



Oxford International North America
COVID-19 Health & Safety Plan
San Diego

COVID-19 Health & Safety Plan

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1. Introduction

To ensure a regulated, controlled and safe environment during the COVID-19 pandemic, we are prioritizing the health and safety of both students and staff as we reopen our facilities, and look forward to welcoming students again from abroad. Our team is committed to upholding the highest standards of cleanliness throughout our facility, and in light of the dramatic changes to public health guidelines due to the COVID-19 pandemic, we have updated or enhanced many of our hygiene and safety protocols to help ensure the safety and security of everyone who walks through our doors.

We have also implemented robust COVID-19 related policy through close analysis of the various local, state and federal government and health authority guidelines, including the [USA Center for Disease Control](#), [California State COVID Guidelines](#) and [San Diego County COVID Guidelines](#).

2. Facilities Management

To ensure the safety and wellbeing of our staff and students, working in collaboration with our building authorities, the following measures are in place to ensure our facilities are suitable and prepared for a return to operations:

- Janitorial/School staff will frequently clean high touch surfaces (door handles, elevator buttons, and washroom countertops) in the commons areas and complete the regular night cleaning schedule.
- Elevator use will be limited to 2 people per elevator. Stairwells will be made available for use with directional signage and monitored closely.
- Appropriate signage will be presented in the building lobby, stairwell entrance, and our school main entrance door, to reinforce social distancing measures in the event of people crossing in corridors and stairwells. Additionally, signage with instructions as to the steps staff and students should follow if they suspect themselves or others to be demonstrating symptoms of COVID-19 will be displayed throughout the school(s), and instructing those with symptoms not to enter.
- Hand sanitizer will be available in our lobby and in classrooms.
- Processes will be in place to ensure that new-arriving international students will not overextend OI's capacity to meet federal quarantine requirements (if required), ensuring the delivery of the same high-quality education to our current students, as well as newly-arriving students from abroad. This will be done via a revised blended learning curriculum, and a close management of student enrolment numbers, to ensure OI continues to operate within the capacity guidelines of California

3. Staff, Student, and Accommodation Training and Preparedness

Staff and student assessment and communication will be a major focus of the OI North America health & safety plan, to ensure everyone is on the same page in terms of behavioural expectations and limitations.

(a) Staff Preparation & Training:

- To reduce the number of staff members in the workplace, an assessment will be made of all staff members, the nature of their roles, and where possible, an extension to remote work options will

be made available to those employees who are deemed able to successfully fulfill their role in a remote capacity. Virtual team meetings will also be prioritized wherever possible.

- Assessment of overall office dynamics, and the spaces staff would normally occupy, will be conducted, and staff will adapt accordingly.
- Working hours/the work day will be extended when appropriate, again to avoid over-use of shared work spaces.
- When travelling to work, staff should follow health and safety guidelines provided by local public transport providers. If possible, staff should use alternative transport options, avoiding public transport where possible.
- All staff members will attend remote online training sessions, led by members of management, to ensure that all members of the workforce feel prepared and comfortable with the measures taken by the OI NA team to restart in a safe and thorough manner. This will include communicating all points covered in this document to also ensure expectations of staff.
- A revised staff travel policy will be made available to staff members whose roles involves either national or international travel, to ensure they comply with state/federal safety guidelines when doing so.
- All staff will continually enforce all measures outlined in the Student Guidelines document when communicating and observing students, reporting any health or guideline violations to their respective manager or school director.

(b) Students:

- As per the steps taken to prepare staff, most of the aforementioned steps will also apply to students.
- If needed, lesson/break times will be staggered, and the usual timetable reworked and expanded outside of normal hours to ensure social distancing measures can be observed effectively.
- Social programme activities will remain online for the immediate future until guidelines provided by state and federal governments deem these to be safe to do in person.
- All students will attend a welcome orientation/guideline meetings and training before returning to, or commencing, lessons at school facilities. This will include training on how to deal with suspected contraction of COVID-19, of themselves or others.
- Online lessons will remain in place for students who wish to continue with this option (not currently available for F-1 students)

(c) Student (and accompanying family members) Pre-Arrival, Arrival, & Accommodation:

- Prior to arrival to the USA, students and accompanying family members (applicable throughout the following section when simply “students” are referenced) will be provided with clear instructions and documentation to students on the required protocol for safe travel, quarantine (if required), and behavioural expectations upon arrival to the USA.
- Students will be asked to declare if they have demonstrated any symptoms of, or contracted COVID-19, in the period prior to their date of travel to the USA.

