



**Canadian College of Shiatsu Therapy
(CCST)**

COVID-19 Safety plan

Fall 2020

Overview

The safety and health of all students and staff at Canadian College of Shiatsu Therapy is our top priority. We will continue to support a safe learning and working environment for all students, staff, visitors during COVID-19 pandemic.

The purpose of the Canadian college of Shiatsu Therapy COVID-19 Safety Plan is to protect students and staff, visitors from exposure to COVID-19, reduce the risk of infection in the event of an exposure, and to comply with the WorkSafeBC Occupational Health and Safety Regulations.

All students and staff, visitors must follow the procedures outlined in this plan to prevent or reduce exposure to COVID-19.

Canadian College of Shiatsu Therapy (CCST) COVID-19 safety plan has been made in conjunction with WorkSafe BC's policies and procedures and is informed by the B.C. Post-secondary COVID-19 Go-Forward Guidelines. CCST provides a safe workplace and learning environment for its students and staff, visitors and this plan is designed to support a safe return to college.

Understanding the risk of COVID-19

A study or work is not a return to normal. This safety plan applies to everyone within the community of Canadian College of Shiatsu Therapy to prevent of the spread of COVID-19.

While we look at returning to study or work, it is important to think ahead about what you can do to stay healthy and help prevent the spread of COVID-19 within your community. Please remember that what you do in your day to day life matters in keeping everyone safe.

How COVID-19 spreads

Health experts believe that Coronavirus is transmitted via liquid droplets when a person coughs, sneezes or talks within a proximity.

- It is believed that COVID-19 spreads when infected droplets reach the eyes, nose or mouth.
- The virus is not known to be transmitted through airborne transmission (by much smaller evaporated particles containing the microorganism floating in the air for long periods of time).
- Coronavirus does not transmit through the skin.
- The virus can be spread by touch if a person has used their hands to cover their mouth or nose when they cough.
- Be aware that COVID-19 may be spread by those not showing symptoms.

Four stages for reduction in person to person transmission

Level-1 Elimination

- Ensure proper physical distancing and implement directional travel throughout the college to reduce close contacts

Level-2-Engineer Controls

- Installing physical barriers such as plexi-glass screens in high traffic areas (reception desk) or areas where physical distancing cannot be maintained.

Level-3- Administrative Controls

- Canadian College of Shiatsu Therapy has established safety rules and guidelines such as cleaning protocols, installation of hand hygiene stations, and a cleaning schedule.

Level 4 – Personal Protective Equipment (PPE)

- Ensure the use of PPE, such as non-medical masks while at Canadian College of Shiatsu Therapy.

Roles and Responsibilities

Everyone is responsible for following each level of protection to ensure the safety and health of everyone at Canadian College of Shiatsu Therapy.

Roles for the college:

- CCST follows all province and federal health and safety regulation
- Keep maximum safety occupancy limits, clearly post them at all area of within the college
- Keep the safety plan that covers all information up to date and making sure it is accessible to all students and staff
- Post necessary signage and reminders at all areas such as entrance, washrooms, and common areas
- Install physical barriers where physical distancing is not possible
- Provide safety guidelines for students and staff and clearly communicate them
- Provide handwashing stations, hand sanitizers and cleaning supplies approved by the government
- Follow the cleaning protocols,
- Ensure that all students and staff adhere to college policies regarding of non-discrimination, and be respectful

Roles of Representative of the CCST:

- Follow all regulations by provincial and federal governments, as well as health authorities
- Read, understand, and follow the safety plan and protocols (Safety Plan for COVID-19) put in place by Canadian College of Shiatsu Therapy
- Know how to report potential exposure of COVID-19 to health Authority immediately
- Monitoring students and staff to ensure policies and procedures are being followed
- Update safety plan if necessary
- Be responsible taking care of safety concerns and resolve any identified safety issues
- Responsible for training of students and staff in the case of re start of CCST

Roles of all students, staff, and visitors:

