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# INTERNATIONAL STUDENT PLAN

## 2020/2021

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Updated October 15, 2020



# **RJC High School COVID-19 Protocol for Hosting International Students**

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# 1. Overview: Welcoming International Students

RJC High School is a private boarding school in central Saskatchewan, just north of the city of Saskatoon. We have a boys' and girls' dormitory, which can house up to 35 students each, and we typically accept around 10-15 international students a year. Our dormitories are attached to our Dining Hall, and are a short walk from our school building. RJC High School employs four full-time dormitory deans who provide 24/7 support and supervision to our students. Due to COVID-19, and in consultation with Public Health officials, new rules and protocols have been established in our dormitories and school, and can be found at the links below. The following plans are in place until indicated otherwise. RJC High School is committed to partner with Public Health officials in an ongoing basis in all matters regarding COVID-19 and we'll review and update these plans as directed by Public Health authorities.

[RJC High School Dormitory Re-Open Plan](#)

[RJC High School Return to School Plan](#)

**In addition to these plans mentioned above, all international students must follow the directives in this *International Student Plan* document below. Due to COVID-19 the Government of Canada has put in place emergency measures regarding international travel, and all international students must follow all of these directives prior to arrival, upon arrival, and during their time in Canada.** RJC High School is committed to support our international students as they follow all Public Health orders regarding COVID-19. Please read this document carefully and contact our Admissions & Development Director Alex Tiessen ([alex.tiessen@rjc.sk.ca](mailto:alex.tiessen@rjc.sk.ca)) if you have any questions or concerns. Students and families are also welcome to contact the school for support or questions at (306) 232 4222.

## 2. Prior to Arrival

**All international students are legally required to quarantine for 14 days upon arrival in Canada, and arrangement must be made prior to departure from their home countries.**

RJC High School has established an agreement with the Best Western Inn at the Saskatoon Airport in Saskatoon and has agreed to allow students to use their hotel rooms for their 14-day quarantine. In preparation for this 14 quarantine all international students must:

- **Complete a self-isolation declaration form** (see form at the end of this document)
- This form includes flight times, arrival dates, dietary restrictions, and confirmation of the understanding that a 14-day quarantine is a legal requirement for all international students
- **Students must also download and register with the ArriveCAN app** on their smart phone and complete the required information. This app will be needed for daily symptom reporting
- Students are also required to read and familiarize themselves with the *Re-Open Saskatchewan Plan* which outlines guidelines and expectations regarding COVID-19 within the province

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan>

- Students are expected to read and familiarize themselves with RJC High School's Return to School Plan, and Dormitory Re-Open plans. (see links below)
  - o <https://www.rjc.sk.ca/wp-content/uploads/2020/09/RJC-HS-Return-to-School-Plan-Aug-28-1.pdf>
  - o <https://www.rjc.sk.ca/wp-content/uploads/2020/09/RJC-HS-Dormitory-ReOpen-Plan-Sept-23.pdf>
- Students are asked to be mentally and physically prepared to quarantine for 14-days in the hotel

### 3. Upon Arrival - Mandatory 14-Day Quarantine

Upon arrival in Canada, RJC students will be required to isolate at the **Best Western Plus Airport Inn & Suites (Best Western)** in the City of Saskatoon as arranged by RJC.

#### Arrival:

All international students arriving at the Saskatoon John G. Diefenbaker International Airport are asked to report their **flight number and arrival time** to RJC once it is available. RJC will pass this information on to the Best Western, who will provide transportation from the airport through RIDE TAXI and bring them to their designated room.

#### During your stay:

**Students are not permitted to leave their rooms or have visitors to their rooms at any point during the 14-day isolation period.** Any act of non-compliance will be considered a grievous offense, and will be reported to the SHA website at:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/public-health-orders/non-compliance-reporting-form>

The penalties for not following your quarantine place once you are inside the country can include:

- A fine of up to \$750,000
- 6 months of jail time
- Being found admissible, removed from Canada and banned from entering for one year

#### How to Prepare:

Each room includes a single or double bed, Internet access, television, a small kitchenette, and a private bathroom. If a student needs new linens, towels, or laundry done during their stay at the hotel, they are asked to call the front desk to have the items dropped off outside their room door.

**There may be incidental fees charged by the hotel, depending on the service.** If anything is broken in a room during the students stay, they are asked to contact the front desk and the student will be moved to a new room. **The student is responsible for any damages to the room during their stay.**

#### **Meals:**

Meals will be provided and delivered to the student's hotel room door by the RJC kitchen staff. Some meals can be refrigerated and reheated in the student's private kitchenette. Dietary restrictions notes will be taken off the students RJC application.

