

From: Claudia Cattoni
To: Lust, Monica AEST:EX
Subject: Re: Mar 13/20 COVID 19 information updates from the Provincial Health Officer & Alternative Methods of Instruction
Date: March 15, 2020 7:38:59 PM

Hello Monica,

Can you clarify if we can suspend classes? We have most of our students flying in from all over the country and I do not feel it is a good idea at this time.

Best Regards,

Claudia Cattoni

On-site Administrator and Student Services Coordinator
Canadian School of Osteopathy (CSO) -Manual Practice-Vancouver Campus

1150 Station Street, Floor 1, Unit #1,
Vancouver BC, V6A 4C7
Tel: (604)-694-1195

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From: Lust, Monica AEST:EX
Sent: Sunday, March 15, 2020 19:35
To: Lust, Monica AEST:EX
Cc: AEST Emergency Management AEST:EX
Subject: Mar 13/20 COVID 19 information updates from the Provincial Health Officer & Alternative Methods of Instruction

To all institution contacts:

A number of post-secondary institutions have announced they are transitioning to alternate methods of instruction to students for the remainder of the semester. Individual institutions can make those decisions in consideration of their specific programming and the needs of students.

Please be advised that:

- The Provincial Health Officer (PHO) is not recommending closure of any post-secondary institutions at this time.
- The PHO is recommending no gatherings of 250 people or more. Social distancing is encouraged so we all help prevent the spread of the coronavirus. Travel outside of Canada is discouraged (including the US). Those returning from travel outside Canada are to self-isolate for 14 days.
- Information on self isolation can be found on the BCCDC website
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing-isolation>

- The Ministry appreciates that some of your institutions are being pressured by students, faculty, and staff to close the institution. Again, the PHO is not recommending closure of post-secondary institutions because there is no evidence to warrant closure at this time.

COVID-19 guidance and recommendations from the Provincial Health Officer are available online at the [BC Pandemic Preparedness](#) website. If you require advice regarding a potential COVID-19 case, please contact your [local](#) Medical Health Officer who will:

- undertake a virus exposure risk assessment;
- provide recommendations; and,
- work with your institution to put out messaging.

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training

203 – 1155 West Pender St, Vancouver, BC V6E 2P4

P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441

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From: [Lust, Monica AEST:EX](#)
To: [Au, Kathleen AEST:EX](#)
Cc: [Hendry, Ian AEST:EX](#)
Subject: FW: RESPONSE REQUIRED - Impact of COVID-19 on your operations
Date: April 1, 2020 10:50:29 AM

Moved online

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
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From: Martin Vincent <Martin.Vincent@ceosteo.ca>
Sent: April 1, 2020 10:49 AM
To: Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>
Subject: RE: RESPONSE REQUIRED - Impact of COVID-19 on your operations

Hi Monica,

About 93 students.
Take care and have a nice day.

Martin Vincent

De : Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>
Envoyé : 1 avril 2020 13:41
À : Martin Vincent <Martin.Vincent@ceosteo.ca>
Objet : RE: RESPONSE REQUIRED - Impact of COVID-19 on your operations

Thank you, Martin. How many students are currently enrolled?

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4

From: [Lust, Monica AEST:EX](#)
To: ["Martin Vincent"](#)
Subject: RE: Switch to online delivery
Date: April 27, 2020 3:12:13 PM

Thank you for your email, Martin.

Did you receive an email from me on Apr 16th? It had a series of questions regarding the switch to online.

Please check your junk mail, just in case. If you did not receive it, I'll re-send – there's a deadline of April 30th for a response.

Monica Lust

Registrar and Executive Director

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From: Martin Vincent
Sent: April 27, 2020 1:45 PM
To: Lust, Monica AEST:EX
Subject: Switch to online delivery

Dear Ms. Lust,

I want to inform you that we moved some of our courses to temporarily online training.

Canadian School of Osteopathy Manual Practice - Vancouver (ID-03908).

Don't hesitate to contact me for more information.

Best regards,

Martin Vincent

Directeur | Director

Programmes d'études en Ostéopathie | Osteopathy Study Program

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From: Martin Vincent <Martin.Vincent@ceosteo.ca>
Sent: April 1, 2020 10:33 AM
To: Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>
Subject: RE: RESPONSE REQUIRED - Impact of COVID-19 on your operations

Good afternoon,

1. We are all still operating from home. We are putting online theory courses that could be done that way.
2. No pause , we try to keep students busy with video modules. They are kept informed at least twice a week.
3. No, we haven't postponed the start dates for 2020-2021 as of today.

Best regards,

Martin Vincent

Directeur | Director

Programmes d'études en Ostéopathie | Osteopathy Study Program
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Good afternoon,

Please take a few minutes to let me know how COVID-19 has impacted your institution:

1. Are you still operating? If so, is instruction taking place in the classroom or online?
2. Have you temporarily paused training? If so, what has happened to your current students?
3. Have you had to postpone upcoming start dates?

Aside from your responses to the 3 questions above, are there other ways COVID-19 has impacted your operations? Please explain.

If you have any questions, please send me a note.

I apologize in advance but due to the number of inquiries I get, I cannot currently respond to phone calls/voice mails. I will do my best to respond to your emails within 48 hours.

Thank you in advance for helping me better understand how COVID-19 is impacting you.

Monica Lust
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Hendry, Ian AEST:EX

From: Lust, Monica AEST:EX
Sent: April 30, 2020 1:19 PM
To: 'Martin Vincent'
Subject: RE: RESPONSE REQUIRED - Follow-up to Temporary Approval to offer approved programs via on-line delivery

Thank you, Martin – are all 156 students domestic? If not, how many are international?

