

# LOST BOYS SCHOOL OF VISUAL EFFECTS COVID-19 SAFETY PLANS

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### *A Message from Our Directors*

Over the summer, Lost Boys has transitioned into a hybrid format of in-class learning and remote work across our two campuses. We are fortunate enough to foster small class sizes that have enabled us to progress safely into an in-class format over this semester. By following BC's safety protocols and the regulations in place by the federal government of Canada, we have implemented a COVID-19 Readiness Plan that ensures the safety of our students and staff on campus grounds.

Countries around the world, including Canada, are working together to contain the ongoing outbreak of COVID-19. You can find useful information for Lost Boys faculty, staff, and students below. It is updated regularly, following the advice of provincial and federal health agencies of Canada.

We are excited to welcome our new and returning students this fall and upcoming spring semester for both Vancouver and Montreal campuses. We continue to uphold a clear focus on ensuring high-quality specialized training for prospective VFX artists while maintaining our absolute priority of the wellbeing of our students, faculty, and staff.

*Mark Benard | Vancouver Founder & VFX Supervisor*

*Ria Benard | Director & Senior Educational Administrator*

## **1. Measures to Prevent and Minimize the Risk of COVID-19**

To ensure that Lost Boys School of VFX receives the most current COVID-19 public health guidance, we will work with our local B.C. [medical health officer](#) regarding the development of effective infection prevention and exposure control measures, COVID-19 case management and contact tracing protocols, and compliance with any new orders or guidance issued by the Provincial Health Officer.

To minimize the risk of COVID-19, Lost Boys has implemented methods that would reduce the spread of droplets in the air and on surfaces. Every possible protocol will be implemented to protect against COVID-19.

The following four levels of protection have been built in the facility in reference to the identified procedures the province finds as a strong form of reducing the spread.

### **Physical Distancing**

- All students and staff are required to ensure distancing of 2m between people at each time.
- Policies have been implemented to limit the number of people in given spaces around the studio and offering virtual classes, lectures, and work-from-home arrangements.
- Students will be spread across workstations to maintain 2m distance from each other. Spaces have been rearranged to match those measurements.
- Limiting access to the studio to individuals who have signed the COVID-19 waiver.
- Markers will be provided on seats to indicate distancing positions.

### **Barriers**

- Barriers have been installed between workstations to separate people from each other. In particular, to individuals who are unable to practice distancing of 2 metres in workstations.
- Barrier cleaning as part of our cleaning protocols.
- Masks are part of this level of protection wherein all students and staff are required to wear a mask when moving around the space, engaging with each other in healthy-distanced dialogue, and when proper distancing of 2m cannot be maintained.

### **Ventilation Systems**

- Each workstation will have its own ventilation system with UVC filters that will allow air flow throughout inside the studio. This will help reduce droplets from circulation in the same area. Instead, will be immediately regulated outwards.

### **Rules and Regulations**

- Establishing rules and guidelines for shared spaces, designated areas, and hallways.
- All rules and regulations will follow the provincial health board's suggestions and advice.

## 2. Plans & Operations

Following guidelines as listed by the Government of British Columbia, the Ministry of Advanced Education, Worksafe BC, as well as the Provincial Health Officer, we have set up a list of strict safety protocols students and staff will have to adhere to if they will be returning onsite to Lost Boys School of Visual Effects. To include, but not limited to the following:

- Upon entering, each person will have their temperature taken, asked a series of questions pertaining to inside/outside their bubble, and will be required to use the hand sanitizer before heading to their respective workstations.
- Students will need to arrive no later than 9:30am-10:00am, Monday through Friday.
- Students and staff will be required to wear a mask when entering, when away from their desk and upon exiting the building.
- Should you forget your mask you will be required to buy a disposable one from the school or will be sent home for the day.
- The men's and women's washrooms require spraying the door and faucets handles after each use with the cleanser provided (located on the counter)
- If you will be bringing your own food, it will need to remain at your desk as the use of our kitchens will not be permitted (initially).
- Use of the deck area is permitted to meet with fellow students and staff within the 2m distance or more. Masks are required if distance is less than 2m.
- Students will be required to clean their workstations with the provided cleaner before leaving each day. This will include wiping down the mouse, keyboard, monitor, table and armrests of their chair.
- In the event that there is an indirect connection by a student to someone who has been infected, the student will be required to take a 2-week quarantine at home.
- In the event that a student is infected, the school is prepared to shut down in-class instruction for 2 weeks. Instruction could continue remotely.
- In the event that a staff member becomes infected, the school will be shut down for 2 weeks. Should an instructor become infected, we will have load balancing assistance from an instructor in our Montreal location in addition to a 2-week shut down.
- Class hours will be 9:30-5:30 after which time the school will be sanitized for the following day.