#### **Supervision & Mental, Physical, Social and Educational Supports:**

An RJC staff member will be available 24-7 during the student's 14-day isolation period to provide mental, social, health, and educational support. While students will not make direct, in-person contact with RJC staff, regular check-ins via phone, zoom, or other remote video devices will be utilized. An RJC staff member will contact the student on a daily basis, on minimum. RJC staff members will assess students for COVID-19 symptoms using the Sask online self assessment tool, via phonecall and contact 811 for further direction should any symptoms be present during the student's 14-day quarantine. Students will also utilize the self assessment tool on the SHA website (see below). Should a positive COVID-19 case present itself, RJC High School will partner with Public Health Officials for the safety of the student and the public.

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

#### **Medical Insurance:**

While RJC applies for Saskatchewan Health Coverage for all students upon arrival in Canada, it is recommended that all international students have medical insurance when they arrive in Canada to cover the time before the card is issued. If a student requires medical attention or begins to develop COVID-19 symptoms, they are asked to call 811 and the school. Contact with the school during the day is at (306) 232-4222 and with the school deans during the evening or night (306) 232-2152 (boys) (306) 232-2123 (girls).

#### **Fees:**

RJC has received a discounted rate of \$99.00 (CAD) plus tax/night at the Best Western. Students are asked to pay a flat rate of \$2,000 (CAD) to RJC prior to their arrival in Canada to cover the cost of their room, meals, and transportation for 14 days.

*Any questions about arrangements can be directed to Alex Tiessen, Director of Admissions  
admissions@rjc.sk.ca  
(306) 232-4222*

Once international students have arrived and completed their 14-day quarantine, all rules in the RJC High School Dormitory Re-Open Plan will be applied, including guidelines for Illness in Care and directives for isolation if students display symptoms or test positive for COVID-19 while in the dormitory.

## 4. Living in the Dormitory after Quarantine

Following the student's mandatory 14-day quarantine RJC staff will provide transportation from the hotel to the RJC dormitories.

### Dormitory Re-Open Plan

Once the student is in the dormitory they will follow the rules and guidelines found within RJC High School's Dormitory Re-Open Plan, which is summarized below. The rules of the Dormitory Re-Open Plan contingencies have been developed in consultation with Public Health officials to ensure the safety of our dormitory students, our staff, and our community in regards to COVID-19. This plan is supplemental to all other dorm guidelines, and will be reviewed on a regular basis and updated as deemed necessary. Please consult the latest Government of Saskatchewan website for the most up-to-date guidelines regarding COVID-19 in our province.

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus>

### Getting Here & Moving In to the Dormitory

- All dormitory students are expected follow the guidelines of the Saskatchewan Health Authority (SHA) and the provincial and federal governments prior to reporting to campus
- Students may be asked to be tested before arriving on campus
- If a family member wishes to accompany the students, all guests on campus are required to complete a *COVID-19 Self-Declaration Form* upon arrival, and wear masks in all common areas

### Enhanced COVID-19 Safety Measures

- For the 2020/21 school year all dormitory students will have a single occupancy room at no additional charge
- All dormitory students are expected to practice responsible physical distancing and sanitize their hands regularly
- Masks are not required in individual dormitory rooms, but are required in common areas where social distancing can not be maintained
- All staff and students in our dormitory will be required to wear masks when physical distancing is not possible
- Students may bring their own mask provided the mask meets federal and provincial guidelines available on the public health agency of Canada website and the *Saskatchewan Re-*

### *Open Plan*

- Enhanced cleaning and disinfecting in washrooms and other common areas has been added to the custodial staff's daily cleaning routines for this year
- Hand sanitizers will be located at main entrances and throughout the dormitories
- Increased signage and posters promoting physical distancing and regular hand sanitization will be present throughout the dormitory, along with reminders of current restrictions on social activities

## **Guests in the Dormitory and on Campus**

- We are seeking to limit non-essential visits from guests in our dormitory and on our campus
- Guests needing to be in our dormitory must report to the dormitory staff before entering and must complete a *COVID-19 Self-Declaration Form* available on our website, hard copies will be available upon request
- Guests will be required to wear masks in common areas and in areas where physical distancing cannot be maintained

## **Leaving Campus and Weekend Sign-Outs**

- Dormitory students may leave campus with the expectation that they follow the guidelines within the *Re-Open Saskatchewan Plan* while off campus
- Time will be taken during our Welcome Week to brief students on the guidelines of the *Re-Open Saskatchewan Plan*
- Students are encouraged to be aware of, and limit, the number of people with whom they have contact outside of the campus
- Students may sign-out for weekends with permission from parents and dormitory staff, but contact information from hosts must be provided for safety and contact tracing purposes
- We ask that students limit the number of hosts they visit off campus this year

## **Common Spaces**

- All area-specific guidelines outlined in the *Re-Open Saskatchewan Plan* will be followed in all common and shared spaces (Fitness Room, etc.) in the dormitory

