

## **Checklist of Components to be Included in Institutional Readiness Plans to Accept International Students Arriving from Outside of Canada for Fall 2020**

The purpose of this document is to support private designated learning institutions (DLIs) in developing their institutional plans to demonstrate readiness to safely receive students and their accompanying family members who are arriving from abroad in the context of the current COVID-19 pandemic.

This document provides a checklist to assist with preparation of a comprehensive plan that addresses all current federal and provincial requirements.

<b>Section A: Overall Requirements for Quarantine Plans</b>			
#	Does the plan include:	Yes	No
1	Protocols to consult with Health Canada to enforce the <a href="#">Quarantine Act</a> if there are any breaches during the mandatory quarantine period		
2	Protocols for physical distancing that include prompting staff and students to: <ul style="list-style-type: none"> <li>- Practice physical distancing of minimum 2m at all times; and,</li> <li>- Wear a face covering (i.e., non-medical mask) where physically distancing is not possible or required</li> </ul>		
3	Protocols for hand hygiene		
4	Protocols for face covering (i.e., non-medical masks)		
5	Protocols for environmental cleaning with specific references to <a href="#">Public Health Ontario's Cleaning and Disinfection for Public Settings guidance document</a>		
6	Protocols for daily symptom screening		
7	Protocols for communicating infection prevention and control strategies for students and staff		
<b>Section B: Pre-Arrival Plan Requirements</b>			
#	Does the plan include:	Yes	No
8	A pre-arrival communication that will be sent to arriving students and any co-arriving immediate family members, that:		
8a	Includes an explanation of the need for students to sign an attestation or pledge confirming their understanding of their pre-arrival and quarantine requirements		
8b	Encourages students and their family members to download the Government of Canada's ArriveCAN app prior to arrival		
8c	Clearly details in full the post-arrival logistics after entering Canada, as included in Requirement 9 of this checklist		
9	Protocols for post-arrival logistics after entering Canada that fully detail:		
9a	Transportation from airport to their quarantine location		
9b	The requirement for a 14-day quarantine		
9c	Quarantine accommodations and logistics		
9d	Consequences for breaching quarantine that make specific reference to the federal <a href="#">Quarantine Act</a>		
9e	How any medical care or testing will be facilitated as required during their quarantine		
10	Any institutional policies established by the DLI for this group of students, including but not limited to additional costs and fees that may be charged to students in order to provide quarantine services		
<b>Section C: In-Quarantine Plan Requirements</b>			
#	Does the plan include:	Yes	No
11	A transportation plan on how the arriving students and their family members will be traveling from their port of entry to their quarantine accommodations, that includes:		

11a	Protocols for students and co-arriving family members to be met by the DLI's representative or designate at the point of entry		
11b	Protocols for students and co-arriving family to be provided, on arrival, with a new medical mask by the DLI representative or their host designate and be reminded to practice physical distancing and hand hygiene throughout travel		
11c	Protocols for students and co-arriving family to be actively screened for signs and symptoms of COVID-19 prior to meeting the DLI representative at the port of entry		
11d	Protocols for students and co-arriving family to be taken to their quarantine accommodation in private transportation arranged by the DLI		
11e	Confirmation that there will be no planned or unplanned stops during travel to the quarantine site and that students and co-arriving family are expected to arrive at their accommodation directly from their port of entry		
12	Details of the quarantine accommodation options and all associated logistics, that include:		
12a	A description of the accommodation setting		
12b	Each student or student family unit having their own room with a private bathroom		
12c	Protocols for appropriate accommodations to properly support disabilities or other health conditions		
13	The details of logistics for supporting students and their family members with essential needs throughout the full duration of the quarantine period, that at a minimum must include: <ul style="list-style-type: none"> <li>- Food and water</li> <li>- Medical care, including testing</li> <li>- Mental health supports</li> <li>- Social supports</li> <li>- Phone or internet services</li> <li>- Environmental cleaning protocols</li> </ul>		
14	Protocols for encouraging students and their family members to self-monitor and use the ArriveCAN app for their daily symptom reporting		
15	Protocols for the DLI or a designate of the DLI to provide daily monitoring of the students and their immediate family for the duration of their quarantine, through phone calls, texts, or emails by DLI representative or their designate for: <ul style="list-style-type: none"> <li>- Development of new symptoms</li> <li>- Compliance with the quarantine</li> <li>- Ensuring their essential needs are met</li> </ul>		
16	Protocols and mechanisms for students and their family members to notify the DLI representative or their host designate if they develop symptoms and require medical care, including COVID-19 testing		
17	Protocols for implementing COVID-19 testing, arranged for by the DLI, of all students who have entered Canada prior to the start of their		

	studies immediately following their quarantine, as well as at any point during quarantine for symptomatic individuals		
17a	Details of transportation to and from the testing site (if not at the same site as the quarantine) provided by the DLI that include provision of non-medical masks, any other personal protective equipment, social distancing, and protocols for limiting any unnecessary contact with any other person for testing purposes		
18	Communication plans that provide COVID-19 resources and information to students and their families that are accessible (e.g., plain language, pictures, symbols, available as needed in languages other than English and French)		
19	Definitions of protocols, roles and responsibilities for all DLI staff, representatives, and/or designates that include: <ul style="list-style-type: none"> <li>- The DLI's Public Health Institutional Readiness Plan</li> <li>- Training on COVID-19 infection prevention and control practices, including how to use personal protective equipment as required</li> <li>- Provision of personal protective equipment and other resources required to complete their tasks</li> </ul>		
20	For DLIs that are hosting underaged students (under 18 years old), clear designation of custodian status and health care authorization/guardianship		
<b>Section D: Post-Quarantine Plan Requirements</b>			
#	Does the plan include:	Yes	No
21	Protocols for maintaining records of the student and their immediate co-arriving family's completion of the quarantine period		
22	Protocols for ongoing communication and resources on COVID-19 provided to students following quarantine		
23	Protocols and mechanisms for ensuring that students and their immediate co-arriving family members have access to, or are linked to culturally appropriate: <ul style="list-style-type: none"> <li>- Primary care health services</li> <li>- Mental health services and supports</li> <li>- Social services and community organizations as relevant to each student's needs</li> </ul>		
<b>Section E: Outbreak Management Plan Requirements</b>			
#	Does the plan include:	Yes	No
24	An Outbreak Prevention and Management Plan		
25	Within the Outbreak Prevention and Management Plan, commitment and protocols to enable the DLI's full cooperation in assisting local public health units in their outbreak investigation and management		
26	A clearly identified liaison who can act as the point person for the institution to liaise with relevant authorities (e.g., MCU, local public health unit)		
27	Protocols for how the DLI will identify and manage a potential case or a contact on their premises for students and staff following quarantine, which includes but is not limited to:		

27a	Having a clear communication plan for its entire community (staff and students) on daily screening/symptom monitoring and staying at home when symptomatic		
27b	Identifying nearby COVID-19 assessment centres where members can get tested		
27c	In the event of a suspected or confirmed case on an on-campus residential setting, having a plan to ensure successful self-isolation of this individual, including provision of self-isolation facilities and essential services to support this isolation		
28	Confirmation that DLIs and/or their host designates are prepared to continue providing all necessary quarantine supports as outlined in Section C should the student and/or their co-arriving family members require an extension of their quarantine period (i.e., because they become symptomatic with COVID-19 and/or tested positive)		