**UPDATE: By order of the PHO Province-wide restrictions are in effect from November 19, 2020 at midnight to January 8, 2021 at midnight. Full regulations [here](#). The following regulations have been updated in accordance with the restrictions in place by the province.**

### **Workplace**

All Lost Boys staff double our efforts by reminding all members of staff and individuals who reside in our workplace such as students to monitor themselves daily and to always stay home if they have any symptoms.

Employers provide work from home options to all staff members.

- Workplaces must ensure that all workers and students maintain appropriate physical distance and extra care is taken in small office spaces, break rooms and kitchens.

**Lost Boys staff continue daily screening using WorkSafeBC COVID-19 Symptom Check Poster at entrance.**

### **Mask Requirements**

Masks are now required for everyone in all public indoor settings and workplaces. In campus facility, all students and staff must wear their mask where physical distancing cannot be maintained:

- Kitchens
- Lounge
- Hallways

### **3. Response Plan in the Event of a Possible COVID-19 Case**

The following steps will be performed during the pandemic to ensure a safe, respectful, trust-based environment for the maximum well-being of our community.

- Educating and understanding the situation of COVID-19;
- Establishing and adhering to the above-mentioned protocols and rules.

The response plan will depend upon how well we are able to create and maintain an environment that contains the spread of COVID-19. To that extent, if any identified case of COVID-19 were to appear, the following three points will be executed promptly and efficiently as to maintain the safest environment for Lost Boys and its community:

- Minimize Interactions
- Sanitize
- Communicate and Enforce

A student or employee with a possible or confirmed case of COVID-19 is expected to notify Lost Boys Office. Both student and employee must report if:

- They test positive for COVID-19;
- The moment they experienced any symptoms of COVID-19 prior to testing;
- Someone with whom they have had close contact with that may be experiencing any symptoms of COVID-19.

#### **In the case that:**

- a. Test positive for COVID-19 and/or;
- b. Experience any symptoms of COVID-19

#### **Then Lost Boys implements immediate response in the following ways:**

1. We will work with health authorities and provide support where necessary with respect to their swift contact tracing efforts including provision of names of individuals who were on campus for specified periods, following their instructions on communications.
2. Students will be asked to go home to self-isolate, monitor for symptoms, and await possible contact from a public health nurse for further instructions.
3. Staff will be made aware of the situation and elect to stay at home should they feel concerned.
4. If the test comes back positive, then there will be immediate closure of the facility for additional cleaning while moving course online for a duration of the self-isolating period.

## **4. Contingency Plan**

In the event of a second/third wave of COVID -19, our facility's contingency plan is as follows:

The current average number of students in the school is between 15 to 25. The cohorts are small which help track and implement safety measures.

Class attendance records are kept by the instructors and submitted to the Administrative staff weekly. Reporting to the Regional Public Health Branch in the event of an outbreak is the responsibility of the COVID-19 Committee which consists of our Director and Student Advisors.

The inventory of personal protective equipment as well as disinfectant products is maintained weekly and information sharing at the Administrative office will be handled by the Committee.

Staff details - personal telephone number and business/personal email addresses - are accessible and frequently updated by the Administrative staff in the Student Services office.

Close collaboration between instructors in schools under the Lost Boys banner allows for quick replacement in case of health problems on the part of an instructor.

### **Student in class:**

- Students must leave promptly with all personal belongings.
- Instructors ensure that all students have left the institution with their personal belongings.
- Instructors perform surface and workstation disinfection.
- The information is communicated to the Registrar's office by Ria Benard.
- Each instructor communicates by phone and through the internal communication platform (Discord...) with each of their students and informs them of the situation and the next steps to be taken.
- An additional visit from the housekeeping staff is organized by Ria Benard.
- The Admissions office sends an email to each student to inform them of the procedures to follow to resume classes quickly.

### **Student outside the institution:**

- Each instructor communicates by phone and through the internal communication platform (Discord...) with each of their students and informs them of the situation and the next steps to take.
- Instructors pack personal belongings and identify them with the students' names.
- Administrative staff will disinfect surfaces and workstations.
- The information is communicated to the Registrar's office by Ria Benard.
- Additional visits by housekeeping staff are organized by Ria Benard.
- The Student Services office sends an email to each student informing them of the procedures to follow in order to resume classes quickly.



