



# Running Class and Clinic Safely

POLICIES SAFETY AND PPE REQUIREMENTS FOR WINDSONG SCHOOL  
OF HEALING LTD. AND WINDSONG COLLEGE OF HEALING ARTS

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## Section 1. The Class Set Up

We look forward to welcoming you back to class and have a few announcements that will make your class participation safer and more relaxed for enjoyment.

- Students and Instructors will conduct a daily Covid 19 Check from the following checklist:
  - ✓ Please do not enter the school if you:
    - ✓ Have travelled outside of Canada within the last 14 days
    - ✓ Have been identified by Public Health as a close contact of someone with Covid-19
    - ✓ Have been told to isolate by Public Health
    - ✓ Are displaying any of the following new or worsening symptoms:

✓ Fever or chills	✓ Extreme fatigue or tiredness
✓ Cough	✓ Headache
✓ Loss of sense of smell or taste	✓ Body aches
✓ Difficulty breathing	✓ Nausea or vomiting
✓ Sore Throat	✓ Diarrhea
✓ Loss of appetite	

- ✓ If you are displaying symptoms consistent with Covid-19, refer to Healthlink BC at 811
- ✓ Before Student Clinic can be conducted, all practitioners are required to take a fever check and symptom check
- The first thing that you will notice is that there is no break room inside the school. WCB has instructed to remove all communal coffee stations and food preparation areas in the workplace and school locations. As we do not have an area conducive to students social distancing, we are asking that you take your breaks and lunches outdoors, or into your cars. Even if you are the only person in the school, you may NOT use the school for lunches or breaks. *(If we cannot follow this rule, the school will be closed and locked during these times)* Some suggestions include take a walk; go home for lunch; retreat to the privacy of your vehicle for some down time; bring a thermos for coffee or tea; Enjoy the scenery in the garden area in a spot away from others. Practice your Kata, Makko Ho, or Yoga in the yard. This will help to moderate the fact that we have to have close contact in the classroom with PPE. It will also give you a chance to take off your mask and breathe freely.
- Masks will be worn in the classroom at all times. These are not hospital grade and are designed solely to limit the spread of our own particulates during class times. We will be in closer contact during class discussions and presentations, thus the

personal safety masks. This will also help limit the spread of our germs to the area for clinic days.

- The second thing you will notice is available cleaners at the sink and in the washroom (clients will not have access to the washroom facilities and should be informed when they book appointments). You will have soap provided for handwashing as usual, as well as disinfectant cleaner for use after you use the toilet (this includes each and every time you use the toilet facilities and must include the toilet bowl, seat, and the sink). If you prefer germicidal soap for handwashing, you must provide your own. The cleaner will be safety rated for cleaning purposes. This means waiting until surfaces are dry before the next use.
- Hand sanitizer is available at the entrance and exit. Please use them. We will enter from the reception area and exit from the far door to avoid congestion. Please carry your shoes through the clinic/class area, do not bring outside shoes past the entry door to limit the spread of outside germs. You are asked to take your shoes off at the door and then proceed into the space when you first arrive.
- Due to the fact that Covid and other viruses travel less easily between people in the fresh air, as much as possible, we will be holding class outside, this includes exchange sessions. Please bring a yoga mat daily for outdoor use. As we will be going in and out of the school, we will be washing floors at the end of the day and High Contact surfaces every two hours during the day.
- The Administrative offices will be held online in our Teams System and students may schedule meetings as needed online to minimize exposure. The following are guidelines to setting up your home classroom and office stations:
- <https://www.worksafebc.com/en/resources/health-safety/information-sheets/working-from-home-guide-keeping-workers-healthy-safe?lang=en>
- <https://www.worksafebc.com/en/resources/health-safety/information-sheets/setting-up-home-workspace?lang=en>

## Section 1. The Clinic Set Up

- There will be no handwashing for the client sessions in the toilet area. (Clients will no longer have access to the washroom facilities and should be informed when they book appointments). All toilet cleaning procedures remain the same as class days.
- There will be no breaks or lunches within the Clinic Building. Students need to plan for eating and taking time out outside of the Clinic Building
- For handwashing at the large sink during client work, the sink does not need to be cleaned until the end of the client's general session. At the end of the session, All

linens must be placed in the laundry, the sink area must be cleaned, and your general station must be cleaned. The curtains between stations will be pulled to protect you at all times. Should it be required, curtains can be sprayed with alcohol and cleaned (ie a client or yourself coughs or sneezes during a session) spray bottles are provided.