- All students, staffs and visitors are required to follow safety protocols at CCST
- Self-assessment (self-monitoring) daily (Expectations and guidance for self-assessment is displayed at the reception area.)
- Read and understand, the COVID-19 Safety plan of Canadian College of Shiatsu Therapy
- Follow the safety plan such as social distancing, hand washing practices, limit of occupancy.
- Wear a non-medical mask around and inside of the college
- Report potential exposures of COVID-19 or other COVID-19 related health concerns
- Anyone who does not follow the safety plan and procedures will be removed from CCST

We also acknowledge that everyone should be observing certain fundamental personal protective policies both in and out of college including but not limited to:

- Staying informed, being prepared, and following public health advice
- Practicing good hygiene
- Staying at home or in a designated space and away from others if symptomatic or feeling ill
- Maintaining physical distancing
- Cleaning and disinfecting surfaces or objects as necessary
- Wearing non-medical masks where mandated (for example on public transit or in certain stores) as well as in all situations where physical distancing of 2m/6ft is not possible

- Wearing a mask if experiencing symptoms and in close contact with others (for example when seeking medical advice)
- Reducing personal non-essential travel

Daily Self-Monitoring

All students, staff and visitors must assess their condition of any COVID -19 related symptoms daily before entering the college.

Anyone entering college will be asked to record their phone number by staff for the purpose of contact tracing if necessary.

Symptoms associated with a COVID-19 infection may range significantly and be similar to that of a cold or flu. Both those who are asymptomatic and those who are symptomatic may transmit the virus to others.

Symptoms include:

- | | |
|---------------------------|----------------------------|
| • Cough | • Loss of sense of smell |
| • Fever | • Stuffiness or runny nose |
| • Difficulty breathing | • Headache |
| • Pneumonia in both lungs | • Fatigue |
| • Sore throat | • Loss of appetite |

We recommend self-monitoring by recording temperature, symptoms, and number of contacts each day. Do not use medicines that reduce fever e.g. acetaminophen or ibuprofen, however if you have accidentally taken a fever reducing medicine, are sure to wait at least 4 hours after your last dose to take your temperature. Other symptoms may include muscle aches, fatigue, sore throat, headache, loss of appetite, chills, runny nose, nausea and vomiting, diarrhea, loss of sense of smell or taste. A normal body temperature is around 36-37 degrees Celsius and can range between +0.6 degrees Celsius depending on how active you are and Students and staff are discouraged from running unnecessary errands before study or work and during their lunch breaks to minimize the number of contacts they have during the day.

The BC COVID-19 self-assessment tool is available online:

<https://bc.thrive.health>

Risk Assessment, safety measure to prevent of spread of COVID-19 on Canadian College of Shiatsu Therapy

Canadian College of Shiatsu Therapy have determined occupancy limits in classroom, lunch room, common areas, treatment rooms, staff rooms, washrooms with signage to promote and guide physical distancing(2 meters) throughout the college based on regulations of WorkSafeBC, BC Ministry of Education and health authorities.

Canadian College of Shiatsu Therapy has implemented a new system that allows students to learn both remotely online and in person to minimize contacts and reduce the number of times a student must come on site.

Outbreak response

Do not come to study or work if you are not feeling well – even if your symptoms are mild and you are uncertain whether it is COVID-19 or not. Please stay home if you are not feeling well to help keep other safe and healthy.

It is important that all students and staff be responsible and for stay home if they have any symptoms. Anyone who has tested positive for COVID-19 must quarantine for a minimum of 14 days and will not be permitted back onto college until the Public Health Authorities has approved their return.

