

Nimbus

GO FORWARD PLAN

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NIMBUS' GO FORWARD PLAN

The British Columbia Provincial Health Officer has advised that it is safe for students and schools to operate in Phases 3 and 4. Educational facilities, such as the Nimbus School of Recording & Media are required to prepare a safety plan for its staff, students and visitors. This safety plan has been developed in conjunction with the Work Safe BC mandated, COVID-19 Safety Plan, the Ministry of Advanced Education, Skills & Training's, and the COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector.

The health and safety of our students, employees and community continues to remain at the forefront of the Nimbus response plan during the unprecedented COVID-19 pandemic. Since the onset of this pandemic, this has resulted in providing support to our students and employees while we work to ensure that we can continue to deliver quality education and support critical, day to day business functions.

The instructional faculty and administration have worked diligently to adapt our teaching, delivery and practical components so that students may continue to excel on their academic path. Nimbus has also been provided an opportunity to re-imagine how aspects of the programs are delivered and will continue to evaluate these methods.

On March 16, 2020 Nimbus shifted entirely to an online model as per the Public Health Officer and Minister of Health recommendations which remained in place until B.C. entered Phase 3. On June 15, 2020 Nimbus shifted to a blended delivery model with curriculum being taught online and in-class. In-class learning comprised of learning groups to ensure safety. Nimbus has continued to provide 24/7 access to curriculum and studio space so that students may continue to apply theory to practical and continue to gain a deeper understanding of what

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they have learned through online scenarios, discussions, simulations and onsite demonstrations.

The Nimbus Occupational Health and Safety team has assessed the main and secondary campus location and has made recommendations on areas such as occupancy, cleaning and sanitization products and placement, seating and spacing of equipment so that Nimbus can continue to provide safe operating procedures and alignment with guidelines issue by the Provincial Health Officer, Minister of Health, B.C. Centre for Disease Control, World Health Organization, as well as WorkSafeBC standards for post-secondary institutions.

The Nimbus Go-Forward plan has been developed by management after conducting a risk assessment of the campus, identifying levels of possible risk(s) to Nimbus staff, students and visitors while onsite. As a result of this assessment Nimbus has prepared and will be applying guidelines and other measures to address the risk of possible COVID-19 exposure that may impact Nimbus staff, students and visitors. The campus is classified as a workplace for staff and a school for students.

As a workplace the campus must comply with Workers Compensation Act
OCCUPATIONAL HEALTH AND SAFETY REGULATION B.C. Reg. 296/97.

Specific parts of the Nimbus Go-Forward plan will be posted at all entry points where it will be readily visible to Nimbus staff, students and visitors. The Nimbus Go-Forward plan will also be uploaded to the school's website.

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ASSESSING THE ON-CAMPUS RISKS

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person to person transmission increases the closer you come to other people, the more time you spend with them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved staff members in assessing our on-campus risks.

- a. We have involved frontline workers, supervisors, management, teachers, and other staff in our risk assessment.
- b. We have identified where people gather as being areas of higher risk:
 - a. Break rooms
 - b. Classrooms
 - c. Studios
 - d. Meeting & common areas, front reception area
 - e. Confined areas such as stairwells, hallways, elevators, entry and exit points of the buildings
- c. We have identified jobs, tasks, and processes where staff/students are close to one another or members of the faculty/administrative team.
- d. We have identified the equipment that staff and students share while working.
- e. We have identified surfaces that people touch often such as:
 - a. Doorknobs

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- b. Elevator buttons
- c. Light switches
- d. Hand railings
- e. Handles/knobs on equipment

PROTOCOLS TO REDUCE RISK

We will implement the protocols necessary to reduce the risk of transmission by following the 4 levels of protection as outline by the Province of BC. Wherever possible we will use the highest level of protection according to WorkSafeBC guidelines.