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

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From: Martin Vincent

Sent: April 30, 2020 11:08 AM

To: Lust, Monica AEST:EX

Subject: RE: RESPONSE REQUIRED - Follow-up to Temporary Approval to offer approved programs via on-line delivery

Good Morning,

We are partially continuing to offer the program by distance education, on a temporary basis, until August 31, 2020.

Canadian School of Osteopathy Manual Practice - Vancouver (ID-03908)

We have a total of 156 students enrolled as per student data but they aren't all involved in distance education.

I attached an Excel sheet with all the information required.

Don't hesitate to contact me if you need anything else

Best regards,

Martin Vincent

Directeur | Director

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De : Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>

Envoyé : 16 avril 2020 12:59

À : Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>

Objet : RESPONSE REQUIRED - Follow-up to Temporary Approval to offer approved programs via on-line delivery

Importance : Haute

Good morning,

We are writing in respect of our recent approval for your institution to provide program[s] by distance education. We confirm that you may continue to provide these programs, as approved, until May 31, 2020.

Apologies, in advance, if some of this information we are requesting below seems to duplicate previous information requests. As you know, the situation is shifting rapidly, and the type and frequency of information requests also shifts. We appreciate your patience and your efforts to keep PTIB updated.

If you wish to continue providing programs by distance education after May 31, 2020, you have two options.

1. **Continue offering the program by distance education, on a temporary basis, until August 31, 2020.** In order to assess whether appropriate supports are in place to allow students to meet learning outcomes of the program(s), we are asking that you confirm in writing the following information by **April 30, 2020**:
 - a. The name(s) of the PTIB approved program(s) that are being offered by distance education;
 - b. The number of students enrolled in approved programs as of today, April 16th. *Please provide the number of domestic and international students separately;*
 - c. The platform(s) you are using to deliver the program(s);
 - d. A description of the training and support (including access to technology) you are providing to both your students and instructors;
 - e. A description of how you are evaluating students, including the evaluation of the practical component of the program. Has this changed since your shift to online delivery;
 - f. If you have reorganized programs to deliver theory first by distance education with practical/hands-on learning later, a description of your plan in the event physical distancing or similar restrictions are still in place at that time; and
 - g. A description of how you are tracking attendance.
2. **Apply to permanently deliver the program(s) by distance education.** If you wish to permanently change your program delivery to either 100% online or a blended delivery method must submit an application via the Institution Portal. Please be aware that changing your program delivery method permanently may impact your StudentAidBC designation and eligibility to enroll new international students.

Even in these extraordinary circumstances, all standards related to the provision of a program continue to apply. This includes standards related to instructor qualifications, work experience components and student attendance records. Chapter 3 of the Private Training Act (PTA) Policy Manual discusses program standards.

Finally, if any of the programs you offer include a work experience component which you are unable to provide (because of COVID 19), you should no longer be enrolling new students in that program. If appropriate, you may apply to provide the program without the work experience component. This is a change that requires PTIB approval.

If you have any questions, please contact me directly via return email.

Thank you again for your patience,

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

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Courses	# of students	Platform used	Description of the training and support	Evaluation	Plan for practical	Attendance tracking
1st year						
120ORAL	15	Zoom meeting	Submission of written work by email + written work shared + online Zoom meeting by teacher to review all written work.	Evaluated on written work only	No practical	On all written work received
106LOW2	15	Zoom meeting + video modules shared on Google drive	Student view video modules + online Zoom meeting for review of theoretical. All practical must be taken when back to school.	Evaluated when back to school	Waiting from BC Health authorities instructions	On Zoom meeting
170METH	15	Zoom meeting + video modules shared on Google drive	Video module on Google drive + online Zoom meeting	No evaluation for this course	No practical	On Zoom meeting
2nd year						
260INTE	20	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
240REV	16	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
213PHAR	20	Zoom meeting + video modules shared on Google drive	Video module on Google drive + online Zoom meeting	Exam sent to student by email	No practical	On Zoom meeting
220ORAL	16	Zoom meeting + video modules shared on Google drive	Submission of written work by email + written work shared + online Zoom meeting by teacher to review all written work	Evaluated on written work only	No practical	On all written work received
222PRAC	16	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
3rd year						
321WRIT	8	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
320REVI	8	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
322PRAC	8	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
4th year						
432RESE	19	Zoom meeting + video modules shared on Google drive	Video module on Google drive + online Zoom meeting	No evaluation for this course	No practical	On Zoom meeting
420REVI	18	Zoom meeting + video modules shared on Google drive	Video module on Google drive + online Zoom meeting	No evaluation for this course, review only	No practical	On Zoom meeting
421WRIT	18	Zoom meeting + video modules shared on Google drive	Video module on Google drive + online Zoom meeting	Evaluated on written exam sent by email	No practical	On all written exam received
407PRAC	18	Skype	Evaluation only	Evaluated online	No practical	On Zoom meeting
5th year						
503HEAR	18	Zoom meeting + video modules shared on Google drive	Student view video modules + online Zoom meeting for review of theoretical. All practical must be taken when back to school.	Evaluated when back to school	Waiting from BC Health authorities instructions	On Zoom meeting
506INTE	19	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
570CLEX	20	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
520REVI	20	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
521WRIT	19	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a
522PRAC	19	None	Course to be completed when back to school	n/a	Waiting from BC Health authorities instructions	n/a

From: [Lust, Monica AEST:EX](#)
To: ["Martin Vincent"](#)
Cc: [AEST Private Training Institutions AEST:EX](#)
Subject: 3908 - COVID-19, APPROVAL temporary online delivery of programs to August 31 2020
Date: May 14, 2020 7:39:04 AM

Dear Martin Vincent,

By way of this email, I am providing temporary approval to continue offering your programs on-line, until August 31, 2020.

PTIB will continue to check in with you on a monthly basis to obtain current student numbers and resolve any issues that may arise. We may, occasionally, request additional information as the impact of COVID-19 evolves.

