoming international students and the current case count. The Manitoba government has implemented a new pandemic response tool that uses the colours green, yellow, orange and red. At each level, public health officials have a range of restrictions that could be imposed on different sectors, including at post-secondary institutions.

The province will update the provincial response level in response to the spread of the virus and other public health indicators. Information on Manitoba's Pandemic Response System is available at gov.mb.ca/covid19/restartmb/prs/system/index.html



1. PRE-ARRIVAL REQUIREMENTS FOR INTERNATIONAL STUDENTS

Before international students arrive to begin their studies, they will have received an email with Commonwealth College's pre-arrival information package. This package provides our students with key information for pre-departure, while in transit, upon arrival and during their 14-day mandatory quarantine. This information is also detailed below, and the same will be emailed to all students in a PDF format.

Information and Resources for Students Travelling from Outside Manitoba to start classes post October 20, 2020.

1.1.i. Are you now outside of Canada?

If yes, click [here](#) for Immigration, Refugees and Citizenship Canada (IRCC) information about travelling to Canada. All people who enter Canada from another country are required to "quarantine" (or "self-isolate") in one place for a minimum of 14 days, immediately after arriving in Canada. Click [here](#) for more information. Before you board any plane outside of Canada, and when you arrive at a Canadian airport, you must show a plan for this quarantine. Also read and plan for the Manitoba requirements for self-isolation if you stop (leave the airport secure area) in another Canadian province before completing your travel to Manitoba. See below.

This means you must arrive in Canada at least 15 days before your first day of on-campus classes or orientation; if you stay in another Canadian province before Manitoba, you could need to arrive about one month before.

1.1.ii. Are you now in Canada, but not in Manitoba?

All people arriving in Manitoba from Ontario (any area east of Terrace Bay, Ontario), Quebec, New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland must "self-isolate" (similar to "quarantine") in one place for a minimum of 14 days, immediately after stopping in a city or town in Manitoba. [Click here](#) and [here](#) for information about this requirement.

This means you must arrive in Manitoba at least 15 days before your first day of on-campus classes or orientation.

As of June 21, 2020 people arriving in Manitoba from Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territories, Nunavut and parts of Ontario west of Terrace Bay, Ontario are not required to self-isolate. See [here](#) (pages 3 and 4) for this information. However, this could change; continue to watch Government of Manitoba COVID-19 news [here](#).

1.1.iii. Are you now in Manitoba?

Great! But if you leave Manitoba and/or Canada, for any reason, you will need to follow the self-isolation/quarantine requirement(s) when you return. This will depend on where you go; see the information above.

All students:

Please contact admissions@commonwealtheducationgroup.ca if your contact information (email address, postal address, phone number) changes. Please continue to check these websites for the most up to date information:

Government of Manitoba COVID-19 information : <https://www.gov.mb.ca/covid19/index.html>

Government of Canada COVID-19 information : <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

1.1.iv. Resources for Self-Isolation in Winnipeg, Manitoba:

Restaurants (Use Contactless Delivery only)

[Skip The Dishes](#) \$4.59 Delivery service serving many of Winnipeg's restaurants and delivering to locations across the city

Health Resources:

Health Links-Info Santé is a telephone health information (tel:1-888-315-9257) <https://misericordia.mb.ca/programs/phcc/health-links-info-sante/>

If you are feeling ill with fever, coughing, or shortness of breath, please call [Health Links](#) or complete the [online screening tool for COVID-19](#).

If your health or a requirement to self-isolate for a longer period may cause you to miss on-campus classes, please contact the School office for your program. Contact 1- 204-944-8202; use your name and student number and your program name and leave a phone number where we can contact you.

We strongly advise students to buy early arrival insurance through [guard.me](#) before leaving home to cover the days between arrival and the beginning of your college program. You can buy for spouse/children also. Soon after your college program begins, you will receive (and pay for) health insurance coverage through [guard.me](#).

If you do not have health insurance, COVID-19 testing would be available. But other costs could be (estimates):

Doctor Visit: \$50

Emergency Room visit: \$1077

Ambulance \$400

Hospital stay: \$3459/per day

Communication

| | | Company | Price |
|-------------------------|--|----------------|--|
| Cellular Phone | During this time, it is important you can stay connected for your studies. | Bell | Rate plans start at \$ 75 per month plus phone |
| | If you do not have an international/Manitoba phone plan upon your arrival, you will not be able to visit a cell phone provider to get a Manitoba phone during your self-isolation. | Fido | Rate plans start at \$ 45 per month plus phone |
| | Please make a plan before you arrive in Canada/Manitoba. | Phone Box | \$11.30 for the SIM Pro-rated fee Monthly fee |
| | If you buy a SIM card for your current phone, check if your device is compatible. | Rogers | Rate plans start at \$ 25 per month plus phone |
| | | Lucky mobile | \$11.30 for the SIM Rate plans start at \$ 15 per month. |
| | | Telus | Rate plans start at \$ 65 per month plus phone |
| | | Virgin Mobile | Rate plans start at \$ 45 per month plus phone |
| | | | |
| Internet Service | If your housing in Canada does not already have internet, you can work with an internet provider for 'self installation'. | BellMTS | Rate plans start at \$ 18.34 per month |
| | | Rogers | Rate plans start at \$ 65 per month |