- Students will be sent, and must return a signed, a copy of the COVID-19 International Student Safe Travel, Arrival and Quarantine Protocol (if required) and Checklist, and Self-Isolation Plan, as well as any self-isolation plan forms required by state authorities, ensuring they are aware of behavioural expectations, and are able to follow the various guidelines and protocol accordingly.
- Students will be made aware of their requirement to comply with federal quarantine guidelines. Currently, there are no required quarantine period, rather students need to self-monitor.
- Students will provide evidence of having appropriate medical insurance, effective as of the date of the students' arrival.
- Students will be provided with details of a designated quarantine site that is equipped to follow necessary procedures to provide a safe, comfortable, full-service two-week COVID-19 quarantine period (currently quarantine not required in the USA).
- For the quarantine period (currently not required in the USA), students will be recommended to stay at one of the accommodation options provided by OI.
- For both the quarantine (if required) period and beyond, all host families will be provided new hygiene and services guidelines to ensure the health and safety of all parties.
- Homestay hosts will be required to read and sign Oxford International's Homestay Host Student Quarantine Agreement attesting to the mandatory steps that will be followed in order to be confirmed as a student accommodation option (currently quarantine not required in the USA).
- Clear communication guidelines will be established between the accommodation provider and the school student services team.
- Appropriate student support plans have been established to ensure students are supported appropriately during their quarantine period (currently quarantine not required in the USA), including regular phone calls from an assigned Oxford International staff member. Virtual social programme options will also be provided.
- This will include information and accessible support channels regarding COVID-19 stigma and anti-racism support related to COVID-19. This is also something that OI will also address internally and monitor regularly.
- Residences, a selection of hotels, and host families will be selected to provide the 14-day isolation period for new students to the USA (currently quarantine not required in the USA).
- New students to the USA will be recommended to use the airport transfer service provided by the school, following the health and safety plan of Oxford International accordingly. Students must call or text the student services number provided to confirm their arrival and estimated time of arrival to their accommodation location making no stops on the way.
- All airport transfer drivers will wear masks and gloves, and will travel directly from the airport to the pre-arranged location.
- All passengers are required to wear a mask and use the available hand sanitizer upon entering the vehicle.
- Social distancing in the vehicles will align to the rules and regulations of government and airport driving authorities.
- A thorough cleaning of vehicle interior services will be conducted following each ride and all working areas will be cleaned and disinfected daily.
- Provide all parties with a student/staff-specific emergency action plan outlining the steps that would be taken in the event of demonstration of COVID-19 symptoms.\

- Students planning to travel to other states within the USA during their stay must give the school 2 weeks' notice that they intend to do so, and follow the recommended personal hygiene, quarantine (if applicable) and physical distancing guidelines before and after their travel.
- All students will be made aware of the additional costs of the various quarantine services provided by OIEG. Any student who chooses not to proceed with their educational experience with OIEG as a result of these additional costs will be provided with appropriate refunds of any other fees or tuition paid in advance in accordance with OIEG refund policies.

(d) Post Quarantine Student Support

- In addition to the various forms of support during the quarantine period mentioned above and in the OI Student Quarantine Support Guidelines, OIEG will continue to support students and accompanying family members when the quarantine period has ended.
- This will include mental and social support, anti-racism and stigma information, as well as ensuring students are aware of the standard COVID-19 compliance set out by the federal and relevant state governments, including social distancing and hygiene protocol.

4. Controlling Access

In addition to the measures taken in collaboration with our building managers and co-tenants in our Vancouver and Toronto locations, the following will be enforced at all our North American facilities to best control the areas that are made available as part of the return to operations:

- Both office and classroom layouts will be reconfigured (office and classroom desks, social space seating) to ensure that social distancing measures are adhered to.
- Any mail and package deliveries will remain untouched for 24 hours, and wiped down before being opened.
- Staggered entrance times (if needed) for both students and staff to avoid a build-up in one area to ensure social distancing is practiced.
- Food and drink vending machines will be made unavailable.
- Staff and student fridge/freezer and microwave shared access will not be permitted.
- Gatherings in social common spaces will not be permitted, with all furniture moved or removed (or marked with seating decals to ensure social distancing) from these areas to ensure that social distancing is enforced.

5. Social Distancing Plan

Above all else, the message from world governmental and health authorities has been to observe social distancing measures, and avoid points of contact as the primary, and most essential tool in avoiding the spread of COVID-19. As such, the policies and measures discussed throughout this document contribute to this policy, but specifically to the physical distancing, the below will also be implemented:

- Capacity charts for all classrooms, staff and meeting rooms, reception, lounge and computer area will be revised to allow for physical distancing standards.
- All desks and personal work areas to be spaced 6 feet apart.
- Tape will be added to the floor to indicate student/staff "space".

- All public areas will be configured to include wider aisles and orderly queues, where needed. Some walkways will be designated “one way.”
- Where possible/required, public access doors will be designated as either entrance or exit only, to limit cross pedestrian traffic and personal contact.
- Where possible/required, a staff member will monitor entrance/exit usage, to ensure pedestrian traffic doesn’t become an issue.
- At class start, end, and break times, staff will police designated areas ensuring students exit/enter closed spaces one-by-one.

6. Cleaning & Hygiene Practices

As with the social distancing practices discussed above, the following measures will be taken to ensure best hygiene and cleaning practices in our buildings and OI school facilities:

- All facilities to be thoroughly cleaned and disinfected before reopening begins.
- Hand sanitizer will be made available in the lobby as well as classrooms.
- Signage will be universally visible throughout, promoting regular hand washing and sanitizing and social distancing.
- All office staff and teachers will have access to disinfectant cleaning products to clean desks, chairs, and other equipment (computers, etc.) between shifts and classes.
- Use of shared learning tools will be kept to an absolute minimum (computers, books, etc.), and cleaned between each use. When possible, students will use the same book each day and sit at the same desk each day.
- Staff will wear plastic gloves/or regular use hand sanitizer when sharing tools or handling shared items (documents, computers, etc.).