In the event that one instructor is unable to perform the above-mentioned tasks, the other instructors will take over their tasks.

If information concerning the partial or total closure of the schools is communicated to the directors after the scheduled school hours:

- Each instructor will be contacted by the Covid-19 Committee to provide information and procedures.
- A member of the Committee living closest to the school will report to the school and inform the students present.
- The Committee will send a message to the students via the internal communication platform and an email to inform them of the situation.
- The instructors or a member of the Committee will contact each student individually by phone, e-mail or Discord to inform them of the situation.

**Resumption of online courses:**

- On the next business day following the closing of the institution, the instructor (and/or admin staff) will carry out the disinfection and identification of each student's workstations as well as planning the delivery schedule for personal belongings and workstations.
- Delivery of workstations and personal belongings according to the established schedule and signing of the workstation and personal belongings delivery confirmation form.
- Workstation installation at home by students.
- Technical support provided through an internal communication channel and by telephone by instructors and the IT support manager.
- Resumption of classes via a video conferencing platform.
- Courses accessible at all times in the virtual library.

**Student follow-up**

- Weekly individual virtual meeting between the instructors and the student.
- Courses given through a video conferencing platform.
- Daily group question period via videoconferencing platform.
- The Admissions office sends bimonthly follow-up emails to students to identify any problems or challenges experienced by students.
- The Admissions office sends an email communication to students about community, health, and mental health resources available in the region.

For more information, please contact the following location:

**Lost Boys School of Visual Effects**

1825 Victoria Diversion Vancouver,  
BC V5N 2K2

Telephone: 604-558-4999

Email: [contact@lostboys-studios.com](mailto:contact@lostboys-studios.com)

Our institution's Student Advisors (for Vancouver and Montreal respectively) will monitor and keep contact with students prior to and during their 14-day mandatory quarantine period to ensure they comply with the requirements below.

- Secure suitable accommodations.
- Travel directly to their place of quarantine (via private vehicle, taxi or hotel shuttle).
- Students and co-arriving family members required to wear masks while in public spaces, but they are not mandatory in their private room during quarantine.
- While in transit to Canada and their place of quarantine students should avoid contact with strangers as much as possible.
- Once in the quarantine location students should not have contact with any individuals they are not quarantining with.

In the event that any compliance issues arise during their 14-day mandatory quarantine period our committee will report to the following agencies:

<b>BC Centre for Disease Control</b> Phone: 1-888-268-4319 or call HealthLinkBC at <b>8-1-1</b>	<b>Regional Health Authority - Vancouver Coastal Health</b> Ph: 604-675-3900	<b>Office of the Provincial Health Officer</b> Ph: 250-952-1330	<b>BC Ministry of Health</b> Ph: 604-660-2421 Toll Free: 1-800-663-7867
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## 5. Pre-Arrival Communication Procedures

Lost Boys has created Pre-arrival Communication Procedures for all international students and their co-arriving family members to ensure compliance with the federal guidelines document to implement 14-day quarantine requirement under the [Federal Quarantine Act](#).

Required to communicate with Student Services/Admissions Advisor before they travel to Canada and provide:

- A copy of their valid Study Permit OR a copy of the initial study permit approval. If they are travelling from the U.S., a Letter of Instruction or initial study permit approval, issued on any date.
- A copy of medical insurance (MSP, DCIS or proof of insurance coverage through home country).
- Provide their travel plan to include travel date, flight information and accommodations.
- All persons required to quarantine for 14-days must download and use the [ArriveCAN App](#) no later than **48 hours prior to their flight departure**.

Students and their co-arriving family members are instructed to travel directly to their quarantine facilities as appointed from the 14-day self isolation plan by private vehicle, taxi, or hotel shuttle. The driver and passengers must wear masks.

Resources of Quarantine Accommodations and Food/Prescription Delivery Services are provided to all international students with their Orientation information and on our website under the Travel Preparation section.

Daily health and compliance check by Student Services/Admissions Advisor with daily script.

All orientation and virtual events are available to the students while in quarantine.

Reliable and updated information is available on the school website. Mental health resources and support are available to all students 24/7. Stigma and anti-racism information will be available to all students online.

All students are advised to download BC Covid-19 phone application for the COVID-19 testing, contact tracing, and care information.

The Senior Educational Administrator is appointed as the point of contact.

Quarantine Accommodation services will be provided by third parties such as Sandman Hotel/Suites, Casa Vancouver or Carmana Plaza.

