



OSCAR
INTERNATIONAL COLLEGE

COVID-19 SAFETY PLAN

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1. Background

Oscar International College has placed the COVID safety plan for staff members, students, and visitors. In March 2020, the globe has shifted into a worldwide pandemic. To ensure the protection, Oscar International College (OIC) initiated a get-up-and-go that delivers an opportunity to domestic and international students from outside Canada to carry on with their academic coursework in a digital structure to avoid the spread of COVID because student well-being is crucial for us.

Oscar International College provides professional education in the leading skills which the students need to adapt to their workplace and build a better career with the best paying jobs. Our quality education, creativity, and innovation have led us to forge a new path that meets our students' upcoming needs, community, and country.

During the first phase of COVID-19, we were facing many challenges as we worked hard to transition from in-person classes to online format smoothly for our entire Oscar family. We shift our courses to instructor-led digital format within 2-3 business days. Thanks to all the staff members, instructors, and the students for this transition and precautions to avoid COVID-19 spread; added Parvinder Kalra - President at Oscar International College.

Our College has worked very hard to maintain social distancing and taken all the necessary precautions to avoid the COVID-19 speed. All the necessary safeguards have been put in operations, and each family member of Oscar International College must follow these precautions.

These precautions include:

- Online learning opportunity for domestic students and international students with a valid study permit to avoid COVID spread.
- Putting all the cleaning tools like soaps, sanitizers on all our campuses to increase protection and safety.
- Guide our front desk staff to monitor who is visiting the campus. Masks are available on all our campuses to protect the entire Oscar family and visitors as well.
- Creating an "OIC COVID-19 Safety-Plan."
- Providing accurate and transparent COVID-19 info to all the students and the staff members.

Please call 8-1-1 to connect with a health service navigator in case you have symptoms. 8-1-1 is a free health information and advice phone line available in the province of British Columbia.

2. Assessment of campus and learning (in accordance with WorkSafe BC)

Oscar International College programs are being delivered 100% online since the pandemic started in March 2020. Suppose Ministry in British Columbia allowed institutions to teach courses offline or in a blended model, then the entire Oscar family ready to make that shift as well. Vancouver, Surrey, and Abbotsford campuses are closed for in-person classes until the province allows institutions to open it for in-person classes. Currently, our campuses are used by our internal team members only.

At present, we are using our Surrey campus for administrative tasks such as providing clear directions to student and faculty members, maintain the protocol as per the PTIB and EQA guidelines, management of learning tools, student co-op, and advise students on how to stay mentally strong and achieve success in the course. All the students and visitors, in general, are contacted via telephone phone or electronic means such as Zoom meetings or telephonic calls.

On-campus visits are only allowed when it is required with proper social distancing and precautions in place. All the visitors will need to wear masks and self-monitor themselves if there is any sign of symptoms.

The masks are available on all of our campuses for the visitors and the Oscar family. We identified a few areas as higher traffic at our institution – reception, student lounge, printing machine, and lunchroom. Doors handle in the classroom, and the main entrance is at high risk as well, and we always put this message to avoid direct touching and maintain social distancing.

3. Educational delivery (in accordance with AEST Go Forward Guidelines for Post Secondary)

Oscar International College programs are delivered 100% online on Zoom or Microsoft Teams by our highly experienced instructors. This initiative and technology are integrated to reduce COVID-19 exposure during the pandemic. The situation may get change as per the notification from the Ministry in the province of British Columbia.

Currently, enrolled students must attend online classes to receive attendance. If an instructor or a student is going to join Oscar International College in the future, they will get an orientation for technology, program information, attendance, and exams.

All the Oscar International College faculty members will work from home until there is approval or notification from AEST and the provincial health officer to return to in-person classes.

4. Protocols for students, staff and visitors to campus (in accordance with WorkSafe BC)

- In all of our campuses, the total number of people allowed at the same time has been reduced to fifteen people only, which includes Oscar staff and visitors.
- All of our classes for all the programs shifted to an online format to avoid COVID-19 exposure.

- Only 2 visitors are allowed to come and visit for an in-person meeting at our campus with proper social distancing and temperature check.
- Visitors must need to get confirmation from our staff before visiting our campus.
- Oscar International College makes it mandatory to wear masks. If a visitor does not wear the mask, then Oscar International College's internal staff will provide the one in order to follow the health BC guidelines and protect each other.
- Visitors have an option to have an option via telephone or zoom as well.
- Visitors must need to sanitize their hands, send documents via email to reduce the paper exposure, and maintain social distancing.
- We clean our campus and sanitize it regularly.
- All our internal staff must maintain social distancing as well.
- All the internal staff members must clean their desk, chair, and table after coming and before leaving the campus.
- The management must supervise.
- Oscar International College staff members will train and update staff on all COVID-19 protocols.
- At Oscar International College, we do not allow shared food equipment or any crockery available at Campus. Staff is highly recommended to use eco-friendly disposable to eat anything and throw it away.
- The kitchen room is accessible for all the internal staff members but only 1 person at a time.