7. Policy Communication

Well-established systems and line of communications to ensure trust in all parties will be a key part to ensuring our restart plan is executed with accuracy and professionalism. To ensure this, the following will be in place:

- Clear and consistent lines of communication will be established between management and general staff to ensure best practice measures are followed.
- Clear and consistent lines of communication will be established between the school and students.
- Two-way communication will be established with students, in the form of an assigned staff member for in-person and remote contact, as well as regular feedback surveys to ensure a) staff and students are adhering to terms of the policy, and b) staff and students are comfortable with the measures introduced.
- Clear staff expectations communicated in person and in writing, and will be publicly available on the Oxford International website, and at the school locations.
- Staff will be informed of relevant revisions to the company sick leave policy, which will outline the requirements for staff to stay away from school facilities if they have demonstrated symptoms of COVID-19 in the last 10 days.
- HR policies communicated in person and in writing with staff to ensure understanding of any additional new items.

- Staff members over the age of 65, and those that are known to have pre-existing health conditions, will be consulted to ensure they are aware of the precautions included in the restart plan that apply to them specifically. Reasonable extra accommodations will be made to ensure these staff members feel comfortable working from school facilities if they are unable to work remotely.
- Key aspects of operating policy under the protocol outlined in the OI Restart Plan and accompanying documents, as well as any announcements regarding possible or actual COVID-19 outbreaks, will be communicated via company social media, websites and other virtual outlets.
- At our San Diego location, USA Operations Director, Alfred Lopez is the main point of contact and communication from the senior management team. All parties will primarily be contacted by email, with phone/text message secondary methods.
- Records of all student and staff screening, student quarantine completion, case management of suspected cases of COVID-19, and all other relevant record keeping will be managed by Alfred Lopez (USA Operations Director)

8. Dealing with a student displaying COVID-19 symptoms

In the event that a student demonstrates symptoms of COVID-19 while at school or in 14-day arrival quarantine (currently quarantine not required in the USA), the following steps will be followed (the list will be updated if/when recommended by relevant health authority):

- The student must isolate immediately in their bedroom, informing the school and/or homestay or residence contact immediately. If hotel accommodation, OI management will contact hotel contact, rather than student directly to ensure clear communication of the situation.
- Homestay or residence contact will gather all other students in an outdoor common space, to ensure they do not come into contact with the student, or any surfaces/areas the student has touched.
- If symptoms are displayed/reported at school facilities, the student/staff member will be put in isolation until appropriate transport is provided to return them to their accommodation/home.
- All persons that have come into close contact with the student, specifically those in the student's class or "group", would also follow the above (if recommended by local health authorities), and below, steps, and follow self-examinations steps provided by OI, to evaluate their own health.
- From isolation, together with OI management member, the student will contact the local health authority, and take the recommended steps (go to the hospital, continue self-isolation, etc.).
- If post-quarantine, OI management will also contact the local health authority and follow operating guidelines for the school, and instructions for staff and students sharing common spaces with the student in question, ensuring the student remains in isolation at the school until further instructions are received.
- To assist with any possible contact tracing required, all possible information will be gathered as to which other persons within the OI community have been in contact with the student/staff member in question. This will include referencing class lists, registers, and social programme attendance records.
- A thorough cleaning/disinfection of all areas the student has occupied will take place, and any other rooms and areas he/she/they has/have frequented during his/her time since arrival.

- Oxford International staff will then continue to closely monitor the student, homestay contact, and all other student and staff considered at risk, implementing risk assessment measures outlined in training, such as taking temperatures of all students daily, and further ensuring they are aware of symptoms to be aware of. Again, local health authority guidelines will be followed regarding school operations.
- Alfred Lopez (USA Operations Director) will be the primary contact person for both reporting suspected or actual cases of COVID-19, and the main point of communication with the relevant parties (accommodation partners, health authorities, etc). Further details, including location-specific contact information can be found in the OI Case Management Communications Plan (Appendix 3).

9. Staff & Student Guidelines & Expectations

The below guidelines are intended to clarify the revised role and responsibilities of our OI North America team, to ensure expectations are understood and met as we gradually move back to normal operations.

All Staff & Students

- Upon entering the general building, staff & students must use the hand sanitizer provided on the ground floor, and observe the 2/3-person maximum capacity (depending on location) when using the elevator.
- When entering school facilities, hand sanitizer provided must be used immediately.
- Everyone must observe general social distancing measures at all times; avoiding physical contact completely, keeping 6 feet apart at all times.
- Staff must wipe down all work tools and materials needed at the start and end of each day, and periodically throughout the day if a shared resource.
- Staff must clean general work spaces with cleaning products and tools provided at the beginning, end, and periodically throughout the day, every day.
- Whenever possible, staff & students must not share tools and materials, such as pens, teaching resources, etc.
- Some common facilities will not be available, including vending machines, water dispensers, and refrigerators. Students and staff will be required to provide their water and other refreshments.
- Food and drink consumed must not be shared with others.
- Hand sanitizer must be used before and after using communal facilities, such as storage units and photocopier.
- Any mail and package deliveries will remain untouched for 24 hours, and wiped down before being opened.
- Everyone must closely monitor their own general movement around the school, avoiding pedestrian traffic in close spaces such as corridors, stairwells, and doorways.
- Everyone must observe room/space capacity chart guidelines at all times.
- Social gathering in the staffroom or lunch room is not be permitted.
- Everyone must observe signage and other visual instructions at all times.
- All staff and students must have a mask at all times, and wear when appropriate; in high volume areas, when social distancing is not possible, and whenever asked to do so by management.
- Depending on local government guidelines, use of masks may be more strictly required at some centres.
- Observe signage and other visual instructions at all times.
- If staff or students are unwell with high fever, cough, runny nose or any COVID-19 symptoms (listed at the end of this section), they must remain home and contact their immediate supervisor or school director.
- If a student or staff member is aware that they have come into contact with a person with COVID-19, they must inform a member of OI management team (USA Operations Director, Alfred Lopez), self-isolate, and call 211. Equally, if an immediate family member, roommate, or persons living at the same address develop COVID-19 symptoms, staff members and students should contact their OI contact person before attending work/lessons at OI facilities.