1ST LEVEL OF PROTECTION (ELIMINATION)

- a. We have limited the number of people on campus at any one time by the offering of virtual classes, work-from-home arrangements, virtual meetings, limiting or prohibiting visitors, etc.
- b. We have posted occupancy limits in each classroom, elevators, washrooms, and other common areas.
- c. We have floor markings to indicate 2 metres of separation in classrooms, studios and other common areas.
- d. We will coordinate the scheduling of activities to ensure distancing of 2m between people at all times.
- e. We have ensured entry and exit points are marked as well as made changes to FOB activations, so individuals enter and exit accordingly.
- f. We have arrows in all common hallways indicating direction.
- g. We have monitoring in place with 9 live cameras to ensure social distancing compliance.
- h. Class sizes are broken into cohorts and learning groups to ensure access to equipment and social distancing.

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- i. Nimbus requires that all visitors (including students, staff and guests) to the main campus and satellite campus to wear a non-medical mask indoor and in public places. This includes all hallways, restrooms, classrooms, studios, study spaces and common areas. Those with medical or other reasons that prohibit the use of a mask are asked to speak with the Campus Director. Nimbus will continue to evaluate and conduct its due diligence to ensure those who visit the campus' can do so in a safe manner. Masks are a proven method to reduce the spread of the virus and we will continue to ask visitors to do their part to protect our community.
- j. All staff and students have been provided with a free, branded non-medical mask with more ordered for the upcoming intake.
- k. Shared furniture in break rooms have been removed temporarily.
- l. Participants of the Nimbus Occupational Health & Safety Committee understand the role and responsibilities of both health and safety during this unprecedented pandemic. Meetings are held monthly and include the Student Representative, Administrative Assistant, Head Audio Instructor and Campus Director. Areas of increased attention include:
 - a. How to identify potential COVID-19 hazards.
 - b. Inspecting the workplace for potential means of exposure.
 - c. Identify situations that may be unhealthy or unsafe for students/staff and advise on effective systems for responding to those situations.
 - d. Consider and promptly deal with complaints relating to the health and safety of students/staff.
 - e. Consult with students/staff and Nimbus management on issues related to occupational health and safety, and the school environment.
 - f. Make recommendations to Nimbus management and staff/students for improving the school environment.

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- g. Advise Nimbus management on proposed changes to the school environment, including proposed changes to equipment, or the processes that may affect the health or safety of students/staff.

2ND LEVEL OF PROTECTION (ENGINEERING)

- a. We have installed plexiglass barriers in classrooms and at reception where social distancing may not be possible.
- b. We have implemented barriers in high traffic areas and classrooms where access to specific workstations or equipment may have students closer than 2 metres.
- c. We will ensure barriers are cleaned in between class or studio session booking.
- d. We will ensure hand sanitizer and disinfectant spray is in each room.

3RD LEVEL OF PROTECTION (ADMINISTRATIVE)

- a. We have identified rules and guidelines for how staff and students should conduct themselves
- b. We have communicated these guidelines with written communication and signage.
- c. We have signed teleworking agreements in place for all staff.
- d. We have flexible workplace leave policies for employees who are sick, in self isolation or are caring for family members.
- e. We have a flexible attendance policy for students who are sick, in self isolation or are caring for family members.

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- f. We have distributed information on mental health support services available to students such as Here2talk and our agreement between our college and Rhodes Wellness College which provides free access to counselling services.
- g. Students and staff have signed training plans ensuring understanding of COVID-19 protocols.
- h. New staff or students will receive COVID-19 training and guidance including a waiver for review and signature.
- i. Entry Screening:
 - a. Students & Visitors:
 - i. Non-invasive digital thermometers will be available and used by nominated Nimbus staff.
 - ii. Any person displaying a cough, shortness of breath or other known symptoms of COVID-19 or a temperature above 37.6 degrees Celsius will not be permitted to enter the campus.
 - iii. Everyone wishing to enter the campus will be required to complete the daily COVID-19 self-assessment.
 - iv. Any individual displaying an elevated temperature will not be admitted to the campus.
 - b. Staff:
 - i. Active daily in-person screening for workplaces is conducted by management for all employees on site. Active health screening consists of employers asking each employee each day if they have done their daily COVID-19 self-assessment. The best method of doing a personal self-assessment is by using [COVID-19 BC Support App and Symptom Self-Assessment Tool](#).

