

MTEC

MANITOBA TOURISM
EDUCATION COLLEGE

**COVID-19
READINESS PLAN
AS OF JULY 15, 2021**

No person will be discriminated or targeted in any form based on a misplaced perception that they may be a carrier of COVID-19 due to their perceived race, ethnic background, ancestry, or any other protected characteristic. If you need supports please contact MTEC staff.

MTEC's liaison to Manitoba Health/Health Canada is:

Shannon Fontaine, CEO Manitoba Tourism Education College
204-957-7437 or 204-772-5632 sfontaine@MTEC.mb.ca

Staff and instructors should direct all calls/inquiries from Manitoba Health or Health Canada to the liaison. The liaison is also responsible to report any situations that present a risk to public health to the appropriate levels of government.

If you have questions about this guide, email sfontaine@MTEC.mb.ca

ABOUT THIS GUIDE

This guide is a resource for MTEC staff and students to consult during our September 2021 campus re-opening as well as for the duration COVID-19 is active in Manitoba. MTEC is following the Manitoba Provincial Health orders. As these change, the contents of this document will change accordingly to reflect the most current situation/latest information as well as our campus status.

The Province of Manitoba has established mechanisms to approve post-secondary plans. MTEC will continue ongoing dialogue with the Department of Advanced Education, Skills and Immigration to ensure we continue to meet federal and provincial requirements. MTEC will be updating students as the Manitoba pandemic response level changes.

Government of Canada

COVID-19 information home page link - <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Link to download COVID Alert app (MTEC recommends this for all students and staff) -

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

14-day quarantine anti-stigma supports Public Health Agency of Canada

- <https://www.canada.ca/en/public-health/corporate/publications/chief-public-health-officer-reports-state-public-health-canada/addressing-stigma-toward-more-inclusive-health-system.html>
- <https://www.canada.ca/en/public-health/corporate/organizational-structure/canada-chief-public-health-officer/addressing-stigma.html>

Canadian Center for Occupational Health and Safety

<https://www.ccohs.ca/covid19/preventing-stigma/>

[Click here for latest information on COVID-19 test sites throughout Manitoba](#)

LATEST COVID-19 GUIDANCE FROM PROVINCE OF MANITOBA

1. Provincial Pandemic Response System home page link -

https://manitoba.ca/asset_library/en/restartmb/pandemic_response_system.pdf

2. Restoring Safe Services/Restoring Safe Schools home page link –

<https://manitoba.ca/covid19/restoring/index.html>

Current level in Manitoba: Yellow (Caution)

<https://www.gov.mb.ca/covid19/prs/index.html>

At all levels, all Manitobans should follow these public health fundamentals.

Always stay at home when you're sick, even if mildly ill.

Enhanced personal hygiene, including:

- Regular and thorough hand washing;
- Covering your nose and mouth with tissue or sleeve when coughing or sneezing;
- Avoid sharing food or drinks; and,
- Avoid touching your face.

People at higher risk of complications due to COVID-19 to take extra precautions and avoid closed spaces, crowded places and close contact settings.

Manitobans should wear masks in indoor settings where social distancing is not possible.

People with COVID-19 symptoms may contact Health Links - Info Santé for testing directions or go directly to a designated site to get tested.

For a detailed description of the four levels and what they mean to you, read

- https://manitoba.ca/asset_library/en/restartmb/pandemic_response_system.pdf

Self-isolation order for persons entering Manitoba

All persons entering or arriving in Manitoba, including persons entering or arriving from other provinces and territories in Canada, must self-isolate. Upon arrival in Manitoba, you must travel directly to your home, hotel or other residence where you intend to reside or stay while in Manitoba and must, except as permitted by [this Order](#), stay at that location for 14 days, or for the duration of your stay if it is less than 14 days.

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MEETING HEALTH ORDERS IN THE CLASSROOM AND ON CAMPUS

WHILE ON CAMPUS

1. ENTERING MTEC

IMPORTANT REMINDER:

STUDENT ATTENDANCE – *Student attendance is critical to support contact tracing in the event of a COVID-19 positive case on site.*

Physical distancing of a minimum two metres (six feet) is required at all points and times on campus—including at all line ups/queues (e.g. front desk). While at various spaces around MTEC to promote good decision making; for example, if a washroom is occupied, wait outside until the person leaves before entering. Note: All washrooms at MTEC only allow one person in at a time, with the exception of the Women's Washroom in the West Wing. There are washrooms near all of the classrooms.

Additionally, all MTEC staff is required to help enforce physical distancing between students throughout the day (i.e. reminding students, staff, or visitors of the importance of physical distancing if you observe anyone not following them).

Hand washing or sanitizing is required immediately upon entering MTEC facilities and recommended throughout the day but especially before and after touching shared equipment, computers, etc.

Upon arriving at the college the first time, all students enter the building through the main entrance at the front of the building. Students will be directed to their assigned classrooms and will be advised by the instructor which washrooms and kitchen facilities should be used and the exits that can be used in the classrooms that have exit doors. The West Wing, South Wing and East Wing classrooms all have separate entrances and exits and parking near their doors. The Learning Centre, Skylight Room and Conference Room all have one entrance and exit that these students can use to enter, exit, or go on their break. All of the entrances/exits have ashtrays where students are permitted to smoke.

2. MASK USE

It is mandatory for all staff, students, and visitors, to wear a mask as they enter MTEC, in all public areas on the MTEC campus at all times, unless they are eating and maintaining physical distance requirements while doing so. Masks can be removed during training unless social distancing is not possible or when the student gets up and moves around the room or goes into the hallways.

Instructors are required to wear a mask if they are not 2 meters from the students when teaching and when they are in the public areas of the campus.

Students will be required to comply with the current Public Health order's requirements; failure to do so could result in disciplinary action, up to and including suspension of studies. The importance of compliance and adherence to safe work and learning practices cannot be over-emphasized.

3. FACULTY CHECK LIST TO REVIEW WITH STUDENTS

If a student feels ill or starts to feel ill at any time during the day, the student is to notify the instructor from a 6ft (2m) distance, leave school immediately, and contact Health Links – Info Santé at 204 788 8200. If a student cannot leave immediately, they will be given a medical grade mask and go to the isolation room to arrange for transportation off campus. Anyone entering the isolation space or interacting with the student should also wear a medical grade mask. If time permits, the student should call Health Links – Info Santé where they will receive instructions for next steps. The student should maintain contact with the college to notify the instructor if they are required to miss class based on direction from Health Links – Info Santé.

- **STUDENT ATTENDANCE:** The instructor will sign-in each student using the classroom attendance spreadsheet. These attendance records are for contact tracing purposes required by Manitoba Public Health.
- **HAND HYGIENE:** Students should avoid touching their face and are to wash their hands frequently with soap and water or use sanitizer: after blowing their nose, coughing, sneezing, before eating or drinking, after touching shared items, after using the washroom, and before leaving the building. Hand sanitizer is available at the front desk and in all classrooms.
- **MASKS:** Students will ensure they wear their masks at all times, unless they are eating and provided they are maintaining physical distance.
- **PHYSICAL DISTANCING:** Staff and students are required to be 6ft (2m) apart at all times. If they cannot maintain 2 metres of separation, they must wear their masks.
- **LUNCH AND BREAKS:** All students are directed to take their lunch and breaks at their desk in their classroom or outside the building. If leaving the building, remember to maintain physical distancing in the hallway.
- **WASHROOM USE:** If possible, only one student at a time should leave the classroom to use the washroom. Students should use the washroom located closest their classroom. Students are to wait outside the washroom if it is in use and wait their turn, while remembering to stay 6ft (2m) apart if there is a line up.

4. WORKPLACE HEALTH AND SAFETY

- Follow all current safe work procedures/policies and revise as needed to meet additional requirements for COVID-19.

- All MTEC staff is Clean It Right Certified (enhanced cleaning program) and will be disinfecting frequently touched areas throughout the campus and the classrooms between classes.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

All regulatory PPE is still required, per the Workplace Safety and Health Act and established safe work procedures. Please note that a non-medical mask is considered a mandatory component of all staff/student PPE.

6. ADDITIONAL PPE

As much as possible tasks should be redesigned to ensure physical separation. In some cases, this may mean a task is not done. In addition to mandatory mask usage, additional PPE (i.e. gloves or face shields) may be required to meet public health orders for short-term tasks where physical distancing cannot be maintained.

