



COVID-19

Outbreak Management Plan

For **Canadian National Institute of Business**



If there is a case/s of COVID-19 linked to CNIB Campus, the Institute will have an important role in preventing the spread of illness. Public Health Authorities will work closely with the CNIB to identify what we need to do to protect other people and resume normal activities safely.



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HOW TO USE THIS DOCUMENT

The *Outbreak Management Plan* is different to the *Communicable Disease Prevention Plan*.

- The *Communicable Disease Prevention Plan* documents how CNIB complies with the minimum standards for managing the risks of Communicable diseases including COVID-19, to keep staff, students, and other people within the campus safe.
- The *Outbreak Management Plan* (this plan) documents CNIB's roles and responsibilities in preparing for and responding to a confirmed case(s) of COVID-19 within or associated with CNIB.
- Some of the activities listed in the *Communicable Disease Prevention Plan* will be vital for managing outbreaks, so the two plans are linked.



CONTEXT

PURPOSE OF OUTBREAK MANAGEMENT PLAN

The purpose of outbreak management is to:

- prevent the spread of COVID-19 and other communicable diseases within the CNIB setting and into the community
- minimise the impact of COVID-19 on staff, others within the campus, key stakeholders, and the Institute.

OBJECTIVES OF OUTBREAK MANAGEMENT PLANS

The objective of outbreak management planning is to document the activities that CNIB will undertake in preparing for and responding to a single or multiple cases of COVID-19 at CNIB Coquitlam campus.

Public Health Authorities will scale the response measures according to the level of risk, effectiveness of response measures and availability of resources, in close collaboration with the Institute.

SCOPE

In scope of this Plan	Out of scope of this Plan
Management of COVID-19 outbreaks at the Canadian National Institute of Business campus located at: <ul style="list-style-type: none"> • <i>Unit 125/125A, 3030 Lincoln Ave, Coquitlam, BC V3B6B4</i> 	Management of COVID-19 outbreaks outside of the Unit 125/125A of the building complex of 3030 Lincoln Ave, Coquitlam and outside.

GOVERNANCE

In the unfortunate event of a Covid-19 case or outbreak, CNIB’s actions will be guided by **Health Canada** protocols to enforce the **Quarantine Act**. College will follow these protocols and will report through local, provincial, and federal health authorities and follow their guidance. As a primary protocol, CNIB has recommended to students, faculty and staff the downloading and use of the Covid-19 Alert App.



COMMUNICATION STRATEGY IN CASE OF OUTBREAK

CNIB has cautiously implemented protocols aimed at the prevention of an outbreak of COVID-19 among our students, faculty, staff, and other stakeholders. However, in the unfortunate event of an outbreak, we have a communication strategy in place to inform local Health Authorities.

It should be noted that CNIB has designated its director as the primary liaison for the purposes of communication relating to Covid-19 specific related activities with the Ministry of Advanced Education and Skills Training, BC Centre for Disease Control, and local health authorities:

DEDICATED STAFF

Name: Ms. Supinder Thind

Position: Director, SEA

Unit 125/125A, 3030 Lincoln Avenue, Coquitlam, BC V3B 6B4

Phone Work: 604-474-2642

Email: compliance@cnibbc.ca

The dedicated staff listed above is familiar with the basic provincial and public health direction as they are applicable to the Institution and operations.

CNIB understand that unless directed by the local Medical Health Officer, the institute will not send any notifications of COVID-19 case.

In case of an outbreak, and as directed by the local Medical Health officer, CNIB will communicate via EMAILS and phone calls and text messages.

In the case of an outbreak, CNIB will immediately implement the following strategies for containment:

- Dedicated staff will obtain details about the infected person/s including date of diagnosis, and if advised, places the person/s has/have travelled and points of contact;
- Dedicated staff to confirm that the infected person/s has/have informed authorities and has/have implemented the recommended medical advice;
- Dedicated staff to contact local Public Health outlining the information known about the infected individual/s and mitigation measures being implemented by CNIB;



- Upon PHA's recommendation, dedicated staff to inform staff and students outlining the facts of situation, campus shutdown or business continuity and mitigation measures;
- If there are multiple cases reported on campus, CNIB will immediately contact the local public health authority (Coquitlam Public Health);
- CNIB will wait for Public Health to assess and determine if an outbreak notification is warranted;
- If directed to do so, closure of the campus will be implemented;
- Cleaning of the campus will be initiated based on BC Centre for Disease Control's fact sheet on [CleaningDisinfecting_PublicSettings_v3.2 \(bccdc.ca\)](https://www.bccdc.ca/cleaning-disinfecting-public-settings-v3.2)
- CNIB facilities will only re-open when permission from Public Health is confirmed.



KEY STAKEHOLDERS

Key stakeholders include those that attend the CNIB facility (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management at CNIB campus. Following are the key stakeholders for CNIB and their outbreak management role relevant to our Outbreak Management Plan.