In the meantime, please feel free to reach out if you have any questions.

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

Ministry of Advanced Education, Skills and Training

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From: Martin Vincent

Sent: April 30, 2020 11:08 AM

To: Lust, Monica AEST:EX

Subject: RE: RESPONSE REQUIRED - Follow-up to Temporary Approval to offer approved programs via on-line delivery

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Don't hesitate to contact me if you need anything else

Best regards,

Martin Vincent

Directeur | Director

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Toll Free : 1-800-263-2816 ext. 223

Fax : (514) 731-7214

De : Lust, Monica AEST:EX

Envoyé : 16 avril 2020 12:59

À : Lust, Monica AEST:EX

Objet : RESPONSE REQUIRED - Follow-up to Temporary Approval to offer approved programs via on-line delivery

Importance : Haute

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 - e. A description of how you are evaluating students, including the evaluation of the practical component of the program. Has this changed since your shift to online delivery;
 - f. If you have reorganized programs to deliver theory first by distance education with practical/hands-on learning later, a description of your plan in the event physical distancing or similar restrictions are still in place at that time; and
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Even in these extraordinary circumstances, all standards related to the provision of a program continue to apply. This includes standards related to instructor qualifications, work experience components and student attendance records.

Chapter 3 of the [Private Training Act \(PTA\) Policy Manual](#) discusses program standards.

Finally, if any of the programs you offer include a work experience component which you are unable to provide (because of COVID 19), you should no longer be enrolling new students in that program. If appropriate, you may apply to provide the program without the work experience component. This is

a change that requires PTIB approval.

If you have any questions, please contact me directly via return email.

Thank you again for your patience,

Monica Lust

Registrar and Executive Director

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Hendry, Ian AEST:EX

From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
Sent: March 5, 2020 9:23 AM
To: AEST Private Training Institutions AEST:EX
Subject: Ministry of Health COVID-19 information for post-secondary institutions
Attachments: COVID19 Post-Secondary Institution Recommendations Feb212020.pdf; COVID19 Post-Secondary Student Faculty Staff Recommendations_Feb212020.pdf

Hello,

As part of ongoing novel coronavirus (COVID-19) discussions among the B.C. Post-Secondary Emergency Planners (BCPSEP) group, Ministry of Health Emergency Coordination Centre, and the Provincial Health Officer, we received these two attachments for distribution to all B.C. Post-Secondary Institutions.

We will continue to forward Ministry of Health COVID-19 information intended for Post-Secondary Institutions as soon as possible; however, we recommend you monitor updates on the [B.C. Centre for Disease Control's website](#) and direct all COVID-19 questions to your [local health authority](#).

Monica Lust
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Office of the
Provincial Health Officer



BC Centre for Disease Control
Provincial Health Services Authority

Recommendations to Post-Secondary Institutions Regarding 2019 Novel Coronavirus (COVID-19)

Provincial Coronavirus Response
Feb. 21, 2020

To Post-Secondary Institution Leadership and Administrators

We are writing to provide information on the novel coronavirus (COVID-19), a new virus causing respiratory illness.

There have been a small number of cases of COVID-19 in B.C. which are being very closely managed. Updated information regarding these cases can be found at bccdc.ca. All B.C. cases have a recent history of travel to affected areas or close contact with a traveller. There has been no sustained community transmission, and the risk to British Columbians at this point remains low.

As the areas affected by the outbreak changes and we learn more about the virus, we will provide updated public health recommendations. We are now aware that this virus can cause a range of mild to severe symptoms, and it is possible that people will not recognize symptoms that are mild. Given this new information, there are steps that people at risk of COVID-19 can take to reduce the chance of spread to others.

Advice for students, faculty, or staff on self-isolation

We now recommend that:

- Students, faculty, or staff returning from **Hubei Province, China** stay home or self-isolate in their dorm/room alone for 14 days after they left Hubei. They should monitor themselves daily for symptoms (fever, cough, muscle aches, difficulty breathing).
- Students, faculty, or staff who have been in **close contact** with someone who has been diagnosed with COVID-19 by laboratory testing should stay home or self-isolate in their dorm/room alone for 14 days after their last encounter. Individuals should monitor themselves daily for symptoms (fever, cough, muscle aches, difficulty breathing).

- Students, faculty, or staff who have been in **other parts of mainland China (outside Hubei Province)** should monitor themselves daily for symptoms (fever, cough, muscle aches, difficulty breathing) for 14 days after they left China. They do not need to self-isolate.

Those who develop symptoms during the 14-day monitoring period should immediately self-isolate (stay in a room that is not shared with anyone else) and call their health-care provider or 8-1-1 to discuss any need for testing and follow up.

More information on self-isolation is available at: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet-travelled-hubei-province-china.html>

While these recommendations are important, they are voluntary. University and college administrators, faculty and staff are not expected to enforce or monitor them.

The Provincial Health Officer asks the public and the post-secondary institution community not to make assumptions about the risk of students, faculty or staff based on their ethnicity or travel history.

Recommendations for Post-Secondary Institutions to Facilitate Self-Isolation

Given that students, faculty, or staff who are self-isolating may rely on post-secondary services (for example housing or food), institutions should plan for how they will support those in self-isolation. If your institution has a pre-existing plan for pandemic influenza, it may have protocols and guidance that can be adapted.

Those who are self-isolating are doing so for the benefit of others. Please support continuing instruction (e.g. deadline extension or alternative coursework that can be completed from self-isolation) and create a non-punitive environment for those who are self-isolating.

