



## Procedures for International Student Arrivals

### July 2020

Dear International Student:

Thank you for choosing St. Clair College as your education destination. Due to the ongoing COVID-19 global pandemic, in conjunction with our local Public Health authorities, we have taken additional steps to ensure your transition to St. Clair College in Canada is safe and successful.

Please read and follow the following procedures carefully and ensure you complete the mandatory tasks necessary for your arrival in Canada and subsequent participation at St. Clair College.

#### 1. Before Your Departure

- Ensure you are enrolled at St. Clair College; you should see “**pre-registered**” in the OCAS portal (<https://international.ontariocolleges.ca/select-portal>).
- Confirm you have received your Study Permit or are in possession of an approval letter for a Study Permit. According to the current “Restrictions and exemptions for travellers to Canada”, only international students **who have a valid study permit, or were approved for a study permit on or before March 18, 2020**, are exempt from the current travel restrictions.
- Pre-arrange your travel and 14-day self-isolation plans. The Canadian Government requires that: **You must have a plan to quarantine for 14 days when you arrive to Canada. This is mandatory - even if you have no symptoms. If you don't have a plan, you will not be allowed to travel or enter Canada. Please note that costs associated with government isolation requirements are the responsibility of the student. You have the following two options:**
  - 1) **St. Clair College's transportation (adhering to social distancing requirements and mandatory masks which will be provided) and hotel self-isolation arrangement. You must reserve your transportation date at St. Clair College, by contacting the International Department, prior to landing to ensure social distancing can be maintained.**
  - 2) **Arrange your own transportation and 14-day self-isolation arrangement that is consistent with the government of Canada's standards and expectations. You will be required to provide St. Clair College with a copy of your 14-day isolation**

**plan with documents confirming that you have made appropriate arrangements.**

- Students must complete and forward the “**Notice of Arrival**” document before you leave your country to the international office at St. Clair College. They will send a confirmation that they have received it.
- Check for regular updates from the Government of Canada, especially updates from Canadian Immigration Refugee and Citizenship (IRCC). Please visit: <https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html>
- Carry with you, all the necessary additional documents:
  1. A valid study permit or a port of entry letter of introduction that shows that you were approved for a study permit before or on March 18, 2020.
  2. Your written 14-day self-isolation plan.
  3. Your letter of acceptance and tuition receipt issued to you from the College.
  4. Your health insurance policy from: [www.campuscare.ca](http://www.campuscare.ca).
  5. Additional documents such as your school transcript, diploma, police clearance report, etc.
- 3) **Before you depart it is mandatory that you download the “Destination Ontario/COVID Safe Canada App which will provide you with highlights of services including a detailed pre-approval guide, self service tools, live chat, information regarding vendors that can deliver necessities (e.g., food, medication, personal hygiene items) during your self-isolation period, email support and emergency call back. This download link will be sent to you prior to your departure to Canada by St. Clair College staff with your appropriate username and password.**

## 2. When You Travel

- If you’re travelling by air, you must pass a health assessment conducted by your airline before you will be allowed to board your flight. Anyone who shows symptoms of COVID-19 will not be allowed to enter Canada by air. When you arrive in Canada, you will be assessed again before you are permitted to leave the port of entry. (<https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/visitors-foreign-workers-students.html#restrictions-students>).
- Should you arrive into Canada and assessed as having symptoms of COVID-19, you will be required to follow the instructions of the screening officer or quarantine officer. this happen to you, please contact this emergency line +1-226-345-9827.
- Airlines and airports may have their own individual measures to control the spread of the virus. Please follow their instructions.
- Ensure you **wear an appropriate mask**, especially while in transit.

- Please remember to claim your luggage.

### 3. From Airport to Self-Isolation Location

- Please make sure you have received your Study Permit/Co-Op Work Permit when you reach the Canadian Immigration gate at the airport.
- Once outside of the Immigration gate, please look for the Ontario Colleges kiosk where St. Clair College volunteers will be available to help answer questions or provide further direction.
- It is your responsibility to coordinate transportation and travel directly to the address of your 14-day self-isolation location.
- If you are taking advantage of the College pre-arranged transportation, you will have received confirmation of the bus pick-up time and location.
- It is highly suggested that all international students upon their arrival in Canada be tested for COVID-19. This testing is included as part of your Health Insurance provided by St. Clair College and is at no additional cost.