7. SCHOOL DAY STRUCTURE

Fall classes begin on September 7, 2021 and run Monday to Friday: 8:30 am to 12:30 pm, 12:45 pm-4:45 pm and 4:30 pm-8:30 pm. Students will be contacted by MTEC on the details of how their specific class will be managed: on campus, off campus or hybrid, first day on campus, other relevant details. Classes will be separated into cohorts to ensure that physical distancing is allowed.

WHAT TO DO WHEN

STAFF, STUDENTS OR VISITORS BECOME
SYMPTOMATIC WHILE ON CAMPUS

STAFF OR STUDENTS REPORT
A COVID-19 POSITIVE CASE

AND

OUTBREAK MANAGEMENT

COVID-19 Symptoms - If you have one symptom listed in column A, OR two or more symptoms listed in column B, you should immediately leave the site (if you are on campus), isolate yourself and contact Health Links – Info Santé for further instructions, including where to go for testing and/or assessment.

<https://www.gov.mb.ca/covid19/updates/testing.html>

A	B
Fever/Chills	Runny nose
Cough	Muscle aches
Sore throat/hoarse voice	Fatigue
Shortness of breath/difficulty breathing	Pink eye (conjunctivitis)
Loss of taste or smell	Headache
Vomiting or diarrhea for more than 24 hours	Skin rash of unknown cause
	Poor feeding if an infant
	Nausea or loss of appetite

What to do when staff become symptomatic on campus

- a) Put on a medical grade mask, available at the Front Desk.
- b) Contact your supervisor or manager by phone and leave the building immediately.
- c) Contact the MTEC CEO and notify them that you have left work feeling symptomatic. Let them know if you spent time anywhere other than your office, such as meeting rooms, etc.
- d) The CEO will notify the cleaners to provide a thorough cleaning of your office and other parts of the campus that could be impacted.
- e) Staff who leave symptomatic are required to call Health Links – Info Santé at 204 788 8200 and follow their direction. Public Health / Health Links – Info Santé will direct the employee on their next steps (home, testing centre, hospital)
- f) Staff will contact the CEO, to provide next steps from Public Health / Health Links – Info Santé. This could include (but not limited to) a return to work, quarantine, quarantine while waiting for test results or a defined work from home schedule.
- g) The CEO will work with staff to determine how to accommodate their work during this period until they are safe to return to work on campus.

What to do when Instructional staff become symptomatic on campus

- a) Put on a medical grade mask, available at the Front Desk.
- b) Contact the College Coordinator, International Student Coordinator or CEO by phone and leave the building immediately. Ensure you reach someone as soon as possible so that they can arrange class coverage for the duration of the day (if required).
- c) Once you have left the building, contact the CEO and notify them that you have left work feeling symptomatic.
Let them know where you spent time that day – classroom, lab space, instructor prep, meeting room, etc...
- d) The CEO will contact the cleaners to disinfect your office and extra spaces that could be impacted.
- e) Staff who leave symptomatic are required to call Health Links – Info Santé at 204 788 8200 and follow their direction. Public Health/Health Links – Info Santé will direct the employee on their next steps (home, testing centre, hospital).
- f) Staff will contact the College Coordinator, International Student Coordinator or CEO, to provide next steps from Public Health/Health Links – Info Santé. This could include (but not limited to) a return to work, defined quarantine period, quarantine while waiting for test

- results, quarantine until non-symptomatic for 24 hours or other health advice.
- g) People Services and the corresponding manager will work with staff to determine how to accommodate their work during this period until they are safe to return to work on campus.
- h) Staff should not return to school unless they have spoken with Health Links and been advised it is safe to return.

What to do when a student becomes symptomatic on campus

- a) Put on a medical grade mask, available at the Front Desk.
- b) Student notifies instructor, College Coordinator or International Student Coordinator that they feel symptomatic and need to leave the school. Student is to maintain physical distance when sharing this information.
- c) The instructor is to notify the College Coordinator, International Student Coordinator or CEO immediately.
- d) If the student is an adult (Over 18 years of age), MTEC will ask if they drove themselves to campus, got dropped off, or took public transit.
 - i. If the student has a vehicle, they are to leave immediately.
 - ii. If a student took public transportation to school or got dropped off, they need to arrange a private ride home and must isolate until the private ride arrives at MTEC.
- e) The CEO or College Coordinator to arrange cleaning of the space immediately. After consultation with the instructor the classroom may be closed for a short period of time, up to and including a few days depending on the depth of cleaning required
- f) Once home, the student is to call Health Links – Info Santé at 204 788 8200 and follow their direction. Student is to notify the College Coordinator or International Student Coordinator of the next steps. (Return to school, isolate for test results, isolate for period of time, hospitalization). The student should not return to school unless they have spoken with Health Links and been advised that it is safe to return.

What to do if a staff member tests positive for COVID-19?

MTEC may become aware of a staff positive test result in a variety of ways:

1. Manitoba Public Health Authority will phone MTEC if a staff member has tested positive.

If you test positive for COVID-19 Manitoba Health will do a contact tracing process and will ask for contact information for your employer. Rather than giving your supervisor's number to Manitoba Health, please ask them to contact: Shannon Fontaine, MTEC CEO.

2. From the staff member who tested positive (or their family).

If the staff member has informed you please contact Shannon Fontaine immediately and provide her with the details that have been shared with you.

3. From another staff member who was made aware of the positive results.

It is a reality that a staff member may reach out to a colleague immediately. If you have been made aware of a MTEC staff member who has tested positive please remind that staff member that they are to advise Shannon directly (if they are able to). Otherwise, as an employee at MTEC it is your obligation not to share this information with anyone else.

Note:

Shannon Fontaine will notify the College Coordinator or International Student Coordinator what steps are required from Manitoba Health. This can include how long the employee is expected to be away

from work, what communication can be shared with immediate co-workers who may be considered a close contact (ie. Regular face-to-face interaction) as well as information that may be required to be shared with a larger grouping of staff.

Cleaners may be asked to do an intensive cleaning in a specific space. This could be due to a positive test case or just someone feeling symptomatic so please do not assume anything if you notice a thorough cleaning near you.

Reminder: it is our legal responsibility to adhere to The Personal Health Information Act (PHIA) and information will be shared on a “need to know” basis. If you are made aware of a positive test case for a staff or student member it is your legal obligation not to share that information outside of the process established.

What to do if a student tests positive for COVID-19?

MTEC may become aware of a student positive test result in a variety of ways:

1. Manitoba Public Health Authority will phone MTEC if a student has tested positive.

If you test positive for COVID-19 Manitoba Health will do a contact tracing process and will ask for contact information for your college. Rather than giving your instructors’ number to Manitoba Health, please ask them to contact:

Shannon Fontaine. CEO Manitoba Tourism Education College
204 957-7437

Shannon will act as the liaison to Manitoba Public Health. Your privacy will be protected.

2. From the student who tested positive (or their family).

If the student member has informed you, please contact Shannon Fontaine immediately and provide her with the details that have been shared with you.

3. From another student or staff member who was made aware of the positive results.

It is a reality that a student may reach out to another staff or student immediately. If you have been made aware of a MTEC student who has tested positive please remind that student/staff member that they are to advise Shannon directly (if they are able to). To minimize stigma and anxiety on site, we ask that as a student you do not share information freely around the campus about a COVID-19 positive case you may be aware of and that you just inform your instructor and let MTEC address the issues or concerns directly in accordance with best public health practices.

Note:

The College Coordinator or International Student Coordinator will be advised what steps are required from Manitoba Health. This can include how long the student is expected to be away from class, what communication can be shared with immediate classmates who may be considered a close contact (i.e. regular face-to-face interaction) as well as information that may be required to be shared with a larger grouping of students.

It is possible that a group of students may also be required to quarantine if Manitoba Public Health determines that they considered “close contacts” of the symptomatic individual.

Facilities may be asked to go in to a space and do an intensive cleaning depending on when the

cases are reported. This could be due to a positive test case or just someone feeling symptomatic, or just as a regular cleaning intensive that will move throughout the campus - so please do not assume anything if you notice a thorough cleaning near you.