* Commonwealth College has made every attempt to provide accurate information here, as October 05, 2020. Any information or weblinks could change without Commonwealth College's knowledge. We encourage students to check all information important to them before making final decisions.

1.1.v. PRE-DEPARTURE FROM HOME COUNTRY INFORMATION

To travel to Canada, international students must have a valid study permit or were approved for a study permit on or before March 18, 2020 and prove to the airline and border authorities that travel to Canada is essential.

Starting in late June, accepted international students were sent information about the Canadian and Manitoba legal requirements for 14 days of quarantine.

Students are asked to arrive a minimum of 15 days prior to the “Student Start” date for their chosen program, this allows for the student to comply with the Federal Quarantine act and complete their mandatory 14-day quarantine period. During this time, all students have been asked to closely self-monitor for symptoms. As per the Federal government requirements, all incoming travelers must have a detailed quarantine plan which includes information such as, where they will stay for the entire duration of their quarantine, how they will get to their final destination, how they will obtain necessities, such as groceries, and if needed, how to access essential services or medical care.

Arriving International Students have been and will be asked to download the ArriveCAN app on their device and check in within 48 hours of their arrival.

Students are required to have health insurance that is valid from their first day in Canada. It is recommended that all students carry hand sanitizer and a number of face masks.

1.1.vi. TRANSPORTATION

All arriving students have been provided with information on how to safely travel from the airport to their mandatory quarantine location. It is the responsibility of the student to choose and cover the cost of their transportation. Students are required to make the decision regarding their transportation method prior to arrival and include it in their quarantine plan, which will be reviewed by the CBSA Agent at the point of entry.

Commonwealth College has advised students that they should travel in a private vehicle if possible. Although it is not recommended for students to use a taxi's or hotel shuttles, if it is the only option available to them, they may use vehicles for hire as long as they are not displaying any symptoms. If a student is symptomatic upon arrival and does not have access to private transport, they are directed to call Health links – Info Santé.

To get from the airport to where you are self-isolating, you are advised to:

- Avoid using public transit (i.e., the bus). Use a private vehicle, and remain in your vehicle. Do not make unnecessary stops. If you need gas, pay at the pump. If you need food, go through a drive-thru, ensuring you maintain a two-metre distance and avoid paying with cash. Do not stop for supplies or groceries. Ask friends to drop-off groceries and supplies, or use a delivery or pick-up service when you get home.
- Use of taxis or hotel shuttles by returning travelers who are not experiencing symptoms (e.g., cough, fever, sore throat, runny nose) of a respiratory illness is NOT recommended. However, if you do not have access to a private vehicle, this could be considered provided you follow all requirements as outlined under the advice for vehicles for hire (e.g., taxi drivers) and their passengers, specifically the requirement related to transporting one fare at a time (e.g. people from the same household).

- If you have symptoms of a respiratory illness (e.g., cough, fever, sore throat, runny nose) and do not have access to a private vehicle, call Health Links - Info Santé to assist with developing a plan to get to your place of isolation.
- Some airports offer services that allow a family member/friend to drop your vehicle/keys off at the airport for you to pick-up; contact the airport for more information.

Advice for vehicle for hire (e.g. taxi drivers, Handi-Transit) and their passengers:

Screen all passengers for symptoms of COVID-19 or exposures prior to entering the vehicle. Passengers experiencing symptoms of a respiratory illness (e.g., cough, fever, sore throat, runny nose) that do not have access to a private vehicle, are advised to call Health Links - Info Santé to assist with developing a plan to get to a health facility.

Drivers should do the following:

Ensure you self-monitor yourself for symptoms before starting your shift

Consult Transport Canada's guidelines when considering a physical barrier between the driver and passengers. As an alternative to installing a physical barrier, leave the passenger seat and the seat immediately behind the driver unoccupied.

Transport one fare at a time (e.g. people from the same household).

Clean your hands before you pick-up each fare with an alcohol-based hand sanitizer.

Open the vehicle windows (weather permitting) and use the vents of the vehicle to bring in fresh air from outside (avoid using the recirculated air option of the vehicle).

Encourage passengers to use an alcohol-based hand sanitizer before entering the vehicle, and ask passengers to avoid touching the interior of the vehicle as much as possible.

