

Oscar International College

COVID-19 Conduct Policy and Disciplinary Process

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Introduction

In accordance with WorkSafe BC's six-step process and the post-secondary sector Go-Forward Guidelines, provides guidance to members of the College Community for safe on-campus education along with student and employee services, Oscar International College ("OIC") has adopted this temporary administrative policy to immediately address any behaviors that violate community standards for protecting everyone's health to adhere to the WorkSafe BC's six-step process and the post-secondary sector Go-Forward Guidelines, provides guidance to members of the College Community for safe on-campus education along with student and employee services.

Violations of this policy, the Health Pledge (applicable to students and employees), the policies set forth and/or any other COVID-19-related policy, may result in immediate disciplinary action, including removal of the student or employee from College campus (which could adversely impact in-person learning and employment). This is in addition to OIC's standard sanctions and disciplinary actions that may be issued in accordance with processes, up to and including suspension or expulsion (students) or termination (employees).

The provisions of this policy may change depending on health conditions and Province of British Columbia mandates. Students, staff and faculty should consult College and British Columbia website <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> for updates.

Conduct Expectations for Students, Staff and Faculty

Students, staff and faculty are required to comply with all applicable Covid-19-related policies, including this policy, the policies set forth in the Return to Campus Guide, Student Health Pledge, Employee Health Pledge and Working Safely at OIC (applicable to employees). In addition to the above, all students, staff and faculty are required to take the necessary measures to keep themselves and the community safe including, but not limited to, the following:

- Complete all required safety trainings.
- Comply with all testing, quarantine, isolation and contact tracing protocols as directed by the College, as well as those required by local, Provincial or federal officials.
- Students coming to campus will travel as directly to the Oscar International College campus as possible. They will follow all health and safety precautions during travel, including limiting stops to only those that are necessary, physical distancing from others whenever possible, always wearing a face covering, and using frequent and proper hand hygiene (i.e., hand washing with soap and warm water or use of hand sanitizer when soap and water are not available).
- Students and employees shall not come to campus if they have any COVID-19 symptoms as defined by the Provincial Health Office (PHO) if they have been in close contact with someone who is positive for COVID-19, or if they have tested positive for COVID-19 within the last 14 days. The PHO defines "close contact" as "anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated." Students in these circumstances who are already on campus must contact Health Department by dialing 811 for further evaluation, and follow their instructions and the instructions of appropriate health officials, including quarantine, isolation and contact tracing requirements. Employees should contact their supervisors or department managers. If they are at work when symptoms begin, they should leave immediately and contact their healthcare providers.
- Wear face coverings that fit securely and snugly against the sides of the face, and cover the nose and mouth as required by OIC policies.
- Comply with all maximum occupancy requirements, signage, and floor markings posted in all campus spaces.
- Maintain physical distance (6 feet) from others, to the greatest extent possible.
- Maintain a contact journal that lists the names of other people with whom the individual has been in close contact each day (any person closer than 6 feet for at least 15 minutes). A journal is not required for situations where there is already a record of individuals being in a certain location (e.g., classes or other scheduled events where the list of participants is ordinarily recorded). To assist

the confidential contact tracing process, students are encouraged to keep an electronic calendar for small group meetings or gatherings, including extra-curricular activities. Employees are likewise encouraged to keep an electronic calendar of meetings, and other work-related activities.

- Using an app or other software tool provided by the College, complete daily health checks (also known as health screenings), including temperature and COVID-19 symptom checks, prior to entering campus or coming to work (as applicable). The individual must monitor themselves for COVID-19 symptoms and must not access any campus locations if they are symptomatic. If students experience symptoms, they must stay in their residence, and contact 811 for further instructions. Faculty and staff who are symptomatic may not be on campus and should notify their supervisor and contact 811 for further instructions.
- Students will keep their residential spaces clean and will clean shared spaces and surfaces when they begin to use them (e.g., bathrooms, classroom tables and desks, and study spaces). They will use cleaning supplies provided by the College to clean shared spaces. Employees will follow their department's protocols to clean high-touch areas and shared items.
- Frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or use of hand sanitizer (when soap and water are not available) throughout the day, and before and after entering classrooms, work areas or other common areas.
- Avoid sharing utensils, glasses, pens or pencils, laptops, keyboards, microphones, toothbrushes, or other similar personal products, and frequently sanitize or disinfect high-tough surfaces, such as phone screens, keyboards, tables, desks, etc.
- Responsibly dispose of any sanitizing or disinfecting wipes and related materials.
- Abide by all policies related to visitors/guests on campus.
- Comply with all College and state of Vermont requirements regarding off-campus travel, social gatherings (including mandated gathering sizes and registration requirements) and events.
- Comply with all evacuation and lockdown procedures as directed by local, Provincial or federal officials.
- Be respectful and attentive to anyone who needs help or a reminder about community expectations.
- Avoid bias-based discrimination. The current COVID-19 outbreak has provoked bias and discriminatory behaviors against people of certain racial and ethnic backgrounds. We know that the virus does not differentiate with respect to race, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, students, staff and faculty are expected to treat others with the respect every human being deserves and not promote, participate in, or allow their own bias to impede the access and opportunity of others in their community.