- Laundry will be the responsibility of the staff on duty and teacher as the laundry area is off limits to those not on duty. This is for the safety of the class and will limit our exposure to visitors and students that may have been in contact with CoVid 19, Influenza, Colds or other communicable viruses.
- PPE: Practitioners will be wearing masks at all times when in the Clinic area, Reception area and Washroom area. (Recommended are 3 ply Masks and eye protectors for client sessions) you will be responsible to wash your masks daily at the end of the day or replace them with a fresh mask for the next shift. Proper procedures for putting on and taking off masks will be posted in the Washing area. Nitrile gloves may be worn during sessions should you feel it reduces your risk of exposure (do NOT touch your face or hair when wearing gloves!). Proper donning and doffing procedures will be posted in the dressing area.
- You will be issued clinic T-Shirts per student to a total of 4. These will be worn for clinic days only and you will change your smock between clients and don new PPE prior to the client arriving. You are required to have an indoor pair of shoes that does not leave the clinic building to reduce risk of spreading disease. You will change into your Clinic shoes upon arrival and change out of them upon departure, every time you enter or leave the building.
- Client sessions will be booked with 30 minutes between clients to allow for cleaning, donning and doffing of PPE, and a short break. PPE must not be doffed until all cleaning has taken place. Once cleaning has been finished, PPE will be doffed, and new PPE will be donned.
- Clients will not be permitted entry until their scheduled session time. Session times will be staggered by 5 minutes per client to allow for single entry and exit. Be prompt with your start and end times to ensure clients are social distanced and do not cross paths. Stations will be cleaned immediately to ensure no cross contamination. The Receptionist/Supervisor will control the flow of traffic in and out of the clinic area.
- Disinfectant solutions will be used on all high traffic areas when cleaning, including door handles, tables, Massage tables, chairs, stools, shelves, equipment and any other surfaces in contact with practitioners and clients.
- If you feel unsafe working with the public, you will be allowed to choose 10 people in your social bubble to work on and you will be required to complete your 100 sessions with your persons of choice. It is **required** that you follow all PPE protocols whether working in your social bubble or at the school to ensure you are learning the new standards for safety at this time.

This document is not a completed set of rules and regulations and may change according to the standards set by the Ministry of Health, Worksafe BC, and the NHPC.

## International and Domestic Student Protocols

### APPLICATION AND ACCEPTANCE

Windsong School of Healing Ltd. and Windsong College of Healing Arts will be working directly from the Go Forward Guidelines for BC's Post-Secondary Sector -sent out February 2021. The Institution will be updating its policies as the guidelines are updated.

To All Students:

Windsong School of Healing Ltd will at all times,

- ✓ Ensure transparency regarding federal and Provincial border restrictions and risks of international travel, and institutional readiness to receive international students. <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions?bcgovtm=20210311> GCPE Vizeum COVID Google Search BCGOV EN BC Text
- ✓ Provide information on technology requirements to support online programming.
- ✓ Create standardized information packages and require students to acknowledge receipt
- ✓ Ensure pre-arrival planning and communication with students and co-arriving family members, agents, and host homestay families by Teams Virtual Meetings Sharing Screen and reviewing the following link:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources/entering-canada-covid-19.html> and <https://canadahomestaynetwork.ca/host-covid-19/>, including to provide information on
  - Federal and provincial health, safety and legal obligations, such as mandatory self- isolation, that international students and co-arriving family members entering Canada are required to follow on arrival at their final destination in B.C. <https://travel.gc.ca/travel-covid/travel-restrictions/visitors-workers-students>  
<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-travellers-without-symptoms-returning-canada/covid-19-travellers-without-symptoms-returning-canada-eng.pdf>
  - Safe transportation to self-isolation destination with private school transport. <https://www.worksafebc.com/en/covid-19/industry-specific-information/transportation>