Reminder: it is our legal responsibility to adhere to The Personal Health Information Act (PHIA) and information will be shared on a “need to know” basis. If you are made aware of a positive test case for a staff or student member it is your legal obligation not to share that information outside of the process established.

Outbreak Management

- In the event of the confirmation of a case of COVID-19 connected with a school, public health will lead the response and ensure appropriate supports are in place to coordinate the response.
- Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public Health may:
 - request records that identify cohorts/groups of staff, students and visitors in the school for a specified timeframe
 - contact students, staff and families if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school
 - recommend testing following established guidelines to staff, students and visitors who may have been exposed to a positive case
 - assess the need for the school to be closed for a period of time
- Schools will clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts.
- If a student that is quarantining alone tests positive for COVID-19 they will need to self-isolate based on current public health guidelines, unless they require medical attention and/or hospitalization. Please refer to your health insurance Manitoba plan information for eligible COVID-19 related expenses.
- If a student tests positive for COVID-19 while quarantining with an immediate family member(s), the student will be separated from the family member(s) and will need to self-isolate. The family member(s) will need to move into another guestroom, and will be monitored for symptoms of COVID-19. As part of the wellness check-in, family member(s) will be asked if they, or an immediate family member quarantining with them, is/are experiencing any COVID-19 symptoms, and will be reminded to take the self-screening assessment [found on the Shared Health website](#). A family member experiencing COVID-19 symptoms should contact Health Links-Info Santé at 204 788 8200 or 1 888 315 9257 (toll-free).
- Family member(s) who had been quarantining with a student that tests positive for COVID-19 should expect to be contacted by Manitoba Public Health officials and will be considered a close contact to this case, and may need to continue to quarantine beyond the self-isolation period based on current public health guidelines.
- If a co-arriving immediate family member tests positive for COVID-19 while quarantining with a student, the family member (s) will be separated from the student and need to self-isolate based on current public health guidelines. The student will need to move into another guestroom, and

will be monitored for symptoms of COVID-19. As part of the wellness check-in, students will be asked if they, or an immediate family member quarantining with them, is/are experiencing any COVID-19 symptoms, and will be reminded to take the self-screening assessment [found on the Shared Health website](#). A student experiencing COVID-19 symptoms should contact Health Links-Info Santé at 204 788 8200 or 1 888 315 9257 (toll-free).

- The student should expect to be contacted by Manitoba Public Health officials and will be considered a close contact to the case, and may need to continue to quarantine based on current public health guidelines.
 - The unexpected guestroom and meal costs due to the student or family member(s) testing positive for COVID-19 will be the students' responsibility.
-
- International students who are close contacts or have tested positive for COVID-19 should be prepared to provide information to Health Links or healthcare professionals on whether they have been vaccinated or have had COVID-19.
 - We encourage students, staff and visitors to the campus to regularly check the online screening tool prior to attending the campus everyday. The most updated tool can be found on the Shared Health website: [Shared Health online screening tool](#).

SAFEGUARDING MENTAL HEALTH/WELLBEING OF THE SCHOOL COMMUNITY

SAFEGUARDING MENTAL HEALTH/WELL-BEING OF THE SCHOOL COMMUNITY

The Province of Manitoba has implemented mental health resources to assist anyone in Manitoba who may need supports due to COVID-19. [Please click here for more information.](#)

Anti Stigma

<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>) and anti-racisms supports

Staff

Staff is encouraged to seek supports through their Group Health Solutions.

Students

Develop a support network.

Form an online chat group with close friends; stay in contact with your family and reach out to your school advisors and instructors by email. The more people you know at your educational institution, the more connected you'll feel!

Connect with MTEC staff

Student Counsellor

College Coordinator

International Student Coordinator

Be active.

Exercise is important for your mental outlook and helps ward off depression. Take a break from your self-isolation boredom and get moving on a regular basis. There are many online home workouts that are useful when quarantining!

Eat well.

Choose a wide variety of healthy, nutritious foods. Eat regularly to keep up your energy and portions that help you feel and perform your best. If you cannot go outside to get your food or living necessities, use one of the delivery services during quarantine.

Get enough sleep.

Sleep is vital to your mental well-being. Go to bed at a reasonable hour and wake up at roughly the same time every day. Jet lag may be a challenge for you as part of your adjustment to your move to Canada, so it might be useful to download meditation or sleep apps that help you develop a regular sleep schedule.

Seek professional help.

You're not alone and there are many people who can help. Talk to a professional about how you are feeling; talk to your school's Student Counsellor. Don't just rely on the advice of friends. Sometimes you need more and we're here to support you. Contact MTEC Student Counsellor by phone 204 957-7437 or email chayes@mtec.mb.ca

ENFORCEMENT AND COMPLIANCE

MTEC reserves the right to report violations of the Public Health Act or non-compliance with quarantine requirements to the appropriate government authorities, including the local policy. In addition, MTEC may report incidents of non-compliance to the Public Health Agency of Canada's Compliance and Enforcement Team. All staff and students are required to follow all public health orders and MTEC guidelines. Please review the following excerpts from federal legislation as they pertain to all persons travelling to or departing from Canada.

The Quarantine Act (Government of Canada)

Applicable to persons arriving in or departing from Canada, it provides measures for the screening, health assessment and medical examination of travelers to determine whether they have a communicable disease and to prevent the introduction and spread of such disease.

Violating any instructions provided to you when you entered Canada or failing to provide accurate information 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 choose to break your mandatory quarantine or isolation, resulting in the death or serious bodily harm to another person, you could face:

- a fine of up to \$1,000,000 or
- imprisonment of up to three years or
- both

Any non-compliance with current public health guidelines for quarantine under the federal Quarantine Act means that students may be subject to fines established by the Government of Canada, and could result in reporting of quarantine breaches to Canadian Border Services Agency (CBSA).

The Contraventions Act (Government of Canada)

Changes to the Act give police (including the RCMP, provincial and local police) more power to enforce the Quarantine Act. They can now issue tickets to people who don't comply with the act or the emergency orders. Fines range from \$275 to \$1,000.

APPENDIX A: QUARANTINE AND SELF-ISOLATION RESOURCES GUIDE FOR INTERNATIONAL STUDENTS

(This resource may be subject to change)

WELCOME

MTEC welcomes international students for the 2021-2022 academic year. International students traveling to Canada and Manitoba must follow government regulations for the COVID-19 pandemic to keep travellers and communities safe. This resource guide outlines what international students must do while traveling, and once you arrive in Winnipeg, Manitoba, to meet the requirements for quarantine.

Please make sure to read through this guide carefully so that you are prepared for a smooth journey to Canada and can start your studies at MTEC successfully.

If you have any questions, contact **MTEC** www.MTEC.mb.ca or 204 957-7437

Please note the following distinction between “quarantine” and “self-isolation”
Manitoba Public Health advises that quarantine is a legal term used if someone is not sick. If someone tests COVID-19 positive, they would have to self-isolate. The contacts to the positive COVID-19 patient would have to continue to quarantine, while the COVID-19 patient would have to self-isolate.

BEFORE YOU TRAVEL

Are you exempt from the travel restrictions?

International students are eligible to travel to Canada if you meet one of the following requirements:

You are an immediate family member of a Canadian citizen or permanent resident (You are staying in Canada for at least 15 days. 14 days quarantine is mandatory.)

You are travelling for an essential (non-discretionary) purpose (e.g. you have Port of Entry IRCC Letter of Introduction AND MTEC Letter of Acceptance. Note: in general, students are recommended to Canada when they have four weeks or less before their orientation).

Please visit this website for details of the travel restrictions and exemptions:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html>

Before you travel to Canada

You must have full study permit approval (Port of Entry Letter of Introduction or a valid study permit) AND a valid entry visa (TRV or eTA).

Have not received Port of Entry Letter of Introduction AND the entry visa yet?

If you received MTEC Letter of Acceptance, but your study permit or entry visa (TRV or eTA) application is still in processing at IRCC, you may choose to start your program online from outside Canada and continue study from outside Canada until your program starts on-campus delivery.

Before you come to the MTEC campus, you must have completed 14 days of quarantine. However, please note, MTEC may shift classes back to on-campus delivery at any time. Once classes move back to on-campus delivery, students will be expected to be in class. Make sure to check on-campus delivery start dates and arrive in Winnipeg 14 days before on-campus delivery starts.