Limit contact with passengers by:

Requiring passengers to load and unload their personal belongings (e.g., suitcases, briefcases) by themselves; if this is not feasible and passengers require assistance, use an alcohol-based hand sanitizer before/after (un)loading passengers' personal belongings. and

Requiring passengers to sit in the back seats only (if transporting one passenger, have them sit in the back, passenger side of the vehicle). The front passenger seat should be vacant at all times. This may mean limiting the number of passengers you transport at one time, and may require additional trips. Passengers with special needs who require a companion may sit next to their companion (treated as if they were from the same household). As applicable, passengers from different households should also maintain physical distancing (two metres) when lining up to get in the vehicle, and when exiting the vehicle.

Should a passenger require assistance getting in/out of the vehicle and/or with their seatbelts, limit the interaction to be as brief as possible, and use an alcohol-based hand sanitizer before/after assisting the passenger.

Direct passengers to place all of their personal belongings in the trunk rather than in the back seat.

Encourage cashless transactions.

Clean and disinfect your vehicle after you drop off each fare with an alcohol (70 per cent) wipe, paying close attention to surfaces that are touched frequently (e.g., door handles, window controls, payment device). Where possible, use vehicles with interior surfaces that can be cleaned and disinfected easily (e.g. vinyl seats instead of fabric).

Clean your hands after you drop off each fare with an alcohol-based hand sanitizer. You should also clean your hands before and after you eat as well as after you cough or sneeze.

Provide a closed bin, lined with a plastic bag (i.e., plastic-lined garbage container) to enable the hygienic disposal of waste (e.g., used tissues).

Everyone in the vehicle should avoid touching their face, practice good cough etiquette, avoid touching high-touch areas and clean their hands before and after getting in the vehicle.

1.1.vii. QUARANTINE PLANS

As stated above, the federal government requires all incoming travelers to have a prepared quarantine plan, this applies to all arriving international students. Although students must prepare their individual plan on their own, Commonwealth College has provided our students with a list of resources (with links) for planning quarantine (e.g. transportation, food provision, health resources, remote banking, internet and cellular remote set-up) and links to government and college websites, ensuring they are able to meet federal government requirements.

A Quarantine Plan checklist is included with the pre-arrival package. Students are required to complete the checklist and submit a copy to Commonwealth College prior to departing their home country.

Students must also have a copy of the completed checklist to present to immigration officials upon arrival in Canada.

If a student experiences any symptoms of COVID-19 during the quarantine period, they must follow the directives of the Province of Manitoba.

- The Screening Tool is available in the Interactive Voice Response (IVR) format. Call 1-877-308-9038 or find it online.
- The Province of Manitoba offers a service called Health Links – Info Santé, which is a bilingual phone-based nursing triage service. Health Links – Info Santé can give you advice on what health-care path should be followed in your specific situation. They can be contacted at 204-788-8200 or toll-free at 1-888-315-9257.

1.1.viii.PLACES TO QUARANTINE

Need help with searching for a short-term accommodation? Contact Pre-Arrival Help Line ([204-944-8202](tel:204-944-8202)) or info@commonwealthcollege.ca) to receive information and support.

ALTERNATIVE ISOLATION ACCOMMODATION

To reduce the spread of COVID-19, the Alternative Isolation Accommodation (AIA) program was established to develop safe options for those requiring a safe space to self-isolate. Two types of AIAs have been established. The first, offers individuals experiencing homelessness a space to self-isolate if they tested positive for COVID-19 or if they are suspected to have it.

The second offers health care workers and other Manitobans who have tested positive for COVID-19 or are suspected to have the virus, a place to self-isolate if they do not have access to a private bedroom and bathroom in their home or if they live with someone who is at greater risk from COVID-19 (e.g. immune compromised).

[Click here for more information on Manitoba's AIA program.](#)

2. 14-DAY QUARANTINE PERIOD

All students entering Canada will quarantine for 14 days upon arrival as per the federal government's Quarantine Act. Students have been advised to self-monitor for symptoms, check in on their ArriveCAN app and to stay connected with our student supports. Best practice is for international students and co-arriving family members to use the ArriveCAN application within 48 hours after arrival in Canada, and for their daily symptom reporting to the federal government.

Commonwealth College may contact local authorities or the RCMP to notify them of non-compliance. Students will be informed of potential penalties, if they violate or fail to comply with the Quarantine Act. Maximum penalties, according to the government of Canada website include a fine of up to \$750,000 and/or imprisonment for six months, and/or being found inadmissible, removed from Canada and banned from entering for 1 year. Further, a person who causes a risk of imminent death or serious bodily harm to another person while willfully or recklessly contravening this Act or the regulations could be liable for a fine of up to \$1,000,000 or imprisonment of up to three years, or to both.