- Suitable accommodation options for self-isolation period will be prearranged and may include School quarantine housing.  
<https://www.bchousing.org/COVID-19/community-sites>  
<https://www.bchousing.org/publications/COVID-19-Isolation-Hotels-Fact-Sheet.pdf>
- Self-isolation supports (resources for food/medical care, social/mental health supports) by contacting the International Admissions administrator for shopping and services support or accessing Covid support networks locally, <https://www.letsconnectpa.ca/covid-19?tool=qanda>  
[https://www2.gov.bc.ca/gov/content/covid-19/info/response?utm\\_campaign=20210311\\_GCPE\\_Vizeum\\_COVID\\_Google\\_Search\\_BCGOV\\_EN\\_BC\\_Text](https://www2.gov.bc.ca/gov/content/covid-19/info/response?utm_campaign=20210311_GCPE_Vizeum_COVID_Google_Search_BCGOV_EN_BC_Text) and
- The institution's COVID-19 safe operating plan and any additional institution or program-specific requirements or policies will be updated according to all Provincial Regulations and Health Officer Orders.
- ✓ Ensure post-arrival communication through Teams Online with students and co-arriving family members, including:
  - Regular and robust monitoring during 14-day self-isolation period. This will include daily Teams Check-Ins and an open hotline for support of arriving, quarantining, and isolating students
  - Provide supports for students' mental wellbeing and integration into the campus community during self-isolation by using regular Teams Online seminars with all classmates, setting up conversation groups online, and opening channels in Teams Online for quarantining students to meet with family and friends back home. And
  - Provide information on anti-racism and COVID-19 stigma supports.  
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/covid-19-testing-reducing-stigma.html> round table Teams Virtual Meetings will be held with Campus members to discuss individual needs and resolve issues.
- ✓ All International and Domestic Students will be required to pass the Medical Health Clearances stating no communicable or contagious diseases through testing and medical checkup prior to arriving at their living location and subsequently Institution location, as is standard for the Institution according to working with the Vulnerable Sector in Bodywork and Massage.

## ATHLETICS AND RECREATION FACILITIES

- ✓ Windsong School of Healing Ltd. does not have or host a recreation facility for students or clients.

## CHILD CARE AND DAY CAMPS

- ✓ Windsong School of Healing Ltd. does not have or host Child Care or Day Camps

## CLEANING AND SANITIZING

The following protocols provide guidance regarding cleaning and disinfecting within institutions:

- ✓ Institutions should be cleaned and disinfected in accordance with the BCCDC's [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf).
- ✓ A schedule is posted that focuses on cleaning high traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, communications devices, equipment, common areas, and transportation vehicles.
  - Students and staff are required to have their own laptops, phones, and or tablets and sharing is prohibited unless proper disinfecting procedures are applied with the cleaners provided.  
<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>
- ✓ Remove shared items where cross-contamination is possible (e.g. shared office supplies, coffee and water stations, and snack bins). Please refer to classroom and clinic safety section 1.
- ✓ Provide and stock adequate hand-washing facilities on site and ensure the location is visible and easily accessed. Provide the ability for frequent handwashing or sanitizing. Please refer to classroom and clinic safety section 1.
- ✓ Develop guidance around when faculty, staff and students should wash their hands, including upon arriving on campus, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment, etc. See classroom and clinic safety section 1.
- ✓ Ensure those engaged in cleaning have adequate instruction, training, materials and supplies (e.g., soap and water/hand sanitizer and disinfectant wipes). See section 1.
- ✓ Limit capacity in washrooms to ensure physical distancing. See section 1.

## COMMUNICATION AND EDUCATION FOR THE CAMPUS COMMUNITY

Communication in all notices, announcements, and daily updates will be done through the Teams Online General Channels in each course or Online Classroom.