## 6. Travel Preparation Guide for International Students

All international students who plan to travel to Canada are required to notify Lost Boys prior to their date of travel by submitting the form below.

For the most recent COVID-19 updates, please download the [BC COVID-19 Support App](#).

Before completing the form, you must review all [public health measures for travelers to Canada](#) and our [Travel Preparation Guide](#) for important information to create a successful plan to travel to Canada and quarantine for 14 days upon arrival as required by the Government of Canada.

### Step 1: Check Eligibility to enter Canada

All international students must meet **two requirements** before entering Canada:

- A valid study permit OR study permit approval letter.
- Accepted to or attending a designated learning institution (DLI) with a COVID-19 readiness plan approved by its province or territory.

If you have satisfied both, your travel to Canada will be considered essential (non-discretionary).

As a student, your travel to Canada will not be considered essential (non-discretionary) if:

- Your study program has been cancelled or suspended
- You're entering Canada for any reason other than to study.

You may also want to contact the [Canada Border Services Agency \(CBSA\)](#) to double check on any further travel updates at the Port of Entry (POE).

### Step 2: 14-Day Quarantine Plan

Once you have verified that you are eligible to enter Canada, you will need to secure accommodations that allow you to meet the requirements of the [Federal Quarantine Act](#). All new students and students returning from abroad must abide by the mandatory 14 quarantine upon arrival to Canada.

The following resources will help you arrange a 14-day quarantine plan:

- [Who Can Travel to Canada](#)
- [Returning to Canada Without Symptoms](#)
- [Returning to Canada With Symptoms](#)
- [How to Self-Isolate](#)

Please find below helpful resources for Quarantine accommodation options and grocery delivery.

### Step 3: Important Documents

Make sure you have all the documents you need before you travel to Canada:

1. **Passport** - please double check the expiration date to make sure it does not expire prior to the end of our program. It is also important to check all of the information on your Study Permit before leaving the airport or POE to make sure it is correct and in line with the end date of your program.
2. **Port of Entry (POE) Letter of Introduction** - You must show this to officials at the POE upon arrival in Canada to get your study permit.
3. **Lost Boys Acceptance Letter** - This is the letter we issue to you along with your acceptance package. You should have a copy of your acceptance letter with you to show you are coming to our institution to study.
4. **Lost Boys Support Letter** - This is an additional letter to confirm your program is in-person and your travel is non-discretionary.

Download the [ArriveCAN App](#) at least 48 hours prior to your flight departure. Please also visit this [Travel Guide](#) for helpful information.

### Step 4: Completion of Quarantine

A Student Advisor in will be your main point of contact on your journey towards beginning your program here at Lost Boys. Please make sure to read the important messages that are sent out to you and reply as soon as possible to let them know that you have arrived safely.

If during your quarantine you have any questions or concerns, please contact your Student Advisor. In particular, situations where you find difficulty accessing food or other necessary items, and/or possible symptoms of COVID-19.

After you successfully complete your 14-day quarantine, it is important that you continue to take all precautions to prevent the spread of COVID-19.

Prior to your arrival at our facility, you must review and fill out the [Lost Boys COVID-19 Waiver](#).

## 7. Quarantine Accommodation Options

The following locations and services are recommended for accommodation while a student self-isolates for 14-days. Should you decide to stay at one of the recommended locations, please make sure to let them know you are a student from Lost Boys or provide the Group Number.

### ACCOMMODATIONS

<p><b>CASA VANCOUVER:</b> <a href="http://www.casa-vancouver.com">www.casa-vancouver.com</a> Fernanda Rezende - Sales and Marketing Manager E-mail: <a href="mailto:marketing@casa-toronto.com">marketing@casa-toronto.com</a>  <a href="#">Quarantine Options</a></p>	<p><b>CARMANA PLAZA:</b> <a href="http://www.carmanaplaza.com">www.carmanaplaza.com</a> Kari Wang - Sales Manager Direct: 604-629-4910   Mobile: 604-992-5363   Email: <a href="mailto:KariW@carmanaplaza.com">KariW@carmanaplaza.com</a>  <a href="#">Carmana Quarantine Options</a></p>
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<p><b>Connie Tang   Sales Manager</b> <b>SANDMAN HOTEL VANCOUVER CITY CENTRE</b> 180 West Georgia   Vancouver BC   V6B 4P4 Direct 604 646 4316   Hotel 604 681 2211   Fax 604 646 4322  <b>SANDMAN SUITES VANCOUVER - DAVIE STREET</b> 1160 Davie Street   Vancouver BC   V6E 1N1 Direct 604 646 4316   Hotel 604 681 7263   Fax 604 669 8284 <a href="http://www.sandmanhotels.com">www.sandmanhotels.com</a>  <a href="#">Sandman Quarantine Options</a></p>
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### FOOD AND PRESCRIPTIONS

