Academic Edge COVID19 Health & Safety Measures

NIC is committed to the health and safety of its campus community. Below are the health and safety measures we are implementing for the Academic Edge program to ensure a safe experience for all while on campus. Please familiarize yourself with the below information. All participants will be required to acknowledge that they have read, understand and agree to the terms of the below information as it relates to the health and safety of program Participants, Instructors and College employees.

Pre – Screening and Sick Policy

- Participants will be asked daily questions in regard to symptoms of illness, recent travel or contact with sick individuals
- Participants who are unable to answer the above pre-screening questions will not be approved for participation.
- Participants will be sent home immediately if showing signs of any illness - cold, allergies included
- Parent/guardians will be responsible to pick-up their child in a timely manner if illness symptoms are reported by program instructors.

Sanitization

- Program instructors and participants will sanitize hands upon check in to the program area, upon exit and return to program area, and upon return from bathroom breaks
- Workspace and chairs will be sanitized between each group.

Low-Touch Sessions

- Participants will not share equipment. This will be strictly enforced.
- Participants are required to bring their own pens/pencils/calculator/notebook

Visual & Verbal Reminders

- Visual ground markers will be present reminding participants and program instructors of appropriate social distancing
- Signs reminding of handwashing and sanitizing will be present
- Participants will be reminded daily about the health and safety requirements

Designated Outdoor Drop Off and Pickup Zones

- The designated areas will improve drop off efficiency for parents and youth
- NIC's Comox Valley Campus is closed to the public, parents and students will be required to stay in designated program areas.
- Participants will not be checked in more than 15 minutes prior to their lesson

Outdoor Delivery Procedures (Primary form of delivery)

- Check In/ Check Out Process
  - Parent/guardians are required to sign their student in at the designated outdoor check in area. Only one person may enter the program area with the participant.
  - Participants will not be checked in more than 15 minutes prior to their lesson
  - Youth will check out with program staff at the designated check out table.
  - There will be a designated outdoor waiting area with socially distanced seating for youth waiting for pickup.

- Lesson Delivery
  - Event tents are provided for coverage and will be appropriately distanced from other lesson tents
  - Whiteboards are provided for socially distanced feedback and review between tutor and student.
  - Max 6 students per lesson area
  - Tables and chairs will be set up so Students will be socially distanced from the person beside them
  - Workstations and chairs will be sanitized between each user group
  - Sanitization of hands is required on entry and exit of program areas

Indoor Delivery Procedures (In case of poor weather)

- Check In/ Check Out Process
  - Parent/guardians are required to sign their student in at the designated indoor check in area. Only one person may enter the building with a participant.
  - Participants will not be checked in more than 15 minutes prior to their lesson
  - Students will be met at the designated indoor check in area by their tutor who will lead them to their designated classroom.
  - Students will be brought back to designated check out area to connect with their parent/guardian

- o There will be a designated indoor waiting area with socially distanced seating for youth waiting for pickup.

- Lesson Delivery
    - o Max 6 students per lesson area
    - o Tables and chairs will be set up so Students will be socially distanced from the person beside them
    - o Workstations and chairs will be sanitized between each user group
    - o Sanitization of hands is required on entry and exit of program areas