2.1.i. SELF-MONITORING

Commonwealth College continues to refer all members of the college community to official, up-to-date public health information regarding expectations for self-monitoring (student AND family members) online on the provincial government's website. https://manitoba.ca/asset_library/en/coronavirus/factsheet-isolation-selfmonitoring-returningtravellers- contacts.pdf

Students in quarantine will be provided with the link and encouraged to use the shared health online screening tool to assist in their self-monitoring. <https://sharedhealthmb.ca/covid19/screening-tool/>

Should a student develop symptoms, they have been directed to contact Health Links - Info Santé at 204-788-8200 or toll-free at 1-888-315-9257 and proceed as directed by public health.

You must quarantine (self-isolate) in a place where you will have no contact with vulnerable people, such as:

- people 65 years or older, or
- people with underlying medical conditions

2.1.ii.POSITIVE CASE DURING QUARANTINE

If a student experiences any symptoms of COVID-19 during the quarantine period, they must follow the directives of the Province of Manitoba.

- The Screening Tool is available in the Interactive Voice Response (IVR) format. Call 1-877-308-9038 or find it online.
- The Province of Manitoba offers a service called Health Links – Info Santé, which is a bilingual phone-based nursing triage service. Health Links – Info Santé can give you advice on what health-care path should be followed in your specific situation. They can be contacted at 204-788-8200 or toll-free at 1-888-315-9257.

If a student, or co-arriving family member tests positive, they will be contacted by public health and directed to self-isolate, unless they require medical care and/or hospitalization. Individuals who test positive may need to isolate.

A student that is quarantining alone and who tests positive for COVID-19 during the 14-day quarantine period will need to self-isolate, unless they require medical attention and/or hospitalization. Please refer to [Guard.me](#) for eligible expenses. Any student or co-arriving immediate family member that tests positive can expect to be contacted by Manitoba public health officials and will be required to follow all further measures as set out by the public health official, which may include self-isolating beyond the initial 14-day quarantine period.

If a student tests positive for COVID-19 while quarantining with an immediate family member(s), the student will be separated from the family member(s) and will need to self-isolate. The family member(s) will need to move to another guestroom and will be monitored for symptoms of COVID-19 during wellness check-ins by a CWC. Family member(s) who had been quarantining with a student that tests positive for COVID-19 should expect to be contacted by Manitoba public health officials and will be considered a close contact to this case, and may need to continue to quarantine beyond the 14-day quarantine period.

If a co-arriving immediate family member tests positive for COVID-19 while quarantining with a student, the family member(s) will be separated from the student and need to self-isolate, likely beyond the family member(s) initial 14-day quarantine period. The student will need to move into another guestroom, and will be monitored for symptoms of COVID-19 during wellness check-ins by a CWC representative. The student should expect to be contacted by Manitoba public health officials and will be considered a close contact to the case, and may need to continue to quarantine beyond the initial 14 day quarantine period.

The unexpected guestroom and meal costs due to the student or family member(s) testing positive for COVID-19 will be the student's responsibility.

Manitoba public health will contact all cases and contacts daily and perform active daily monitoring on cases and contacts for the duration self-isolation and will advise each when that requirement ends.

All international students who attend Commonwealth College will be covered by guard me insurance. Students will be covered for a 12-month period, starting on the first day of the program start month. Coverage is valid for the full 12 months, even if the student leaves the college or graduates before that date. Students who arrive in Canada early are strongly advised to purchase early arrival insurance and students who graduate after 12 months are strongly advised to extend the insurance.

From the guard.me website:

[Guard.me](#) will cover all new and emergent conditions and medically necessary treatment, including COVID-19.

Coverage for COVID-19 does not include costs associated with self-isolation, a mandated quarantine, or asymptomatic testing. Private accommodation and day-to-day expenses (food and non-emergency transportation) are not eligible for reimbursement. Only new and emergent conditions and medically necessary treatments are eligible. This includes private-duty care by a qualified nurse if it is medically necessary and prescribed by a licensed medical professional.

Commonwealth College students can also access the Maple MobileDoctor service to decrease the necessity to use in- person health services. From guard.me's Manitoba Account Manager:

Seeing a doctor on Maple is safe and reliable, and can help prevent the need to go to a walk-in clinic, doctor's office or Emergency Room. Students have access to doctors, Canada wide, on their phone or laptop anytime, anywhere. The average wait time to see a doctor is 3 minutes and average length of visit is 18 minutes. Maple doctors are safely and accurately able to diagnose and address the majority of common illnesses / medical issues including writing a virtual prescription.