Staff (includes employees, consultants, students, and volunteers)	<ul style="list-style-type: none">• Follow complete protocols as described in the Communicable Disease Prevention Plan regularly.• Be aware of and follow notifications and instructions issued by the Institute management in case of a situation.
Visitors	<ul style="list-style-type: none">• Follow entry and exit protocols as described in the notifications posted on the website and inside the campus building.• Be aware of and follow notifications and instructions issued by the Institute management in case of a situation.
Contractors and delivery personnel (<i>eg cleaners, electricians</i>)	<ul style="list-style-type: none">• Follow entry and exit protocols as described in the notifications posted on the website and inside the campus building.• Be aware of and follow notifications and instructions issued by the Institute management in case of a situation.
Public Health Services (Fraser Health - Tri-Cities Public Health Unit)	<ul style="list-style-type: none">• Notifies our Institute when a confirmed case is associated with the facility.• Leads the COVID-19 outbreak management response.• Advises our Institute on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures.• Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period).• Activates and leads the outbreak management coordination team.• Determines when the outbreak is over.



Worksafe BC

- Advises safe work practices, including the potential need to close the facility from a workplace safety perspective.



COMMUNICATIONS

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated through Public Health Authorities in close liaison with the outbreak management dedicated staff at CNIB.

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff (includes employees, consultants, students, and volunteers)	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory etiquette, and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the setting • Arrangements for accessing leave for quarantine and isolation • Expectations about not attending work if sick • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Telephone • Text messages • Staff Intranet • Signage 	<ul style="list-style-type: none"> • Ms. Supinder Thind Phone: 604-474-2642 Email: compliance@cnibbc.ca
Visitors	<ul style="list-style-type: none"> • Level of risk linked to an outbreak • The importance of hand hygiene, respiratory etiquette, and physical distancing measures • Restrictions on entering the facility without appointment 	<ul style="list-style-type: none"> • Signage 	Reception Phone: 604-474-2642 Email: info@cnibbc.ca
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> • Level of risk linked to an outbreak • The importance of hand hygiene, respiratory etiquette, and physical distancing measures Restrictions on entering the facility without appointment	<ul style="list-style-type: none"> • Signage • Telephone • Text messages • Email 	Reception Phone: 604-474-2642 Email: info@cnibbc.ca
Public Health Services	<ul style="list-style-type: none"> • Outbreak management risks specific to the setting. • Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> • Email • Telephone 	<ul style="list-style-type: none"> • Ms. Supinder Thind Phone: 604-474-2642



Key stakeholder	What they need to know	How we'll communicate	Contact information
		<ul style="list-style-type: none">• Meetings	Email: compliance@cnibbc.ca
Worksafe BC	<ul style="list-style-type: none">• Cases in staff where incident notification is required	<ul style="list-style-type: none">• Email• Telephone	<ul style="list-style-type: none">• Ms. Supinder Thind Phone: 604-474-2642 Email: compliance@cnibbc.ca



STAGE 1 – PREVENT AND PREPARE

The table below lists the prevention and preparedness activities that are practiced at CNIB.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Record and collate data for contact tracing purposes</i>	<p><i>Maintain a visitor logbook to record:</i></p> <ul style="list-style-type: none"> <i>Individual's Name, Phone number, Date and time of Entry and Exit on site plan</i> <i>Keep all records for at least 30 days.</i> <i>Collate all records and ensure all members of the Outbreak Response Team can access the information.</i> 	<p><i>College Administrator/ Receptionist</i></p> <p>In the absence of above, Instructor or Manager will maintain the log</p>	<i>At the time of entry</i>	<i>Visitor Logbook, Pen or Pencil</i>	
Equipment Readiness	<p>Cleaning and Sanitizing Equipment and PPE's are ready in stock.</p> <ul style="list-style-type: none"> Hand Sanitizers Disposable Sanitizing wipes Infrared Thermometers Posters and Displays Cleaning Supplies Disinfectants <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Medical Masks – Disposable Face Shields Disposable gloves and Coverall suits 	Management	To be always maintained. This is already arranged.	Cleaning and Sanitizing supplies Personal Protective Equipment	



What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Keep the useful contacts at hand	Keep easily accessible contact of the local Public Health Authority; Fraser Health https://www.fraserhealth.ca/ Tri-Cities Public Health Unit 200-205 Newport Drive <u>Port Moody</u> , B.C. V3H 5C9 Phone:604-949-7200 Fax: 604-949-7211 Hours of operation Monday - Friday, 8:30 a.m. - 4:30 p.m.	Management	To be always maintained. This is already arranged.	Contact information, Paper and Printing	



STAGE 2 – RESPOND

The response stage is triggered by the identification of one or more cases of COVID-19 within the setting. The goal is to contain the virus as quickly as possible while providing appropriate care and support to confirmed cases.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Activate the outbreak response team and follow the protocol.</i>	<i>In person or by email and phone</i>	<ul style="list-style-type: none"> Ms. Supinder Thind (Director) Phone Work: 604-474-2642 Cell: 647-461-9507 Email: compliance@cnibbc.ca 	<i>Immediately on becoming aware of a confirmed case</i>	<i>None</i>	<i>If afterhours, contact all team members by mobile phone</i>

STAGE 3 – STAND-DOWN

The stand-down stage is triggered when Public Health Authorities confirms the outbreak is over, usually 14 days after isolation of the last case. After standing down, Stage 1 activities will resume for prevention and preparedness of further outbreaks. An important activity during the stand-down phase is to evaluate the response and update this plan.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Evaluate the response</i>	<i>By a formal debrief, with reference to key progress reports developed during the response</i>	<i>Outbreak response team / Dedicated staff</i>	<i>Within one month of the end of the outbreak</i>	<i>Funding for a facilitator, if deemed necessary</i>	