5. Policies for outbreak (in accordance with WorkSafe BC and PHAC Guidance for Post Secondary Institutions during COVID-19)

- Anyone displaying COVID-19 symptoms or who came from outside Canada in the past 14 days is not allowed to enter inside the campus building.
- Internal staff members and students showing symptoms will ask to leave the campus and work from home. Currently, all the students are studying from home. In order to get the health to advise, they can call on 8-1-1. **8-1-1** is a free service operated by HealthLink BC that provides provincial health information in British Columbia.
- Internal staff members who are using the campus premises, if they have symptoms, then they can inform the Oscar International College management and isolate themselves at home.
- Any outbreak at the campus will be reported to Fraser Health, and the standard prevention will put in place as per the Health BC guidelines.

- If anyone having extreme symptoms, then the international staff will dial 9-1-1.
- The campus will be closed for all the internal staff members and visitors in the COVID-19 outbreak. The complete cleaning and sanitization will be taken place daily for five days.
- Oscar International College will open the campus after 14 days in case the outbreak happens.
- Anyone having symptoms must work from home and isolate themselves for 14-days and report to Fraser Health as well.
- After 14 days, once the staff will be back on campus, they ensure that they can understand the changes in the protocol and communicate with the existing students via email or telephone.

6. Communication and training (in accordance with WorkSafe BC)

- The management team sends all the policies to all the internal staff members and faculty members.
- Precautions guidelines are already given to the people working inside the campus.

7. Monitoring and changing to adapt to the situation (in accordance with WorkSafe BC)

- The management and all the internal staff members will stay updated on the Health BC COVID-19 measurements and precautions.
- Oscar International College management updates all the campus managers and internal staff members and teaches the new upcoming and newly employed staff on updated COVID-19 policies from the provincial health authority.
- Any non-compliance with the 14-day self-isolation will be reported by campus officers to the provincial health authority.

8. Quarantine of arriving international students (in accordance with AEST Go Forward Guidelines for Post Secondary, PHAC Guidance for Post Secondary Institutions during COVID-19 and Public Health Institutional Readiness Requirements for Int'l Students)

- Students living outside Canada who got their study permits and coming to Canada must notify Oscar International College to make the following arrangements.

- Before we will start enrolling students from outside Canada (international students), work closely with administrators to be fully knowledgeable of the process to enter Canada on a student visa.
- COVID-19 policies, 14-days self-quarantine information guide, and Oscar International College contact information will be given to all international students before they depart for Canada.
- All the international students will also be given access to the BC COVID-19 app <https://bc.thrive.health> and ArriveCan within 48 hours of arrival.
- All the international students from foreign countries outside Canada provided a list of secure and suitable accommodations 14-day quarantine or a self-isolation period.
- Oscar International College will also take care of the health and wellness of all the students. We will provide a list of available food delivery, prescription delivery, virtual medical care, and virtual mental health support options. We will also provide infection control protocols, and it will also be available online and from Oscar International College's internal staff members.
- During the COVID-19 pandemic duration, a parental accompaniment is not suggestable.
- Oscar International College will get in touch with the students during quarantine regarding the arrival information and advice.
- If the upcoming students would like to greet the staff members, they will do it once the quarantine period is over. Anyhow, we highly recommend students to schedule a telephonic or a zoom session with our staff if required.
- Students who will display some symptoms during quarantine will be placed in touch with local health authorities to get the right health care to advise and medications.
- There will not be any in-person orientation. The orientation will be organized online via Zoom or Microsoft Teams.
- All the international students will be provided a list of expectations once they reach Canada, including the use of face masks and hand sanitizer and private transportation options to avoid public buses and Skytrain.
- During the first 14 days of self-isolation or a quarantine period, the Oscar International College internal staff members will regularly check to ensure overall well-being and self-isolation compliance.
- Oscar International College believes in providing a secure learning environment for all the students. We will either send an email to the students or publish an update on our virtual check-in's website.

- Oscar International College will work with the BC Ministry of Health to convey a message to the new students regarding COVID-19 testing, contact tracing, and care within the Regional Health Authorities.
- The President of Oscar International College, Parvinder Kalra, is responsible for the safety of the entire Oscar International College Family and college compliance with this plan.
- Oscar International College Management and Leadership team are responsible for the information held within this document.