More information on guard.me coverage related to Covid-19 can be found at <https://www.guard.me>

2.1.iii. STUDENT SUPPORTS

Commonwealth College staff will check in daily with students who are in their mandatory quarantine period, to provide a friendly touch point, see how they are doing physically and mentally and if there are needs these students have that can be serviced by the college or other providers in the community. Students are reminded to regularly self-monitor for symptoms using the online screening tool <https://sharedhealthmb.ca/covid19/screening-tool/> or by calling 1-877-308-9038.

All international students who attend CWC must be registered with Guard.Me insurance. Guard.Me has created a mental health resource for students called The Quarantine Student Connection. This is a professionally monitored, weekly student support group available through videoconferencing for students in quarantine. This service is available in English for inbound international students. Broken down by province, students can register for a group session held weekly (morning or afternoon) during the duration of their quarantine. Monitored by a mental health professional, students lead the 30-minute session, sharing experiences, coping strategies, and educating each other on ways to improve their overall health and wellness. Through these weekly support groups, the students will gain the mental health benefits from virtual “check-ups” and staying socially connected.

The schedule for The Quarantine Student Connection and information on how students may access this service, is available on Guard.Me’s website at

https://www.guard.me/wellness_and_learning_initiatives.php

MAINTAINING MENTAL HEALTH DURING STRESSFUL TIMES

Develop a support network.

Form an online chat group with close friends; stay in contact with your family and reach out to your school advisors and instructors by email. The more people you know at your educational institution, the more connected you’ll feel!

- Connect with Commonwealth College (CC) on social media
 - Facebook
 - Instagram
- Connect with CC staff (email info@commonwealthcollege.ca for specific email addresses))

Be active.

Exercise is important for your mental outlook and helps ward off depression. Take a break from your self-isolation boredom and get moving on a regular basis. There are many online home workouts that are useful when quarantining!

Eat well.

Choose a wide variety of healthy, nutritious foods. Eat regularly to keep up your energy and portions that help you feel and perform your best. If you cannot go outside to get your food or living necessities, use one of the delivery services during quarantine.

Get enough sleep.

Sleep is vital to your mental well-being. Go to bed at a reasonable hour and wake up at roughly the same time every day. Jet lag may be a challenge for you as part of your adjustment to your move to Canada, so it might be useful to download meditation or sleep apps that help you develop a regular sleep schedule.

Seek professional help.

You're not alone and there are many people who can help. Talk to a professional about how you are feeling; talk to your school's student services team. Don't just rely on the advice of friends. Sometimes you need more and we're here to support you.

Take a break from watching or reading the news.

Get your news from reliable sources and try not to watch the same stressful stories over and over in the same day. Try not end your day by watching the news before bed.

2.1.iv.ADHERENCE TO PUBLIC HEALTH ORDERS

The Government of Canada has enacted the Quarantine Act, which identifies the requirements for travelers arriving from outside of Canada. The Province of Manitoba's Public Health Act outlines expectations for travelers to Manitoba. If Commonwealth College is made aware that an international student, or other campus community member who may have travelled internationally, is not adhering to the Federal Quarantine Act, Commonwealth College may contact the RCMP and/or local and provincial police, and note that these authorities can ticket travelers who break quarantine under the Contraventions Act, or **charges can be laid against a traveler for breaking quarantine under the Quarantine Act, which can result in penalties of up to \$750,000 or up to 6 months in jail, or both.**

2.1.v. PUBLIC COMMUNICATION PROTOCOLS

When a case of COVID-19 is confirmed the communication notifying the community will be done following the lead of local and provincial public health officials.

Local public health authorities will identify the close contacts of a positive case and contact those individuals who may have been exposed. Public health officials may

- request records from CWC that identify cohorts/groups of staff, children/students, volunteers, and visitors in the school for a specified timeframe
- contact children, staff and families if they have been in close contact with a confirmed case, and confirm whether they need to self-isolate (quarantine) and self-monitor for symptoms, and when they can return to Commonwealth College
- recommend testing, following established guidelines, to staff, children, students, volunteers and visitors that may have been exposed to a positive case
- assess the need for the college to be closed for a period of time

Local public health officials will interview the person who tested positive for COVID-19 and/ or their family members to identify individuals who are close contacts of the case.

Public health officials will contact staff and families if they are identified as close contacts to the individual who tested positive.

Close contacts will be notified that they need to self-isolate (quarantine) at home for 14 days after their last contact with the person who tested positive. Public health officials may recommend that close contacts be tested to identify additional positive cases. Close contacts who test negative will still need to complete the full original 14-day self-isolation (quarantine) period. The notice to staff and families must maintain confidentiality.

2.1.v1. ADDRESSING STIGMA

All Commonwealth College students learn about the college's harassment and respect policies. These policies include information relative to the COVID 19 pandemic.

Excerpts from the policy follow;

Discrimination & Harassment Prevention Policy

Commonwealth College is committed to fostering a study and work environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity.

