

Resources & Guidelines for Self-isolating Incoming Faculty

ACTION REQUIRED BY INCOMING FACULTY MEMBERS: PLEASE READ

This is Version Four, dated June 16, 2020. New content is underlined.

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.** More information can be found [here](#).

You must have a plan for how you will self-isolate for 14 days after arrival to Canada and how you will obtain medical care if you become sick. While in self-isolation you will be unable to leave your accommodation for any purpose except to seek medical attention.

When you arrive in Canada you will be asked if you have a self-isolation plan. If prompted you should be able to provide information on the following: accommodation in Canada, transportation to accommodation, arrangements for food and medication, if applicable. More information on options available can be found below.

Your compliance with the emergency order will be subject to monitoring, verification and enforcement. Violating any instructions provided to you when you entered Canada is an offence under the Quarantine Act and could lead to up to 6 months in prison and/or \$750,000 in fines. If you do not have a plan on how to self-isolate, including how to get groceries and other essential services, you should delay your travel plans.

UBC is also 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. These steps will allow UBC to be in a better position to respond to any potential requests from ESDC for information that might have short turnaround times.

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.

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

| Document: | Provided by: |
|---|---|
| Valid work permit approval letter | IRCC from an approved work permit application |
| Letter from UBC outlining current government orders and guidelines applicable for entry into Canada | Can be requested from immigration.help@ubc.ca |
| 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 your accommodation for the mandatory self-isolation period of 14 days.

Relocation of Personal effects:

It is important to note for incoming faculty that if they have their personal effects being transported by a moving company, their personal effects will not be cleared by the Canadian Border Services Agency (CBSA) until the 14-day self-isolation period 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 their passport. It is recommended that coordination of temporary accommodation be arranged, (several options have been listed on the resource sheets provided). Once they have finished their mandatory self-isolation period they can proceed to release their goods from the CBSA (where applicable) and move into their new home.

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CORONAVIRUS DISEASE (COVID-19)

You may have come in contact with the virus that causes COVID-19

MANDATORY QUARANTINE

The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You **MUST QUARANTINE for 14 days and monitor yourself for symptoms** subject to the *Minimizing the Risk of Exposure to COVID-19 in Canada Order (Mandatory Isolation) No. 2*.

Your compliance with this Order is subject to monitoring, verification and enforcement. Those in violation may face detention in a quarantine facility as well as fines and/or imprisonment.

YOU MUST QUARANTINE WITHOUT DELAY

- ▶ **Go directly to your place of quarantine** without delay and stay there for 14 days from the date you arrived in Canada, or longer if you develop signs and symptoms of COVID-19, or have been exposed to another person subject to the Order who has signs and symptoms of COVID-19.
- ▶ **Do not quarantine** in a place where you have contact with **vulnerable individuals**, including those who have an underlying medical condition, compromised immune system from a medical condition or treatment, or are 65 years of age or older.
- ▶ Ensure you have a **suitable place of quarantine** that has the necessities of life.
- ▶ Ensure you **wear an appropriate mask or face covering**, especially while in transit.
- ▶ **Practise physical distancing** at all times.
- ▶ **Use private transportation** such as a private vehicle if possible.
- ▶ **Do not make any unnecessary stops** on your way to your place of quarantine.
- ▶ **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - Avoid staying at a hotel;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

YOU MUST MONITOR YOUR HEALTH FOR 14 DAYS

FEVER



COUGH



DIFFICULTY BREATHING



If you start having symptoms of COVID-19 (cough, shortness of breath, or fever equal to or greater than 38°C, or signs of fever e.g. shivering, flushed skin, excessive sweating):

- ▶ Isolate yourself from others.
- ▶ Immediately call the public health authority and describe your symptoms and travel history, and follow their instructions.



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada

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WHILE IN QUARANTINE

It is important that you:

- ▶ **Wash your hands often** with soap and warm water for at least 20 seconds, or use an alcohol-based hand sanitizer if soap and water are not available.
- ▶ **Avoid touching your face.**
- ▶ **Cover your mouth and nose** with your arm when coughing or sneezing.
- ▶ **Limit contact with others** within the place of quarantine, including children and those who have not travelled nor been exposed to the virus.