- Where possible, staff in close contact with persons demonstrating COVID-19 symptoms should work remotely, in coordination with school management.
- At the end of each work day, all staff will be required to sanitize their work space areas.
- Staff and students will be routinely screened by a member of the management team.
- Students planning to travel to other provinces within the USA during their stay must give the school 2 weeks' notice that they intend to do so, and follow the recommended personal hygiene and physical distancing guidelines.

Teachers

- Teachers should use their classrooms as their primary work space, and only use the staffroom for materials and copier access, strictly observing the capacity chart limits when doing so.
- The classroom must be reconfigured correctly at the start, end, and through the day, every day, to ensure social distancing is enforced.
- All measures outlined in the Student Guidelines document must be continuously re-enforced when communicating and observing students.
- Staggered and single file movement in and out of the classroom must be enforced, ensuring social distancing is observed.
- Lessons should be planned effectively to avoid activities and tasks that would normally involve students working in groups or close proximity.

Additional Requirements (All Staff)

- Prior to the official restart at any of our schools, all staff will be required to attend online training sessions to ensure all parties are aware of their revised roles and responsibilities. This includes training on protocol specific to dealing with suspected outbreaks of COVID-19.
- All staff are responsible for enforcing the measures and requirements outlined in the Student Guidelines document – if you see students not following the guidelines, it is your responsibility to remind them of what is required.
- Along with the above, staff should report any breaking of the guidelines that they observe, either by fellow staff members or students, to USA Operations Director, Alfred Lopez.
- School operating hours may be extended beyond the timeframe usual followed to ensure measures in the restart plan are followed. As such, staff should be prepared and flexible to the idea of their working hours changing slightly in the immediacy.

Visitors

- Visitors should have made an appointment ahead before entering school facilities, where possible.
- Visitors must have a mask at all times, and wear when appropriate; in high volume areas, when social distancing is not possible, and whenever asked to do so by OI staff.

COVID-19 Symptoms:

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold.

The most common symptoms of COVID-19 include:

- Fever
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches
- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

If students or staff develop any of the above symptoms, they must report these to Alfred Lopez, USA Operation Director or an available Oxford International staff member immediately.

10. Further Information

For further information and reference to all the provincial/state government guidelines and protocols that our three North America locations are working in coordination with, please see the following links:

Vancouver:

http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=20200311_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION

Toronto:

<https://covid-19.ontario.ca/>

San Diego:

<https://covid19.ca.gov/>
<https://www.sandiegocounty.gov/coronavirus.html>

Additionally, the Oxford International COVID-19 Health & Safety plan, as well as general COVID-19-related updates, are available on the Oxford International website:

www.oxfordinternationalenglish.com

Appendix 1; COVID-19 Student Quarantine Support Guidelines (Currently not required in the USA)

We at Oxford International prioritize the health and safety of our students, staff, and partners as we re-open our facilities, and our team is committed to following the various guidelines and protocols set out by local, state, and federal governments and health authorities to deal with the current COVID-19 pandemic. As such, we have updated or enhanced many of our hygiene, safety and student services protocols to help ensure the safety and security of everyone associated with the operations of Oxford International. To ensure our students, and any accompanying family, are well supported during the 14-day quarantine period and beyond, the following guidelines and protocol will be followed:

During the 14-Day Quarantine Period

Basic provision of appropriate accommodation, meals, and additional day-to-day supplies and support will be provided by the accommodation host/provider, the details of which can be found in the OI Homestay Host Student Quarantine Agreement, and the OI International Student Quarantine Plan. Beyond those services, the below protocol will be in place:

