

## **Resources & Guidelines for Self-isolating Incoming Faculty**

**\*ACTION REQUIRED BY INCOMING FACULTY MEMBERS: PLEASE READ ALL\***

**This is Version Fourteen, updated with information current as of September 14, 2021.**

The Government of Canada has put in place an Emergency Order under the *Quarantine Act*. **This requires any person entering Canada by air, sea or land to self-isolate for 14 days whether or not they have symptoms of COVID-19, with some limited exceptions.** More information can be found [here](#).

For information on planning your quarantine/self isolation period, please see the [Government of Canada website](#). The [BC Centre for Disease Control website](#) has further information on COVID-19 in BC and resources for self-isolating. For additional resources to plan your self-isolation period, please also see the *Appendix*.

### **Recent Border Changes:**

**The Canadian government continues to prohibit entry into Canada of foreign nationals arriving from the U.S. or elsewhere for an optional or discretionary purpose, with some exceptions.**

**Fully vaccinated foreign nationals** may now be allowed to enter Canada for **discretionary travel** (tourism, business visits) if they meet specific criteria.

The 3-night hotel stopover requirement for all travellers arriving by air has now been eliminated.

- [News release](#)
- [Check if you qualify for the fully vaccinated traveller exemption](#)

**Additionally, as of August 9, the government of Canada will also:**

- Allow unvaccinated children under 12 years of age and dependent children of fully vaccinated travellers to no longer have to complete a 14-day quarantine, but they must still follow public health measures. This means children can move around with their parents, but must avoid group settings like playgrounds, summer camps etc.

See the details of the latest announcements on the [Government of Canada website](#).

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**REQUIREMENTS FOR ENTRY INTO CANADA:**

	Non-vaccinated/Single dose		Fully vaccinated
	<u>Entering by LAND</u>	<u>Entering by AIR</u>	<u>Entering by LAND or AIR</u>
Before Departure	<ul style="list-style-type: none"> <li>Plan your quarantine.</li> <li>Create an account with <a href="#">Switch Health</a> in advance.</li> <li>Take a <a href="#">COVID-19 molecular test</a> in the U.S. within 72 hours before arrival at the border. (Please see <a href="#">exemptions</a>)</li> <li>Enter your information on <a href="#">ArriveCAN</a></li> <li>Have your ArriveCAN receipt and test result ready.</li> </ul>	<ul style="list-style-type: none"> <li>Plan your quarantine.</li> <li>Pre-register for your arrival test in advance to save time at the airport.</li> <li>Take a <a href="#">COVID-19 molecular test</a> within 72 hours before your scheduled flight. (Please see <a href="#">exemptions</a>)</li> <li>Enter your information on <a href="#">ArriveCAN</a></li> <li>Have your ArriveCAN receipt and test result ready.</li> </ul>	<ul style="list-style-type: none"> <li>Plan your quarantine.</li> <li>Pre-register for your arrival test in advance to save time at the border.</li> <li>Take a <a href="#">COVID-19 molecular test</a> within 72 hours before arrival at the border.</li> <li>Enter your information on <a href="#">ArriveCAN</a></li> <li>Have your ArriveCAN receipt and documents ready, including digital or paper copy of proof of vaccination in English or French (or certified translation, along with the original)</li> </ul>
Upon Arrival	<ul style="list-style-type: none"> <li>Provide required information and documents; Answer all eligibility and health screening questions.</li> <li>Complete your arrival test on site if services are available. Otherwise, collect a home test kit to use when you arrive at your destination.</li> <li>Unless fully vaccinated, collect a test kit for use on Day 8 of your quarantine.</li> <li>If you have symptoms or an unsuitable quarantine plan or you do not meet the exemption requirements, follow the instructions provided by the government representative. You may be directed to a designated quarantine facility.</li> </ul>		
After Arrival	<ul style="list-style-type: none"> <li>Unless fully vaccinated, follow these additional steps:               <ul style="list-style-type: none"> <li>go directly to your pre-booked hotel or place of self-isolation</li> <li>provide updates via ArriveCAN or call 1-833-641-0343</li> <li>complete and send your Day 8 test kit according to the instructions</li> </ul> </li> <li>If your arrival test is positive, follow the instructions of your local public health authority, including quarantine or isolation</li> <li>You may be contacted by Government of Canada and provincial or territorial officials</li> <li>Fully vaccinated travellers must keep proof of their vaccination for at least 14 days</li> </ul>		

*Your compliance with the emergency order will be subject to monitoring, verification and enforcement. An offence under the Quarantine Act could lead to up to 6 months in prison and/or \$750,000 in fines.*

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## **Special Employer Compliance Requirements**

UBC is required by Employment and Social Development Canada (ESDC) to retain certain information about your travel to Canada and self-isolation plan. To comply with ESDC's Special Compliance Requirements, we have outlined steps below that must be followed by all faculty members travelling to Canada.

