**Institution Information**

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| Institution Name: | |
| Institution Location(s): |  |
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| Designated Institution Contact for COVID-19 Reporting: | |
| Position at Institution: Title | |
| Email: | Telephone: |
| **Enrolment Information** | |
| Number of post-secondary students currently enrolled and studying with the BC institution (including online or in-person): | Canadian Citizens/Permanent Residents: 0 |
| International on Study Permit: 0 |
| Other:0 |
| Total: Total |
| Estimated number of international students on study permits arriving from outside Canada to enrol and study at the BC institution. (September through December, 2020): | Total: September – December 2020: Total |
| Planned Program delivery method through to December 2020 (e.g. online only, blended, face-to-face) | Delivery Method |
| Estimated number/percent of students accessing the campus for in-person learning: | Total |

**Readiness Assessment Proposal**

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| **Requirement 1** |
| Have you developed and made available on your website:   * a [COVID 19 safety plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en). * Protocols that meet the expectations of the [B.C *Post Secondary COVID 19 Go-Forward Guidelines*](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf) and the [orders of the Provincial Health Officer](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), for all locations?   Please provide an overview of your plans below and how it meets the above expectations. Include the URL link to your plan(s) with your response. |
| Answer |
| **Requirement 2** |
| Describe how your institution’s plan meets the expectations of the guidelines and protocols set out in the Government of Canada’s [*Guidance for Post-Secondary Institutions During the COIVD-19 Pandemic*](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/covid-19-guidance-post-secondary-institutions-during-pandemic.html) (attached) |
| Answer |
| **Requirement 3** |
| Describe your institution’s plan for robust case management in the event of an outbreak to support outbreak response efforts, to meet the needs and requirements of local and provincial public health guidelines. Include the URL link to your plan(s) with your response. |
| Answer |
| **Requirement 4** |
| Provide your institution' protocols to notify local and provincial public health authorities of any compliance issues within the 14-day mandatory quarantine period. |
| Answer |
| **Requirement 5** |
| Do you have a detailed plan to manage arriving international students’ compliance with the federal guidelines document to implement 14-day quarantine requirement under the *Quarantine Act*?  If yes, please explain your plan. Describe how the plan contains each of the following elements. Provide the URL where the information is publicly available.   1. Procedures to communicate to students/co-arriving family members, *in advance of their travel to Canada*, their requirement to adhere to the order under the Quarantine Act, including use of the ArriveCAN app and the BC Covid-19 App? 2. Procedures and responsibilities for airport arrival and transportation for asymptomatic travellers (e.g., wearing a mask, avoiding public transit other than taxi) to the 14-day quarantine facilities. 3. Suitable place for student and co-arriving family members to quarantine with procedures including:  * Access to supplies such as prescriptions and food; * Students will not have contact with vulnerable individuals or be living in a group or communal setting (except for family members); * Quarantine accommodation enabling individual physical distancing, and infection-prevention control protocols in place;  1. Regular and robust monitoring provided throughout the quarantine period for COVID19 symptoms, general well-being, and compliance with quarantine requirements; 2. The institution integrates the student into its community and culture while isolated; 3. Reliable, accurate messages about COVID-19, including related stigma and anti-racism supports, mental health and cultural/religious considerations are made available; 4. Information about COVID-19 testing, contact tracing, and care is made available; 5. The institution provides the name and contact information of the person responsible to ensure the institution’s compliance with the plan; and 6. Whether any of these services will be subcontracted to other parties and the expertise of the third party to fulfill the requirements. The institution remains responsible for the actions of the parties. |
| Answer |
| **Requirement 6**  What process is in place to ensure that new-arriving international students will not overextend your institution’s capacity to meet federal quarantine requirements and the B.C. Post-Secondary Go-Forward Guidelines, and deliver education to your current students? Attach any relevant documents. |
| Answer |
| **Certification** |
| By signing and submitting this document the institution leadership confirms that:   * The information provided is true, and will be actioned and maintained while all Health Orders are in place; * The institution has the staff and resources to ensure maintenance of the plan and added supports for international students; * The institution has enrolment management strategies in place to ensure that the institution does not overextend its capacity regarding facilities, services and supports for existing students by accepting new international students arriving to British Columbia. * The institution agrees to the review process and reporting requirements set out below. * The institution confirms the understanding that if the institution does not maintain its plans and the actions outlined in this template, it may lose its EQA Designation and access to new international students arriving to British Columbia. |
| Please provide the name, position and signature of the person in a leadership position within the institution (President, CEO or equivalent) who has attested to your institution’s COVID-19 safety plan and 14-day quarantine requirement. |
| Name: Position: Title |
| Signature: Date: Click or tap to enter a date. |

**Government Review**

The Ministry of Advanced Education, Skills and Training, will facilitate reviews of institutions’ plans by the Ministry of Health, Provincial Health Officer, and regional health authorities for completeness of the readiness plans and the capacity of the institution to accept international students.

If the institution’s readiness plan is deemed complete and sufficient, the Ministry will advise Public Health Agency of Canada and Immigration, Refugees and Citizenship Canada (IRCC) that the institution is ready to receive new international students on study permits, should the Government of Canada open the border. The ministry may share the plan with federal authorities to discuss the measures the institutions have put in place.

Institutions determined not to have submitted a complete readiness plan will be advised of the reasons. The institution will have the opportunity to review and update the plan and re‐submit.

Please note that acceptance of the plan by the Ministry is based on the satisfactory completion of the readiness assessment and is not an endorsement of the plan itself.

**Institutions with an Accepted Readiness Plan**

If an institutions readiness plan is accepted, the institution agrees to the following:

1. **Reporting: Institutions will report to the Ministry**
   * Upon request:
     + Estimated total international student enrolment and actual student enrolment
     + Estimated international student arrivals for an upcoming period of time.
     + For comparison purposes to the current estimates, international student enrolment from prior academic periods
     + Other Data that may be relevant to the management and oversight of the program.
   * Weekly, unless otherwise directed:
   * Number of new international student arrivals during reporting period.
   * Number of international students currently in self-isolation during reporting period.
   * Number of international students who tested positive for COVID-19 while in self-isolation during reporting period.
   * Number of international students cleared of COVID-19 to return to in-person classes during reporting period.
   * Comments, notes or issues arising during the reporting period.
2. **Monitoring and Enforcement:** Under the EQA designation, the institution may be monitored for compliance with its plan and actions outlined to the Ministry in its proposal. Institutions found not in compliance may be removed from the federal list to receive newly arriving international students, and/or their EQA designation.