- The employee supervising the work of contractors performing work on campus must ensure that the contractor complies with all applicable COVID-19-related health and safety policies as set forth in the [Return to Campus Guide](#) and [Working Safely at Middlebury](#).

Scope of Oversight – All Students

All students will be held accountable for policy violations that take place between the time they first arrive on campus to begin their Academic program and their graduation or official program completion, or OIC's confirmation of their resignation or expulsion. Conduct that takes place on or near OIC premises or property; occurs at or in connection with a OIC-related event; or occurs off-campus but may represent a threat to the safety of the OIC community or its members, the pursuit of its objectives, and/or the educational environment of others, may be subject to OIC's disciplinary process."

All students, regardless of whether they are studying remotely or on leave, will be required to provide their address to the College. Failure to do so will result in disciplinary action.

All enrolled students, regardless of where they live or whether they are enrolled in remote classes or in-person classes, are subject to OIC's policies.

Disciplinary Process – COVID-19

A. Reporting

Violations of this policy will be addressed through the College's conduct policies and processes as described below and will include accountability measures for students, staff and faculty.

Students or employees who have concerns related to an individual's failure to comply with this policy, the Student Health Pledge, the Employee Health Pledge, or any other COVID-19 related policy, should report the matter to Health and Safety Joint Committee staff (both professional and student staff), deans, or public safety (if the report involves a student), the individual's supervisor(s) (if the report involves a staff member), or the department chair or program director (if the report involves a faculty member), as applicable. For reports that involve department chairs and directors, the report should be made to the appropriate associate dean or the dean of faculty.

Reported concerns involving students will be addressed by the appropriate authority (e.g., the associate dean for community standards, or designee). Reported concerns involving employees will be addressed by the appropriate supervisory authority (e.g., the staff member's supervisor(s) or designee, or the faculty member's department chair, program director, appropriate associate dean or the dean of faculty, as

applicable), in consultation with Human Resources. The appropriate OIC authority will determine if the expectations have been violated and, if so, will determine whether the individual should be removed from campus and/or receive other disciplinary measures as described below, except as follows:

B. Removal from Campus and Other Disciplinary Action

Sanctions for students or discipline assigned to faculty or staff are intended to align with potential and actual impact to community health and safety.

i. Students

a. Removal from Campus

The decision to remove a student from campus will be made on the directive of the Health and Safety Committee and only in violation of any of the bylaws set forth by WorkSafe BC's six-step process and the post-secondary sector Go-Forward Guidelines, provides guidance to members of the College Community for safe on-campus education along with student and employee services. The student will be notified in writing of the decision and may submit an appeal, in writing, to the dean of students within 24 hours of receipt of the decision. The dean or their designee will notify the student of the appeal outcome within 24 hours of receipt of the appeal. Students will be required to **remain in quarantine** in their residence pending the appeal decision and may not have in-person access to campus services or classes. They may attend classes via remote access only if such access is available.

Students removed from campus will receive a No Trespass Notice ("NTN").

A NTN prohibits the presence of an individual on OIC property, or other properties on which OIC programs are occurring. Violating a No Trespass Notice is considered to be a violation of OIC policy. As No Trespass Notices are legally enforceable under private property trespass act, a violation may lead to arrest and prosecution.

Students removed from campus will not receive a refund, Students seeking a refund under these circumstances may submit a written petition to the Director Admissions. Refund decisions will be made by the Director, with final review and approval by the Head of Finance and Administration.

b. Other Sanctions

Additional sanctions for violations of OIC's policies may be assigned in accordance with OIC's General Disciplinary Processes.

ii. Staff and Faculty

For the duration of the pandemic (until provincewide requirements are lifted), employee disciplinary procedures will be modified to ensure adherence to the Province of BC's obligations to maximize health and safety.

a. Removal from Campus

The decision to remove a staff or faculty member from campus (and/or or take other action as described below) will be made by the appropriate supervisory authority (e.g., supervisor(s) or designee (staff), or department chair or program director, (faculty), in consultation with the President.

The employee will be notified of the decision in writing and may file a written appeal to the office of the President within 48 hours of receipt of the decision. The employee will be notified of the outcome of the appeal within two business days of receipt of the appeal. The employee will be required to remain off-campus pending the appeal decision. If feasible, the employee will be expected to work remotely during the appeal period. If this is not feasible, the employee may be placed on paid administrative leave during the appeal period, and pending the outcome of any additional discipline.

b. Disciplinary Action

This administrative disciplinary policy utilizes a tiered response as a guide: the first violation of a basic health precaution such as wearing a face covering, physical distance, etc. will ordinarily result in a verbal warning; the second in a written warning; the third in removal from campus. Violations with higher impact, such as violations of COVID-19-related departmental safety protocols, quarantine, isolation or contact tracing requirements, will ordinarily result in remote work for the rest of the semester (for staff, this will depend on the department's ability to operationally support remote work), and may include a No Trespass Notice.