If you think the visa office closure or study permit processing time would make you unable to travel to Canada in time when on campus delivery starts, please contact MTEC. Current MTEC students must discuss your situation with the College Coordinator or International Students Coordinator.

Your checklist: be prepared before you travel to Canada

COVID-19 vaccinated travelers entering Canada

Beginning July 5, 2021 at 11:59 p.m. EDT, fully vaccinated travelers who are permitted to enter Canada will not be subject to the federal requirement to quarantine or take a COVID-19 test on day-8. In addition, fully vaccinated travelers arriving by air will not be required to stay at a government-authorized hotel.

For detailed information, visit this page: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>

- Government of Canada mandatory 14-day quarantine requirements at <https://travel.gc.ca/travel-covid/travel-restrictions/isolation>

Documents you need to prepare (if you are exempt from the travel restrictions)

[Flying to Canada checklist](#)

[Driving to Canada checklist](#)

When you arrive in Canada, you may be asked to show Canada Border Services Agency officers the following documents:

- A valid passport or travel document
- Documentation of a negative COVID-19 PCR test result must be presented to the airline prior to boarding a flight to Canada. [The test must be taken within 72 hours prior to your departure to Canada.](#)

Note: Students who receive a negative test result and are authorized to enter Canada must still complete the full, mandatory 14-day quarantine.

- Letter of Introduction from the visa office that indicates your study permit has been approved Or a valid study permit
- Letter of Acceptance from MTEC
- Proof that you have enough money to support yourself during your stay in Canada
- Letters of reference or any other documents the visa office told you to bring
- A valid Electronic Travel Authorization (eTA) **or** visitor visa (temporary resident visa)
- Your 14-day quarantine plan (Personal and Arrival Information form). Fill out the form and send it to MTEC
- Book mandatory 3-night hotel stopover at one of the government-approved hotels at your port of entry (Toronto, Vancouver, Calgary, or Montreal). Visit this page for booking information: <https://www.canada.ca/en/publichealth/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/mandatory-hotel-stay-air-travellers/listgovernment-authorized-hotels-booking.html>
- After booking 3 nights at your port of entry, book another quarantine hotel or homestay in Winnipeg for 11 days to complete the remaining days of your quarantine. Please book a safe quarantine hotel or homestay in Winnipeg from the recommended accommodation options.
- Health insurance information (recommended. Contact international.health@MTEC.ca to receive

- insurance information)
- Use ArriveCAN and provide your travel information, quarantine plan and COVID-19 symptom self-assessment: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/arrivecan/plane.html>
- A valid medical exam by an IRCC Panel physician (Please note medical exam results are valid for 12 months only.)
- Register for your arrival testing: <https://travel.gc.ca/travel-covid/travel-restrictions/flying/covid-19-testing-travellers-coming-into-canada#register>"Register in advance

Note: As MTEC is a DLI with a COVID-19 readiness plan, MTEC students would not need the essential travel letter. You can find MTEC in the list of DLIs with a COVID-19 readiness plan:

<https://www.canada.ca/en/immigration-refugeescitizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list.html>

If you still need the essential travel letter, you may, you may request it by contacting MTEC

Visit the [IRCC website](#) for further details on documents you need to prepare.

Note: If you are travelling to Canada with your family, your co-arriving immediate family members must have a valid visa to be exempt from the travel restrictions and have a quarantine plan.

Confirm the location of your 14-day quarantine accommodations

If you are flying to Canada

- **ALL students and co-arriving immediate family members (vaccinated and non-vaccinated) must have 14-day quarantine plans made in collaboration with MTEC in advance of their arrival to Canada.**
- **CAUTION:** Students must be aware of and disregard all messaging on social media platforms saying that they should cancel their quarantine bookings because it is possible to quarantine for free at designated quarantine facilities. **This information is false and misleading.**
- On arrival in Canada, international students and co-arriving immediate family members are required to provide, on request, evidence of COVID-19 vaccination and the original version of that evidence to any official of the Government of Canada, including a public health official, or of the government of a province or to the local public health authority of the place where the traveller is located. This is how local public health authorities will verify the vaccination status of international students and their co-arriving immediate family members.
- On arrival in Canada, international students and co-arriving immediate family members who meet the requirements to be exempt from the mandatory 14-day quarantine period will receive a turquoise handout. The handout is not personalized. It is the student's responsibility to meet the requirements of the federal public health and quarantine requirements outlined in the handout.
 - All arriving international students and co-arriving immediate family members must be prepared to quarantine, even if they believe they will be exempt from the requirement.
 - Even if they are vaccinated, Government of Canada officials may not provide a turquoise handout (an exemption) if they believe the individual needs to quarantine. Reasons a Government of Canada official may deny a vaccinated individual an exemption may include, but are not limited to, their assessment that the individual:
 - Did not receive last vaccine dose at least 14-days prior to entering Canada
 - Does not present the required documents (including properly translated foreign credentials)
 - Does not meet all of the criteria for an exemption
 - Has tested positive for COVID-19 at the border
 - International students must consult with MTEC to ensure they understand and meet the criteria for quarantine exemption.
- On arrival in Manitoba, international students and co-arriving immediate family members are obligated to isolate if symptomatic or when they have a positive COVID-19 test result on Day 1 or 8.

- MTEC - July 15, 2021
- Students who test positive while in quarantine must remain in isolation for 14 days from the date the sample was taken and which has been validated by the test provider at their DLI's prescribed Suitable Place of Isolation. Institutions with pre-approved quarantine facilities are responsible for ensuring that students have transportation from the Government Authorized Accommodation, and are able to remain at the facility until the end of their isolation period.
 - All international students and co-arriving immediate family members are expected to have the financial means to support themselves for the full 14-day quarantine period, including the 3-night stay at Government Authorized Accommodations, and any extended period of isolation should they test positive for COVID-19.

Quarantine accommodation in Manitoba

Please book from the accommodation options link below. If you are driving to Canada, OR if you are traveling from another province in Canada, book another quarantine hotel or homestay in Manitoba for 14 days to complete the remaining days of your quarantine. Book from the recommended accommodation options listed below.

Once you have booked your long-term housing arrangements (e.g., homestay, private housing), contact them to confirm whether you are able to self-isolate there for 14 days upon arrival to Canada. Some accommodation providers may allow you to safely quarantine in this space, while others may require you to complete your 14-day quarantine prior to moving into your accommodations. In the event you are eligible to move-in upon arrival to Canada, provide your accommodations provider confirmation on your arrival date/time. Confirm with them if they provide transportation from the airport to your accommodations upon arrival to Winnipeg.

In the event you are required to self-isolate before moving into your permanent accommodations, provide your accommodations' provider confirmation on your arrival date/time, along with your plan for 14-day quarantine.

For your safe arrival in Canada and compliance with our COVID-19 readiness plan, MTEC recommends you to use one of the following accommodation options:

Winnipeg Quarantine Hotels

Click the PDF file for the hotel contact information, price and service details. Prices and service details are subject to change.

<https://mitt.ca/Content/Images/uploaded/winnipeg-quarantine-hotels-may-2021.pdf>

Determine what services are available by your 14-day self-isolation accommodation provider

Confirm if they:

- Provide airport transportation upon arrival
- Provide meal delivery services and, if so, how often and at what cost
- Provide bed sheets, towels, and other supplies

1. Book your airport pick-up services

If your accommodation provider listed above does not provide airport pickup services, it is recommended you pre- book transportation services. Some possible options are listed below. In all cases, you will be required to wear a mask on your way to your self-isolation location. Using taxi from the airport to the place of quarantine is not recommended. However, it is recognized that you may not have alternative transportation. If you are taking taxis from the airport, you are required to wear a mask and only those in the same household who will isolate together are permitted to share a taxi. Limousines are another alternative.