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1. Active health screening is ideally done in-person (but physically distanced) but where that is not possible, employers should find other methods of actively checking in with each employee each day. In such cases, institutions can delegate contact to another staff person who is available, conduct a Facetime call or Google Hangout; but it is important that active contact be made with employees attending the campus each day.
- j. The Occupational Health & Safety team is reviewing any COVID-19 related concerns raised by both students and staff and providing recommendations to Nimbus management.
- k. International students have been advised to self-isolate for 14 days and are directed to the International Student Travel Guide.
- l. We have posted signage from the CDC.
- m. We have posted occupancy information from WorkSafeBC.
- n. We have placed internal signage welcoming guests in all common areas that reinforce the importance of hygiene, frequent hand washing, and respiratory etiquette.
- o. We have ensured all walkways have arrows indicating direction and one-way doorways.
- p. All exit/entry points that are controlled by FOBs have been adapted to ensure proper entry/exit points are adhered to.
- q. We will ensure hand sanitizer and disinfectant spray is in each room.

4TH LEVEL OF PROTECTION (PPE)

- a. We have reviewed the information provided by the CDC, WorkSafeBC, and the Province of BC on selecting and using masks.

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- b. We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- c. We will train staff and students in the proper use of masks.
- d. We have provided all students, guests and staff with non-medical masks.
- e. We have outlined policies where all students, guests and staff are required to wear a mask.
- f. Proper mask etiquette is monitored via 9 live cameras.
- g. Visitors are limited to 2 at a time and are provided with masks.
- h. Inventory of masks, hand sanitizer and disinfectant are checked weekly and ordered as necessary.

UPDATED CLEANING MEASURES

- a. We have reviewed the information on cleaning and disinfecting surfaces.
- b. Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- c. We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- d. We have implemented cleaning protocols for all common areas and surfaces —e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- e. Workers who are cleaning have adequate training and materials.

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- f. We have removed unnecessary tools and equipment to simplify the cleaning process —e.g., coffee makers and shared utensils and plates. Common cupboards have been sealed shut.
- g. We have installed signage from the CDC on health.
- h. We have installed signs from WorkSafeBC on occupancy.
- i. We have internal signage welcoming guests posted in all common areas that reinforce the importance of hygiene, frequent hand washing and respiratory etiquette.
- j. We have outsourced a cleaning company to conduct deep cleaning regiments 3 days per week to supplement our onsite cleaning protocols by Nimbus employees.
- k. Bathrooms have cleaning schedules posted and are checked off during each increment.
- l. Nimbus employees conduct daily cleaning of high-touch surface areas, equipment and objects.
- m. Students and staff are encouraged to regularly disinfect their workspaces.
- n. We have outsourced a company, Zeroblast who has applied a 90-day antibacterial spray and will be returning on a regularly schedule basis.
- o. Slight changes to class times have been made to allow for proper sanitization of rooms and equipment.
- p. Student equipment signed in or out will be properly sanitized.
- q. Payments will be received through online payment services or other cashless/low contact methods.
- r. We will ensure hand sanitizer and disinfectant spray is in each room.
- s. We will maintain a supply of gloves, disposable face masks, toilet paper, paper towel, tissues, spray bottles, and sanitizer.
- t. We will have regular HVAC service calls to open all fresh air dampers.

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DEVELOP POLICIES

We will develop the necessary policies to manage our workplace, including policies around who can be onsite and how to address illness that arises to ensure workers are kept safe in adjusted working conditions.

Our school policies ensure that students and staff and any other people accessing our campus showing symptoms of COVID-19, are prohibited from entering. Please refer to Appendix A: COVID-19 Self-Assessment document.

- a. Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- b. Anyone directed by Public Health to self-isolate.
- c. Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- d. Anyone who has been asked to self-isolate for 14 days.
- e. Visitors are prohibited or limited in the workplace.
- f. First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- g. We have a working alone policy in place (if needed).
- h. We have a work from home policy in place (if needed).
- i. Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. We have ensured an appropriate violence prevention program is in place.