## **Dining Hall & Food Services**

- The Dining Hall will follow all the *Guidelines for Restaurants* as outlined in the *Re-Open Saskatchewan Plan*
- Hand sanitization will be required for all people entering the Dining Hall
- Food will be plated (no buffet or common touch items) by certified RJC kitchen staff who will wear masks and/or face shields and follow all food safe protocols
- No students will be involved in food preparation
- Enhanced cleaning and sanitization protocols have been added, along with additional funding for hiring extra cleaning and kitchen staff
- A staff supervisor will be present for all meals
- At this time, guests are not welcome at meals

## Illness in Care

- **If a dormitory student displays COVID-19 symptoms** they will report to the dormitory staff on duty, which will also report the incident to the school administration, Public Health, and inform the student's parents
- The student will be use the self-assessment tool provided by SHA (see link below), and, if directed, call 811
- If the student is directed to self-isolate and self-monitor they will do so in their individualized dorm room
- During this self-isolation period:
  - o The student may not attend class or participate in any extra-curricular activities
  - o The student will be delivered food boxes by Dining Hall staff
  - o Outside of using the washroom, the student must remain in their room and not entertain guests
  - o The student may access the washroom at times when the dorm floor hallway and washroom is empty of others, and may only use the designated sinks, toilet and shower. The washrooms and showers are cleaned and disinfected regularly by professional cleaners. They will be expected to disinfect the area after each use and wear a mask while walking to the washroom. Dormitory staff can be contacted (306) 232-2123 for girls, and (306) 232-2152 for boys to ensure hallway is clear when the washroom is needed and will supervise the cleaning and disinfection of the washroom while maintaining distance and wearing appropriate PPE and following provincial cleaning and disinfection guidelines
  - o The dormitory staff member is responsible to follow-up with the student to ensure the student feels supported and is following all directions from Public Health, as directed by the self-assessment tool & 811. Parents will also be informed
  - o If COVID-19 symptoms persist beyond 24 hours the student should complete the online Sask Self-assessment Tool. If they require a COVID-19 test as directed by Public Health then an RJC staff member will transport the student to receive the test following all provincial transportation guidelines
  - o Online education will be provided for the student during the self-isolation period
  - o The students may call the dormitory staff (outside of the school day), or the school administration (during the school day), if they need help or assistance at any time during their isolation
  - o **RJC Staff members will communicate with the student body that all these provisions are taking place to meet Public Health orders and are not a result of race, nor should they be a point of stigmatization of others. Any complaints or concerns, or need for support, can be addressed through RJC's Health and Wellness program (<https://www.rjc.sk.ca/student-life/health-wellness>)**
  - o Students will be reminded in weekly SRC and Student Community Council meetings that compliance with Public Health orders will be viewed as a community service, and applauded as such. Any indication that stigmatization due to race or self-isolation is happening will not be tolerated.

## Outbreak Response

- In case of campus outbreak, non-symptomatic International students will be safely housed on campus in the dormitories. If necessary, remote learning will be enacted.
- **If an international student tests positive for COVID-19** they will self-isolate in their dorm room.
- All self-isolation protocols (see above) will be followed, including food services provided by the RJC Dining Room, and supervision and daily checks provided by the RJC staff
- The dormitory staff will have record keeping to support Public Health investigation and contact tracing if needed
- In case of a campus outbreak, RJC will comply with all directives of Public Health and communicate with parents, students, staff, and any others who may have had contact with the student
- Attention will be given to not name the individual(s) and to protect against racism and/or negative stigmatization of any individual student or staff member who tests positive for COVID-19

The RJC COVID-19 Policy Review Committee will review this plan on a regular basis and adapt and update as necessary and as directed by the SHA, the Ministry of Education and the Government of Canada.

## 5. Additional Information

Related Links & Further Information:

Canada Order (Mandatory Quarantine) No. 4:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

Non-compliance Reporting Form:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/public-health-orders/non-compliance-reporting-form>

Saskatchewan Re-Open Plan:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan>

Saskatchewan Health Authority Self-Assessment Tool:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

RJC High School Return to School Plan:

<https://www.rjc.sk.ca/wp-content/uploads/2020/09/RJC-HS-Return-to-School-Plan-Aug-28-1.pdf>

RJC High School Dormitory Re-Open Plan:

<https://www.rjc.sk.ca/wp-content/uploads/2020/09/RJC-HS-Dormitory-ReOpen-Plan-Sept-23.pdf>



# RJC High School International Student COVID-19 Self-Isolation Declaration Form

Name of student: \_\_\_\_\_

Name of parents/guardian: \_\_\_\_\_

Arrival in Canada date: \_\_\_\_\_

Airline / flight number: \_\_\_\_\_

Medical Health Insurance & Policy Number: \_\_\_\_\_

\_\_\_\_\_

Dietary Restrictions (for food preparation) and/or medical health issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm that I have read, and will comply with, all the guidelines for self-isolation for international guests for the next for the next 14 days, and I affirm that I have downloaded the ArriveCAN app and completed all the required information:

Mandatory Quarantine Guidelines:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

Signature of student: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_