



Oxford International North America
COVID-19 Health & Safety Plan
British Columbia

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, ensuring a safe work and study space as best possible. 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 provincial/state and federal government and health authority guidelines, including WorkSafe BC, *BC COVID-19 Go-Forward Guidelines*, and *the Government of Canada's Guidance for Post-Secondary Institutions During the COVID-19 Pandemic*, as well as *the order of the provincial health officer of British Columbia*.

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 in the commons areas and complete the regular night cleaning schedule.
- Elevator use will be limited to 2-3 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 building ground floor lobbies as well as in the school common areas.
- Processes will be in place to ensure that new-arriving international students will not overextend OI's capacity to meet federal quarantine requirements and/or the B.C. Post-Secondary Go-Forward Guidelines, 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 (as/when required), and a close management of student enrolment numbers, to ensure OI continues to operate within the capacity guidelines of the province.

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 provisional/state 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.
- If necessary, social programme activities will be moved online based on guidelines provided by provincial, state, and federal governments.
- All students will attend remote online 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, where available.

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

- Prior to arrival in Canada, students and accompanying family members (applicable throughout the following section when simply “students” are referenced) will be provided with clear instructions and documentation on the required protocol for safe travel, quarantine, and behavioural expectations upon arrival in Canada.
- Students will be asked to declare their COVID-19 vaccination status, and if they have demonstrated any symptoms of, or contracted COVID-19, in the period prior to their date of travel to Canada.
- In addition, students will be informed of the government of Canada’s requirements regarding pre-arrival and arrival COVID-19 testing, and arrival quarantine, as/when required.
- Students will be sent and must return a signed copy of the COVID-19 International Student Safe Travel, Arrival and Quarantine Protocol and Checklist, and “Just in Case” Plan, ensuring they are aware of behavioural and procedural expectations, and are able to follow the various guidelines and protocol accordingly.
- Students will be required to download and use the ArriveCAN app (in addition, the BC Covid-19 app in Vancouver) on their phones or devices, to further aide self-monitoring and daily symptom checking, in addition to OI’s internal daily monitoring protocol in place.
- Students will be made aware of OI Vancouver’s Vaccination Policy prior to travel.
- Students will provide evidence of having appropriate medical insurance, effective as of the date of the students’ arrival.
- Students will be provided with, or will provide, details of a designated “just in case” quarantine site that is equipped to follow necessary procedures to provide a safe, comfortable, full-service two-week COVID-19 quarantine period, in the event this is required by airport authorities.
- All designated “just in case” quarantine host families, student residences, and accommodation partners will be provided new hygiene and services guidelines to ensure the health and safety of all parties.
- Clear communication guidelines will be established between the accommodation provider and the school student services team.
- During self-isolation periods (as/when required), students can attend classes virtually and will require computer/laptop/ and high-speed internet to attend classes.
- Appropriate student support plans have been established to ensure students are supported appropriately during any required quarantine period, 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.
- Residences, a selection of hotels, and host families will be selected and offered to provide arrival quarantine period for new students to Canada, as per government requirements and as/when needed.
- Airport transfer partners of OI will adhere to any COVID-19 Health & Safety protocol and requirements for transfer services. Students will also adhere to these as/when required.

- Students planning to travel to other provinces/states within Canada during their stay must give the school 4 weeks' notice that they intend to do so, and follow any travel guidelines in place as per government requirements.
- Students will be kept up to date with exemptions from quarantining and testing, as per the Government of Canada's requirements, and will be made aware of all requirements where applicable.

(d) Post Quarantine Student Support

- Any students required to quarantine upon arrival to Canada will continue to be supported and informed of the latest COVID-19 protocol and requirements post-quarantine.

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:

- Both office and classroom layouts will be reconfigured (office and classroom desks, social space seating) to ensure that any social distancing measures are adhered to.
- Barriers and dividers will be employed, where appropriate.
- Staggered entrance times for both students and staff to avoid a build-up in one area to ensure social distancing will be practiced as/when required.
- Food and drink vending machines may have limited access.
- Staff and student fridge/freezer and microwave shared access may be limited, as per provincial COVID-19 protocol.
- Gatherings in social common spaces will be limited, or not be permitted in some cases, 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.
- Directional 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 regularly.
- Hand sanitizer will be made available in the building lobby as well as the entrance of school facilities.
- 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 use as/when required to as per COVID-19 guidelines.