- An OI staff member will be assigned to provide student support during quarantine and beyond, ensuring students know, and are comfortable with, a specific member of the OI student services team at their OI location. This will include encouraging students to take part in online social programme activities to ensure new students integrate well within the OI community.
- Students will receive a daily “pop-in” phone call from their designated OI student support staff member, allowing students to express any concerns or worries regarding their mental or physical health, and ensure they are following quarantine guidelines. This will also allow the OI staff member to assess how the student is managing the quarantine process.
- The designated OI staff member will also check in with the accommodation host/provider, to ensure they are following the steps outlined in the Homestay Agreement document, and also get further feedback on how the student is coping and following quarantine protocol.
- Students will be provided with details and contacts of the various local, state and federal quarantine and COVID-19 support services, to ensure positive mental health can be maintained during and beyond the quarantine period.
- Students will be provided with local health authority contact details and information, and provided with instructions as to what they should do in the event they become ill, or suspect they may develop symptoms of COVID-19.
- In addition to the above, similar information will be provided regarding anti-racism support related to COVID-19. This is also something that OI will also address internally, and monitor at each of the three schools in North America.
- The assigned OI student support staff member will ensure students in quarantine are aware of the virtual social programme activities that are available each day as part of OI’s virtual social programme, encouraging them to take part to avoid students feeling isolated, and instead part of the OI community.
- A member of the academic staff will check in with students regularly to ensure they are enjoying and benefiting from their virtual classroom experiences, providing support if necessary.

Post-Quarantine Period

- In addition to the various forms of support during the quarantine period listed above, OIEG will continue to support students and accompanying family members when the quarantine period has ended.
- This will include mental and social support, anti-racism and stigma information, as well as ensuring students are aware of the standard COVID-19 compliance set out by the federal and relevant provincial governments.

Appendix 2; COVID-19 Homestay Host Student Quarantine Agreement (Currently not required in the USA)

We at Oxford International prioritize the health and safety of our students, staff, and partners as we re-open our facilities, and our team is committed to following the various guidelines and protocols set out by provincial, state, and federal governments and health authorities to deal with the current COVID-19 pandemic. As such, we have updated or enhanced many of our hygiene and safety protocols to help ensure the safety and security of everyone associated with the operations of Oxford International, including the standards and guidelines we ask our Homestay and accommodation partners to follow. This agreement outlines the additional Homestay host requirements introduced in response to the new challenges presented by COVID-19. Please read, sign, and return to our homestay coordinator, who will also be able to answer any questions you have.

Self-isolating with a Homestay family

For students staying with you, the 14-day quarantine period will mean the following:

- Students **must** stay in their room at all times, other than to use washroom facilities, or in case of an emergency.
- At times when the student has to leave their room, protocols must be followed; wear a mask at all times, remain at least 2 metres from all family members, avoid contact with surfaces wherever possible.
- Students **must not** enter common social spaces, such as the kitchen or living room.
- Students must contact (by phone or text message) the host family contact if they need anything from outside their room.
- Students must bring with them the following items; 60 disposable face masks OR 30 disposable and 1 reusable cloth face mask, one large bottle of quality hand sanitizer; one box of Nitrile gloves, and a thermometer.
- Students must package up their own garbage, dining items (plates, glasses, etc.) and laundry, leaving outside the door for the host family contact to collect and remove.

Homestay Host Responsibilities

As the accommodation provider during a student's 14-day quarantine period, you are responsible for ensuring they can do so in a safe, successful, and relaxed manner. This means you will be expected to do the following:

- Ensure the student's bedroom is thoroughly cleaned/disinfected and prepared before arrival.
- If the bathroom facilities are shared, ensure that these are thoroughly cleaned/disinfected between every use.
- Provide three meals per day. Meals must be left outside the student's door.
- Where possible, provide food and drink using disposable plates, cups, and cutlery.
- Provide the student with standard complimentary amenities (e.g., water, tea, coffee, napkins, etc.) and non-perishable type food items to limit the need to make numerous daily deliveries.
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- Provide adequate toiletries, linens and other supplies.
- Required linens, laundry, and toiletries must be left outside the student’s door. All linen and laundry will be laundered by the homestay host.
- You **must not** enter the student’s room during the 14-day isolation period, apart from in the event of an emergency. Cleaning and housekeeping services will not be provided.
- Provide several large trash bags for disposal of any trash. A time should be arranged for the student to leave full bags outside their door, for collection.

Host families will also be required to:

- Be empathetic to the situation the guest is in. Students may find the prospect of self-isolating stressful, so be as friendly and calming as possible throughout the 14-day period.
- Adhere to rigorous hygiene, cleanliness and physical distancing practices.
- Check that the student has the contact number of Oxford International’s homestay coordinator, and that they know that they must call or text that number immediately if they feel unwell or demonstrate symptoms of COVID-19.
- Provide the student with a contact number that can be reached by calling or texting at all times.
- Remind the student to contact their family and friends regularly.
- Monitor the student to ensure that they do not leave their room. If the student fails to comply to the terms of the quarantine period, you must contact Oxford International’s homestay coordinator immediately.
- If you think the student is unwell, or demonstrating symptoms of COVID-19, you must contact Oxford International’s homestay coordinator immediately.

By signing this document, you agree to follow the Homestay host quarantine guidelines as laid out above during a student’s 14-day self-isolation period being carried out in your home. In addition, you accept the following:

- You confirm that you and any other members of the household are free of COVID-19 symptoms, and do not fall within the “vulnerable” criteria as outlined by the health authorities of Canada (over 65 years of age, relevant pre-existing health conditions).
- By failing to provide the required service and conditions to students that are self-isolating, you risk contributing to the spread of COVID-19 in the community.
- By hosting a student arriving from outside of the USA, there is a risk you or a family member may contract COVID-19.