Symptoms Developed outside the College:

If a student or staff member has developed symptom outside of the college, the following protocol will be followed:

- They will be directed to the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health/> for more information on symptoms and 8-1-1 to speak to a professional and be required to take a COVID-19 test (The test will be mandatory for staff wanting to do a 14 day quarantine)
- They will not be allowed back on the college until a 14-day quarantine has been conducted or a negative test result has been given. Proof of this test will be required by the college
- If a positive test result is given, the college will close for 3 days for a deep clean
- Students and staff who were in contact with the person will be notified and requested to take a test and/or quarantine for 14 days
- Anyone who is aware of a situation involving asymptomatic student or staff are responsible for reporting this to Senior Educational Administrator (or Administrator) of the college

Symptoms Developed at the College:

If a student or staff member presents COVID-19 like symptoms while at the college, the following protocols will be followed:

- they will also be asked to leave college and return to their place of residence via a private vehicle, avoiding all public transport
- All areas used by the individual in question will be disinfected and cleaned immediately
- They will be directed to the BC COVID-19 Self-Assessment Tool <https://bc.thrive.health/> for more information on symptoms and call 8-1-1 to speak to a professional
- Must take a COVID-19 test
- They will not be allowed back on the college until a 14-day quarantine has been conducted or a negative test result has been given. Proof of this test will be required by college
- If a positive test result is given, the college will close for 3 days for a deep clean
- Students and staff who were in contact with the person in question will be notified and requested to take a test/quarantine
- Anyone who are aware of a situation involving a symptomatic student or staff are responsible for reporting this to Senior Educational Administrator (or Administrator) of the college

Case Management

If a student or staff tests positive for COVID-19, Senior Educational Administrator (or Administrator) of the college will immediately

- The Senior Educational Administrator will immediately report to the local Public Health Authorities.
- Students and staff who were in contact with the person in question will be notified by the health authorities and will be asked to self isolate for 14 days. If no symptoms are shown they will be allowed to return to school after the quarantine. If they show any symptoms they will also be asked to get tested.
- Anyone who are aware of a situation involving a symptomatic student or staff are responsible for reporting this to Senior Educational Administrator (or Administrator) of the college
- Help the student communicate with local healthcare authorities and assist with their next steps and action.
- Check In and support the student with additional supplies like food or medicine.

The BC Centre for Disease Control- Testing information is available online:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

Safety Guide for International Students

Introduction

Due to the COVID-19 pandemic, the Government of Canada has implemented restrictions that limit the ability of foreign nationals to enter Canada and has mandated that travellers entering the country quarantine for 14 days upon arrival. This document will help you know what to expect with regards to traveling to and studying in Canada safely and smoothly.

The Canadian College of Shiatsu Therapy (CCST) quarantine plan for international students will help students arrive safely, quarantine (self-isolate), and get to know the government and health authority guidelines so they can start their study at CCST. All international students who apply for CCST should follow this plan to familiarize the safety requirement from the Government of Canada, the government of British Columbia, and local health authorities.

Before Arrival

Travel Eligibility

To assess whether you may be permitted to enter Canada, carefully review Travel exemptions and restrictions for international students on the Immigration, Refugees and Citizenship Canada (IRCC) website.

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html#exemptions>

Canadian College of Shiatsu Therapy is on the list of Designated Learning Institutes (DLIs).

To be eligible to enter Canada, all international students must:

- Have a valid study permit or study permit approval (Port of Entry Letter of Introduction)
- Have a valid letter of acceptance from Canadian College of Shiatsu Therapy
- You may contact the Canada Border Services Agency (CBSA) directly for more information.

<https://www.cbsa-asfc.gc.ca/contact/bis-sif-eng.html>

A border services officer will make a final decision on your eligibility to enter Canada when you arrive.

Plan for quarantine

Once you have verified that you are eligible to enter Canada and have booked a flight, all international students will need to plan for mandatory 14-day quarantine by yourself, upon arrival into Canada as required by the federal Quarantine Act. Review the following information to meet all requirements.

Make sure you have a plan for your 14-day quarantine period and submit it to Canadian College of Shiatsu Therapy at info@shiatsuvancouver.ca with your arrival date, correct isolation address, and a telephone number, email address so we can reach you directly via telephone, email, video chat (zoom or others) before arriving in Canada.

- **Quarantine Accommodation**

To better understand what kind of accommodation may be acceptable for your required 14-day quarantine read through IRCC – For travellers without symptoms of COVID-19 returning to Canada.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

You may be able to complete your quarantine at a hotel if the accommodation has facilities for you to be completely separated from others and meets all government quarantine requirements.