**All faculty members must keep in close contact with their departments to ensure that they are providing regular updates on the following:**

- The status of their application for a Work Permit
- Any travel arrangements that have been made or that you are intending to make
- If you have been authorized to travel, your intended arrival date in Canada, your travel progress, your isolation plan, etc. and exemption from self-isolation if applicable

Travellers with the following documents will have the best chance of being allowed to board a plane and enter Canada on arrival:

<b>Document:</b>	<b>Provided by:</b>
Valid work permit approval letter	IRCC from an approved work permit application
Employer support letter explaining the urgent and essential nature of the job in Canada	The Dean of respective faculty
14-day self-isolation plan	Created by the faculty member
Signed job offer	By the department

**We are asking all incoming faculty members to follow these steps to assist with the tracking of all incoming faculty members:**

1. Once confirmed, send all travel arrangements (itinerary, method of travel, accommodation) to your department administrator, in advance.
2. Once in Canada, please send another email to your department administrator confirming your arrival, providing a copy of your work permit and details of either your accommodation for the mandatory self-isolation period or confirmation that you have been found exempt from the self-isolation requirement.

### **Relocation of Personal effects:**

Important to note: if your personal effects are being transported by a moving company, your shipment will not be cleared by the Canadian Border Services Agency (CBSA) until the 14-day self-isolation period (if applicable to you) is completed; understanding that upon entering Canada, people must go directly to their place of self-isolation. Those people that are granted entry to Canada are legally required to clear their goods personally by showing their work permit and other identification, such as a passport. Once you have finished your mandatory self-isolation period, you can proceed to release your goods from the CBSA (where applicable).

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## **Faculty Acknowledgement of Responsibility**

Please sign and return this page via email to [ubcfrel-g-admin@mail.ubc.ca](mailto:ubcfrel-g-admin@mail.ubc.ca) and [Immigration.Help@ubc.ca](mailto:Immigration.Help@ubc.ca).

Each department is responsible for working with the faculty member to create a self-isolation plan, which must be provided to [ubcfrel-g-admin@mail.ubc.ca](mailto:ubcfrel-g-admin@mail.ubc.ca) and [Immigration.Help@ubc.ca](mailto:Immigration.Help@ubc.ca) before their travel. Travellers who believe they meet the exemption should prepare a plan as back up in case they are found to not be exempt.

### **A self-isolation plan must include:**

- A location suitable for 14-day self-isolation, and mode of transportation to the location
- Arranging the necessary supports:
  - Food, cleaning supplies, medications, child care and pet care supplies
  - Social or family support
- The following statement and acknowledgement section:

Fully vaccinated travellers may be exempt from the 14-day quarantine requirement and the day 8 COVID-19 test if they meet [select criteria](#). Please have the faculty member review and acknowledge the following:

- I have read and believe that I do qualify under the [Exemption from Quarantine requirements](#).
- I have read and believe that I do not qualify under the [Exemption from Quarantine requirements](#).

### **In summary, Administrators must follow these steps to track all incoming faculty members:**

**Step 1:** Inform the incoming Faculty/Staff member that any person entering Canada may be required to self-isolate for 14 days should they not be found exempt. Retain proof for future inspections.

**Step 2:** Send an email to [ubcfrel-g-admin@mail.ubc.ca](mailto:ubcfrel-g-admin@mail.ubc.ca) and [Immigration.Help@ubc.ca](mailto:Immigration.Help@ubc.ca) with contact info, planned travel arrangements and planned accommodations in Canada for each incoming faculty member.

**Step 3:** Upon arrival of each faculty member, please confirm their arrival by sending a second email to [ubcfrel-g-admin@mail.ubc.ca](mailto:ubcfrel-g-admin@mail.ubc.ca) and [Immigration.Help@ubc.ca](mailto:Immigration.Help@ubc.ca) with a copy of the faculty member's work permit, arrival date and confirmed accommodation for the 14-day self-isolation period, or confirmation that they were found to be exempt from quarantine.

I understand and will ensure our faculty is in compliance with the responsibilities outlined here. If questions arise, we will contact Siobhan Murphy, Director of Housing & Relocation Services, for guidance immediately.