### 4. 14-Day Self-Isolation

- The Canadian government requires that you **have a plan to self-isolate for 14 days. This is mandatory, even if you have no symptoms.**
- Should you opt for your own self-isolation plan, please follow the requirements and instructions from the Canadian Government, included in this package.
- If you choose St. Clair College's arranged isolation plan, you will stay at the hotel properties pre-arranged. Meal options will be made available that provide delivery to your door. St. Clair College's self-isolation plan also provides provisions for personal hygiene and household items.
- If you have opted for the St. Clair College 14-day self-isolation plan, the following 3 hotels are available upon your arrival: **The rate per night has been negotiated to \$65.00 CDN. Students should plan for an estimated cost of \$2,000 for food and accommodations for the 14-day isolation period.**
  - **Super 8 Motel:** 2498 Dougall Ave, Windsor, ON, N8X 1T2, Tel: (519)969-9340
  - **Howard Johnson:** 2530 Ouellette Ave, Windsor, ON, N8X 1L7, Tel: (519)773-3175
  - **Travelodge:** 2225 Division Rd, Windsor, ON, N8W 1Z7, Tel: (519)969-7800
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**IMPORTANT:** Failure to comply with either the College's arranged 14-day self-isolation plan, or your own self-isolation plan as approved when entering Canada, is a violation of the Quarantine Act and is a reportable offence to the local government authorities. For more information on the Quarantine Act please see <https://laws-lois.justice.gc.ca/eng/acts/q-1.1/page-1.html>.

## 5. Things To Do While in Self-Isolation

- Upload your Study Permit and Co-Op Work Permit (if applicable) to your MyStClair account (SIS).
- Upload an image of your Study Permit to the OCAS portal.
- Update your local address and phone number in SIS when available.
- Review the orientation videos on the St. Clair College website geared to new students for additional information.
- As of July 24, 2020, students will be able to access the mandatory COVID-19 Student Training Module on the link posted on your MyStClair account (SIS).
- Review the Safe Return to Campus Guidebook at <https://www.stclaircollege.ca/sites/default/files/inline-files/coronavirus/Safe-Return-to-Campus-Guidebook.pdf>.

### **Important Contacts**

**St. Clair College:** [www.stclaircollege.ca](http://www.stclaircollege.ca); phone: 519-972-2727

**International Office:** [international@stclaircollege.ca](mailto:international@stclaircollege.ca); phone: 1-519-972-2753  
Room 220, South Campus, 2000 Talbot Road West, Windsor, ON

**IT Services:** [itservices@stclaircollege.ca](mailto:itservices@stclaircollege.ca); phone: 1-519-972-2727 ext. 2500

**On-Campus Student Residence:** <http://stclairresidence.ca/>; phone: 1-519-966-1901

**Windsor-Essex County Health Unit:** [www.wechu.org](http://www.wechu.org); phone: 519-258-2146;  
1-800-265-5822

**CampusCare Health Insurance:** [www.campuscare.ca](http://www.campuscare.ca); phone: 1-519-974-5995;  
1-877-251-4527

**Canadian Immigration and Citizenship:**  
<https://www.canada.ca/en/services/immigration-citizenship.html>

## **FREE Wellness Resources**

### **RealCampus**

Professional support for maintaining a healthy balance between school, work, and everyday life. Confidential consultations, counselling, community referrals, resources (articles, CD's, booklets) and online tools (blogs, podcasts, Depression and Stop Smoking Centres).

Get started by calling 1-877-390-REAL (7325)

Website: [www.realcampus.ca](http://www.realcampus.ca)

### **Good2Talk**

Post-Secondary Student Helpline - Free professional and anonymous support for students in Ontario. 24/7/365.

Phone: 1-866-925-5454

Website: [www.good2talk.ca](http://www.good2talk.ca)

### **Calm**

Two and ten minute digital relaxation experiences.

Website: [www.calm.com](http://www.calm.com)

### **Breathe2Relax**

Free app for [iPhone](#) and [Android](#).

### **Healthy Minds**

[Free app](#) to manage anxiety.

St. Clair College Student Services:

- **Windsor:**  
(519) 972-2727 ext. 4226 - [studentservices@stclaircollege.ca](mailto:studentservices@stclaircollege.ca) - Room 206
- **Chatham:**  
(519) 354-9100 ext. 3306 - [chathamstudentservices@stclaircollege.ca](mailto:chathamstudentservices@stclaircollege.ca) - Room 133
- **St. Clair College Centre for the Arts:**  
(519) 972-2727 ext. 4348 - [sccastudentservices@stclaircollege.ca](mailto:sccastudentservices@stclaircollege.ca) - Room 127

St. Clair College has partnered with the Canadian Mental Health Association to provide services on our St. Clair College campuses. Please use the contacts noted above to receive this service.