Every member of the Commonwealth College Community has a right to equal treatment with respect to employment and with respect to the receipt of education services and related services and facilities without discrimination or harassment on the basis of the following grounds:

- Race
- Ancestry
- Place of origin
- Colour
- Ethnic origin
- Citizenship
- Creed
- Sex
- Sexual orientation
- Gender identity and Gender expression
- Age
- Marital status
- Family status
- Disability

Throughout this Policy the above listed grounds will be referred to as the "prohibited grounds".

A right to freedom from discrimination and harassment is also infringed where someone is treated unequally because she/he is in a relationship, association or dealing with a person or persons identified by a prohibited ground of discrimination.

Discriminatory and harassing behaviours are offensive, degrading and illegal. Every member of the Commonwealth College Community is responsible for creating an environment which is free of discrimination and harassment. Individuals acting on their own and/or on behalf of the College and the College itself can be held responsible under this Policy and in law for discriminatory and harassing acts. Those found to have engaged in such conduct on the basis of a prohibited ground will be subject to discipline. Those found to have been harassed or discriminated against on the basis of a prohibited ground will be entitled to a remedy.

Guiding Principles

Discrimination and harassment are in most cases an abuse of power.

Commonwealth College recognizes that the purpose of human rights laws and policies is to assist members of groups that have been historically disadvantaged and disempowered in our society.

All parties involved in a complaint must be treated fairly.

Commonwealth College's Discrimination and Harassment Prevention Policy and Procedures are based on principles of fairness and due process for complainants and respondents. Commonwealth College is committed to providing a complaints process that is fair, unbiased and facilitative for all parties.

Freedom of expression is the cornerstone of education at Commonwealth College, but like other Charter rights, it is not an absolute right.

The Canadian Charter of Rights and Freedoms guarantees "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication." The rights and freedoms guaranteed in the Charter are "... subject only to reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society." Human rights, for example, may place limits on these freedoms.

Commonwealth College recognizes that discrimination and harassment are both human rights and health and safety matters which can have an impact on the physical and emotional well being of an individual and the overall health of the College.

The COVID-19 pandemic can cause stress on people and communities. It can lead to individuals experiencing social stigma, exclusion, marginalization, mental health issues and discrimination. Lack of understanding about COVID-19 has sparked feelings of fear or anger towards others and unfair treatment against a number of groups, including:

- people who have COVID-19
- people who have symptoms of COVID-19
- health care, front-line and essential workers
- people from countries where the virus originated from
- people who have recently travelled or returned to Canada from another country
- people from communities, cultures, or industries where COVID-19 outbreaks have occurred
- people who may not follow recommended public health measures

Stigma and discrimination are known barriers that prevent people from getting tested or accessing the care, treatment and support they need. People who have experienced stigma and discrimination throughout their life (e.g., racialized groups, people with mental illness or disability, members of LGBTQ2IA+ communities) may not have access to protective resources during a pandemic, like a safe home to isolate or quarantine when ill, which may introduce additional challenges.

Stigma and discrimination can be dangerous and harmful to individuals and communities by:

- exposing people to high levels of guilt and stress
- disempowering people who cannot control their living, working, or social circumstances
- creating divisions within communities
- causing people to delay or avoid health services and contacting health authorities
- making it harder to monitor, stop or slow outbreaks
- discouraging people from being tested or quarantined
- making it harder to trace and notify people who may have come into contact with COVID-19 (contact tracing)

We can all do our part to reduce stigma around COVID-19. Even people without symptoms can test positive for COVID-19. This includes people who have not yet developed symptoms (pre-symptomatic) and may never develop symptoms (asymptomatic). That is why it is important to:

- show support, kindness and empathy to those who have, or are tested for, COVID-19
- take care of your mental and physical health
- protect yourself and those around you

Mental health and family violence support services are available to you, such as the Wellness Together Canada: Mental Health and Substance Use Support portal and the Stop Family Violence webpages and...

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

Public Health Agency of Canada:

- <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-testing-reducing-stigma.html>
- <https://www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/addressing-stigma-toward-more-inclusive-health-system.html>
- <https://www.canada.ca/en/public-health/corporate/organizational-structure/canada-chief-public-health-officer/addressing-stigma.html>

Canadian Center for Occupational Health and Safety:

- https://www.ccohs.ca/images/products/pandemiccovid19/pdf/preventing_stigma.pdf

3. POST-QUARANTINE PERIOD

3.1.i. STUDENT SUPPORTS

Commonwealth College provides student support that can be accessed by both domestic and international students, as well as international student specific supports. This includes a full-time student services advisor that is regularly available to meet with students. This advisor is able to answer questions regarding the campus, programs, and has the required knowledge and experience to field questions related to study permits and IRCC.