\_\_\_\_\_  
Faculty Member Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

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## **APPENDIX**

### **ADDITIONAL RESOURCES**

- **SERVICE BC** can assist incoming travellers with a self-isolation plan, and can provide helpful info on the self-isolation period and travel restrictions. Call or text a Service BC representative:  
**Phone: 1-888-COVID19** (7:30am-8pm PST)  
**Text: 1-604-630-0300** (7:30am-5pm PST)  
**International: 1-604-412-0957**
- **MEDICAL COVERAGE:** The Province of BC website has many useful links, including information about BC's Medical Services Plan: [COVID-19 Provincial Support & Information](https://www2.gov.bc.ca/gov/content/health/medical_services_plan/covid-19_provincial_support_and_information). When moving to BC, there is a coverage wait period consisting of the balance of the month in which residence in British Columbia is established, plus two months, before benefits can begin. New or returning residents arriving from outside Canada should contact a private insurance company for coverage during this period. UBC has two vendors that you can apply for temporary emergency healthcare with: David Cummings Insurance or Sun Life Assurance, Inpatriate Plan.  
<https://hr.ubc.ca/benefits/benefit-plan-details/bc-medical-services-plan/insurance-during-msp-waiting-period>
- **CONCIERGE SERVICES TO HELP WITH TASKS WHILE QUARANTINED:**  
[Modern Life Management](https://www.modernlifemanagement.com) is a personal concierge service which can assist you with various tasks such as picking up groceries or prescriptions, setting up utilities in your new home, etc. Contact Ashley van Strien at [contact@modernlifemanagement.com](mailto:contact@modernlifemanagement.com) or 604-649-7017 for rates or booking.
- **ACCOMMODATION (updated June 2021)**

The following hotels have confirmed they will accept travelers for the self-isolation period. Prices vary according to each hotel and the type of stay. Please contact the hotel directly to inquire or book.

\*Information listed is subject to change; please confirm details of your stay directly with your chosen accommodations.

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Hotel options for self-isolation period	<a href="#">Westin Wall Centre, Vancouver Airport</a>	No Cooking Facilities in rooms, has room service, mini fridge and coffee and tea. Travellers may need to sign an agreement not to leave the room for the duration of their isolation.
	<a href="#">Radisson Hotel, Vancouver Airport</a>	Accepting travelers as long as they have no symptoms. Mini fridge, coffee and tea.
	<a href="#">Exchange Hotel</a>	Single King, Queen or Two-Queen Bedrooms; All suites have pull out sofa and a bathtub. Pet friendly. Mini fridge, coffee and tea.
	<a href="#">Sheraton Vancouver Wall Centre</a>	No Cooking Facilities in rooms, has room service, mini fridge and coffee and tea. Offers 14-day quarantine package. Call to inquire.
	<a href="#">Le soleil</a>	1-bedroom executive suite with 1 queen bed. No kitchen. Pet friendly.
	<a href="#">Sandman Suites – Davie Street</a>	Queen suite with sofa, kitchen with fridge/freezer, microwave, cooktop oven; king suite with sofa, kitchen with fridge/freezer, microwave, cooktop oven
	<a href="#">UBC Conferences and Accommodations</a>	Available for incoming faculty. Average nightly fee of \$69 + tax. Fully equipped kitchens, linen provided. Optional meal plan for an additional \$45/day. <u>Contact:</u> reservations@housing.ubc.ca or 604-822-1000 (or toll free at 1-888-822-1030)
	<a href="#">Georgian Court Hotel</a>	Mini fridge and tea and coffee.
	<a href="#">Century Plaza</a>	Rates includes breakfast and parking. Temperature check required upon check-in.
	<a href="#">Staying Level</a>	Studio suite with queen bed; one-bedroom suite (queen/king bed with queen sofa bed); two-bedroom suites available. Suites include full kitchen, in-suite washer and dryer, and access to 24-hour concierge service and a complimentary parking stall.

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- **TRANSPORTATION**

Public transportation, including taxi from the airport to the place of quarantine, is available if private transportation is not available (private transportation is still recommended). If the traveler has signs or symptoms of COVID-19, public transportation is not an option.

It is important to follow these guidelines when taking public transit:

- Ensure you wear an appropriate mask or face covering, especially while in transit
- Maintain physical distancing of 2 metres from other passengers on public transportation
- Travel directly to your place of quarantine

Car rental companies are located at YVR terminal on the ground floor of the parkade.

Average price for a 14-day rental is \$295.

[National](#)

[Dollar Thrifty](#)

[Alamo](#)

[Avis](#)

[Hertz](#)

[Budget](#)

- **GROCERY DELIVERY**

[Instacart](#)

- Delivers from partnering retailers in your location
- Schedule delivery for as fast as an hour, or for later in the day or week to fit your schedule.
- Delivery windows start as early as 9am and run as late as midnight. Check local store hours. Delivery hours are subject to store operating hours, which includes holidays.
- There is a 5% (or \$2 minimum) service fee that applies to non-alcohol items for a la carte (non-Express) customers. The service fee is not a tip.
- Delivery fees from \$3.99-\$7.99; fees differ based on the time of delivery, and size of order. Prices indicated when choosing your delivery time. Instacart Express members get free delivery on orders over \$35.

[Save On Foods](#)

- Delivery fee varies by timeslot
- Delivery or pickup available as early as following day; can order up to 30 days in advance
- Minimum order value of \$40

[Spud](#)

- Local, organic, and sustainable groceries by working directly with farmers and other producers. Liquor, meat, seafood, ready to eat, pet food available.
- Order is carefully packed in a reusable bin, with dry ice to keep frozen items frozen, and cold packs to keep perishable items cool.
- Order deadline – 3pm
- Each area has at least one free delivery day a week; Delivery is free for most orders over \$35.00

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