- ✓ All new updates from the CDC, AVED, PTIB, BCSL, Provincial Health Officer and Medical Health Officers will be made available by group email and links posted to the General Channels of your courses or classrooms. Please bookmark these links and visit them weekly <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>

- <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/bc-medical-health-officers.pdf>
- ✓ Students and Staff on Campus and Online will be notified of meetings and required to attend for credits towards Ethics and Business and Professional CE in the Occupational Health and Safety Committee Meetings and Seminars on Teams Online. Joining in the plans for your protection benefits us all and prepares us for our professional practice and duties.
  - ✓ Students and Staff should look to our website [www.windsongcollege.com](http://www.windsongcollege.com) for Covid-19 practitioner protocols and clinic safety. This reflects our current information from professional associations and Worksafe BC.
  - ✓ Please note that all Health and Safety measures prior to Covid-19 still apply to Windsong School of Healing Ltd. and all staff and students are encouraged to refer to your Program Guides for Behavior and Safety Policies. Our Campus is an inclusive, open and Compassionate environment that fosters the growth and development of each individual for the Gold Inside under the principles of the Wise Heart and Best Buddhist practices for acceptance and non-identification.

#### RETURN TO OPERATIONS JUNE 2021:

Windsong School of Healing Ltd. will return to operations in June of 2021 with our Diploma Programs beginning online. We require each and every student and Staff Member to observe our respectful work and learning environment policies both remotely Online and in the Onsite Class environment beginning September 2021.

- ✓ Students travelling to the Onsite sessions should plan to arrive 14 days prior to the start of classes and notify the office of their address for records, support, and contact. We recommend keeping a list of contacts during your travels and occupation of accommodation. Learning how to do this will be of great value to you as a practitioner keeping track of your clients and contacts in the future.
- ✓ All students will attend an orientation seminar prior to classes for the purpose of learning the current Covid Protocols in place.
- ✓ Onsite attendance requires masks in all classrooms and workspaces indoors and outdoors where social distancing cannot be maintained. Masks and PPE procedures are to be observed at all times during hands on practical applications. Onsite attendance will be after September 2021.
- ✓ All protocols and rules are subject to the orders of the Health Officer and the CDC or Worksafe BC and will be updated as new information arises.
- ✓ The Administration office will be responsible for posting information through Teams and Group emails for student awareness and compliance. We recommend adding Teams' notifications to all of your devices to keep up with all announcements and regulations as they are posted.

Communications are key to our success as an institution, and we encourage each staff member and student to use notifications in our Teams Chat which will alert you immediately to any news or updates as they occur.

## Safety

The following resources will be reviewed in student Orientation for the continued safety of the Staff and Students

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

### SAFETY PROTOCOL VISUAL AIDS:

Students and staff entering the facility will be asked to observe the protocols outlined in the posters and information pamphlets located onsite. Both students and staff will act as guides for the public and patients entering the campus community.

For information contained in these documents please review the following links prior to arriving on the campus for your Onsite Learning and Teaching. Meetings and or seminars will be held on the Teams Platform online to ensure that the information contained in our safety documents is followed once arrival on campus takes place.

<https://www.nhpcanada.org/files/nhpc-return-to-work-protocols.pdf>

<https://www.nhpcanada.org/files/nhpc-covid-19-waiver-general-fillable.pdf>

[https://www.nhpcanada.org/files/email\\_docs/nhpc-covid-19-safety-poster.pdf](https://www.nhpcanada.org/files/email_docs/nhpc-covid-19-safety-poster.pdf)

<https://www.nhpcanada.org/files/nhpc-workplace-cleaning-log.pdf>

[https://www.nhpcanada.org/files/email\\_docs/covid-19-client-caution.pdf](https://www.nhpcanada.org/files/email_docs/covid-19-client-caution.pdf)

[https://www.nhpcanada.org/files/email\\_docs/hand-washing-protocols.pdf](https://www.nhpcanada.org/files/email_docs/hand-washing-protocols.pdf)

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-face-shields-non-health-care-settings?lang=en>

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26first%3D20%26f%3Atopic->

[facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCOVID-19%5D%26f%3Alanguage-facet%3D%5BEnglish%5D](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26first%3D20%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCOVID-19%5D%26f%3Alanguage-facet%3D%5BEnglish%5D)