Advice on Cleaning and Disinfecting

Cleaning and disinfecting objects and surfaces that are frequently touched by multiple students or staff (e.g., high touch surfaces such as doorknobs, faucet handles, computer keyboards, etc.) will help to prevent the transmission of viruses from person to person through contaminated hands. If household or commercial disinfection products are not readily available, hard surfaces can be cleaned of visible dirt and then disinfected using a mixture of 1-part bleach and 9-parts water.

Institutions should also consider increasing the number of hand wash stations (or alcohol-based sanitizer stations) around the institution, as well as providing tissues and waste receptacles.

Advice on School Events, Outings and Trips

It is not necessary to cancel classes, school events, outings or field trips to public locations. Trips including educational exchanges or student rotations to China are not recommended at this time. Up-to-

date information on travel advisories to China can be found here: <https://travel.gc.ca/travelling/health-safety/travel-health-notice/210>

Advice for student health services and health care facilities on campus

The BC Centre for Disease Control has information for health professionals on COVID-19, including guidance on testing of suspected cases, information on personal protective equipment (PPE) use in health care facilities, and signage for clinics. It can be accessed at [http://www.bccdc.ca/health-professionals/clinical-resources/novel-coronavirus-\(covid-19\)](http://www.bccdc.ca/health-professionals/clinical-resources/novel-coronavirus-(covid-19)).

Further Questions?

Medical Health Officers are available to support post-secondary institutions throughout the province. Their role is to undertake communicable disease risk assessments and provide guidance on risk management. If you have concerns, please contact a Medical Health Officer from your Health Authority for assistance (visit www.bccdc.ca/contact for Medical Health officer contact information for each Health Authority).

Additional information on COVID-19 is available on the BC Centre for Disease Control website at: <http://www.bccdc.ca/>. It will be updated regularly so we encourage you to check it frequently.





March 6, 2020

Scott MacDonald
Deputy Minister
Ministry of Education

Shannon Baskerville
Deputy Minister
Ministry of Advanced Education
VIA EMAIL

Dear Deputy MacDonald and Deputy Baskerville:

I am writing to provide advice on Spring Break travel for students in British Columbia. Please share this information with your networks.

At this time, it is not necessary to cancel planned events, outings or trips to public locations in B.C. and Canada and to most places in the world. However, travellers should understand that as global efforts to contain COVID-19 continue, the availability of health care services in some areas may be limited and travel restrictions may be put in place suddenly.

People who are planning travel should check the latest travel notices and advisories on the Government of Canada's website (<https://travel.gc.ca/travelling/advisories>).

Information about COVID-19, including advice and guidance to schools, is regularly updated on the BC Centre for Disease Control site: [http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel)). Please encourage your colleagues to routinely check this site and its resources.

For a range of additional links and 8-1-1 information, visit: www.healthlinkbc.ca/coronavirus.

Sincerely,

Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

Hendry, Ian AEST:EX

From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
Sent: March 9, 2020 1:48 PM
To: AEST Private Training Institutions AEST:EX
Subject: CORRECTION: COVID 19 information update from the Provincial Health Officer
Attachments: Updates to MoE and MoAEST - Spring Break Guidance - March 6 2020.pdf

There is a minor correction to the below email sent today at 1:27PM:

Institutions can also advise AEST of any institutional developments related to COVID-19 through the following email address: PTI@gov.bc.ca

Thank you,

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441
privatetraininginstitutions.gov.bc.ca

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From: Au, Kathleen AEST:EX On Behalf Of Lust, Monica AEST:EX
Sent: March 9, 2020 1:27 PM
To: AEST Private Training Institutions AEST:EX
Subject: COVID 19 information update from the Provincial Health Officer

Good afternoon,

Attached is an important COVID-19 information update from the Provincial Health Officer.

While “spring break” applies more to the K-12 sector, the information regarding travel and COVID-19 is relevant to your organization. For additional information regarding COVID-19, please visit the [BC Centre for Disease Control website](#) which has links to frequently asked questions and community resources.

Please share this update within your respective institutions. If you require further information, please contact your [local](#) Medical Health Officer.

Institutions can also advise AEST of any institutional developments related to COVID-19 through the following email addresses: PTIB@gov.bc.ca

Thank you,

Monica Lust
Registrar and Executive Director

Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
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Hendry, Ian AEST:EX

From: Lust, Monica AEST:EX
Sent: March 15, 2020 7:36 PM
To: AEST PTI Staff
Subject: FW: Mar 13/20 COVID 19 information updates from the Provincial Health Officer & Alternative Methods of Instruction
Attachments: COVID-19 - Recreational Facilities Letter - March 13 2020.pdf; COVID-19 - Emergency Services Letter - March 13 2020.pdf; COVID-19 - Shopping Malls Box Stores Food Shopping Letter - March 13 2020.pdf

Hi all, the message below and the attachments went out to institutions on Sunday evening.

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441
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From: Lust, Monica AEST:EX
Sent: March 15, 2020 7:35 PM
To: Lust, Monica AEST:EX <Monica.Lust@gov.bc.ca>
Cc: AEST Emergency Management AEST:EX <AEST.EM@gov.bc.ca>
Subject: Mar 13/20 COVID 19 information updates from the Provincial Health Officer & Alternative Methods of Instruction

To all institution contacts:

A number of post-secondary institutions have announced they are transitioning to alternate methods of instruction to students for the remainder of the semester. Individual institutions can make those decisions in consideration of their specific programming and the needs of students.

Please be advised that:

- The Provincial Health Officer (PHO) is not recommending closure of any post-secondary institutions at this time.
- The PHO is recommending no gatherings of 250 people or more. Social distancing is encouraged so we all help prevent the spread of the coronavirus. Travel outside of Canada is discouraged (including the US). Those returning from travel outside Canada are to self-isolate for 14 days.
- Information on self isolation can be found on the BCCDC website <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing-isolation>
- The Ministry appreciates that some of your institutions are being pressured by students, faculty, and staff to close the institution. Again, the PHO is not recommending closure of post-secondary institutions because there is no evidence to warrant closure at this time.