Commitment to this plan

I, [HOST NAME] _____, confirm that I understand the importance of the quarantine procedure for students arriving in the USA, and will follow all criteria provided in this document, as well as all requirements provided by the governments of the USA, for a full 14 days.

Signature: _____ Date: _____

Appendix 3; COVID-19 Case Management; Strategy & Communication Plan

We at Oxford International (OI) prioritize the health and safety of our students, staff, and partners as we re-open our facilities, and our team is committed to following the various guidelines and protocols set out by provincial, state, and federal governments and health authorities to deal with the current COVID-19 pandemic. As such, we have updated or enhanced many of our hygiene, safety and communication protocols to help ensure the safety and security of everyone associated with the operations of Oxford International. This includes the management of suspected cases of COVID-19 at one of our North America schools, and ensuring that OI management, staff, and students are aware of the protocol in place to deal with a possible outbreak. The following plan outlines the steps that will be taken in the event of a suspected case of COVID-19 at one of our locations.

Goal

The goal of this plan is to outline the protocol in place to effectively deal with suspected COVID-19 cases at an OI school or associated location (eg. student accommodation), and, in turn, ensure that OI management, staff, and students are aware of the protocol in place to deal with such a possible outbreak.

Strategy; Communication

Communication of strategy and protocol of what to do if a student or staff member suspects themselves or others in the OI community to be demonstrating symptoms of COVID-19 will be communicated via the following channels:

- Staff and student training sessions that all parties must attend before commencement of, or return to, work/study at an OI location.
- Various staff and student COVID-19 support guidelines and protocol documents, including the OI Staff & Student COVID-19 Guidelines, International Student Quarantine Checklist, Student Quarantine Support Guidelines, and Homestay Host Student Quarantine Agreement.
- Company social media and various virtual information outlets, including the OI website.
- OI internal staff and student email chains.
- Emergency text message system, for staff/students to effectively communicate/report suspected cases.
- Regular virtual meetings with key team members and external partners (eg. accommodation hosts/partners).
- Clear instructional signage at all OI locations.
- Records of all student and staff screening, student quarantine completion, case management of suspected cases of COVID-19, and all other relevant record keeping will be managed by School Director, Alfred Lopez.
- In general, OI management team will ensure they remain informed of the local case numbers, to assess the general situation, and raise precautions and readiness if needed as cases rise.

Strategy; Situational Analysis

In the event of a staff member of student demonstrating COVID-19 symptoms, the following strategy will be employed:

- The student/staff member must return home and self-isolate immediately.
- If it is not possible to do the above in a safe and effective manner, the student/staff member must isolate in an assigned room/space at the school until it is safe to return home to begin self-isolation. When appropriate, students will be transported home under the health and safety protocol, and instructed to call 211.
- If the student/staff member is seriously ill, the on-hand OI manager will call 911 and communicate the situation to the operator. USA Operations Director, Alfred Lopez will be immediately informed of the situation and take the lead on all communication and management of the situation.
- If the student/staff member is not seriously ill they should seek assessment by calling 211 and testing if indicated to do so. They can also contact their local health care provider.
- In the event that testing is required/advised, the individual will be transported (in accordance with our health and safety transport protocol) to a COVID testing center as directed by calling 211.
- Contact tracing data will be gathered by management and the admin team, including any class lists, registers, and social program event attendance information, and will be made available to the local authorities.
- Whether in self-isolation or at a medical facility, the assigned OI staff member will keep track of the staff member/student's situation daily.
- Any surfaces or tools touched by the student/staff member will be thoroughly cleaned as per the OI Health & Safety Restart Plan, and in accordance with the cleaning and hygiene guidelines of local health authorities.
- In the event that a student develops symptoms of COVID-19, OI management (USA Operations Director, Alfred Lopez) will consult with the relevant local health officials to assess whether additional members of the OI community that have come into close contact with the student should also self-isolate (eg. classmates, host family members), and follow guidance accordingly. Student support will continue throughout, if tested positive or not.
- Before ending self-isolation, the student/staff member must receive confirmation from a local health authority that it is safe for them to do so. Any return to school will be confirmed in collaboration between OI management (USA Operations Director, Alfred Lopez), the local health authority, and the student/staff member in question. Upon returning to school, a "refresher" session on behavioural and cleanliness expectations will be provided to staff and students.
- If appropriate, OI Management (USA Operations Director, Alfred Lopez) will communicate the situation with the relevant governing bodies and health authorities to establish whether it is safe to continue operations at the location in question, and will communicate any instructions provided by the aforementioned bodies to all members of the OI community whose work/study is affected as a result. Communication will be via the various methods outlined in the previous section, and the holding statement template below:

Holding Statement

Communication of any suspected or actual case of COVID-19 at any OI location will be communicated via a holding statement using the following template:

- Key statement line, with date and time.
- Location of incident.
- Key and pressing details of what has occurred. Language will be graded and kept simple as possible to best ensure comprehension for students of varied English language levels.
- Actions OI will take in management of the situation, or those needed to communicate publicly.
- Details of provisions OI will put in place while situation is being managed (eg. temporary return to virtual classes if school is required to close for cleaning/inspection/review).
- Contact details for Q&As.
- Details of when further updates/announcements will be made.