Nearby hotels that can accommodate students during quarantine is listed as below:

Holiday Inn <https://www.ihg.com/holidayinn/hotels/us/en/reservation>

- **Transportation from the airport**

Students must travel directly to your quarantine accommodation from the airport by personal car, taxi, or limousine. We Encourage students to use a taxi when traveling to a hotel from the airport and inform the website about taxi.

Yellow Cabs <http://www.yellowcabonline.com/>

A mask or other face covering should be worn during this entire trip.

DO NOT use public transportation from the airport to your quarantine accommodation.

- **Food and other necessities**

Since you are NOT allowed to go out to shop during quarantine, you must have a plan where you can access food and any other items that you may need.

CCST provide information about how to get food, daily necessities, and medicine as below.

- Skip the dishes <https://www.skipthedishes.com/vancouver/restaurants>
- Door dash <https://www.doordash.com/>
- Fresh Street Market <https://www.freshstmarket.com>
- Instacart <https://www.instacart.ca/>
- Spud <https://www.spud.ca/https://www1.shoppersdrugmart.ca/en/home>
- London Drags <https://www.londondrugs.com/>

If you have a family or friends in the area that are willing to support you, you may be able to depend on them to deliver these items to you (In a safe manner). If you are planning to quarantine at a hotel, check if they offer meals by room service.

Also, you need to consider bringing certain items with you when you travel, such as:

- any medication you may require
- masks or face coverings
- a digital thermometer (to check your own temperature during quarantine)
- chargers for all your electronic devices
- extra toiletries

If you depend on delivery service, please make sure to have access to a credit card that you can use in Canada should you need to order any items.

- **BC Self-Isolation Plan**

Make sure that your quarantine plan is complete by submitting an BC Self-Isolation Plan.

<https://travelscreening.gov.bc.ca/>

Plan for Travel to Canada

Before traveling to Canada, prepare and double check that you have all your important documents including:

- A valid passport
- A copy of a valid letter of acceptance from Canadian College of Shiatsu Therapy
- Proof of financial support for yourself
- Your medical insurance information
- Letters of reference or any other documents the visa office told you to bring

You should always carry these documents with you and do not put them in your checked luggage. You may not be allowed into Canada if any of your documents are missing or if any of the information on your application or letters of reference is incorrect.

Also make sure to bring multiple masks or face coverings as you are required to wear them when meeting a border services officer and until you reach your quarantine accommodation.

- **ArriveCAN App**

The government of Canada requires international travelers to provide certain information.

Canadian College of Shiatsu Therapy suggest that students download and complete the ArriveCAN App before departing home for their trip.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a1.1>

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html#travel>

Complete Your Quarantine

Important Note

Carefully review IRCC – How to quarantine (self-isolate)

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html>

It is important to understand that breaking the federal Quarantine Act could result in serious punishments including a maximum fine of \$750,000 and up to 6 months in prison.

Breach of Quarantine Protocol

If an international student does not follow the protocol of quarantine, Senior Educational Administrator (or Administrator) of the college will notify the health authority.

If the CCST aware of any students testing positive for COVID-19 before CCST hear from local health authority, Senior Educational Administrator (or Administrator) of CCST will report to the health Authority immediately.

Monitoring

CCST will monitor and contact international students who are in a quarantine on a regular basis by using telephone, text mail, and make sure their quarantine protocols, keep record quarantine details and report to EQA@gov.bc.ca every week.

CCST monitor students, to see how they are doing and to confirm that:

- Ensure students prepare appropriately pre-arrival
- Reviews arrival and transportation plan prior to arrival
- Communicates with students upon arrival
- Confirms student's self-isolation plan

- Monitoring students on a regular basis
- Keep record of health and safety data
- Report suspected or confirmed violations of regulations

Any student who develops positive COVID-19 symptoms during their 14- day quarantine will be directed to the BC COVID -19 Self -Assessment <https://bc.thrive.health/> for more information 811 to speak health professional and be requested to take a COVID -19 test. If the test negative, they will continue their 14 -day quarantine as arranged. If the test is positive, the student will be asked to complete a further 14 days in quarantine from the date of the test.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

Please note that quarantine is not optional. It is a requirement under the Quarantine Act.