OUR POLICY ADDRESSES WORKERS WHO MAY START TO FEEL ILL AT WORK. IT INCLUDES THE FOLLOWING:

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- Sick workers should report to management, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with

DEVELOP COMMUNICATION PLANS AND TRAINING

We will ensure that everyone entering our school knows how to keep themselves safe while on campus.

- A. We have a training plan to ensure everyone is trained in the policies and procedures.
- B. All staff and students have received the policies for staying home when sick.
- C. We have signage posted including occupancy limits and effective hygiene practices.
- D. We have posted signage at the main entrance indicating who is restricted from entering the premises, including staff, students and visitors.
- E. We have trained supervisors, teachers, and management on monitoring students to ensure these policies are being followed.

MONITOR AND UPDATE PLAN AS NECESSARY

We understand that things may change as students return to class and we will monitor the situation regularly. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and will involve staff in that process.

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- a. We have a plan in place to monitor risks. We will make changes to our policies and procedures as necessary.
- b. Staff and students know who to go to for health and safety concerns and are always welcome to contact the Campus Director.
- c. When resolving any issues that may arise, we will consult management and staff to make the necessary changes.

ASSESS AND ADDRESS RISKS WITH RESUMING OPERATIONS

- a. We have a training plan for staff and students.
- b. We have a training plan for staff taking on new roles and responsibilities.
- c. We have a training plan around changes to our school such as new equipment, processes, or products.
- d. We have reviewed the start-up requirements for any machinery that has been out of use.
- e. We have identified a safe process for clearing systems and lines of product that have been out of use.

CASE MANAGEMENT & NOTIFICATION

Protocol for Confirmed Cases and Contacts:

In the event that a student, staff or visitor receives a confirmed positive COVID-19 diagnosis, they should immediately notify the Campus Director. Once a diagnosis has been reported to the school, the following actions will occur:

- a. The Campus Director will contact the individual to confirm the diagnosis. The individual should be advised that their disclosure is appreciated, that they will not be discriminated against or face retaliation because of the diagnosis, and that while information about the diagnosis may be shared with others,

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they will not be identified by name. Public Health will be notified immediately in the event of a suspected and/or confirmed case.

- b. The individual will be instructed to stay home for at least 14 days (or longer, if recommended by their health care provider or the public health authority). The individual should contact their direct supervisor or instructor to make arrangements to work from home or to progress in their coursework online if possible.
- c. Nimbus will confirm with the individual where/when/if the individual has been at either the main or secondary campus locations. The public health authority may assist with this process by conducting an interview with the individual to determine who they may have come into close contact during the 14-day period prior to the positive test. The individual should also be asked to identify all areas on the campus where they/he/she was physically present during the incubation period.
- d. Nimbus will assist the public health authority, if requested, with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus. The public health authority, in coordination with Nimbus, shall notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area. Close contacts shall be instructed that, out of an abundance of caution, the school is requesting that they not return to campus for at least 14 days since the last point of contact. The contacts should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The contacts should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.

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- e. Communication to the wider community will take place on the advice and guidance of the provincial authorities, and is determined by a number of factors, including assessing the risk to the Nimbus community and/or to the public. If a communication is needed, the school will issue a notice that an individual (or individuals) has tested positive for COVID-19, without identifying the individual, via the appropriate channels. This may include but is not limited to:
 - a. Email
 - b. www.nimbusrecording.com
 - c. Social media

Any such notice should reassure students, staff and guests that the school is working with the PHO/CDC/local health authorities. Messaging will outline that: unless notified directly by the school and/or public health authority, it is not believed that they have been in close contact with or shared a common space with the infected individual. Students, staff and guests should be reassured that the school is providing the notice out of an abundance of caution so that students, staff and guests may continue to monitor themselves for symptoms and seek treatment if needed. Social media will be monitored to manage concerns or rumours and provide accurate information. Responses to questions and concerns will be managed in an ongoing basis.

