



Canadian Sports Business Academy

Covid-19 Safety Guide

Updated on October 28th2020

CSBA uses cleaning products and protocols which meet Canadian Public Health guidelines and are effective disinfectants against viruses, bacteria and other airborne viruses. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning products and necessary personal protective equipment (PPE).

Cleaning & Sanitizing Protocol

- Increased cleaning of hands-on learning environments and touch points throughout the building
- Sanitization of all stations at the beginning and end of each class
- Sanitation signage posted for reference
- Hand sanitizer bottles and wipes supplied throughout each building

Protecting yourself and your classmates

Coronaviruses are spread through close contact with others. Here are some helpful tips to help prevent the spread of germs at home or in the workplace:

- Maintain physical distancing requirements (6 ft. minimum apart)
- Facial Masks are required in all common areas such as hallways, washrooms, the front desk and the student lounge. The classroom will be considered a closed 'bubble, and masks may be removed inside based on personal preference.
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer
- Sanitize often, every time you touch new surfaces
- Sneeze and cough into your upper sleeve
- If you use a tissue, discard immediately and wash your hands afterward
- Avoid touching your eyes, nose or mouth
- Avoid contact with people who are sick
- Do not come on campus if you are sick (Cough /Fever/Sore throat/Running nose/Sneezing)
- Avoid high-touch areas, where possible, or ensure you clean your hands afterwards.

Arriving at the Campus

- **A CSBA Staff member will greet everyone entering the campus. You will be screened and asked to use hand sanitizer or wash your hands and to wear a mask (Masks will be available for a small fee).**
- **Your temperature will be taken upon arrival. Designated areas will be made clear to everyone and this will be done in the least intrusive way (privacy safeguards will be in place for the collection, use, retention and destruction of the information).**
- Appropriate signage will be prominently displayed outlining proper mask usage and current physical distancing practices in use throughout our facilities. Students will be made aware of signage and relevant information.

Arrival time to class or work will be defined and limited. Students arriving late will not be admitted. We recommend arriving 15-20 minutes ahead of class start times to ensure enough time is given for all safety protocols to take place before entering our premises



- Entrance doors are propped open during opening hours.
- Use of the microwave, sink and fridge are permitted, but students must clean up after themselves immediately. Microwave must be wiped down inside and out, dishes must not be left in sink, all surfaces must be cleaned.

Travel and Contact Log

- To protect our students, CSBA will limit visitors to campus by appointment only, and virtual or phone appointments will be arranged when possible.
- We insist that students follow all public health & government guidelines when off-campus (e.g. maintaining physical distancing and limiting social interactions)
- Students arriving from outside of Canada will have to self-isolate for 14 days. For more details please refer to our website.
- CSBA recommends that students keep a personal log of their daily travels and contacts to help with contact tracing

Classroom Seating

To ensure maximum social distancing in a classroom setting, certain seats in class tables will be unavailable. Please refer to each individual classroom's signage and markers to see where you are allowed to sit. When in doubt, please sit at least **2 metres away** from other students. **Chairs will be removed to allow for maximum distancing within each classroom.**



If a case is reported on campus

- In the event there is a positive case of COVID-19 at our campus, we will need to follow the protocols established by the Provincial and Federal Health and Government authorities.
- Employees and students who have been in contact with an affected person or who was working/studying in the same campus will be notified immediately and may need to isolate for 14 days

When isolating

- 1. Stay home at all times during the isolation period**
- 2. Avoid contact with others**
- 3. Exercise extreme hygiene**
- 4. Avoid sharing household items**



TEMPRETURE CHECK STATION

Please line up 6 feet behind the next person in line and wait for your temperature to be assessed.

Students arriving late for class will not be admitted, so please arrive early enough to allow for your temperature to be checked.



to protect yourself and others
from getting sick, wash your hands!!



When:

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty

How:

- Wash your hands with soap and running water when your hands are visibly dirty. If your hands are not visibly dirty, wash them with soap and water or use an alcohol-based hand cleanser.

Assessing your health

1. Monitor yourself for symptoms:

- Coughs
- Fever
- Sore throat
- Runny nose
- Sneezing
- Aches and pains

2. If you have any of these symptoms, don't come to school!

What to do if you are sick.

- 1. Stay home**
- 2. notify the school**
- 3. Call 811 and report your symptoms**

Follow the advice given. Get a covid test and stay home.