COVID-19 guidance and recommendations from the Provincial Health Officer are available online at the [BC Pandemic Preparedness](#) website. If you require advice regarding a potential COVID-19 case, please contact your [local](#) Medical Health Officer who will:

- undertake a virus exposure risk assessment;
- provide recommendations; and,
- work with your institution to put out messaging.

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441
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From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
To: AEST Private Training Institutions AEST:EX
Subject: COVID-19 Direction from the Provincial Health Officer (Mar 16/20): Restrictions on Gatherings of 50+
Date: March 17, 2020 10:50:10 AM
Attachments: [7454-Handwash-Soap-web.pdf](#)
[7454-COVID19-Poster-web.pdf](#)

Good morning,

Today, the Provincial Health Officer issued direction against gatherings of 50 people or more. Please comply with this new direction in order to stop the spread of the COVID-19 virus. If you have messaging on an institutional website, please update the messaging to reflect this new direction.

Please share this update and distribute the 2 attached COVID-19 posters broadly within your respective institutions.

- *COVID-19 guidance and recommendations from the Provincial Health Officer are available online at the [BC Pandemic Preparedness](#) website.*
- *Please monitor the [BC Centre for Disease Control](#) website for updates, information and resources.*
- *For non-health related COVID-19 questions (e.g. supports, programs, etc), a new dedicated phone line has been set up at 1-888-COVID-19.*
- *If you require advice regarding a potential COVID-19 case, please contact your local [Medical Health Officer](#).*

Thank you for all your leadership and the support you are providing to your post-secondary communities.

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441
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From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
To: AEST Private Training Institutions AEST:EX
Subject: COVID-19 Updates (March 17, 2020): Federal Travel Restrictions + Essential Service Workers + Symptom Self-assessment Tool
Date: March 18, 2020 8:54:12 AM
Attachments: [COVID-19 Essential Service Workers Travel Mar 16 2020.pdf](#)

Good morning,

There are three COVID-19 updates:

1. Federal Travel Restrictions

- The federal government announced several travel restrictions in response to COVID-19 including limitations on:
 - International flights;
 - Entry of passengers to Canada, including those who are not Canadian citizens or permanent residents; and,
 - Entry of passengers with COVID-19 symptoms.
- Further details are available on federal government websites:
 - New [Transport Canada measures](#) for COVID-19 response; and,
 - Special [Immigration, Refugees and Citizenship Canada measures](#) to help temporary and permanent residents and applicants affected by the novel coronavirus (COVID-19).

2. Essential Service Workers

Attached is new guidance from Dr. Bonnie Henry on essential service workers.

3. COVID-19 Symptom Self-assessment Tool

The BC Ministry of Health developed a [COVID-19 symptom self-assessment tool](#) to help determine whether you may need further assessment or testing for COVID-19.

Please share these updates broadly within your respective institutions.

COVID-19 Resources:

- *Guidance and recommendations from the Provincial Health Officer are available online at the [BC Pandemic Preparedness](#) website.*
- *Monitor the [BC Centre for Disease Control](#) website for updates, information and resources.*
- *For non-health related COVID-19 questions (e.g. supports, programs, etc), a new dedicated phone line is available at 1-888-COVID-19.*
- *For advice regarding a potential COVID-19 case, contact your local [Medical Health Officer](#).*

Thank you,

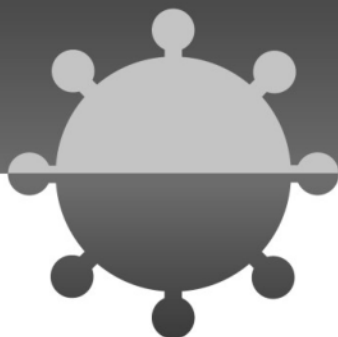
Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
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Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



Key Facts

We are focused on slowing the spread of COVID-19 in our communities.

A sudden increase in people becoming infected with COVID-19 may impact the capacity of our health system to provide care to everyone who needs it.

By slowing the spread of the virus, our most vulnerable will be able to access care when and where they need it.

80% of people who are infected will have mild symptoms that will not require care outside of the home.

Around 1 out of 6 people who get COVID-19 may become seriously ill and develop difficulty breathing.

Older people, and those with preexisting medical conditions such as high blood pressure, heart problems or diabetes, are more likely to develop serious illness.

WHAT YOU CAN DO TO SLOW TRANSMISSION

Take care of others by taking care of yourself.

Wash your hands, don't touch your face, and stay home if you are sick.

Monitor yourself.

If you have a fever, a new cough or difficulty breathing, call 8-1-1 for guidance.

WHAT BUSINESSES CAN DO TO SLOW TRANSMISSION

Support hand washing, social distancing, and adopt flexible sick-leave policies to allow people who are sick to stay home.

Clean and disinfect frequently touched surfaces using routine practices and consider cleaning and disinfecting twice a day if possible.

COVID-19 and Determination of Return to Work of Essential Service Workers Who Have Traveled Out of Canada

The definition of what constitutes essential services, and which workers in those essential service are critical for business continuity, varies between organizations in the public and private sector. Generally essential services are those considered critical to preserving life, health and basic societal functioning. For example, this includes first responders to life threatening events, health care workers who are essential to delivering patient care and life-saving services, critical infrastructure workers such as drinking water, hydro, internet and natural gas and workers who are essential to supply society with critical goods such as food and medicines.

Primary prevention is key so essential service workers should not travel outside Canada unless travel is part of the essential service that they provide.