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26first%3D20%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCOVID-19%5D%26f%3Alanguage-facet%3D%5BEnglish%5D>

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3DDate%26first%3D20%26f%3Atopic-facet%3D%5BHealth%2520%2526%2520Safety%5D%26f%3Atopic-health-safety-facet%3D%5BCOVID-19%5D%26f%3Alanguage-facet%3D%5BEnglish%5D>

## OUTBREAK PLANS AND PROTOCOLS:

### Control measures for maintaining prevention of Covid spread:

Working offsite or remotely: Where possible, delivery has been created in a virtual environment for the continuation of study

### Case Management Focus:

Our Main focus at WCH is the prevention of Covid 19 and the safety of the individuals attending the physical campus. All efforts will be made to prevent the spread of Covid 19 as required under the Emergency Orders of the PHO. Towards this goal, any Student, Staff, Patient, or individual that has attended or been present on campus at Windsong School of Healing Ltd./Windsong College of Healing Arts and answers yes to symptoms related to Covid will be required to have a negative Covid test prior to returning to the Campus.

### Guidelines for Positive Test Case Management:

Once an individual attending or working at WCH has tested positive for Covid 19, the Safety Officer will notify the Campus director and the Campus will be closed for 14 days to all attendees due to the limited size and resources of the Campus. In this case, closure is the appropriate step to containing and reducing the spread of the virus. Review of prevention measures will be conducted.

The Campus director will notify the Public Health Authority in Port Alberni, BC and assist as directed by the authority in the contact tracing through identifying members of the

Campus that may have been exposed, distributing materials prepared by the Health Authority, or supporting public notification efforts.

“If students, faculty or staff receive a confirmed positive COVID-19 test result, health authorities follow a rigorous protocol:

- \* Contact tracing is initiated to determine how the individual was infected and who they were in close contact with.

- \* Close contacts that are at an increased risk are identified and notified and advised to self-isolate and monitor for symptoms for 14 days. Only health authorities can determine who is a close contact.

- \* Health authorities will work closely with PSIs throughout the case and contact management process to enable appropriate communication with the campus community”

- \*If the public health authority determines that there may have been an exposure of concern for individuals who cannot be reached by direct contact notification, more widespread notification to identified groups may be carried out such as distribution of a bulletin to people at risk, publishing exposures on the health authority exposure notification web page, or announcement through public media. To maintain personal information privacy rights, the public health authority will only disclose limited information about a confirmed case in the campus community when sharing the information is required to support effective contact tracing” *Covid-19 Go Forward Guidelines for B.C.’s Post-Secondary Sector p.7 Contact tracing and Notification Protocols*

#### **Continuation of Studies under the 14 day closure:**

Courses in session would be carried out over video link to existing classes through our Online Platform. Students unable to attend will be given make-up class opportunities upon the reopening of the physical Campus.

#### **Individual Support for Positive Members of the Campus:**

Upon receiving notification of a positive Covid-19 test for a Campus Community Member, the admissions administrator will initiate a Teams Online Contact Schedule to monitor and support the individual online while working with the PHA.

**NO person that has symptoms may enter the Campus area. Individuals of the Campus Community are to self monitor daily.**

**Staff and Students are to review safety and adjust the plan accordingly as new information arises and new policies are recommended from government and professional associations.**

The Staff and Owners of Windsong are committed to providing safe and successful education to our students and welcome any questions or suggestions you have:

## Contact Us:

Senior Educational Administrator : [lorim@windsongcollege.ca](mailto:lorim@windsongcollege.ca) Cell: 250-720-9036

Admissions Advisor: [admissions@windsongcollege.ca](mailto:admissions@windsongcollege.ca) Phone 250-723-3307

Physical Plant and Maintenance: [ibteemac@hotmail.com](mailto:ibteemac@hotmail.com) cell 250-735-2277

Lead Instructor/Dean of Studies: [lorim@windsongcollege.ca](mailto:lorim@windsongcollege.ca) Cell 250-720-9036