- Winnipeg Limousine [Website](#) Phone: 204 981- 4100
- Hollywood Limousine Service [Website](#) Phone: 204 999-1860

2. Understand your responsibilities as a traveler entering Canada, including requirements for self-isolation upon arrival

Read the information [located on the Government of Canada's website](#)

This website lists important information about requirements for mandatory self-isolation upon arrival including:

- 2.1.1. Quarantining (self-isolating) in a place where you will have no contact with vulnerable people, such as:
 - 2.1.1.1. People 65 years or older, or
 - 2.1.1.2. People with underlying medical conditions
- 2.1.2. Confirming you have a suitable place to isolate where you will have access to basic necessities, such as food and medication.
- 2.1.3. Wearing a non-medical mask or face covering while traveling to the place you will quarantine (self-isolate).
- 2.1.4. Further, you must:
 - 2.1.4.1. go directly to your place of quarantine, without stopping anywhere, and stay there for 14 days
 - 2.1.4.1.1. avoid school, work or other public areas and community settings
 - 2.1.4.1.2. monitor your health for symptoms of COVID-19
 - 2.1.4.1.3. arrange to have someone pick up essentials like groceries or medication for you
 - 2.1.4.1.4. not have visitors
 - 2.1.4.1.5. stay in a private place like your yard or balcony if you go outside for fresh air
 - 2.1.4.1.6. keep a distance of at least two arms lengths (approximately two metres) from others

3. Pack appropriately for your 14-day self-isolation

Pack things you will need for your travel as well as for your 14-day self-isolation period upon arrival.

Aside from the usual items you would pack, such as clothing and toiletries, some suggested items to help you through travel to Canada and self-isolation include:

- 3.1. Prescription medication
- 3.2. Face masks
- 3.3. Thermometer
- 3.4. Printed copies of documents, including those listed in the During Travel section of this guide
- 3.5. Laptop, phone, and chargers to keep connected with your family and friends while self-isolating
- 3.6. Activities for self-isolation, such as books and games
- 3.7. Bed sheets and towels (depending if your housing arrangements require you to bring your own)
- 3.8. A credit card to ensure you can purchase delivery services when needed

4. Plan your arrival in Canada

- 4.1. Read about entry to Canada [here](#) and watch these two videos: [entry to Canada](#) and [isolation requirements](#).
- 4.2. [Download the ArriveCAN app](#) to your mobile phone and enter your personal information up to 48 hours before arriving in Canada. This will speed up your arrival through Immigration Canada at the port of entry, meaning you will spend less time with border and health officers.

Alternative isolation accommodation

To reduce the spread of COVID-19, the Alternative Isolation Accommodation (AIA) program was established to develop safe options for those requiring a safe space to self-isolate. Two types of AIAs have been established. The first, offers individuals experiencing homelessness a space to self-isolate if they tested positive for COVID-19 or if they are suspected to have it.

The second offers health care workers and other Manitobans who have tested positive for COVID-19 or are suspected to have the virus, a place to self-isolate if they do not have access to a private bedroom and bathroom in their home or if they live with someone who is at greater risk from COVID-19 (e.g. immune compromised).

[Click here for more information on Manitoba's AIA program.](#)

MTEC will conduct regular, weekly check-ins with students for updates on their mental and physical health as well to remind students of the importance of the daily COVID-19 symptoms self- assessment.

GUIDEBOOK ACTIVITY: BEFORE YOU TRAVEL

DURING TRAVEL

Carry these important documents with you

- Passport or travel document
- Study Permit or Letter of Introduction (study permit approval letter) from the visa office
- Letter of Acceptance from MTEC
- Essential Travel Letter from MTEC
- Copy of this document, signed by you
- Your self-quarantine plan
- Proof of health insurance/insurance information

Comply with the following regulations

- Wear a mask and gloves
- Wash hands frequently
- Use hand sanitizer when necessary
- Practice physical distancing (minimum two metres from others)
- Sanitize your personal space and high touch areas
- Minimize trips to the washroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep your cell phone charged
- Monitor your health for
 - fever
 - cough
 - difficulty breathing

If symptoms present themselves during your travel (cough, shortness of breath, fever greater than 38°C, or signs of fever e.g. shivering, flushed skin, excessive sweating), immediately contact your airlines/flight crew.

To help reduce the spread of COVID-19

- Go directly to your place of isolation. Do not make any stops while in transit.
- Check-in within 48 hours of arrival through the [ArriveCAN](#) app or call 1 833 641 0343.
- Report your symptoms through the [ArriveCAN](#) app or call 1 833 641 0343 every day until the end of your 14-day isolation.

Additional resources

For travellers without symptoms of COVID-19 returning to Canada

For travellers with symptoms of COVID-19 returning to Canada

If you exhibit symptoms during travel

Contact your travel agent and airline as soon as possible. They will best be able to guide you on requirements based on your current location. Be sure to alert your family, accommodation provider, and MTEC if there are any delays in your travel plans to Canada.

ARRIVE SAFE IN WINNIPEG, MANITOBA

- Read about entry to Canada [here](#) and watch these two videos: [entry to Canada](#) and [isolation requirements](#).
- Be prepared to follow airline and airport directions about wearing a mask/face covering, washing/sanitizing your hands, staying two metres apart from other people, or other actions.
- Answer every question from airline, airport or border staff completely and truthfully. It is okay to ask someone to repeat a question or explain it in a different way if you do not understand.
- Travel directly to your place of quarantine. Do not stop anywhere. Wear a mask or face covering while traveling to your place of isolation
- Contact MTEC by [email](#) or phone 204 957-7437 to tell us you have arrived. Be sure to give us your most up-to-date contact information (email address, mailing address, and phone number).
- Please continue to check these websites for the most up-to-date information:
- Government of Manitoba COVID-19 information [here](#).
- Government of Canada COVID-19 information [here](#).

QUARANTINE/SELF-ISOLATE SAFE

Prior to arrival, you confirmed your accommodations, including your location for 14 days of quarantine. Please also refer to the *Shared Health Manitoba COVID-19 public health fact sheet* and *self-isolation fact sheets* (available in multiple languages) ([link](#)) to assist you in being prepared and knowledgeable in requirements for self-isolation and to link you to essential services.

It is important that you follow the [Government of Canada's requirements](#) for quarantine or self-isolation, including:

- Selecting a location without vulnerable people, such as those over the age of 65 or individuals with underlying medical conditions;
- Having access to basic necessities such as food and toiletries;
- Wearing a mask when being transported to your place of self-isolation;
- Reporting to ArriveCan within 48 hours of your arrival in Canada. Report through the mobile application or [online](#).
- Traveling directly from your point of arrival in Manitoba to your place of self-isolation; and
- Monitoring your health for symptoms of COVID-19 throughout the 14 days of isolation.

As of January 4, 2021, Manitoba Public Health strongly advises international travellers to be tested for COVID-19 on the first day of arrival in Manitoba and at the seven-day mark. **Click here to find** a testing centre near you.

[Important information on self-isolation and contact tracing.](#)

You and your family member can get tested prior to going to your quarantine location, or as soon upon arrival as you are able to get tested. While taxis are not the preferred mode of transportation, you may use a taxi if required to attend a testing centre. Do not take a bus or use public transportation.

Students will be required to self-monitor for symptoms of COVID-19 using the Manitoba Self Screening Tool. If a student experiences any symptoms of COVID-19 during the quarantine period, they must follow the directives of the Province of Manitoba.

Self Isolation Exemptions in Manitoba: Students who have completed a full series of COVID-19 vaccine and two weeks have passed at the time of their arrival since their last dose. For more information, visit the website: <https://www.gov.mb.ca/covid19/prs/orders/index.html#travel-self-isolation>

- The Screening Tool is available in Interactive Voice Response (IVR) format. Call 1 877 308 9038 or find it online.
- The Province of Manitoba offers a service called Health Links – Info Santé, which is a bilingual phone-based nursing triage service. They can give you advice on what health-care path should be followed in your specific situation, whether you should stay home, visit the emergency room, or follow another medical plan. They can be contacted at 204 788 8200 or toll-free at 1 888 315 9257.
- Take your Day 8 COVID-19 test. Register for your Day-8 test once you arrive at the Port of Entry hotel (except Toronto). You will receive a COVID-19 test kit at your Port of Entry airport. On day 8 of your mandatory quarantine, you must take another COVID-19 test. You must stay in your place of quarantine until you receive a negative test result. Your kit will contain everything you need to know about how to collect, store and ship your sample. [Click here for details.](#)

COVID-19 Vaccination information

- International students in Manitoba can receive a Canadian recognized vaccine.
- International students can book a vaccine appointment immediately upon arrival to Canada IF they have proof that they intend to stay in Manitoba for at least 30 days.
- International students with one dose from home country can submit proof of first dose to MB health to book their second dose as long as it's been 28 days since they received their first dose.
- International students are not allowed to leave their isolation period to go to vaccination appointment.