9. FAQs for Students

a. What is Oscar International College doing to respond to COVID-19?

a. Oscar International College programs are being delivered 100% online since the pandemic started in March 2020. Suppose Ministry in British Columbia allowed institutions to teach courses offline or in a blended model, then the entire Oscar family ready to make that shift as well. Vancouver, Surrey, and Abbotsford campuses are closed for in-person classes until the province allows institutions to open it for in-person classes. Currently, our campuses are used by our internal team members only.

b. How can I help prevent the spread of COVID-19?

b. As B.C. progresses through its reopening phases, [HealthLink BC](#) recommends the following to stop the spread of COVID-19:

1. Physical distancing. Keep a physical distance between yourself and others when you are out.
2. Avoid contact. Avoid handshaking and hugs outside of your family.
Smile and wave instead.
3. Wash your hands. Especially after returning home and before eating. Clean your phone and work surfaces frequently.
4. Wear non-medical or cloth masks. A non-medical mask or face covering is recommended when you cannot keep a safe distance from others.
5. Don't touch your face. Avoid touching your face, eyes, nose, or mouth.
6. Practice respiratory etiquette. Cover your nose and mouth with a tissue or sleeve when coughing or sneezing. Dispose of tissues immediately.
7. Isolate if you feel sick. Even if you have only mild symptoms, self-isolate for a minimum of 10 days.
8. Do not go to work, school, or public places.
9. Get tested. Anyone with symptoms, however mild, can get tested for COVID-19. [Find a testing centre](#)

c. For international students planning to come to Canada

c. Please read the below points:

- Students living outside Canada who got their study permits and coming to Canada must notify Oscar International College to make the following arrangements.
- Before we will start enrolling students from outside Canada (international students), work closely with administrators to be fully knowledgeable of the process to enter Canada on a student visa.
- COVID-19 policies, 14-days self-quarantine information guide, and Oscar International College contact information will be given to all international students before they depart for Canada.
- All the international students will also be given access to the BC COVID-19 app <https://bc.thrive.health> and ArriveCan within 48 hours of arrival.
- All the international students from foreign countries outside Canada provided a list of secure and suitable accommodations 14-day quarantine or a self-isolation period.
- Oscar International College will also take care of the health and wellness of all the students. We will provide a list of available food delivery, prescription delivery, virtual medical care, and virtual mental health support options. We will also provide infection control protocols, and it will also be available online and from Oscar International College's internal staff members.
- During the COVID-19 pandemic duration, a parental accompaniment is not suggestable.
- Oscar International College will get in touch with the students during quarantine regarding the arrival information and advice.
- If the upcoming students would like to greet the staff members, they will do it once the quarantine period is over. Anyhow, we highly recommend students to schedule a telephonic or a zoom session with our staff if required.
- Students who will display some symptoms during quarantine will be placed in touch with local health authorities to get the right health care to advise and medications.
- There will not be any in-person orientation. The orientation will be organized online via Zoom or Microsoft Teams.
- All the international students will be provided a list of expectations once they reach Canada, including the use of face masks and hand sanitizer and private transportation options to avoid public buses and Skytrain.
- During the first 14 days of self-isolation or a quarantine period, the Oscar International College internal staff members will regularly check to ensure overall well-being and self-isolation compliance.

- Oscar International College believes in providing a secure learning environment for all the students. We will either send an email to the students or publish an update on our virtual check-in's website.
- Oscar International College will work with the BC Ministry of Health to convey a message to the new students regarding COVID-19 testing, contact tracing, and care within the Regional Health Authorities.
- The President of Oscar International College, Parvinder Kalra, is responsible for the safety of the entire Oscar International College Family and college compliance with this plan.
- Oscar International College Management and Leadership team are responsible for the information held within this document.

d. I am an international student who has been accepted to Oscar International College but cannot travel to Canada right now. Can I start my program online?

d. Immigration, Refugees and Citizenship Canada (IRCC) is allowing international students with study permits for programs starting in the Summer or Fall 2020 terms to begin their classes while outside Canada and complete up to 50 per cent of their programs via distance learning if they cannot travel to Canada sooner.

10. FAQs for Staff and Visitors

a. How was Oscar International College safety policies assessed and created?

a. Oscar International College programs are delivered 100% online on Zoom or Microsoft Teams by our highly experienced instructors. This initiative and technology are integrated to reduce COVID-19 exposure during the pandemic. The situation may get change as per the notification from the Ministry in the province of British Columbia.

The masks are available on all of our campuses for the visitors and the Oscar family. We identified a few areas as higher traffic at our institution – reception, student lounge, printing machine, and lunchroom.

Doors handle in the classroom, and the main entrance is at high risk as well, and we always put this message to avoid direct touching and maintain social distancing.

b. What are staff protocols for the campus?

b. Staff protocols for the campus are as follows:

- In all of our campuses, the total number of people allowed at the same time has been reduced to fifteen people only, which includes Oscar staff and visitors.
- All of our classes for all the programs shifted to an online format to avoid COVID-19 exposure.