You MUST:

- ▶ **Stay at your place of quarantine.**
- ▶ **Not leave** your place of quarantine unless it is to seek medical attention.
- ▶ **Not use public transportation** (e.g. buses, taxis).
- ▶ **Not have visitors.**
- ▶ **Not go to school, work or any other public areas.**
- ▶ **Arrange for the necessities of life** (e.g. food, medications, cleaning supplies) to be delivered to your place of quarantine.

Follow the instructions provided and online:

www.canada.ca/en/public-health/services/publications/diseases-conditions/coronavirus-disease-covid-19-how-to-self-isolate-home-exposed-no-symptoms.html

PUBLIC HEALTH AUTHORITIES

| PROVINCES AND TERRITORIES | TELEPHONE NUMBER | WEBSITE |
|---------------------------|-----------------------|--|
| British Columbia | 811 | www.bccdc.ca/covid19 |
| Alberta | 811 | www.myhealth.alberta.ca |
| Saskatchewan | 811 | www.saskhealthauthority.ca |
| Manitoba | 1-888-315-9257 | www.manitoba.ca/covid19 |
| Ontario | 1-866-797-0000 | www.ontario.ca/coronavirus |
| Quebec | 1-877-644-4545 | www.quebec.ca/en/coronavirus |
| New Brunswick | 811 | www.gnb.ca/publichealth |
| Nova Scotia | 811 | www.nshealth.ca/public-health |
| Prince Edward Island | 811 | www.princeedwardisland.ca/covid19 |
| Newfoundland and Labrador | 811 or 1-888-709-2929 | www.gov.nl.ca/covid-19 |
| Nunavut | 1-867-975-5772 | www.gov.nu.ca/health |
| Northwest Territories | 811 | www.hss.gov.nt.ca |
| Yukon | 811 | www.yukon.ca/covid-19 |

FOR MORE INFORMATION:

 1-833-784-4397

 canada.ca/coronavirus

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ADDITIONAL RESOURCES

- **SERVICE BC** can assist incoming travellers with a self-isolation plan. **The BC Government is asking that all incoming travellers declare their journey details and their plan for self-isolation - please visit <https://travelscreening.gov.bc.ca/>**

Need Assistance?

Need help with your self isolation plan? Talk to a Service BC agent

Child Care
Travel restrictions
Business and funding support

Service is available 7:30am to 8pm Pacific Time

International

1-604-412-0957

Within Canada

Text 1-604-630-0300

Call 1-888-COVID19

(1-888-268-4319)

Standard message and data rates may apply.

- **ARRIVECAN APP:** Canada Border Services Agency has launched the ArriveCAN mobile app to make it easier for travelers to provide their contact information upon entering the country. Download the app on the Apple App or Google Play Stores, prior to your arrival to reduce wait times and limit points of contact.
- **MEDICAL COVERAGE:** The Province of BC website has many useful links, including information about BC's Medical Services Plan and the temporary waiving of the coverage wait period: [COVID-19 Provincial Support & Information](#)
- **CONCIERGE SERVICES TO HELP WITH TASKS WHILE QUARANTINED:** [Modern Life Management](#) 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 or 604-649-7017 for rates or booking.

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- **ACCOMMODATION**

[Westin Wall Centre, Vancouver Airport](#)

Average per night: \$215 (1 King Bed, traditional guest room), \$225 (2 Queen Beds, traditional guest room), \$257 (1 King Bed, Deluxe room)

No Cooking Facilities in rooms, has room service, mini fridge and coffee and tea

[Radisson Hotel, Vancouver Airport](#)

Average per night: \$225 (2 Queen Beds, standard room), \$320 (1 King Bed, 1 bedroom suite), \$460 (1 King apartment suite with full service kitchen)

[UBC Conferences and Accommodations:](#)

Able to provide accommodation for incoming faculty who need to self-isolate. Average nightly fee of \$69 + tax for a 14-day stay, fully equipped kitchens, linen provided. They are unable to provide wellness checks or food delivery at this point. Gage Towers has 6 bedroom apartments that could accommodate a family with kids known as “quads”. Quads are available until August 26, 2020 after which they are prepared for student arrival. No pets are permitted.