7. Policy Communication

Well-established systems and lines of communications to ensure trust in all parties is key to our COVID-19 Health & Safety Plan being 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 to ensure a) staff and students are adhering to terms of the policy, and b) staff and students are comfortable with the measures introduced.
- Staff will be informed of any 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, time allowed to attend vaccination appointments, etc.
- HR policies communicated in person and in writing with staff to ensure understanding of any additional new items such as caregiver leave, etc.
- 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 Health & Safety 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 Vancouver location, School Director, Michelle Ronback is the main point of contact and communication from the senior management team. All parties will primarily be contact by email, with phone/text message secondary methods.

- Records of all student and staff daily screening and case management of suspected cases of COVID-19, and all other relevant record keeping will be managed by the School 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 quarantine, 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 accommodation provided by OI NA). If hotel accommodation, OI management will contact hotel contact, rather than student directly to ensure clear communication of the situation.
- If a student or staff member develops/demonstrates symptoms while at school, they will be required to leave the school, self-isolate, and follow provincial protocol at the time.
- 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, with assistance from OI staff if needed, 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, professional cleaning/disinfection of all areas the student has occupied will take place using available PPE, 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.
- School Director, Michelle Ronback, 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.
- Some common facilities may not be available, such as vending machines, water dispensers, and refrigerators. Students and staff will be required to provide their water and other refreshments in such periods.
- Staff must adhere to any cleaning schedules and requirements.
- Food and drink consumed must not be shared with others.
- 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 required to do so by management or local health authorities/Public Health Officer.
- 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 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 (Vancouver, Director Michelle Ronback), self-isolate, and call 811. 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.
- All staff and students will be required to confirm that they have self-assessed, via the [BC online self-assessment tool](#), at the start of every work day to an assigned member of the management team. Staff are required to submit daily self-assessment form at the start of each day.
- All staff, students, and contractors must adhere to the OI Vancouver Vaccination Policy.

Teachers

- Teachers should use their classrooms as their primary workspace, 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 should be enforced, ensuring social distancing is observed.
- Lessons should be planned affectively to avoid activities and tasks that would normally involve students working in groups or close proximity.

Additional Requirements (All Staff)

- 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, or to School Director, Michelle Ronback.
- 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 required to do so by OI staff or local health authorities.
- Visitors entering school facilities must also complete daily self-assessment in order to enter the school premises.

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 Michelle Ronback, Vancouver School 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

Additionally, the Oxford International COVID-19 Health & Safety plan, as well as general COVID-19-related updates, are available on the Oxford International website: <https://www.oxfordinternationalenglish.com/covid-19-information-canada-usa/>

Appendix 1; 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.
- 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 by School Director, Michelle Ronback.
- 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 or 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 811.
- If the student/staff member is seriously ill, the on-hand OI manager will call 911 and communicate the situation to the operator. School Director, Michelle Ronback, 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 use the relevant provincial self-assessment tool (BC <https://www.thrive.health/bc-self-assessment-tool>), and seek assessment and testing (e.g., at an assessment centre) 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 local assessment centres, or in accordance with the guidelines provided by BC Public Health and the provincial government.
- 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 (Director, Michelle Ronback) will consult with the relevant local PHA 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 following 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 (Director, Michelle Ronback), 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 (Director, Michelle Ronback) will communicate the situation with the relevant governing bodies and health authorities, as needed, 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:

Vancouver:

Contact Person: Michelle Ronback, Director, Vancouver

Contact Details: mronback@oxfordinternational.com / +1 604-688-7942

Appendix 2; COVID-19 Staff Vaccination Policy

Oxford International Education Group requires all staff, students, and contractors who come to the school and Vancouver IELTS testing locations to demonstrate that they are fully vaccinated against COVID-19. Those who are not fully vaccinated will be provided with a mandatory education session on COVID-19 vaccinations and are required to participate in routine, PCR testing at their own expense.

Vaccination Policy Details:

Staff, Students and Contractors who are not vaccinated:

Those who are not vaccinated will be provided with a mandatory education session on COVID-19 vaccinations and are required to participate in/provide routine, PCR testing every Monday morning. Those who are unvaccinated and do not provide a PCR test will not be permitted to enter the school.

Alignment with Health Regulations

OIEG on-campus activities, as well as this policy, will continue to be subject to federal, provincial, and local public health regulations related to the COVID-19 pandemic, including our provincially approved COVID-19 Health and Safety Plan.

Public health guidance on measures for fully vaccinated, partially vaccinated, and unvaccinated individuals may continue to evolve and could affect this policy.

When This Policy Comes Into Effect

This policy comes into effect starting:

- Tuesday, January 11th 2022 in Vancouver

Who This Policy Applies To

This policy applies to all Oxford International Education Group students, employees, and contractors.