OI Contacts

At each OI location, the following contact details and assigned contact person will be shared within the relevant OI community, and will be the primary contact person for the location in the event of a suspected or actual case of COVID-19, as well as management of all COVID-19 compliance:

San Diego

Contact Person: Alfred Lopez – USA Operations Director

Contact Details: alopez@oxfordinternational.com / +1 619-233-0355

Appendix 4; COVID-19 International Student Safe Travel, Arrival and Quarantine Checklist

Dear student,

We look forward to welcoming you to one of our schools in North America! Canada and the USA remain welcoming destinations for international students. However, as a result of the COVID-19 pandemic, there are some important protocols that international students must follow to reduce the risk of infection and transmission of the virus, including undertaking a mandatory 14-day quarantine period immediately upon arrival in Canada. Currently, there is no quarantine requirement for the USA and students must self-monitor for 14 days.

Please take some time to review the information in this document. Please note that in not following this protocol, students may be denied entry into the country, or may be denied entry/dismissed from your program of study with no refund. Government authorities may also fine students for non-compliance in certain situations.

Please understand that our number one priority is the health and safety of our students, homestay families, schools and communities. We at Oxford International are obligated to follow the regulations and recommendations of various authorities, including the governments of Canada and the USA, as well as provincial/state and local public health authorities.

Please confirm that that you understand and agree with the following:

- **Students studying in Canada:** I am aware of the requirement to comply with the Government of Canada's Quarantine Act, including the penalties of violation of the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines.
- **Student studying in the USA:** I am aware of the requirement to comply with the USA's Center for Disease Control (CDC) requirements for all international arrivals to self-monitor for two weeks
- I agreed to comply with the requirements laid out in Oxford International's International Student Safe Travel, Arrival and Quarantine Protocol and Checklist.
- I have completed and printed the Self-Isolation Plan for presentation at my port of entry, and have registered via the ArriveCAN App. (ArriveCAN App for students in Canada only)
- I confirm that I have appropriate medical insurance, effective as of the date of my arrival in North America, which includes coverage for COVID-19 during the quarantine period.

Name: _____

Signature: _____

Date: _____

Student checklist

The below checklist provides guidelines to support you in your travel and quarantine upon arrival in Canada or the USA.

Pre-Departure:

1 – Communicate with your school about your arrival and quarantine plan:

We will provide you with accommodation options for your 14-day quarantine and require that you make a selection of your preferred quarantine site. Your quarantine site will provide:

- Private, safe transport from the airport to the hotel.
- Delivery of three meals per day to your room;
- Adequate toiletries, linens and other supplies for 14 days;
- Adherence of all staff to rigorous hygiene, cleanliness and physical distancing practices;
- Monitoring services to ensure that you do not leave your room.

In addition to payment of a deposit for your language program, you will be required to pay a deposit for your quarantine package, prior to being issued a letter of acceptance.

Be clear about how and where you will be meeting your transportation upon arrival. Obtain a cell phone number for the driver.

If you have demonstrated symptoms of, or contracted, COVID-19 prior to your travel date, you must inform your Oxford International contact person before travelling to Canada/the USA.

2 – Prepare for 14 days of isolation (Currently not required in the USA):

Please refer to the guidelines from the Public Health Agency of Canada on How to Self-Isolate. For students studying in the US, please refer to the equivalent guidelines provided by the Center for Disease Control (CDC).

We will provide options for you to commence your academic program through Virtual Classroom options during your quarantine period. Discuss the academic plan for your quarantine with your contact member of our team.

You should make a plan for your physical and emotional wellness during quarantine, including any books, games, fitness equipment/apps, etc. you wish to have with you.

3 – Complete Arrival Plans:

Please complete our mandatory Quarantine Plan (ATTACHED). Send a signed electronic copy of this document to your Oxford International staff contact member. Print a copy of this Plan to present to border officials upon arrival in Canada or the USA.

For students studying in Canada, you will need to download the ArriveCAN App on your mobile device (available for iPhone and Android). Complete the pre-arrival forms on the app.

4 – Packing

In addition to regular packing requirements, please also bring:

- 60 disposable face masks OR 30 disposable and 1 reusable cloth face mask;
- One large bottle of quality hand sanitizer;
- One box of Nitrile gloves;
- A thermometer.

Please also have the following with you in your carry-on luggage: at least 2 masks, several pairs of gloves, a travel sized bottle of hand-sanitizer and some disinfecting wipes.

Make sure you have the following documents available when you arrive in your carry-on luggage. You will be required to present these to a US or Canadian Border Services Agent when going through customs and immigration:

- Passport;
- Study permit or permit confirmation document (if you have one);
- Letter of Acceptance;
- Quarantine site contact information, including cell phone number for the driver or school contact.
- Oxford International contact information;
- Signed copy of this document;
- Print out of Self-Isolation Plan.

In transit:

While in transit to the airport, in airports and during flights:

- Wear a mask and gloves;
- Wash hands frequently;
- Use hand sanitizer when necessary;
- Practice physical distancing (minimum 2 metres from others);
- Sanitize your personal space and high touch areas;
- Minimize trips to the washroom (Flush the toilet with the seat cover down);
- Touch as few surfaces as possible;
- Keep your cell phone charged.