COVID-19 Vaccine Eligibility Criteria - To check your eligibility and book your appointment,

visit this website: <https://www.gov.mb.ca/covid19/vaccine/eligibility-criteria.html>

- International students and their co-arriving immediate family members:
 - do not require a Manitoba health card to be vaccinated. All Manitoba supersites are open and offering walk-in and appointment-based vaccinations, with adjusted clinic hours. For hours and days of operation, visit <https://www.gov.mb.ca/covid19/vaccine/finder.html>. International students and their co-arriving immediate family members may walk-in at these locations for vaccination, provided that they are eligible and bring all required documentation.

Please note that appointments cannot be made online without a health card. International students who wish to book an appointment in advance are to telephone **1-844-626-8222** to do so. Individuals should call for an appointment as soon as possible upon arrival in Manitoba. They must indicate on the call that they are an international student or, if they are a co-arriving immediate family member, they should indicate they are newly arrived to Canada.

- must complete the required consent form prior to their appointment, and bring it with them. Please note that certain areas of the form will not apply to non-residents, and should be left blank. The consent form is available at: [COVID-19 Vaccine Consent Form \(manitoba.ca\)](#).
- Immunization staff will collect alternate information as required, during the appointment.
- must present a valid Passport ID when attending their vaccination appointment.

- are eligible to receive a second dose in Manitoba if their first dose was in their home country. Upon arrival, they should contact a local public health office to have their first dose recorded. Healthcare professionals will advise them as to their vaccination schedule in Manitoba. Students will require a proof of vaccination document from their public health office or equivalent in their home country. Note: If their first dose was a vaccine not approved in Canada, healthcare professionals will also advise them as to their vaccination schedule in Manitoba. For a list of public health offices visit:
<https://www.gov.mb.ca/health/publichealth/offices>

More information on vaccines is available at <https://www.protectmb.ca>.

Immunization Card in Manitoba

I was vaccinated outside Canada - how can I get my immunization card?

You will need to get a record of your vaccination from the jurisdiction you got your vaccine. If the vaccination you received is from an approved brand in Canada (currently, Pfizer, Moderna, AstraZeneca, Johnson & Johnson), you can contact your local public health office to have your information recorded. Then, you can request an immunization card.

What if the vaccination I received is from a brand not currently approved in Canada?

Work is still underway to determine the process for entering this information.

Details about Immunization Cards in Manitoba: <https://www.gov.mb.ca/covid19/vaccine/immunization-record.html>

Vaccinated While Away? Report Your Vaccine Today!

Individuals who received their COVID-19 vaccine outside of the province should have their vaccination information added into Manitoba's immunization system. In order to do this, you will need proof of immunization from the jurisdiction where you received your vaccine. If the vaccine you received is eligible for use in Canada, you can then bring this proof of immunization to a public health office <https://www.gov.mb.ca/health/publichealth/offices.html>. The office will enter this information to ensure that your primary care physician and our public health teams can have access to your immunization records.

COVID-19 Testing

- It is important to go for testing as soon as a person starts to feel unwell, even if only mildly ill. Identifying and isolating positive cases, as well as identifying and isolating any close contacts as quickly as possible is important for reducing the transmission of COVID-19 in communities.
- For information on symptoms, testing, location of testing sites, and accessing results, visit: <https://www.gov.mb.ca/covid19/>

Questions or Concerns Related to COVID-19

- Please visit <https://www.gov.mb.ca/covid19/> or call Health Links–Info Santé in Winnipeg at 204-788-8200; toll free elsewhere in Manitoba 1-888-315-9257.

PERSONAL AND ARRIVAL INFORMATION

STUDY SAFE AT MTEC

After your quarantine

After your 14-day quarantine has passed, if you have no symptoms, you may now leave your home, attend classes at the MTEC campus and meet your classmates and instructors.

Continue to follow and respect Manitoba Health regulations and directives, including physical distancing from other people in public and washing or sanitizing your hands often.

Remember to use proper coughing and sneezing etiquette (into your elbow, not your hand and if using a tissue, dispose of the tissue in a plastic lined garbage container immediately).

Avoid malls, crowded spaces, and sports where physical distancing is difficult. Download the COVID Alert App here: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/covid-alert.html>

If you feel sick at any time, stay at home and be sure to tell your instructor immediately. Use the [self-assessment tool](#), follow directions, and seek medical attention or contact public health authorities if, when, and how it recommends.

Don't forget, your health insurance (International Insurance) offers remote access to doctors as well as mental health support services.

If you have symptoms of COVID-19, book an appointment at a testing centre:

<https://www.gov.mb.ca/covid19/testing/locations.html>

You can arrange a ride to the testing services through Health Links here upon request: <https://misericordia.mb.ca/programs/phcc/health-links-info-sante>

After your test, you must quarantine until you receive your test results. If your test result is positive, Manitoba Public Health officials will contact you. You will be required to follow all guidance and requirements from Public Health.

Any additional costs related to testing positive for COVID-19 and/or requiring quarantine are the responsibility of the student/parents.

USEFUL LINKS

Government websites

- [Province of Manitoba COVID-19 website](#)
- [Government of Canada COVID-19 website](#) [Immigration, Refugees and Citizenship Canada \(IRCC\) website](#) - the most updated information for international students

Mental health support websites

- [Anxiety Disorders Association of Manitoba](#)
- [Canadian Mental Health Association COVID-19 Managing Stress and Anxiety](#)
- [Canadian Mental Health Association COVID-19 Mental Health Resources Guide for Winnipeg](#)
- [Centre for Addition and Mental Health: Stress, Anxiety, and Mental Health During Social Distance](#)
- [Province of Manitoba Mental Health Virtual Therapy Program](#)
- [Wellness Together Canada](#)

Anti Stigma

<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>) and anti-racisms supports

Emergency contact details

- In the event of an emergency, including medical emergency, call 911.
- To speak to a nurse over the phone to assess a non-emergency medical situation, contact Health Links – Info Santé 204 788 8200 or toll-free at 1 888 315 9257
- For crisis support, consider the following options:
 - Clinic Crisis Line: 204 786 8686
 - Mobile Crisis Service: 204 940 1781
 - Manitoba Suicide Prevention/Support Line: 1 877 435 7170
 - First Nations and Inuit Hope for Wellness Services: 1 855 242 3310
 - Sexual Assault Crisis Line: 1 888 292 7565

Canada Emergency Response Benefit for international students

- [Information available in multiple languages.](#)

Grocery and living necessities delivery

- [Real Canadian Superstore](#)
- [Walmart Canada](#)
- [Shoppers Drug Mart](#)

Meal delivery services

- [Skip the Dishes](#)
- [UberEats](#)
- [Doordash](#)

Places to visit - What to do in Winnipeg and in the Province of Manitoba

- [Tourism Winnipeg - https://www.tourismwinnipeg.com/](https://www.tourismwinnipeg.com/)
- [Travel Manitoba - https://www.travelmanitoba.com/](https://www.travelmanitoba.com/)

** Please note, MTEC does not endorse nor are we responsible for the services provided by any of the private companies that are listed within the guide—these are provided as examples only.*

APPENDIX B: POLICIES AND RESOURCES FOR STAFF

APPENDIX B: POLICIES AND RESOURCES FOR STAFF

We want to ensure staff are comfortable, informed, and feel supported as they prepare for a partial or complete resumption of their activities on campus.

The following MTEC policies and procedures concerning COVID-19

CORONAVIRUS: Your Rights and Responsibilities as an Employee (Government of Canada)

In addition to the rights and responsibilities for employees, as outlined by the Government of Canada, please note:

If an MTEC staff member who has been on-site is confirmed as having COVID-19, public health will determine which employees and other individuals will be notified of possible exposure and guide appropriate follow-up. Employees will not be informed of the identity of the person with the confirmed diagnosis as this is the employee's personal health information.

If a staff member has a concern (for example, a pre-existing health condition like seasonal allergies) that may present as COVID-19 symptomatic, they can speak to Shannon Fontaine privately about the matter. Any required action would be determined from that point on a case-by-case basis. Personal health information is private and confidential and will not be shared with other staff as per the Personal Health Information Act.

MTEC will pay staff 100% of their salary during isolation or quarantine as a result of a COVID-19 diagnosis or exposure.