<p><b>Food/Grocery Delivery</b> <a href="#">Save-On Foods</a> <a href="#">Instacart</a> <a href="#">Hello Fresh</a> <a href="#">Skip the Dishes</a></p>	<p><b>Prescription Delivery</b> <a href="#">London Drugs</a> <a href="#">Pharmasave</a> <a href="#">Rexall</a></p>
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## 8. Mental Health Resources

Lost Boys understands that individuals may be affected by the anxiety and uncertainty created by the global pandemic and the importance to take measures to support mental well-being. Our Student Advisors are available for one-on-one support. We also encourage students to utilise some resources that can assist with maintaining mental health during times both during quarantine and daily activities:

[Mental Health and COVID-19](#)

[COVID-19 Mental Health Supports | Here to Help](#)

[Mental Well-Being During COVID-19](#)

[CMHA British Columbia - Mental Health for All](#)

## 9. Lost Boys Protocols to notify Public Health Authorities of Compliance Issues during the 14-Day Mandatory Quarantine Period

Lost Boys is committed to ensuring the safety of all community members by adhering to the mandatory 14-day quarantine. Key members of our Student Services and Admissions Office (Student Advisors) have formed a COVID-19 Committee that will conduct daily meetings while any students are in their 14-day quarantine.

This committee will ensure:

- All international students leaving their country of origin understand and agree to the terms of their 14-day quarantine. ([Quarantine Requirements](#))
- All students have secured appropriate accommodations from one of the preferred providers on the Lost Boys Quarantine Accommodation Option (Section 7, page 15) or any approved accommodation by the Committee.
- All students receive a daily check-in through email, Zoom, phone or any communication service to enquire on their well-being. More importantly, remind them of their responsibilities.
- All students understand and agree that disregarding any of the 14-day quarantine requirements placed by the federal government under the Quarantine Act will result in serious consequences. These include but are not limited to a fine of up to \$750,000 and/or imprisonment for 6 months.
- Any issues of non-compliance are immediately reported to the local and provincial health authorities through the committee.

Weekly updates will be provided through the Institutional Reporting template provided and sent to [EQA@gov.bc.ca](mailto:EQA@gov.bc.ca).

In the event that any compliance issues arise during their 14-day mandatory quarantine period our committee will report to the following agencies:

BC Centre for Disease Control  
or call HealthLinkBC at 8-1-1

BC Ministry of Health  
Ph: 604-660-2421  
Toll Free: 1-800-663-7867

Regional Health Authority - VCH  
Ph: 604-675-3900

Office of the Provincial Health Officer  
Ph: 250-952-1330

### **10. COVID-19 Testing, Contact Tracing, and Care**

If you develop symptoms, use the [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment or testing for COVID-19. The following assessment can be done by yourself, or on behalf of someone else who is unable to do so.

Covid Testing Locations - [Covid-19-testing](#)

Please visit an emergency department if you are experiencing health conditions that require urgent and emergency care.

### **11. Education and Training on COVID-19 and Procedures**

Information on COVID-19 and the global situation will be updated and transmitted through the best channels for students and staff to ensure full awareness. The following questions can be answered:

- How can COVID-19 be transmitted?
- What should you do when you have symptoms of COVID-19?
- What precautions and protective measures are required to prevent the spread of COVID-19?
- How does Lost Boys respond to a potential outbreak?
- What is some helpful information that students and staff can access?

After students have arrived in Vancouver and begin their self-isolation, students will have access to all of the services and support of the Student Service department in order to ensure that students feel safe and a sense of belonging with us. In this period of time, the Committee (Admissions and Student Services) will contact students regularly during the 14-day quarantine to follow up on their physical and emotional well-being. Furthermore, provide support in finding resources to get through the 14-day quarantine period.



## **12. Helpful Resources for COVID-19**

[Update on Travel Restriction by IRCC](#)

[Who Can Travel to Canada?](#)

[CBSA Contact Information](#)

[Self-isolation Form](#)

[BC COVID-19 Self-Assessment Tool](#)

<http://www.vch.ca/covid-19/covid-19-testing>

Feel sick? [Check out BCCDC Instructions](#)

[CMHA British Columbia - Mental Health for All](#)

[Mental Health and COVID-19](#)

[Pandemic Preparedness Guide](#)