- f. The school will immediately deploy its cleaning company and sanitization process. Those areas of the campus identified as visited by the infected individual will be cleaned and disinfected in accordance with BCCDC guidelines.

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- a. This may result in the closure of the facility for 24hrs to ensure proper cleaning and sanitization. If a closure transpires during regular class hours, classes will be conducted in an online format.

Steps for Nimbus Employees & Students:

If individuals are experiencing symptoms of COVID-19, have been identified as a close contact, or have received a positive diagnosis:

1. Students should notify their instructor. Employees notify their supervisor and the Campus Director. Individuals should provide campus location(s) used, as well as the names of individual(s) with whom they had contact while on campus.
2. Prepare to leave campus immediately.
3. Be tested for COVID-19 (if not yet diagnosed).
4. Self-isolate and monitor for symptoms. Seek medical and/or public health advice if symptoms appear, in accordance with public health direction.

Steps for Nimbus Management:

If a student or employee discloses a positive diagnosis, close contact, or symptoms:

1. Request that the student or employee leave the campus immediately to self-isolate and monitor for symptoms. Advise that they seek public health or medical advice if symptoms appear.
2. Collect relevant information from the student or employee (Where have they been on campus, with whom have they been in contact while on campus, etc.).
3. Protect the student or employee's personal information, including medical information. Names should not be disclosed.
4. Contact the Campus Director to initiate a deep-clean of affected areas.

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5. For employees, identify an alternative individual to perform the employee's duties if their job duties cannot be completed in a remote work environment, or if they are too ill to work.
6. For students, identify an option to allow the student to continue to participate remotely.
7. Remain in contact with the individual to stay informed of their health status and help them feel connected and supported.
8. Follow the individual's medical practitioner or public health authority's direction regarding the appropriate timing for the individual to return to school or work.

International Students:

The school is sensitive to the needs of international students and the challenges they may face in planning a return to campus. Anxiety in our international student community may be extremely high as you consider the impact the pandemic may have on work or student visas, accommodations, or your educational experience, amongst other issues.

Our international students are a valued and important part of our community and Nimbus will not tolerate any discrimination toward individuals based on race, ethnicity, or country of origin.

International students can connect with the Campus Director for guidance, support and feedback as follows:

Phone: 604-875-8998

Email: courtney@nimbusrecording.com

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MENTAL HEALTH RESOURCES

- a. [Here2Talk](#) – Connects students with mental health support when they need it.
- b. Rhodes Wellness College – School partnership for access to free counselling. When students email counsellingcentre@rhodescollege.ca they will receive an auto-response where they will be asked more information including their name, contact information, and what type of counselling support they are requesting. This will allow Rhodes to assign the most appropriate counsellor to help them.
- c. [COVID-19 Psychological First Aid Service](#): Information and Signup (British Columbia Psychological Association)
- d. [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID19 outbreak.
- e. [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions)
- f. [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization)
- g. [Mental Health and COVID-10 \(Conference Board of Canada\)](#) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- h. [Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada)

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RESOURCES AND IMPORTANT CONTACTS

- a. [Risk-Informed Decision Making, Government of Canada](#)
- b. [COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#)
- c. [Education \(post-secondary\): Protocols for returning to operation, WorkSafeBC](#)
- d. [B.C.'s Response to COVID-19](#)
- e. [BC COVID-19 Self-Assessment Tool](#)
- f. [HealthLink BC Coronavirus Disease \(COVID-19\)](#)

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APPENDIX A: COVID-19 SELF-ASSESSMENT

Welcome to Nimbus

Are you experiencing any of the following symptoms?

Fever

New or worsening cough

Stuffy or runny nose

Sore throat/painful swallowing

Difficulty breathing

Diarrhea

Nausea and/or vomiting

Fatigue /Muscle aches

Loss of appetite/Chills

Headache

Loss of sense of smell

Have you traveled outside of Canada - including the United States within the last 14 days? Yes No

Have you been in close contact with someone who has a confirmed COVID-19 diagnosis within the last 14days? Yes No

**Have you been told to self-isolate in accordance with Public Health directives?
Yes No**