Compliance Issues

In the case of violation during quarantine period such as:

- Leaving their place of quarantine (except a medical emergency)
- They have any guests or contact with another person (Even if they are outside and stay 2-m apart from them).
- The use of shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

CCST will review the incident as a violation of the Student Code of Conduct and students will be subject to appropriate disciplinary actions in accordance with CCST policy.

Furthermore, CCST will also:

- Senior Educational Administrator will report the offender to the Public Health Officer, Provincial Health Authorities, and the Private Training Institute Branch of any compliance issues immediately (within 24 hours), when and if they arise, during the quarantine period.
- Local bylaw officers have been asked to help ensure compliance with the Provincial Health Officer’s orders. Concerns regarding compliance with the Provincial Health Officer’s orders will be directed to a local bylaw office.
- CCST will communicate to student that non-compliance could carry a fine or jail time.
- CCST will not allow the offender to enter school premises.
- CCST will assist the offender to determine what the barriers to quarantine are, giving them the best opportunity to comply with the Quarantine Act and be able to return/start their study at CCST.

We remain committed to providing a safe and healthy workplace for everyone at CCST.

After arriving in Canada, Government officials will call students to monitor compliance of the mandatory quarantine. Students needs to be prepared to receive and answer calls from 1-888-336-7755 to verify of quarantine.

After quarantine

Following completion of your 14-day quarantine period, if you have not presented any symptoms of COVID-19:

- Confirm transportation arrangements to your permanent accommodation.
- For the duration of your stay in Canada, please be mindful of and respect public health directives as below.
 - Continue to practice proper hygiene, including handwashing and use of hand sanitizer
 - Use proper coughing and sneezing etiquette
 - Practice physical distancing

Policies and Training

Upon completion of the mandatory 14-day quarantine period, students will be required to sign and comply with the following Policies.

- CCST Covid-19 Safety Plan and International Student Safe Travel Guide
- Document Checklist and Quarantine Plan

Mental Health

Students and staff may be experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic.

- To maintain a good mental health, we recommend talking or video-chatting with their family and friends by using their cell phone or other electric gadgets. If students or staff need counselling or any help, contact to Senior Educational Administrator (or Administrator) through phone, video chat, email to support during COVID-19. Or outside of the college access to Here2Talk, available 24/7 for mental health counselling and referral service for post-secondary students.
<https://here2talk.ca/home>
- The Province offers a range of virtual mental health programs and services to support mental health and wellness: Mental Health Commission of Canada – National Standard for Psychological Health and Safety in the workplace <https://www.mentalhealthcommission.ca/English/what-we-do/workplace/national-standard>

To understand the culture in Vancouver

There is no racism in Canadian College of Shiatsu Therapy.

Vancouver is a multicultural city, and the city values this diversity, because it is a source of the city's strength, vitality, and prosperity. The city has complete access to civic services, and live free of prejudice and discrimination.

<https://vancouver.ca/people-programs/multiculturalism.aspx>

<https://www2.gov.bc.ca/gov/content/governments/multiculturalism-anti-racism/anti-racism>

Other helpful information

<http://britishcolumbia.com/plan-your-trip/maps-of-bc/vancouver-british-columbia/>

<https://vancouver.ca/parks-recreation-culture/arts-and-culture.aspx>

<https://new.translink.ca/>

Communication

Communicate with each other by using posters, emails, and such and repeat key messages. Do not assume the message has already been understood. Also, we share our email addresses among staff some communication tools such as Zoom among students, so that we can communicate each other frequently. We have an easy access to our website as well to get information that we might be concerned.

- Remind students and staff such as community of the college, all health and safety measures administered prior to the pandemic are still in place.
- If possible, give them an appropriate amount of time to review this safety plan, and to respond with questions.