Principles to determine whether a worker in an essential service should return to work earlier than 14 days after returning from essential travel outside of Canada include:

- Preventing new introductions of SARS-CoV-2, the virus that causes COVID-19, into BC is of paramount importance to limiting the spread of the virus.
- As a baseline, ALL travellers from outside of Canada are considered potential carriers of the virus and must self-isolate at home or a similar place in which to stay.

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



- To preserve essential services, it is key to consider the risk that a returning worker could pose by endangering the health of multiple other essential service staff, which could jeopardize the ability to provide essential services.
- Leadership of essential service should follow the recommended 14-day self-isolation after travel guidance as far as practical and establish thresholds where the delivery of the essential services can no longer be delivered and then, and only then, make decisions to waive individual workers from the self-isolation protocol based on an overall risk assessment of:
 - Where the person travelled, recognizing that many countries in the world are experiencing significant community transmission of the virus
 - Duration and type of activity while away (family visit versus large gathering events)
 - Current symptoms of the individual or household. If there are any symptoms demonstrated by the individual or those they live with, they should be assessed by a health professional before returning to work.
 - Essential service type and overall risk of reduced or minimal staffing
 - Work environment of the individual e.g. whether they work independently, outside or in a group setting.
- Essential services must establish a protocol to prevent risk of transmission by an essential service worker with a travel history, support rapid response to an essential service worker with a travel history who develops symptoms while at work and maintain high levels of hygiene. Key elements of such a protocol, which are to be modified depending on the work site are:
 - Workers who return from travel and are critical to the delivery of an essential service may return to work if approved by their leadership but must take the following additional precautions to reduce the risk to their clients, colleagues, and the public should they become symptomatic:
 - Self-monitor daily for signs and symptoms of illness
 - Follow infection prevention and control protocols including diligent hand hygiene
 - Reduce close contact with other workers i.e., maintain a two metre separation and avoid shared spaces where possible
 - Avoid close contact with others when travelling to and from work and between shifts
 - Self-isolate at home on days when not required at their workplace
 - Avoid any unnecessary public establishments
 - Implement an organization-wide, self-distancing policy for all employees requiring a minimum physical distance of 1-2 meters between individuals. This includes avoiding standard greetings that require physical contact such as shaking hands.
 - Increase regularly scheduled cleaning with a disinfecting agent such as antimicrobial disposable wipes or a diluted bleach solution
 - Require workers to self-declare to dispatch and to 811 or their health care practitioner, if they have come in contact with anyone who has COVID-19 and self-isolate if instructed by a health practitioner.



- Require workers, if they exhibit symptoms of COVID-19 (e.g., fever, dry cough, etc.) to call 811 or their health practitioner, and self-isolate for 14 days unless instructed otherwise by a health practitioner

March 16 2020

COVID-19 and Determination of Return to Work of Essential Service Workers Who Have Traveled Out of Canada



Hendry, Ian AEST:EX

From: Au, Kathleen AEST:EX
Sent: March 19, 2020 8:51 AM
To: AEST PTI Staff
Subject: COVID-19 Updates (March 18, 2020): Federal Economic Response Plan + On-campus Child Care + First Responders
Attachments: PHO Letter to Police and Fire re Self Isolation Post Exposure - March 18 2020.pdf; COVID-19 Updates (March 18, 2020): Federal Economic Response Plan + On-campus Child Care + First Responders

Please be advised that the following attached communication went out to all certified institutions this morning. Thank you.

Kathleen Au
Administrative Assistant
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
604-953-6684

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From: Au, Kathleen AEST:EX On Behalf Of Lust, Monica AEST:EX
Sent: March 19, 2020 8:47 AM
To: AEST Private Training Institutions AEST:EX <PTI@gov.bc.ca>
Subject: COVID-19 Updates (March 18, 2020): Federal Economic Response Plan + On-campus Child Care + First Responders

Good morning,

Please note the following three COVID-19 updates:

1. Federal Economic Response Plan

The federal government announced an \$82 billion [COVID-19 Economic Response Plan](#). Highlights include:

- Canada Student Loan repayments and interest accrual will be suspended for six months. The Ministry of Advanced Education, Skills and Training is working with the Ministry of Finance on a strategy for BC Student Loans, which are integrated with Canada Student Loans, as part of BC's COVID-19 response plan.
- New Emergency Support Benefits for workers facing unemployment who are ineligible for EI, as well as a new Indigenous Community Support Fund.
- All non-essential travel across the Canada-US border is temporarily restricted.

2. On-campus Child Care

The Provincial Health Officer is currently not recommending child care closures for the prevention of COVID-19. A variety of options are being considered to support access to child care services for essential service workers. [The Ministry of Children and Family Development](#) is monitoring the situation closely and reviewing child care funding policies to support both childcare providers and families.

3. First Responders

The Provincial Health Officer issued advice on self-isolation precautions for first responders (see attached).

Please share these updates broadly within your respective institutions.

COVID-19 Resources:

- *Guidance and recommendations from the Provincial Health Officer are available online at the [BC Pandemic Preparedness website](#).*
- *Monitor the [BC Centre for Disease Control](#) website for updates, information and resources.*
- *For non-health related COVID-19 questions (e.g. supports, programs, etc), a new dedicated phone line is available at 1-888-COVID-19.*
- *For advice regarding a potential COVID-19 case, contact your local [Medical Health Officer](#).*

Thank you,

Monica Lust
Registrar and Executive Director
Private Training Institutions Branch
Ministry of Advanced Education, Skills and Training
203 – 1155 West Pender St, Vancouver, BC V6E 2P4
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March 18, 2020

To: First Responders

I'm writing to provide clear advice to your departments and members regarding self-isolation precautions related to the current COVID-19 pandemic.

In the course of your daily duties, you may come across citizens who are experiencing cold or flu-like symptoms. It is important to continue using appropriate personal protective equipment in line with established best practices. Citizens with cold or flu-like symptoms are being advised to contact their health care provider or 8-1-1 to determine if their additional risk factors constitute testing for COVID-19. If these citizens become patients in the health system, they will be assessed for testing for COVID-19.