Arrival in Canada or the USA:

- Text Oxford International Student Services number provided to confirm your arrival;
- Text your driver to confirm your arrival;
- Wear a fresh mask and gloves;
- Proceed through immigration and baggage pick up while maintaining physical distancing;
- Present appropriate documentation to the customs officer;
- Move as quickly as possible through the baggage area and do not enter any stores in the airport;
- Meet your assigned driver at the agree pick-up location;

- Load your own luggage into the car and sit as far away from the driver as possible;
- Travel directly from the airport to your quarantine site.
- Follow all instructions for COVID-19 safe check-in at your quarantine site.

During quarantine (Currently not required by the USA)

As per the Government of Canada's Quarantine Act you are required to quarantine for 14 days immediately upon arrival in Canada.

This means that you must stay on your own in your room for 14 days. Your quarantine site will provide you with food, clean linens every couple of days, a comfortable room, access to television and Wi-Fi.

This means:

- Stay in your own room at all times. Do not leave your quarantine room unless there is an emergency.
- Keep your room well-ventilated and clean –open your window to let the air circulate.
- Practice good hygiene.
- Wash your hands frequently with plain soap and water for at least 20 seconds.
- Cover your mouth and nose with your elbow when coughing or sneezing, or use a tissue. Avoid coughing into either your hands or into the air. Dispose of used tissues right away into a trash bin and immediately wash your hands.
- Flush the toilet with the lid down.
- Package up your garbage – empty garbage frequently and wash your hands immediately.
- Refer to the COVID-19 laundry policy at your quarantine site for having your clothes washed.
- Stay connected to the Oxford International community, and your assigned staff contact. You will likely have the option to commence your language program via live virtual classes. We will also provide optional virtual social activities in which you can participate to meet other students and learn about the city in which you'll be studying.
- Stay connected to friends and family via text, email, facetime, etc.
- Monitor your physical and mental well-being. If you are not feeling well call 211 tool to help determine if you need further assessment or testing. Contact our Oxford International team and quarantine provider immediately if you feel sick.
- You will be required to submit a daily health declaration to their OI contact staff member, and will receive a daily phone call from local government authorities. These phone calls must be answered every day.

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 with our student services team;

- If you need to travel to another city within the USA for your studies while in airports and during flights, you will be expected to follow the same recommended personal hygiene and physical distancing guidelines as during international travel, including wearing a mask and gloves; washing/sanitizing hands frequently; and observing appropriate physical distancing;
- For the duration of your stay in the USA, please be mindful of and respect public health directives;
- Continue to practice proper hygiene, including hand washing, the wearing of masks where applicable in public and use of hand sanitizer;
- Use proper coughing and sneezing etiquette;
- Practice physical distancing, mask-wearing, and all other standard COVID-19-related guidelines and protocol outlined by the local/state government and health authority.

Appendix 5; International Student Quarantine Plan (Currently not required in the USA)

Personal Information

Name [First, Last]: _____ Passport number: _____

Date of birth (yyyy/mm/dd): _____

Country of origin: _____ Home address: _____

Arrival information

Arrival date: _____ Arrival from: _____

Port of entry into USA: _____

Arrival by (airline name and flight #): _____

Quarantine plan

Quarantine location (name and address of homestay provider, hotel or accommodation provider):

I confirm that the following are provided by the quarantine site:

- Transportation to quarantine location
- 3 meals / day, delivered to my room
- Access to needed toiletries, linen, cleaning supplies etc.

I confirm that I am entering USA with medical insurance that provides coverage for COVID-19 during the mandatory quarantine upon entry period.

Commitment to this plan

I, [STUDENT NAME] _____, confirm that I understand the importance of the quarantine procedure upon arrival to the USA, and will follow all criteria provided in this document, as well as all requirements provided by the USA, for a full 14 days.

Signature: _____ Date: _____

Appendix 6; COVID-19 Assessment Centres

For information regarding testing please visit the website:

https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html

Here you can see the various testing locations in San Diego as well as book a test.

You can also call 211 or your health insurance provider.

Appendix 7; COVID-19 Staff Vaccination Policy

We at Oxford International (OI) prioritize the health and safety of our students, staff, and partners across our schools in North America, and our team is committed to following the various guidelines, protocols, and recommendations provided by provincial, state, and federal governments and health authorities to deal with the current COVID-19 pandemic. As such, we have updated or enhanced many of our hygiene, safety and communication protocols to help ensure the safety and security of everyone associated with the operations of Oxford International. This includes providing guidelines on COVID-19 vaccinations, and outlining our position on staff protecting themselves and our students against the COVID-19 virus.

Staff Vaccination Policy

Following government and health authority recommendations, it is strongly encouraged that all Oxford International North America staff be vaccinated against the COVID-19 virus at the earliest convenience, pending availability.

Policy Exceptions

It is recognized that some staff may be exempt from the above policy. Staff members are not encouraged to be vaccinated against COVID-19, if either of the following are applicable:

- The COVID-19 vaccine poses a physician-verified health risk to the employee
- Vaccination goes against sincerely-held religious beliefs.

Personal beliefs, such as generally-held personal beliefs against vaccinations, would not be recognized as a justified exemption.

Confirmation of COVID-19 Vaccination

It is strongly encouraged that staff members that have received the COVID-19 vaccine confirm as such in writing, via email, to their respective School Operations Director. This documentation should not include any additional personally identifying medical information.