Cleaning Procedure

Locate a cleaner/disinfection product in the kitchen and the reception area (Sani Hands/Lemon Tree). Further double checks any safety precautions around the cleaner, have enough supplies such as paper towels for each day and ensure adequate ventilation while you clean.

Safe practice as always mandates frequent and proper hand washing: this means after you cough, sneeze, or touch your face, after using chemicals, and after touching any other items and surfaces within Canadian College of Shiatsu Therapy.

Personal Protective Equipment (PPE)

The following Items are **required OR recommended OR unnecessary** for use at Canadian College of Shiatsu Therapy:

- **Required:** Masks
- **Recommended:** Safety glasses/goggles
- **Unnecessary** Gloves*

* Note: Gloves do not offer any protection over regular and rigorous handwashing that is typical of Shiatsu practice.

<https://www.canada.ca/en/health-canada/services/video/personal-protective-equipment-lower-risk-exposure.html>

NOTE: As Shiatsu therapist, our PPE is different and trained monitors are unnecessary in our setting. This video is for purposes of understanding the principles only.

Supply Considerations

Furnishing Considerations	Do not touch garbage bins in common/treatment areas Acrylic shields between reception area and clients
Personal Items for students and therapists	Everyone must wear masks whole day while at CCST Tenugui is prohibited to use for clients! We provide another material instead of it
Cleaning supplies	Spray bottles: for hard surface cleaner, vinyl surface cleaner (coated surface cover, massage mats, face pads, pillows, etc.) Hard-surface disinfectant: Lemon Tree (00628891) * visit https://health-products.canada.ca/dpd-bdpp/index-eng.jsp to check it
Hygiene supplies	Hand sanitizer must contain at least 60% alcohol at reception Hand Sanitizer: Sani Hands (02242309) * visit https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html to check it Hand soap in the washrooms Paper towels
Others	* Previous sheets/blankets are also prohibited ** paper towel for face pad, eye and wiping as usual and in washrooms *** plastic wrap card machine to protect buttons from direct touch and easy to clean up

Students, staff and visitors infection control & facility practice

Generally, students, staff and visitors should be able keep social distance in Canadian College of Shiatsu Therapy.

However, as students, staff and visitors will interact the risk of contamination increases making it essential to practice strict COVID -19 safety protocols. It is also essential that people who are related to health care industry should keep healthy, safe, and are able to perform their work in providing care and service in all settings.

At this time, our waiting areas will be closed and complimentary items such as (e.g. magazines, books, or flyers) have been removed.

Commonly used furniture that could not be sanitized such as (e.g. Fabric upholstered waiting room chairs) have also been removed at this time.

CCST will establish an appropriate school schedule to reduce density of people on site at any one time. For example, we will operate the clinical placement and the school separately on different days.

Entrance

There will be signage that indicates sanitizing hands, wearing a mask, keeping social distance, and encouraging self-monitoring will be placed on the door and hallway.

All common use surface areas such as handrails and doorknobs will be sanitized and cleaning multiple times a day.

Reception

A hand sanitizer is placed at the reception desk so that students, staff, and visitors can use anytime they are in Canadian College of Shiatsu Therapy.

Every common use surface area such as the reception desk that staff will be cleaned and sanitized several times a day.

We have installed an acrylic shield to separate the reception from other areas. Any interaction between the reception desk and visitors must be done between the clear acrylic shield.

At this time, we do **NOT accept cash**, we will only **accept VISA/Mastercard/Interac** for all transactions, and card machines will be sanitized after every use.

Students, staff, and visitors can check their temperature anytime by using a thermometer at the reception.

Classroom and Staff room

Hand sanitizer is available throughout the space and can be used anytime.

Every surface that staff and students touch will be cleaned and sanitized several times a day. This includes desks, chairs, a whiteboard, models of body, etc.

Encourage the opening of windows to help ventilate rooms as much as possible.

