



Addendum to the Student Participation Agreement Terms and Conditions

Parties to this Agreement:

Upper Canada Leger Centre for Education and Training (UCLCET)

225 Central Avenue West
Brockville, Ontario K6V 5X1, Canada

Upper Canada District School Board (UCDSB)

225 Central Avenue West
Brockville, Ontario K6V 5X1 Canada

Parent(s)/Legal Guardian(s) <Names>

Participant <Name>

Participant DOB:

This Addendum to the Upper Canada District School Board International Education Program Student Participation Agreement is executed by the Parties on [INSERT] (the “SPA”) in recognition of changes to certain terms of the Student Participation Agreement necessitated by the COVID-19 global pandemic.

1. Increased Risks

International travel and study abroad experiences, such as that which Participants engage in with the Upper Canada District School International Education Program, involve certain elements of risk that are more prevalent at this time in light of the ongoing global pandemic. Injuries, illness, or other losses may occur while participating in these activities. The following list includes, but is not limited to, examples of the risks that are increasingly prevalent at this time:

- Risk of contracting of COVID-19 during travel or while in Canada;
- Risk of prolonged illness, injury and/or disability resulting from the contraction of or complications from COVID-19 treatment/medical intervention;
- Risk of illness and/or loss resulting from self-isolation, social distancing and/or pandemic related public health restrictions;
- Sudden and unexpected adjustment to academic programming including but not limited to a transfer to a virtual learning environment should an outbreak of COVID-19 necessitate limits to entry or closure of school buildings;
- Sudden and unexpected adjustment to living circumstances, including but not limited to immediate relocation caused by COVID-19 health concerns;
- Sudden and unexpected changes to experiential learning resulting from an outbreak of COVID-19;
- Unexpected costs related to travel restrictions including limited flight availability or border closures;
- Unexpected time in Canada related to COVID-19 outbreaks.

Losses incurred as a result of the above risks result from the nature of international travel, study, and accommodation programs and can occur without any fault of the Participant, the UCDSB and its trustees, officers, employees, agents or Upper Canada Leger Centre for Education and Training (UCLCET) and its officers, directors, employees, agents, or the facility where the activity is taking place. By choosing to take





part in the UCDSB International Education Program, you are accepting the risk as a Participant and/or parent/guardian that the Participant and/or the parent/guardian may incur injury, illness, or loss during enrollment in the Program.

2. **Expectations of Participants SARS-CoV-2 testing:** UCDSB International Education Program will keep you informed about any need for testing for COVID-19 as much as possible, but you should monitor requirements carefully prior to travel. COVID-19 testing may be required in some cases to obtain a visa, to board planes, to transfer in jurisdictions on route to Canada or upon arrival in Canada. Costs for COVID-19 testing are the responsibility of the Participant. A negative COVID-19 test will be required prior to attendance in a school of the UCDSB in the manner identified by UCLCET and consistent with Provincial or Municipal Health Authorities. Monitoring during the quarantine period in Canada as well as where self-isolation might be required and will require the Participant to disclose Personal Health Information to employees and/or agents of UCDSB and UCLCET.
3. **Fee adjustment:** The Program participation fees will not be reduced in consideration of changes to the Program, including duration resulting from an early departure date from Ontario, Canada or adjustments to the delivery model for academic programming. Participant and parent/guardians understand that the reduction of the Program length does not generally result in any reduction of Program costs. The costs associated with the Self-Isolation/Quarantine are the responsibility of the Participant and parent/gardian. Should the Participant be required to extend their stay in Canada, which increase associated costs as a result of contracting COVID-19 and/or as a result of a COVID-19 outbreak, the Participant and parent/guardian agree to assume any and all additional costs. The Participant and parent/guardian agree to indemnify and hold harmless UCDSB and UCLCET its officers, trustees, directors, employees and agents of any and all additional costs that might be associated with the extended stay.
4. **Cancellation:** At any point, and even after confirmation of the final date for travel to Canada, circumstances may change such that the Program may be cancelled or may be cancelled earlier than expected. In this case, any refund amounts, if applicable, will be determined by the terms indicated in the SPA. The Participant and parent/guardian are responsible for any travel costs and are advised to consider the purchase of trip/travel cancellation insurance. The Participant and parent/guardian agree to indemnify and hold harmless UCDSB and UCLCET its officers, trustees, directors, employees and agents of any and all additional costs that might be associated with additional travel requirements or travel cancellation.
5. **Medical Insurance:** UCLCET will provide ongoing support and monitoring to address the needs that Participants and host families may have to face, including those related to COVID-19. Medical costs associated with care for any Participant who contracts COVID-19 while in Canada during the Program are the responsibility of the student and their family. UCLCET recommends that adequate medical insurance for each student be secured for the time they are in Canada and can help to arrange this for a fee. Please refer to the www.studyinsured.com/studyuppercanada for detailed coverage information. Participants and parents/guardians are encouraged to explore and consider supplemental health insurance coverage independent from the UCDSB International Education Program.