Students requiring support for food and/or emergency shelter may contact;

- Agape Table**

364 Furby St.
Monday – Friday: 8 a.m. – 11 a.m.

- Siloam Mission**

300 Princess St.
Monday – Sunday
Breakfast: 9 a.m. – 10 a.m. (only for people staying overnight)
Lunch: 12.30 p.m. – 1.30 p.m.
Supper: 6.30pm – 7.30pm

- Manitoba Metis Federation**

Call for a hamper and have your MMF# ready. Delivery only.
150 Henry Ave.
65 & under: Call 204-589-4327
65 & over: Call 204-586-8474 (ext. 371)

- Missionaries of Charity**

167 Aikins Street
Take and Go: Monday, Tuesday, Wednesday, Friday & Saturday
Breakfast: 9.30 a.m. – 10.45 a.m.

- West Central Women's Centre**

640 Ellice Ave.
Monday, Tuesday, Wednesday and Friday: 12 – 1 p.m. (bagged lunch)
Tuesday and Thursday: 5 – 6 p.m. (bagged dinner)
Saturday: 10 – 11 a.m.

- Main Street Project (Meals)**

75 Martha St.
Monday-Sunday: Lunch at 1 p.m. | Supper at 4.30 p.m.

- **Main Street Project (Shelter)**

75 Martha St. for men

Mitchell Fabrics building on Main for women

First come first serve for overnight shelter.

- **Union Gospel Mission**

320 Princess

Breakfast: 11 a.m. | Supper: 7 p.m.

50 people served each day

Drop-in service provided from 2 – 4 p.m. from Monday-Friday for use of showers and food (if available).

Maximum of twenty people every thirty minutes.

- **Light House Mission**

669 Main St.

Monday – Thursday

Breakfast: 9 – 11 a.m. | Lunch: 2 – 3 p.m.

Friday: 1 – 2 p.m.

Call Shawn at 204-943-9669 for an emergency hamper.



3.2.i. BLENDED LEARNING

The majority of programs at Commonwealth College during COVID-19 are being delivered through a blended model until further notice. This means students will study at a distance or online for portions of their program and be on campus (in-person) for other portions of their coursework that require access to college facilities and equipment. This blended delivery model allows for many of our classes to continue, should the college need to close facilities due to COVID-19 exposure or outbreak. If classes do need to stop for a period of time, this delivery model allows for continuity and minimal time lost.

Closures and reopening's will be at the direction and guidance of public health.

The delivery model varies program by program. At this time, there are two categories for this blended approach:

1. Delivered entirely at a distance (off-campus)
2. Blended learning with low on-campus attendance and only for essential labs and/or skills

Why Blended?

1. Campus Capacity – Some program curriculum lends itself well to online, distance, or alternative delivery methods. As such, taking advantage of this will help to limit students' time on campus, as well as the number of students on campuses and in spaces at any given time.
2. Learn by Doing – College programs require hands-on learning. When students graduate, they need to be prepared and confident to work in their chosen occupation.
3. Preparing for Employment – For the portions of each program that will be delivered in-person, environments will be designed to conform with personal protective equipment (PPE) and safety requirements in those sectors, thus replicating the conditions for post-graduation employment.
4. Physical Distancing Practices – Commonwealth College is fortunate to benefit from small class sizes to accommodate physical and social distancing requirements for each program and the campus as a whole.

3.2.ii. PROACTIVE STEPS

The college has developed procedures for responding to both staff and students who exhibit symptoms consistent with COVID-19. This protocol, which has been communicated to students and staff and is available in a printed format and is kept on campus at all times. If a student at Commonwealth College exhibits symptoms of COVID-19, they should:

- Complete the self-screening tool from Shared Health and / or call Health Links-Info Santé toll free in Manitoba at 1-888-315-9257 (in Winnipeg at 204-788-8667).
- Students and Staff should alert their instructors and/or student advisor about missing class(es), but they are not expected or required to disclose their personal health status to the college, either when they have symptoms or are safe to return to campus.
- If an individual is experiencing severe symptoms or difficulty breathing, they should call 911 immediately.

Based on test results, local public health officials will advise the individual what actions should be taken.

Additionally, Commonwealth College has been actively working to mitigate the risk of transmission of Covid-19 at our campus. Many measures have been put in place in the physical environment. This includes but is not limited to:

1. Entrance protocol consistent with what provincial public health guidelines. This entrance protocol for all students, staff and visitors includes:
 - Self-screening steps
 - Required hand sanitizing
 - Stated reminders that the campus is a ‘mandatory mask’ environment
2. Furniture spacing in areas such as the lunchroom and common areas to facilitate the safe occupation of individuals who can properly physically distance.
3. Floor markers directing the flow of traffic in a single direction.
4. Plexiglass guards in areas where students and visitors may require assistance in-person from a college staff member (e.g., Registrar’s Office, School Offices, Reception Counters).