If you have concerns about another person onsite, you can also advise Shannon at any time. MTEC takes all concerns seriously and will take necessary action to ensure the safety of all of our staff.

Staff Not Working While Sick:

All staff and trainers have signed a document stating that they will not come to work sick. If staff or trainers have any of the symptoms listed on page 9 of this document, they should not come to work. A sample of the "Not Working While Sick" form is in Appendix E.

APPENDIX C: PROVINCE OF MANITOBA PUBLIC TRANSPORTATION GUIDE

APPENDIX D: PROVINCE OF MANITOBA PUBLIC TRANSPORTATION GUIDE

THE FOLLOWING INFORMATION HAS BEEN PROVIDED BY THE PROVINCE OF MANITOBA
<https://www.gov.mb.ca/covid19/restoring/transportation.html>:

- Use of taxis or hotel shuttles by returning travelers who are not experiencing symptoms (e.g., cough, fever, sore throat, runny nose) of a respiratory illness is NOT recommended.
- However, if you do not have access to a private vehicle, this could be considered provided you follow all requirements as outlined under the advice for vehicles for hire (e.g., taxi drivers) and their passengers, specifically the requirement related to transporting one fare at a time (e.g. people from the same household).
- Limit contact with passengers by:
 - Requiring passengers to load and unload their personal belongings (e.g., suitcases, briefcases) by themselves; if this is not feasible and passengers require assistance, use an alcohol-based hand sanitizer before/after (un)loading passengers' personal belongings. and
 - Requiring passengers to sit in the back seats only (if transporting one passenger, have them sit in the back, passenger side of the vehicle). The front passenger seat should be vacant at all times. This may mean limiting the number of passengers you transport at one time, and may require additional trips. Passengers with special needs who require a companion may sit next to their companion (treated as if they were from the same household). As applicable, passengers from different households should also maintain physical distancing (two metres) when lining up to get in the vehicle, and when exiting the vehicle.
 - Should a passenger require assistance getting in/out of the vehicle and/or with their seatbelts, limit the interaction to be as brief as possible, and use an alcohol-based hand sanitizer before/after assisting the passenger.
- Direct passengers to place all of their personal belongings in the trunk rather than in the back seat.
- Encourage cashless transactions.
- Clean and disinfect your vehicle after you drop off each fare with an alcohol (70 percent) wipe, paying close attention to surfaces that are touched frequently (e.g., door handles, window controls, payment device). Where possible, use vehicles with interior surfaces that can be cleaned and disinfected easily (e.g. vinyl seats instead of fabric).
- Clean your hands after you drop off each fare with an alcohol-based hand sanitizer. You should also clean your hands before and after you eat as well as after you cough or sneeze.

- Provide a closed bin, lined with a plastic bag (i.e., plastic-lined garbage container) to enable the hygienic disposal of waste (e.g., used tissues).
- Everyone in the vehicle should avoid touching their face, practice good cough etiquette, avoid touching high-touch areas and clean their hands before and after getting on the bus.

APPENDIX D COVID-19 STAFF POLICIES

1. Policy Statement:

The Manitoba Tourism Education College (to be referred to as MTEC) is committed to providing a safe and healthy work environment for all members of the MTEC team and its students. COVID-19 has created challenges that have never been experienced before. Initially MTEC closed and then moved from a traditional classroom setting to an on-line format. Employees and students relocated from the MTEC campus to their homes. Initially access to the campus for staff was restricted and managed. Upon approval from the province, MTEC resumed training via Zoom webinars instead of in-person training. (This Policy applies to the Manitoba Tourism Education College and Manitoba Tourism Education Council)

MTEC has been operating with 30% of its staff in the office/campus and the other 70% working remotely since re-opening in April 2020. The goal is to have 100% of its staff back in the centre/campus in September 2021.

MTEC has followed the advice of Manitoba Public Health in the development of this policy and has complied with federal and provincial Public Health Orders. In all cases Manitoba Public Health is the primary authority. MTEC also reviewed federal guidelines and advice as well as that from the World Health Organization and Centre for Disease Control.

All members of the MTEC team are reminded that communications and contact tracing are the responsibility of Manitoba Public Health. MTEC will cooperate with Public Health appropriately and will not otherwise advise the community without the direction of Public Health.

All members of the MTEC team are expected to be familiar with current health directives at <https://sharedhealthmb.ca/covid19>.

This policy supersedes all other MTEC policies where there is an overlap until time that it is rescinded. Due to the rapidly changing environment as a result of COVID-19, this policy is susceptible to rapid changes.

MTEC will continue to monitor Public Health Directives and will adjust our approach based on these directives. Safety is the number one priority.

2. Scope:

This policy applies to the following:

- All MTEC employees including full-time, part-time and contract;
- All MTEC Governing Board Members;
- Visitors to MTEC;
- All other persons who provide goods, services or facilities on behalf of MTEC.

A separate policy applies to students (COVID 19 Policy – Restoring safe Services - Students).

3. Policy/Procedure Changes:

The following is a list of policies and procedures that have been impacted by the pandemic and have been revised to provide a safe work environment. From time to time, MTEC may adopt a different color code depending on the circumstances.

- **Access to the MTEC Campus**
 - In order to help prevent the spread of COVID-19, access to MTEC campus will change according to the risk assessment. This is to help ensure a safe and healthy work environment.
 - Any individual who is showing any signs of COVID-19 should not under any circumstances enter any MTEC premises. If anyone is showing symptoms of COVID-19, they will be asked to leave the building.
- **Personal Protective Equipment (PPE)**
 - All existing baseline workplace health and safety requirements continue to remain in effect. Depending on the color code that MTEC is operating under, there may be instances where additional PPE will be mandatory. Employees are required to comply with PPE requirements.
 - All people entering the building must wear masks. Staff must wear masks when in public areas.
 - The importance of compliance and adherence to safe work and learning practices cannot be over emphasized as additional protective measures due to COVID-19 are implemented.
- **Working Remotely**
 - As the situation improves and in-person classes resume, employees will continue to return to work at office premises.
 - Employees are required to stay at home if they are ill. This will apply to COVID-19 symptoms, flus, colds, etc. This is essential to reduce the likelihood of the spread of the virus. They have all signed a document stating that they will not come to work sick.
- Employees with chronic health conditions should consult, in confidence, with the CEO.

- **Physical Distancing**

- All employees are to follow physical distancing guidelines at all times and maintain an appropriate physical distance from other members. This means a minimum distance of at least 2 meters and reduced occupancy.
- On the event you must be closer than 2 metres, a mask must be worn by both parties.
- Offices, classrooms, and workshops will be temporarily modified as needed to ensure physical distancing.

- **Workplace Safety, Health and Wellness Policy**

- Workplace safety, health and wellness is a shared responsibility between all members of the MTEC team.
- MTEC will increase cleaning and disinfecting measures in all MTEC premises to help prevent the spread of COVID-19.
- All MTEC staff have been certified in Clean It Right, the MTEC enhanced cleaning program and are expected to disinfect frequently touched areas throughout the day as well as between classes.
- All employees are expected to practice good hygiene. For example, regular hand washing or the use of alcohol based hand rubs is required.
- All individuals must cover their mouth and nose with a tissue when coughing or sneezing or into their elbow or sleeve.
- Avoid touching your eyes, nose or mouth.
- If using PPE ensure appropriate training, care (including disinfecting) and use.
- Employees are to avoid sharing office equipment or supplies to the greatest extent possible, and when used, disinfect them after use.
- A Plexiglas partition has been installed at the Front Desk/Reception for protection.
- In-person meetings should be limited to only when necessary and to the fewest possible participants. Virtual meetings are still encouraged.
- There may be situations when very few people are on MTEC campus. MTEC employees should be mindful that they should not be working alone unless absolutely necessary.

- **Respectful Workplace Policy**

- MTEC adheres to the Human Rights Code of Manitoba. All members of the MTEC team shall be treated in a respectful manner. No person will be discriminated or targeted in any form based on a misplaced perception that they may be a carrier of COVID-19 due to their perceived race, ethnic background, ancestry, or any other protected characteristic.

- **Orientation Policy**

The COVID-19 policy will be included in the orientation package for all new staff and Governing Board Members.