Social distancing applies to all of us. We encourage students and staff to have their lunches in their own rooms and disinfecting them before and after.

Washroom

For both the men and ladies' washrooms hand washing signs are placed to encourage proper hand washing for a minimum of 20 seconds.

Washrooms will be cleaned multiple times a day with extra cleaning care taken for the common touch areas such as doorknobs and sinks.

Handwashing sign: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

Kitchen

Every surface that students and staff touch will be cleaned and sanitized several times a day. This includes the tap, sink, etc.

Canadian College of Shiatsu Therapy cleaning schedule

Frequently touched surfaces and common used areas such as doorknobs, handrails, light switches, countertops and electronic are more likely to be contaminated, therefore all common touch areas at Canadian College of Shiatsu Therapy are cleaned and sanitized frequently multiple times a day. It is also important that we ensure all garbage such as used paper towels be disposed properly to reduce the risk of contamination.

Education Delivery

To facilitate safe campus operations, Canadian College of Shiatsu Therapy has moved to blended teaching and learning model allowing some of the course content to be learned remotely online, reducing the amount of time students spend on the college. Students will now only come to college for the in-person segment of the course.

Reduce Campus Capacity

Occupancy in CCST is limited to 20 people with no more than 12 students in classroom. Please note this may change in accordance with government guidelines and recommendations.

There are clearly marked signed in every room of the college including the classroom and waiting area stating the maximum occupancy limit.

While the college is open to students and staff, all other visitors are required to only come with an appointment and the entrance door may be locked to help limit the amount of non-necessary visitors.

Physical Distancing

Students and staff must maintain a 2m/6ft distance from each other and must refrain from close greetings (hugs. Kisses on the cheek and handshakes)

Face masks

CCST requires all students, staff, and visitors to wear a non- medical mask or face covering at all times within the college.

Hand Cleaning/ sanitizer

CCST has provided adequate amount of hand sanitizers around the college (classroom, waiting area, reception desk, offices)

Signage

Extensive signage has been implemented at CCST. All students, staff and visitors are always expected to follow signage.

Training and documentation

Representative of CCST is trained as below:

- CCST will provide physical distancing education and guidelines for all students and staff and will conduct regular health advisory sessions via online tools before the first day of the class or work.
- The risk of exposure to COVID-19 and the signs and symptoms, how to spread it.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneezing etiquette.
- How to report an exposure to or symptoms of COVID-19
- Update to school and work policies, practices, and procedures due to the COVID-19 pandemic and keeping records
- Document COVID-19 related meetings and post minutes.
- Keep records of instruction and training provided to students and staff regarding COVID-19, as well as reports of exposure and first aid records.

Maintenance and Monitoring of the safety Plan

Please read/understand this safety plan as your make our safety operation a top priority.

1. I understand the Canadian College of Shiatsu Therapy safety plan for COVID-19 shown above
2. I agree to follow the Canadian College of Shiatsu Therapy safety plan for COVID-19 shown above
3. The Canadian College of Shiatsu Therapy safety plan for COVID-19 may be subject to change/update

Resources

- <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>
- <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- [Ministry of Advanced Education, Skills and Training: Go Forward Guidelines](#)
- [ArriveCAN Phone App](#)
- [BC COVID-19 Symptom Self-Assessment Tool](#)
- [COVID Alert App](#)
- [BC Centre for Disease Control](#)
- [Vancouver Coastal Health](#)
- To speak with a medical professional: **8-1-1**
- [Government of Canada Coronavirus disease \(COVID-19\) Resources and Information](#)
- [Government of Canada travel advisories](#)
- [Government of Canada: Outbreak update](#)
- Toll-free phone line to answer Canadian's general questions about COVID-19: **1-833-784-4397**
- [Coronavirus disease \(COVID-19\): International Students](#)
- [Here2Talk: Offers confidential mental health counselling 24/7](#)
- [Recommendations from the Office of the Provincial Health Officer](#)
- [World Health Organization](#)
- [Travel Advice and Advisories](#)

Canadian College of shiatsu Therapy

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