Over the past several months, college staff have developed comprehensive educational campaigns that are consistent with the key messages from Public Health on how to slow the spread of COVID-19. For example,

- Proper handwashing techniques in washrooms
- Proper hand sanitizing techniques at sanitizing stations
- A ‘Mask Up’ educational campaign communicated through posters on campus, and email messages to all students and staff

3.2.iii. ACCESSING COLLEGE CAMPUSES AND SITES SAFELY

In order to enter the CWC campus any individual must meet the conditions of the posted screening questions and use the hand sanitizer located at designated doors. The self-screening steps are kept consistent with that communicated by Shared Health.

Any person exhibiting designated symptoms must not enter the college or, if already at the college, must immediately leave and contact Health Links at 204-788-8200 or toll-free at 1-888-315-9257 for further advice. Students and staff must inform their instructor or supervisor that they will be missing class(es) and/or work, but they are not expected or required to disclose their personal health status to the college and not return to the college until they have recovered.

Everyone must enter and exit through the designated doors only.

Effort should be made to stay within the college, limiting exit and reentry.

3.2.iv.PHYSICAL DISTANCING

Based on current provincial guidelines, physical distancing is maintained wherever possible at all times. Staff and students should take practical steps to ensure physical distancing is maintained to every extent possible.

The college uses signs and floor markers at service areas and in hallways to assist with physical distancing. Plexiglass barriers have been installed in high-volume service areas.

The college has examined each classroom space to establish capacity and will rearrange classroom furnishings to support physical distancing based on current provincial guidelines. Academic staff continue to provide safe work procedures (including PPE requirements) for specialized program areas to support physical distancing or to mitigate risks where physical distancing can't be maintained.

Start/stop times and breaks are staggered to minimize possible congregating. Students and staff are encouraged to practice physical distancing while on breaks.

3.2.v. VISITORS ON CAMPUS

Commonwealth College continues to prioritize safe operations for our college community and requires VISITORS at the campus to complete a Visitor Log Form for potential COVID-19 contact tracing purposes.

The form requires the following information:

- First name
- Last Name
- Phone number
- Email address
- Date of Visit
- Time in and out
- Questions prescribed by the province

Information submitted via this form is stored securely by Commonwealth College and retained confidentially to support public health in the case of contact tracing being activated.

3.2.vi. CLEANING AND SANITIZING

In addition to regular cleaning, the College has adopted additional cleaning and sanitization protocols to ensure that buildings are safe for students, staff and visitors. Building Janitorial Workers are sanitizing frequently-touched surfaces more often and each room is cleaned with all surfaces wiped and disinfected.

3.2.vii. SAFETY

Commonwealth College's campus is mask mandatory environment. Students, staff and the public are expected to wear non-medical face masks at all times.

Masks are available in the reception area for students and visitors who may have forgotten their mask.

4. OUTBREAK PROTOCOL AND CASE MANAGEMENT

The Manitoba government has implemented a new pandemic response tool that uses the colors green, yellow, orange and red. At each level, public health officials have a range of restrictions that could be imposed on different sectors, including at post-secondary institutions.

The province will update the provincial response level in response to the spread of the virus and other public health indicators. Information on Manitoba's Pandemic Response System is available at: <https://www.gov.mb.ca/covid19/restartmb/prs/system/index.html>

In the event of the confirmation of a case of COVID-19 connected with Commonwealth College campus or training facility, public health will lead the response and ensure appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed.

The college will assist public health in matters they determine to be required, such as:

- Providing records to identify cohorts/groups of students, staff, contractors and visitors in the school for a specified timeframe;
- Sharing information from public health with students and staff on how to self-isolate or self-monitor and when they can return to the college;
- Recommend testing following established guidelines to students, staff, contractors, and visitors who may have been exposed to a positive case;
- Responding to a request to close campus facilities for a specific length of time.

The college will clean and disinfect areas where possible exposure took place; these areas will not be used until they are determined to be safe by public health. A college closure would be a last resort and only to be done if directed by public health.

The college will assist and support students who are required to undertake a self-isolation period as a result of coming in contact with someone who tests positive for Covid-19, or should the student themselves test positive.

5.1.i. COMMUNICATIONS

The college's designate will work with public health officials and will assist college administrators with clear, consistent, accurate messaging as needed to communicate with staff, students, contractors, and media. This will be done at the direction of public health and to ensure privacy laws (PHIA) are upheld.

Public health will determine what is considered an outbreak. Commonwealth College respects that public health will have their own communications protocol that is followed and the college is ready and willing to work closely with the relevant public health officials as needed.

The college has developed a baseline communications plan to assist college officials in quickly responding in the case of a positive test result. Any communications activity will be informed by the advice and expectations of public health.