4. Confidentiality

MTEC will ensure confidentiality of any disclosures regarding COVID-19 and will comply with *The Freedom of Information and Protection Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA) and MTEC's Privacy and Access to Information Policy.

Public Health officials will conduct a public health investigation if there are any confirmed COVID-19 cases, which will lead to contact tracing and communications.

Any health related information provided to MTEC by staff will be used to help maintain a safe workplace. It is not MTEC's intent to collect this information or store it in any manner.

5. Responsibility

Compliance to this policy is essential to help limit the spread of COVID-19 and maintain a safe and healthy work environment. These policies, procedures, and attached guidelines have been developed with everyone's best interest in mind and adhering to them is the responsibility of all employees.

6. Communication of Policy

This policy will be posted on MTEC's website in a prominent location to ensure widespread dissemination.

7. Administration:

The CEO is responsible for ensuring that this policy is adhered to.

8. Review:

This policy will be reviewed on a regular basis by MTEC senior administration up and until the time that the threat of COVID-19 has dissipated.

The policy will be rescinded by the CEO when COVID-19 no longer remains a threat.

9. Reference:

Legislation and Government Directives:

State of Emergency and Public Health Orders

The Human Rights Code Personal Health Information Act

The Workplace Safety and Health Act

10. MTEC's "No Working While Sick" Policy

1. You cannot come to work if you are sick. Even with mild symptoms like a runny nose.
2. If you start to feel sick when at work, you must go home.
3. You must practice social-distancing and stay 2 metres apart.
4. You must frequently wash your hands.
5. You must follow the current Manitoba Health Orders regarding wearing a mask.

I have read and agree to follow the "No Working While Sick Policy"

Employee's signature

APPENDIX E Welcome Letter from Dr. Jazz Atwal



Health and Seniors Care

Population & Public Health Branch

4003 – 300 Carlton St., Winnipeg, Manitoba, Canada R3B 03M9

T 204-786-7246 F 204-948-2040

www.manitoba.ca

July 6, 2021

Dear International Students,

We are pleased you have chosen to study in Manitoba. Our province has taken great measures to prevent the spread of COVID-19 and ensure all those living in our province stay safe and healthy.

We wanted to take this opportunity to remind all students how to protect themselves and others during this time.

Fundamentals & Public Health Orders	<p>Focus on the fundamentals:</p> <ul style="list-style-type: none">• Stay home when you are sick, even if only mildly ill• Practice physical distancing• Wear a mask• Wash your hands frequently• Cover your cough/sneeze <p>For fact sheets on physical distancing and videos about the fundamentals in multiple languages, visit: www.gov.mb.ca/covide19/updates/resources.html</p> <p>All Manitobans and visiting students are required to follow the public health orders. To view the current health orders, please visit: www.gov.mb.ca/covid19/prs/orders/</p>
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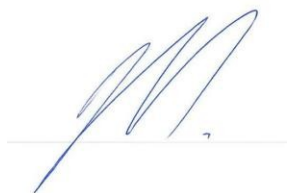
<p>Vaccinations & Immunization Records</p>	<p>Get vaccinated as soon as possible.</p> <p>Vaccinations Government of Manitoba will administer the vaccine to non-Manitoba residents who have been isolating in Manitoba for at least 14 days, and who will remain in Manitoba for a further 16 days minimum, resulting in a total stay of no less than 30 days. Non-residents must meet the minimum age requirement for each vaccine as listed in the eligibility criteria found</p>
	<p>here: www.gov.mb.ca/covid19/vaccine/eligibility-criteria.html. Temporary residents, must provide proof of date of entry to Manitoba, as well as documentation to support the reason and anticipated length of their stay (e.g., student visa, work visa, immigration documents).</p> <p>International students do not require a Manitoba Health Card to be vaccinated. Appointments must be made by calling 1-844-626-8222 (not online). Students should call for an appointment as soon as possible upon arrival in Manitoba. They must indicate on the call that they are an international student</p> <p>When attending for their appointment, non-Canadians must present a valid Passport ID. All persons must complete the required consent form prior to their appointment, and bring it with them. Please note that certain areas of the form will not apply to non-residents, and should be left blank. Immunization staff will collect alternate information as required, during the appointment.</p> <p>Students who have received their first dose in their home country are eligible to receive a second dose in Manitoba. If their first dose was a vaccine not approved in Canada, healthcare professionals will advise them as to their vaccination schedule in Manitoba.</p> <p>More information on vaccines can be found at #ProtectMB (protectmb.ca).</p> <p>Immunization Records At this time, an immunization card is only available for people with a Manitoba health card.</p> <p>Individuals that have received vaccination in Manitoba can always contact local public health offices (www.gov.mb.ca/health/publichealth/offices.html) and get an official immunization record.</p>
<p>COVID Testing</p>	<p>It is important to go for testing as soon as you start to feel unwell, even if you are only mildly ill. Identifying and isolating positive cases, as well as identifying and isolating any close contacts as quickly as possible is important for reducing the transmission of COVID-19 in communities.</p> <p>For information on symptoms, testing, location of testing sites, and viewing results, visit: www.gov.mb.ca/covid19/</p>
<p>Self-Isolation (or Quarantine) 14-days</p>	<p>Close Contact If you have come into close contact with someone who has tested positive, you are asked to self-isolate and monitor for symptoms for up to 14-days. You may not feel sick, but it is still possible to transmit COVID-19 before you start showing.</p>

	<p>symptoms (which can take up to 14-days) or without ever developing symptoms. Fully vaccinated individuals (two weeks, following second dose) may not have to self-isolate. Public health will provide direction for vaccinated individuals.</p> <p>Household Member is Self-Isolating or Isolating If you live with a person that is self-isolating or isolating it is critical to self-isolate.</p> <p>Travelled Outside the Province If you have travelled outside the province, you must self-isolate immediately upon arrival in Manitoba for 14-days, unless you are fully vaccinated. You are required to follow your institutions' instructions for entering the province and quarantining.</p> <p>What does self-isolation mean? Self-isolation means avoiding situations where you could infect other people. DO NOT attend activities or gatherings where you may come in close contact with other people. This includes work, university, public transport (plane/bus/taxi/carpool), health-care facilities, faith-based facilities (church), grocery stores, restaurants, retail stores, and gatherings with friends or family from outside of your home.</p> <p>Within your home:</p> <ul style="list-style-type: none"> • Avoid contact with family members and roommates <ul style="list-style-type: none"> - Stay in a separate room - Use a separate bathroom or frequently clean a shared bathroom - Avoid common areas - If you must leave room, wear a mask and socially distance - Avoid using shared or personal items • Keep your environment clean <ul style="list-style-type: none"> - Clean and disinfect high-use items twice daily (e.g., toilets, taps, doorknobs, light switches, electronics) - Clean and disinfect bathrooms and common areas frequently - Use hot water when using dishwashers or washing machines • Avoid contacts with pets • Do not have visitors to your home <p>Leave your home if you require emergency or urgent medical care.</p> <p>For more information on self-isolation and isolation, visit: www.gov.mb.ca/covid19/fundamentals/self-isolation.html</p>
<p>Isolation 10–days</p>	<p>If you test positive, you are required to isolate for up to 10-days or until you no longer display symptoms. You are required to stay away from others who are not sick to avoid spreading the illness. Public health will advise when you can end your isolation.</p> <p>You must also isolate if you are waiting for COVID-19 test results or if you have COVID-19 symptoms.</p> <p>For more information on self-isolation and isolation, visit: www.gov.mb.ca/covid19/fundamentals/self-isolation.html</p>

Alternative Isolation Accommodations	<p>For close contacts or those testing positive that are unable to safely isolate, alternative isolation accommodations are available. The services provided include accommodations, meals, daily-supervised walks, health-care support/monitoring services, and daily wellness checks. No visitors are permitted.</p> <p>A referral is required for these services. For more information contact Health Links-Info Santé in Winnipeg at 204-788-8200 or toll free elsewhere in Manitoba 1-888-315-9257.</p>
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Should you have questions or concerns related to COVID-19, please visit www.gov.mb.ca/covid19 or call **Health Links-Info Santé** in Winnipeg at 204-788-8200; toll free elsewhere in Manitoba 1- 888-315-9257.

Sincerely,



Dr. Jazz Atwal, MD, MPH, FRCPC

Manitoba Deputy Chief Provincial Public Health Officer Manitoba Health & Seniors Care