All visitors must provide their health declaration upon entry.

Accepted Vaccines

Oxford International Education Group will accept the COVID-19 vaccines which are approved for travel to and within Canada.

Vaccines accepted by the Government of Canada for the purpose of travel to and within Canada:

- AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222)
- Bharat Biotech (Covaxin, BBV152 A, B, C)
- Janssen/Johnson & Johnson

- Moderna (mRNA-1273)
- Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2)
- Sinopharm BIBP (BBIBP-CorV)
- Sinovac (CoronaVac, PiCoVacc)

To qualify as fully vaccinated, you must have received, at least 14 full days prior to the day you enter Oxford International Vancouver:

- at least 2 doses of a vaccine accepted by the Government of Canada for the purpose of travel
- or a mix of 2 accepted vaccines
- or at least 1 dose of the Janssen/Johnson & Johnson vaccine

If you received one or two doses of a COVID-19 vaccine in another country:

1. Register with the Get Vaccinated system.
2. Submit a proof of your COVID-19 immunization record.

Even if you have been vaccinated against COVID-19 outside of Canada you may still need to receive vaccinations here. B.C. is following the World Health Organization's (WHO) approved COVID-19 vaccines list to decide whether or not it is recommended that you receive additional COVID-19 vaccination here.

List of WHO approved COVID-19 vaccines:

- Pfizer/ BioNTech
- Moderna
- AstraZeneca
- COVISHIELD
- Janssen (Johnson & Johnson)
- SinoPharm (Beijing) / Covilo / BBIBP-CorV
- Sinovac/ CoronaVac
- COVAXIN
- Covovax

If you received a single dose of the Janssen (Johnson & Johnson) vaccine or if you received two doses of any of the other vaccines listed, you do not need any further doses, but you should submit your COVID-19 vaccine record in B.C.'s immunization record system.

If you received a single dose of any of the vaccines listed, except Janssen (Johnson & Johnson), you are recommended to get a second COVID-19 vaccine dose in BC to complete your series. You should submit

your COVID-19 vaccine record in B.C.'s immunization record system and register in B.C.'s vaccine registration system. You will be notified when you can get your second dose.

If you have received a vaccine that is not listed above, you should register in BC's vaccine registration system to receive a total of two doses of COVID-19 vaccine in BC.

How to register:

1. Online at gov.bc.ca/getvaccinated, available in 12 different languages.
2. By telephone through a provincial call centre (toll-free) at 1-833-838-2323, available in 140 different languages.

COVID-19 vaccines are available free of charge in BC to anyone who is 12 years of age or older regardless of immigration status.

For information on entering Canada and how your vaccination history may impact your entry requirements check the government's current travel guidance.

Proof of Vaccination

- Students, staff and contractors coming on campus on or after January 11th, 2022 in Vancouver will be required to provide proof of having been fully vaccinated with an accepted vaccine.
- Employees and contractors will provide their vaccine certificates to their supervisor.
- Personal health information, including attestations and other proofs of vaccination, collected Oxford International Education Group will be stored in accordance with OIEG Privacy Policy.
- Individuals' private health information will not be disclosed alongside any other identifying data.
- Individuals who make false attestations about, or provide false documents related to, being vaccinated may be subject to disciplinary actions, up to and including expulsion for students, termination for employees, voiding of contracts for clients and contractors and removal/restriction from campus for visitors and/or any other attendees; such individuals could also be at risk of criminal liability.

Accommodations for Students and Employees

- Accommodations for unvaccinated students or employees include providing, at a minimum, an education session regarding COVID-19 vaccinations, and weekly negative COVID-19 PCR tests, in order to be granted access. The frequency of testing will be dependent on local guidelines but will not be less than once per week.
- To continue to protect the health and safety of the school, at the sole discretion of OIEG, unvaccinated students, including those with an approved exemption to being vaccinated, may be accommodated through measures including online learning.
- OIEG will consider, on an individual basis, requests from students and employees for exemptions on medical grounds; however, these individuals will still be required to complete weekly negative PCR tests, subject to the approved medical accommodation.

- Requests for medical exemptions will be considered upon completion and presentation of OIEG Request for Medical Exemption form. OIEG reserves the right to have the form reviewed by applicable medical specialists.
- OIEG will work with students and employees to facilitate access to local vaccination sites. Students will not be marked absent for the purpose of getting a vaccination.

For related questions and concerns, please contact either Michelle Ronback, Director of Operations at mronback@oxfordinternational.com or Alex Dolata, Junior & Year-Round Programmes Director, at adolata@oxfordinternational.com.