The Canadian Mental Health Association may also be contacted directly at:

### **Canadian Mental Health Association**

1400 Windsor Ave.

Phone: 519-255-7440

Website: [www.cmha.ca](http://www.cmha.ca)



**Notice of Arrival & Self-Isolation Plan**

Please complete this form in full and submit it to the International Office of St. Clair College by email to [international@stclaircollege.ca](mailto:international@stclaircollege.ca) (At least two weeks before you arrive in Canada)

<b>Student No:</b>	<b>Date of Birth:</b>	
<b>Family name:</b>		
<b>Given name:</b>		
<b>Home country:</b>		
<b>Student Email:</b>		
<b>Agent:</b> (if applicable)		
<b>Arrival date and time:</b>		
<b>Arrival location:</b>	Toronto Pearson Airport <input type="checkbox"/>	
	Other location:	
<b>Airline:</b>		
<b>Flight No:</b>	<b>Seat No:</b>	
<b>Train No:</b>	<b>Seat No:</b>	
<b>Printed transportation plan:</b>		
<b>Confirmation of self-isolation</b>	<b>Hotel</b> <input type="checkbox"/>	<b>Private residence</b> <input type="checkbox"/>
<b>Self-isolation address:</b>		
<b>Contact info:</b>		
<b>Additional comments:</b>		

**While in self-isolation, you must:**

- Stay in your place of self-isolation;
- Not leave your place of self-isolation, 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 places.

## Coronavirus Disease 2019 (COVID-19)

# How to Self-Isolate

You must isolate yourself from others if you have COVID-19 symptoms or may have been exposed to COVID-19. If you start to feel worse, contact your health care provider or Telehealth (1-866-797-0000).

## Stay home

- Do not use public transportation, taxis or rideshares.
- Do not go to work, school or other public places.



## Avoid contact with others

- No visitors unless essential (e.g., care providers).
- Stay away from seniors and people with chronic medical conditions (e.g., diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g., open windows).
- If these steps are not possible, keep a distance of at least two metres from others at all times.



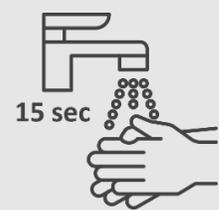
## Keep your distance

- If you are in a room with other people, keep a distance of at least two metres and wear a mask that covers your nose and mouth.
- If you cannot wear a mask, people should wear a mask when they are in the same room as you.



## Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.



## Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands. Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.



## Wear a mask over your nose and mouth

- ☒ Wear a mask if you must leave your house to see a health care provider.
- ☒ Wear a mask when you are within two metres of other people, or stay in a separate room.
- ☒ If you do not have a mask, maintain two meters distance from people and cover your cough and sneezes. See our [Physical Distancing](#) fact sheet.



## What should I do if I develop symptoms?

- Complete the [COVID-19 Self-Assessment](#).
- Contact Telehealth (1-866-797-0000) or your health care provider.
- Anyone with whom you had close physical contact (e.g., in your household) in the two days before your symptoms started or after symptoms started should also self-isolate. If you have questions about this, call your [local public health unit](#).
- Isolate for 14 days beginning when your symptoms started.
- After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved, but you should continue with [physical distancing measures](#)
- If you are still unwell at 14 days, contact Telehealth or your health care provider.

## Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care.

You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: [ontario.ca/coronavirus](https://ontario.ca/coronavirus).

The information in this document is current as of April 10, 2020.

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Ontario 

# CORONAVIRUS DISEASE (COVID-19): HOW TO QUARANTINE (SELF-ISOLATE) AT HOME WHEN YOU MAY HAVE BEEN EXPOSED AND HAVE NO SYMPTOMS



People with COVID-19 do not always recognize their early **symptoms**. Even if you do not have symptoms now, it is possible to transmit COVID-19 before you start showing symptoms or without ever developing symptoms.

You need to quarantine (self-isolate) for 14 days if, you:

- are returning from travel **outside of Canada** (mandatory quarantine)\*
- had close contact with someone who has or is suspected to have COVID-19
- have been told by public health that you may have been exposed and need to quarantine (self-isolate)

**Quarantine (self-isolate)** means that, for 14 days you need to:

- **stay at home** and monitor yourself for **symptoms**, even just one mild symptom
- **avoid contact with other people** to help prevent transmission of the virus prior to developing symptoms or at the earliest stage of illness
- **do your part to prevent the spread of disease** by practicing **physical distancing** in your home

If you start to develop symptoms within 14 days of your quarantine, you must:

- **isolate** yourself from others as soon as you notice your first symptom
- immediately call a health care professional or **public health authority** to discuss your symptoms and travel history, and follow their instructions carefully

You can also use the **online self-assessment tool** (if available in your province or territory) to determine if you need further assessment or testing for COVID-19.

**Note:** If you are living with a person who is isolated because they have or are suspected to have COVID-19, your self-isolation period may be extended beyond 14 days. Seek direction from your **public health authority**.