Should these citizen test positive for COVID-19, public health will follow up with contacts of those citizen – this includes household contacts, first responders, and others that may have been in close proximity while they were experiencing symptoms. Public health will advise that these contacts, including first responders, self-isolate for a period of 14 days.

This process means that **you do not need to self-isolate if you assist a citizen who is experiencing symptoms, unless you are directed to by public health, or unless you begin to exhibit symptoms. Your department members do not have to self-isolate or cease operations** if you think you or another member have been exposed. As COVID-19 begins to spread in our communities, members may be advised to monitor yourself daily for symptoms. The most important thing you can do to protect others is stay home if you become sick.

Testing is available for all who need it, but not everyone requires a test. If you develop symptoms, use the BC COVID-19 Self-Assessment Tool (<https://covid19.thrive.health/>).

Your departments have received advice on how to increase common sense practices to prevention infection and transmission in your workplace. This includes increasing the frequency of cleaning and disinfecting frequently touched surfaces with products already used for this purpose, ensuring soap is stocked, and putting measures in place that supports social distancing.

I will issue advice to you as the situation evolves. Please visit www.bccdc.ca/covid19 regularly for information and updates. Thank you for continuing to keep British Columbians safe.

Sincerely,



Bonnie Henry
MD, MPH, FRCPC
Provincial Health Officer

From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
To: AEST Private Training Institutions AEST:EX
Bcc: "info@aoevictoria.com"; "gordon@aolccbc.com"; "admissionslangley@telus.net"; "cdr@telus.net"; "info@bcaol.com"; "aolbroadway@bcaol.com"; "admin@310jobs.ca"; "info@acadiacollege.ca"; "hmacnab@fastmail.fm"; "info@acecollegecanada.com"; "info@advantage-ej.com"; "info@firstaid.ca"; s.22 "gfattahi@alacritycanada.com"; "principal@acmt.ca"; "marina@allbodylaser.com"; "alteregostudio@shaw.ca"; "info@amethystcollege.com"; "animalhavengrooming@gmail.com"; "info@arbutuscollege.com"; "admin@arvcollege.ca"; "info@ashtoncollege.ca"; "sylvain.leone@auroraenterprises.ca"; "info@autotrainingcentre.com"; "puneet@aumglobal.com"; "camcordivingservices@gmail.com"; s.22 "info@bchelicopters.com"; "info@bcti.ca"; "sandy@beautouch.ca"; "info@beautygatewaysschool.com"; "beautywave@live.com"; "info@blanchemacdonald.com"; "admin@bluebirdflightacademy.com"; "bobshairbeautybar@gmail.com"; "info@bodybarlaseracademy.com"; s.22 "training@bodyintelligence.com"; "info@binm.org"; "vancouver@brainstation.io"; "info@brightoncollege.com"; "info@equinetherapy.ca"; s.22 "info@cambercollege.com"; "admin@cambricollege.ca"; "info@cambridgecollege.ca"; "mli.liao@ccveducation.com"; "info@edtechsteam.com"; "kamal@ciracollege.com"; "info@crnc-crnc.ca"; "aggie@canstarlearning.com"; "canadaycmusicacademy@gmail.com" s.22 "info@cacbc.ca"; "Lane.clark@canada-english.com"; "admin@ccpacanada.com"; "school@oyayubi.com"; "info@poludo.ca"; "admin@canadacfti.com"; "anna@cfc.aero"; "info@chcabc.com"; "p.s@copcg.com"; "compliance@cnibbc.ca"; "info@colt.bc.ca"; "van@csnn.ca"; "v.i@csnn.ca"; s.22 "cal@vocationaltrainingcentre.com"; "csba@csbawhistler.com"; "feroz@asiapacificedu.com"; "info@canquestacademy.com"; "info@canscribe.com"; "info@capitalcollege.ca"; "info@careercitycollege.ca"; "info@educss@gmail.com"; "info@cdicollege.ca"; "info@centralcollegebc.ca"; "cato@digitalartschool.com"; "info@cg-masters.com"; "chinook@chinookhelicopters.com"; "info@ciat.org"; "info@classicaviation.ca"; "admin@clearmind.com"; "info@cloudninecollege.com"; "info@coastalcollegeofbc.com"; "info@coastalpacific.com"; "info@codecore.ca"; "info@educacentre.com"; "info@columbiabc.edu"; "info@primarycareparamedic.com"; "michelle.albrecht@cradacl.bc.ca"; "info@ciccc.ca"; "info@createcareer.ca"; "creativemindsECEcertificate@gmail.com"; "e-academy@csic-scci.ca"; "dandhcollege@gmail.com"; "info@gcc-canada.com"; "info@discoverenglish.ca"; "info@jobready.ca"; "info@divesafe.com"; "vern@divingdynamics.com"; "info@dominionherbalcollege.com"; "info@dorsetcollege.bc.ca"; XT:Fry, Barbara HLTH:IN; "artworking@hotmail.com"; "study@ecenglish.com"; "info@eclipsehr.ca"; "Charlotta.Bjornsson@EF.com"; "info@ejtc.org"; "info@els.edu"; "english_depot@yahoo.ca"; "enowkin@vip.net"; "info@erickson.edu"; "esli@twu.ca"; "info@etoncollege.ca"; "admin@excelcareercollege.com"; "info@firstcollege.ca"; "peter.graves@flatironschool.com"; "russell.currie@fnha.ca"; "info@focuscollege.ca"; "info@franklinedu.org"; "info@gbcol.ca"; "info@gwcollege.ca"; "geetasbeautysalon@live.ca"; "info@geosvictoria.com"; "gibsonsbarschool@gmail.com"; 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 Emergency Management AEST:EX