Contact: Jennifer Lemche – jen.lemche@ubc.ca

[Exchange Hotel](#)

Current weekly rates of \$450. Two weeks for \$840. Deluxe or Superior Room Category at Exchange at \$1,450 monthly, including tax. Patio Suite or any other suite (have 4 in total) at \$2,300 monthly including tax. Single King, Queen or Two-Queen Bedded rooms; All suites have pull out sofa and a bathtub. Pet friendly.

[Le soleil](#)

Weekly rate of \$450. Two-Weeks at \$840. Monthly 1,450 (including tax) for Queen Suite at Le Soleil. La Lune Penthouse with stunning views terrace - \$2,300 including parking (special deal). Pet friendly.

[Sandman Suites – Davie Street](#)

Average per night: \$123 (twin single suite with sofa, kitchen with fridge/freezer, microwave, cooktop oven), \$133 (Queen suite with sofa, kitchen with fridge/freezer, microwave, cooktop oven), \$160 (king suite with sofa, kitchen with fridge/freezer, microwave, cooktop oven)

[Georgian Court Hotel](#)

Average Per night: \$215 (2 Queen beds, with mini fridge, coffee and tea facilities), \$232 (1 king bed with mini fridge), \$265 (1 King bed, suite with microwave and refrigerator)

[Sheraton Vancouver Wall Centre](#)

Average Per night: \$236 (1 king bed, traditional guest room), \$288 (1 king, deluxe guest room), \$303 (2 double beds, deluxe guest), \$318 (1 king, large room)

No Cooking Facilities in rooms, has room service, mini fridge and coffee and tea

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[Century Plaza](#)

May Rates - Studio Rooms - 99.00 per night + 16% tax, one bedroom suite with balcony and full kitchen - \$119.00 per night + 16% tax. June/July Rate is \$149.00 for studio room, \$169.00 for one bedroom suite.

[Staying Level](#)

June Rates - A Level Suite with queen bed - \$150.00 per night +16% taxes, one bedroom suite (queen/king bed with queen sofa bed) - \$190.00 per night + 16% taxes
Suites include full kitchen, in-suite washer and dryer.
Guests would also have access to 24 hour concierge service and a complimentary parking stall.

- **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 located at YVR terminal on the ground floor of the parkade.

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

- [National](#)
- [Alamo](#)
- [Hertz](#)
- [Dollar Thrifty](#)
- [Avis](#)
- [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.
- Meet your Shopper at your door to get your groceries.
- 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 can differ based on the time you want your order delivered, and how large the order is. Delivery fees are higher during busy times. There will be a clear indication of this when you are choosing your delivery time.
- Delivery fees range from \$3.99-\$7.99. Instacart Express members get free delivery on orders over \$35.

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Save On Foods

- delivery fee varies by timeslot
- can order for today for delivery or pickup as early as following day or you can order up to 30 days in advance
- order early to ensure you get the timeslot that you prefer.
- 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
- 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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Faculty Acknowledgement of Responsibility

Please sign and return this page via email to Immigration.Help@ubc.ca and ubcfrel-g-admin@mail.ubc.ca

Each department unit is responsible for working with the faculty member to come up with a self-isolation plan, and then it must be provided to Immigration.Help@ubc.ca and ubcfrel-g-admin@mail.ubc.ca before they leave for Canada.

A self-isolation plan must include:

- The location of the 14-day self-isolation
- How the faculty member will travel to their respective isolation location
- Arranging the necessary supports:
 - Food
 - Medications
 - Child care
 - Cleaning supplies
 - Pet care
- Social or family support

In summary, Administrators must follow these steps to assist with the tracking of all incoming faculty members:

Step 1: Inform the incoming Faculty/Staff member that any person entering Canada by air, sea or land must self-isolate for 14 days whether or not they have symptoms of COVID-19. Retain proof for future inspections.

Step 2: Send an email to Immigration.Help@ubc.ca and ubcfrel-g-admin@mail.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 Immigration.Help@ubc.ca and ubcfrel-g-admin@mail.ubc.ca with a copy of the faculty member's work permit, arrival date and confirmed accommodation for at least the 14-day self-isolation period.

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

Faculty Member Name

Department

Dean

Faculty

Date

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