To quarantine (self-isolate), take the following measures:

## LIMIT CONTACT WITH OTHERS

- Stay at home or the place you are staying in Canada (do not leave your property).
- Only leave your home for medically necessary appointments (use private transportation for this purpose).
- Do not go to school, work, other public areas or use public transportation (e.g., buses, taxis).
- Do not have visitors.
- Avoid contact with older adults, or those with medical conditions, who are at a higher risk of developing serious illness.
- Avoid contact with others, especially those who have not travelled or been exposed to the virus.

If contact cannot be avoided, take the following precautions:

- keep at least 2 metres between yourself and the other person
  - keep interactions brief
  - stay in a separate room and use a separate bathroom, if possible
- Some people may transmit COVID-19 even though they do not show any symptoms. Wearing a **non-medical mask or face covering** (i.e., **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) if close contact with others cannot be avoided, can help protect those around you.
- Avoid contact with animals, as there have been several reports of people transmitting COVID-19 to their pets.



## THINGS YOU CAN DO WHILE IN QUARANTINE (SELF-ISOLATION)

While keeping a physical distance of 2 metres from others, you can:

- greet with a wave instead of a handshake, a kiss or a hug
- ask family, a neighbour or friend to help with essential errands (e.g., picking up prescriptions, buying groceries)
- use food delivery services or online shopping
- exercise at home
- use technology, such as video calls, to keep in touch with family and friends through online dinners and games
- work from home
- on your own property only: go outside on your balcony or deck, walk in your yard or get creative by drawing chalk art or running backyard obstacle courses and games

## KEEP YOUR HANDS CLEAN

- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
- You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm or into a tissue.

## KEEP SURFACES CLEAN AND AVOID SHARING PERSONAL ITEMS

- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes.
- To disinfect, use only **approved hard-surface disinfectants** that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.



- When approved hard surface disinfectants are not available, for household disinfection, a diluted bleach solution can be prepared in accordance with the instructions on the label, or in a ratio of 5 millilitres (mL) of bleach per 250 mL of water OR 20 mL of bleach per litre of water. This ratio is based on bleach containing 5% sodium hypochlorite, to give a 0.1% sodium hypochlorite solution. Follow instructions for **proper handling of household (chlorine) bleach**.
- If they can withstand the use of liquids for disinfection, high-touch electronic devices (e.g., keyboards, touch screens) may be disinfected with 70% alcohol at least daily.
- Do not share personal items with others, such as toothbrushes, towels, bed linen, non-medical masks or face coverings, utensils or electronic devices.

## MONITOR YOURSELF FOR SYMPTOMS

- Monitor yourself for **symptoms**, particularly fever and respiratory symptoms such as coughing or difficulty breathing.
- Take and record your temperature daily (or as directed by your **public health authority**) and avoid using fever-reducing medications (e.g. acetaminophen, ibuprofen) as much as possible. These medications could mask an early symptom of COVID-19.

## WORK-RELATED TRAVEL FOR ESSENTIAL WORKERS

Certain persons who cross the border regularly to ensure the continued flow of goods and **essential services**, or individuals who receive or provide other essential services to Canadians, are exempt from needing to quarantine (self-isolate) due to travel outside of Canada, as long as they are asymptomatic (do not have symptoms of COVID-19).

### They must:

- ▣ practise **physical (social) distancing**
- ▣ self-monitor for **symptoms** (if you develop a symptom, follow the instructions of your local **public health authority**)
- ▣ stay in your place of residence as much as possible.
- ▣ If you have been instructed by public health to quarantine for any other reason (for example, you have been in close contact with a case), inform your local public health authority of your status as an essential worker and follow their directions.
- ▣ We can all do our part in preventing the spread of COVID-19

## SUPPLIES TO HAVE AT HOME WHEN IN QUARANTINE (SELF-ISOLATION)

- ▣ **Non-medical mask or face covering** (i.e., **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops)
- ▣ Disposable paper towels
- ▣ Thermometer
- ▣ Running water
- ▣ Hand soap
- ▣ Alcohol-based sanitizer containing at least 60% alcohol
- ▣ Dish soap
- ▣ Regular laundry soap
- ▣ Regular household cleaning products
- ▣ Hard-surface disinfectant that has a Drug Identification Number (DIN), or if not available, concentrated (5%) liquid bleach and a separate container for dilution
- ▣ Appropriate cleaning products for high-touch electronics



**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION, VISIT**

**Canada.ca/coronavirus**  
or contact  
**1-833-784-4397**

## \* QUARANTINE ACT

The Government of Canada has implemented an Emergency Order under the Quarantine Act that requires persons entering Canada—whether by air, sea or land—to quarantine (self-isolate) themselves for 14 days if they are asymptomatic in order to limit the introduction and spread of COVID-19.

The 14-day period begins on the day the person enters Canada.