Subject: COVID-19 Updates (April 6, 2020): Specifications for personal protective equipment (PPE) + Canada Emergency Response Benefit Program + Federal Travel Restrictions Update

Date: April 7, 2020 1:26:39 PM

Good day everyone – please note the following COVID-19 updates:

Specifications and criteria for personal protective equipment (PPE) and other products

If your organization has the capacity and resources to manufacture personal protective equipment (PPE) please:

- Visit the provincial [COVID-19 Supply Hub](#) website to submit an offer to donate. This will help provincial health authorities to coordinate and expedite these supplies to our front-line health workers fighting COVID-19.
- Refer to the Canadian criteria for these priority supplies on the [Specifications for COVID-19 Products](#) website to ensure products continue to meet the needs of our front-line health workers.

Canada Emergency Response Benefit (CERB) Program Update

The Government of Canada has [updated information on CERB program eligibility](#) which may apply to students and international students residing in Canada. Benefit applications are set to [launch April 6, 2020](#).

Federal Travel Restrictions Update

The Government of Canada announced [exemptions to air travel restrictions](#) in response to COVID-19. Exemptions will apply to international students, temporary foreign workers and approved permanent residents to enter Canada.

Thank you for the important role you play in supporting the provincial COVID-19 response. Please share these updates broadly within your respective institutions.

COVID-19 Resources:

- *Guidance and recommendations from the Provincial Health Officer are available online at the [COVID-19 Provincial Support and Information](#) website.*
- *If you require advice regarding a potential COVID-19 case, please contact your local [Medical Health Officer](#).*

Thank you,

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

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From: Au, Kathleen AEST:EX on behalf of Lust, Monica AEST:EX
To: AEST Private Training Institutions AEST:EX
Subject: COVID-19 Updates (April 22, 2020): Federal supports + international student work hours + Statistics Canada survey
Date: April 23, 2020 4:40:29 PM

Good afternoon,

Please note the following COVID-19 updates:

Federal Supports for Post-Secondary Students and Recent Graduates Affected by COVID-19

The federal government has announced a package of new and enhanced financial supports for post-secondary students:

- Targeted supports for students who are ineligible for the Canada Emergency Response Benefit;
- Increased and expanded eligibility for student financial aid;
- Targeted supports for Indigenous students; and,
- Expanded supports for graduate students.

Federal Change to International Student Work Hour Limits

Immigration, Refugees and Citizenship Canada has announced that effective immediately and until August 31, 2020, international students may work more than the 20 hours/week during their regular academic session to assist with delivering essential services or functions to protect life and property, such as the health care sector.

- International students and their employers should consult Public Safety and Emergency Preparedness Canada's Guidance on Essential Services and Functions during the COVID-19 outbreak to determine if the work the student is doing qualifies under this facilitation.
- For more information please consult the federal government news release.

Impacts of COVID-19 on Post-Secondary Students Survey (April 19 – May 1)

Statistics Canada is collecting data on the impacts of the COVID-19 pandemic on post-secondary students and would appreciate your assistance in circulating the survey to students and student groups.

- All students are encouraged to take part as the results will help governments and other organizations evaluate the need for future services and assistance programs to support post-secondary students during and after the pandemic.
- To find out more and participate in the short questionnaire, students can visit www.statcan.gc.ca/COVID-students.

For general enquiries and technical assistance with the survey:

Contact Statistics Canada Monday to Friday (except holidays), from 8:00 a.m. to 7:00 p.m. (Eastern Time)

- 1-877-949-9492 (TTY: 1-800-363-7629) or by e-mail at infostats@canada.ca

Thank you for the important role you play in supporting the provincial COVID-19 response. Please share these updates broadly within your respective institutions.

COVID-19 Resources:

- *Guidance and recommendations from the Provincial Health Officer are available online at the [COVID-19 Provincial Support and Information](#) website.*
- *If you require advice regarding a potential COVID-19 case, please contact your local [Medical Health Officer](#).*

Thank you,

Monica Lust
Registrar and Executive Director
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From: [Au, Kathleen AEST:EX](#) on behalf of [Lust, Monica AEST:EX](#)
To: [AEST Private Training Institutions AEST:EX](#)
Subject: UPDATE: Information necessary for planning to resume operations safely
Date: May 14, 2020 2:24:23 PM

Good afternoon,

I am writing in follow up to the letter sent to all certified private training institutions on Friday, May 8th from Tony Loughran, Executive Lead, Ministry of Advanced Education, Skills and Training. That letter advised institutions that a COVID-19 safe operating plan is being developed to guide the post-secondary sector. The plan will likely not be available for several weeks. Tony also pointed out that *businesses and organizations that are not covered by a Provincial Health Office order may re-open or continue to operate, but they will be expected to adopt and implement sector safety plans as they are finalized*. Worksafe BC guidelines (linked below) also stipulate that employers need to develop a plan to reduce the risk of exposure.

While the broader post-secondary sector plan is being developed, we are advising institutions that are moving forward and working on their own protocols to do so in alignment with:

1. [The Public Health Officer's orders and guidelines](#)
2. [WorkSafe BC's](#) guidelines for returning to safe operation
3. Any industry specific guidelines established by regulatory authorities or industry associations.

The expectation is that, once the post-secondary sector safe operating plan is available, you will either use it as a framework for your plan or incorporate anything you may have missed into the plan you already created.

Please be aware that PTIB is not reviewing or approving your plans. Rather, it is up to the individual institution to create the plan. Ultimately, you will be accountable to both the PHO and Worksafe for its implementation.

I hope this information is useful. Please let me know if you have any questions.

Monica Lust

Registrar and Executive Director

Private Training Institutions Branch

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