



**BOUCHER INSTITUTE**  
of Naturopathic Medicine

## Memo

**To:** Boucher Community; Students, Faculty and Staff  
**From:** Dr. Sarah Beasleigh, Acting President/Provost  
**cc:** All members  
**Date:** November 9, 2020  
**Re:** Covid -19 Update

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Dear Boucher Community members,

As you are aware, on Saturday, November 7<sup>th</sup>, the Provincial Health Officer (PHO) and the Minister of Health announced orders and guidance for everyone within two regional health authorities - Vancouver Coastal and Fraser Health.

While the orders and guidance exclude worksites and educational activities, there are aspects that apply to our campus and community which we bring to your attention from the Ministry of Advanced Education, Skills and Training:

*"Starting today Saturday, Nov 7<sup>th</sup> at 10:00 pm to Monday, Nov 23<sup>rd</sup> Noon, the following is ordered by the PHO:*

- *No indoor social gatherings of any size (Note: this does **not** include places of work or educational activities);*
- *No indoor activities which lead to heightened respiratory activity in a group setting (including but not limited to yoga, spin, dance and group fitness classes).*
- *Weddings and funerals can proceed but no receptions or gatherings before or afterwards;*
- *No indoor sports involving contact;*
- *No interregional travel by sports teams;*

*For the same two week period noted above, the following is advised by the PHO:*

- *No guests in private residences;*
- *Minimize all other social interactions;*
- *No unnecessary/non-essential travel outside the lower mainland;*
- *Those that can work from home should for the two week period – however, note that this does not apply to places of work and educational facilities.*

*We anticipate that the last advice bullet could be confusing to interpret.*

- *In general, worksites and educational activities are controlled locations under specific COVID-19 safety plans.*
- *Attendees at controlled locations do so with specific training in accordance with your safety plans and they are generally spaces and activities that are not open to the public.*
- *Educational Activities are defined in on page 15 of the Go-Forward Guidelines (but now with the exception of activities listed in today’s PHO order)*
- *Institutions will need to exercise their best judgement in interpreting this advice from the PHO to maintain continuity of service and education.”*

We are asking that everyone in our community follow all aspects of this order strictly so that we can continue to allow on campus activities in a safe manner.

#### **Administration:**

Staff are encouraged to work from home as much as is practical depending on the duties and nature of their work.

Students who need to pick up items from the Administration offices or Student Services should coordinate a pick up time in advance with [facilities@binm.org](mailto:facilities@binm.org) or [jramsey@binm.org](mailto:jramsey@binm.org)

Each department should continue to arrange coverage as needed and should not rely on other departments to manage duties on site in their absence.

#### **Academics:**

#### **IMPORTANT UPDATED INFORMATION REGARDING FACE COVERINGS**

- **Students and faculty will be provided with a disposable mask upon request** which they will wear for the duration of their time in the session – refer to resources for proper donning and doffing of PPE
- Students and faculty who do not request a disposable mask must wear a **clean face covering** for the duration of their time on campus
- **Students and faculty will be provided one face shield** which they will label with their name and they must wear during practical classes and clinic
  - Clinic interns will get their face shield from the clinic staff on their first shift on campus,
    - A dedicated face shield will be supplied by Supervisors at external satellite clinics to be stored and used at the external site
  - All other students will get their face shield from Dr. Heisel in their next class on campus
- Face shields must be disinfected with alcohol or lysol wipes only, prior to and after use

- do not use cavi, steri or other wipes or sprays on face shields as they will mar the surface
- Face shields should be placed on a clean field when not in use during class
  - ie the student needs to lay face down on the treatment table
- Students and faculty are responsible for bringing their face shield to each practical class and to clinic and storing safely in lockers when not in use
- Face shields are not required outside of a practical class or clinic rotation

**Faculty and TA Responsibilities:**

All faculty members are expected to review and follow the Boucher Return to Campus Plan (<https://binm.org/wp-content/uploads/2020/06/BINM-RTC-June-5-2020.pdf>).

As well, faculty who are overseeing practical classes should follow the specific instructions for hands-on instruction including ensuring;

- Capacity for each classroom is not exceeded. Instructors must not change classrooms without prior approval
- Keeping students in their cohort bubbles for group or paired skills lessons
- All necessary supplies for infection control are in the classroom including masks, gloves, hand sanitizer and disinfectant wipes (these should be picked up in the IRC before class and should be returned after class)
- Screening has been performed (supplies for this to be picked up in the IRC) including temperature check and Covid questionnaire
  - screening is scheduled from 8-840 for morning classes and 1230-110 for afternoon classes
  - students and faculty must arrive during these times to be screened
  - screening is also done outside the class for CDX
- All members are wearing a mask and face shield at all times
- Physical distancing is enforced unless the educational activity doesn't allow it
- Hand hygiene is performed regularly
- Gloves are worn whenever there is human to human contact
- Disinfection of hard surfaces, desks, treatment tables is performed before and after use
- Reporting of any suspected cases of Covid-19 immediately to supervisor and/or CMO
- Adherence to RTC Plan and classroom plan

**Practical class or Open Lab Procotcol:**

- Students will be screened (questionnaire/temperature check) upon entering the campus and/or at the door prior to entering the classroom( as above)
- Following screening, students will sanitize hands and remove face covering that was worn to campus if they are requesting a disposable mask
- Students will sanitize hands prior to donning disposable face covering provided by the Institute
- Students must practice proper hand hygiene prior to entering the classroom and prior to donning and after doffing PPE

- Wear a clean face covering or **disposable masks provided by the Institute and face shield** for the duration of the practical component of the class and during open lab sessions
- Students should minimize the number of items brought into the classroom
- Laptop and medical equipment and supplies are permitted but must be disinfected prior to entering the room and properly disinfected after use
- **Students are not permitted to eat or drink in classrooms during class time or open lab sessions**
- **Students will wear gloves for any student to student contact**
- Students will physically distance from other students and the instructor/TA for lecture component and will adhere to BINM RTC policy and procedures
- Students will use the same table for the duration of the class and open lab following class
- Students will wipe down table prior to use, cover with disposable paper when appropriate, place pillow (if needed) under cover and use proper hand hygiene afterwards

#### Access to and use of supplies

- Students will use proper hand hygiene (use hand sanitizer) every time before accessing supplies
- Each table will have access to a bottle of hand sanitizer

#### Upon completion of open lab or practical session, students will

- Use proper hand hygiene (use hand sanitizer)
- Dispose table covering
- Wipe down tables, or desks with disinfectant wipes
- Wipe their face shield with lysol or alcohol wipes
- Use proper hand hygiene after disposal or wipes when leaving the classroom

#### **Student Responsibilities:**

Students are expected to review and follow the BINM RTC plan as well as the following instructions for practical classes:

- Wear a **clean face covering or disposable masks provided by the Institute and face shield** for the duration of the practical component of the class and during open lab sessions
- Partner selection will remain the same for the duration of the course
- Students should review the resources for PPE donning and doffing
- Students are required to sign up in advance for open labs if applicable.
- Students who have not signed up will not be admitted on the day of the session
- Students are asked to bring a labelled plastic container (ex Ziploc bag or storage container with lid) to store their surgical mask should they need to remove it during class or open lab

**Clinic:**

All clinic rotations and services will continue as usual. All **Clinicians and Faculty must wear face shields**, in addition to the current PPE protocols for all patient contact.

Thank you for your diligence and cooperation to help keep our campus safe.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Boucher', written in a cursive style.

Boucher Critical Incident Response Team