- Only 2 visitors are allowed to come and visit for an in-person meeting at our campus with proper social distancing and temperature check.
- Visitors must need to get confirmation from our staff before visiting our campus.
- Oscar International College makes it mandatory to wear masks. If a visitor does not wear the mask, then Oscar International College's internal staff will provide the one in order to follow the health BC guidelines and protect each other.
- Visitors have an option to have an option via telephone or zoom as well.
- Visitors must need to sanitize their hands, send documents via email to reduce the paper exposure, and maintain social distancing.
- We clean our campus and sanitize it regularly.
- All our internal staff must maintain social distancing as well.
- All the internal staff members must clean their desk, chair, and table after coming and before leaving the campus.
- The management must supervise.
- Oscar International College staff members will train and update staff on all COVID-19 protocols.
- At Oscar International College, we do not allow shared food equipment or any crockery available at Campus. Staff is highly recommended to use eco-friendly disposable to eat anything and throw it away.
- The kitchen room is accessible for all the internal staff members but only 1 person at a time.

c. Are visitors allowed to visit the campus? What are the procedures?

c. The procedures are as follows:

- In all of our campuses, the total number of people allowed at the same time has been reduced to fifteen people only, which includes Oscar staff and visitors.
- All of our classes for all the programs shifted to an online format to avoid COVID-19 exposure.
- Only 2 visitors are allowed to come and visit for an in-person meeting at our campus with proper social distancing and temperature check.
- Visitors must need to get confirmation from our staff before visiting our campus.
- Oscar International College makes it mandatory to wear masks. If a visitor does not wear the mask, then Oscar International College's internal staff will provide the one in order to follow the health BC guidelines and protect each other.
- Visitors have an option to have an option via telephone or zoom as well.

- Visitors must need to sanitize their hands, send documents via email to reduce the paper exposure, and maintain social distancing.
- We clean our campus and sanitize it regularly.
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- All the internal staff members must clean their desk, chair, and table after coming and before leaving the campus.
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- Oscar International College staff members will train and update staff on all COVID-19 protocols.
- At Oscar International College, we do not allow shared food equipment or any crockery available at Campus. Staff is highly recommended to use eco-friendly disposable to eat anything and throw it away.
- The kitchen room is accessible for all the internal staff members but only 1 person at a time.

d. What happens in case of an outbreak?

d. In case of an outbreak:

- Anyone displaying COVID-19 symptoms or who came from outside Canada in the past 14 days is not allowed to enter inside the campus building.
- Internal staff members and students showing symptoms will ask to leave the campus and work from home. Currently, all the students are studying from home. In order to get the health to advise, they can call on 8-1-1. **8-1-1** is a free service operated by HealthLink BC that provides provincial health information in British Columbia.
- Internal staff members who are using the campus premises, if they have symptoms, then they can inform the Oscar International College management and isolate themselves at home.
- Any outbreak at the campus will be reported to Fraser Health, and the standard prevention will put in place as per the Health BC guidelines.
- If anyone having extreme symptoms, then the international staff will dial 9-1-1.
- The campus will be closed for all the internal staff members and visitors in the COVID-19 outbreak. The complete cleaning and sanitization will be taken place daily for five days.
- Oscar International College will open the campus after 14 days in case the outbreak happens.
- Anyone having symptoms must work from home and isolate themselves for 14-days and report to Fraser Health as well.

- After 14 days, once the staff will be back on campus, they ensure that they can understand the changes in the protocol and communicate with the existing students via email or telephone.

e. Can instructors work from home?

e. All the Oscar International College faculty members will work from home until there is approval or notification from AEST and the provincial health officer to return to in-person classes.

f. Are staff working from home?

f. All the internal staff members are working from home. They are coming to campus premises whenever it is required.

11. COVID-19 Resources

Essential services:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19>

Public Health Officer orders:

<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>

Translink Public transit information

<https://buzzer.translink.ca/2020/03/translink-moves-to-rear-door-boarding-on-buses-to-promote-social-distancing/Canada>

Emergency Student Benefit:

<https://www.canada.ca/en/revenue-agency/services/benefits/emergency-student-benefit.html>

Student Aid BC:

<https://studentaidbc.ca/news/general/covid-19-coronavirus-information-bulletin-updated-march-26-2020>

IRCC information for international students:

<https://www.canada.ca/en/immigration-refugees-citizenship.html>

Govt. of BC Here2Talk mental health counseling and referral website and app:

<https://here2talk.ca/>

BC Medical Services Plan

<https://www2.gov.bc.ca/gov/content/health/health-drug-coverage/msp/bc-residents/msp-covid-19-response>

12. Contacts

For all non-specific inquiries, please contact info@oscarinternational.ca. For specific inquiries, please check the FAQs.