6. **Pre-Arrival** Currently, all international students and accompanying family members must complete, before their arrival in Canada:
- (1) A Self-Isolation Plan to satisfy current Canadian government travel restrictions concerning COVID-19, which require travelers arriving in Canada to quarantine for 14 days;
 - (2) The Canadian government's [ArriveCAN application](#) (available on line).

7. 14-Day Quarantine on Arrival to Canada

At the direction of the Government of Canada, all travellers arriving in Canada must plan for a mandatory 14-day quarantine period, which starts on the date of arrival in Canada.

Option 1: The Participant and parent/guardian decide not to make arrangements for the period of the quarantine with the assistance of UCDSB and UCLCET. Any costs and expenses associated with the quarantine options are the sole responsibility of the Participant and the parent/guardian. Compliance with quarantine requirements are also the sole responsibility of the Participant and the parent/guardian.

Option 2: Quarantine with Hotels offering "Safe Stay" programs with special rates

Participants will be provided with a special discount code in order to book directly with the hotel. The rate will include three meals per day, airport transfer, and standard room amenities. An adult chaperone will be available 24/7 at or near the site of quarantine for the duration of the 14-day period. The adult chaperone supervision will be provided at a cost of \$800 for each Participant. The role and responsibilities of the adult chaperone are outlined in Appendix 6.

In either option, the Participant and parent/guardian agree to indemnify and hold harmless UCDSB and UCLCET its officers, trustees, directors, employees and agents of any and all additional costs and expenses that might be associated with the quarantine options, including but not limited to the costs of hotels, meals, travel and any costs related to non-compliance by the Participant with the requirements of quarantine as communicated by the Government of Canada, the Government of Ontario and Municipal government in the area of the Participant's arrival in Canada.

8. Participant, Parent/Guardian, and Custodian in Canada Declaration:

Please read the following and send this page, duly signed, to international@ucl.ca.

In consideration of the Participant's enrollment and participation in the UCDSB International Education Program and additional information that the UCLCET shall be provided to ensure that travel and quarantine arrangements are made in an appropriate and timely manner, each of the Participant and his/her





parents and/or guardian(s) hereby:

- A. Give permission for the Participant above to participate in the UCDSB International Education Program as stated above.
- B. Acknowledge and agree to have read the above and accept that by participating in the UCDSB International Education Program, they are assuming all risks of illness, injury, loss damages, costs and expenses identified herein.
- C. Acknowledge and agree to solely and without the guidance of assistance of Canada Homestay, UCDSB or UCLCET make any quarantine arrangements required following travel to Canada and take any and all responsibility for the costs and risks associated with the required quarantine upon arrival;
- D. Acknowledge and agree to indemnify UCDSB and UCLCET for any additional costs and expenses related to quarantine and/or a prolonged stay or additional travel;
- E. Acknowledge and agree that the addendum herein forms part of the Participant's Student Participation Agreement (SPA) together with terms and conditions set out therein;
- F. Confirm that they have each read and agree to comply or to cause compliance, as the case may be, with the UCDSB International Education Program Safe Arrivals Protocol (Appendix 1) and Declaration on Departure ("DoD", Appendix 2), and COVID-19 Illness Planning (Appendix 4) herein.
- G. The Participant and parent/guardian acknowledge and consent to the Participant disclosing to and to UCDSB and UCLCET collecting, using and disclosing the Participant's personal health information. The collection, use and disclosed of personal health information shall be in accordance with the provision of services identified here and in the SAP and consistent with the expectations of Provincial Law. Any questions regarding the collection, use and disclosure of personal health information belonging to the Participant may be directed to international@uclc.ca
- H. Acknowledge and agree that the consequences of any breach by the Participant of the Declaration on Departure and SAP and/or the Restrictions may include but not be limited to:
 - the sickness and/or death of the Participant and others, without recourse to UCDSB and/or UCLCET;
 - immediate expulsion of the Participant from the Participant's academic programs offered by UCDSB and UCLCET without recourse, refund or credit of any fees;
 - the Participant being responsible for completing their quarantine and or self isolation period in alternative accommodation at the Participant's expense, subject to the approval of the local Public Health Authorities and / or the Chief Public Health Officer of Canada; and
 - the Participant being subject to additional penalties under Canada's Quarantine Act and/or as may be required by Provincial and/or Municipal Health Authorities.
- I. Declare the information provided is complete and correct to the best of their knowledge; and that any incorrect or incomplete information by the Participant,





his/her parents and/or guardian(s) represents a breach of this Application and is subject to the terms of paragraph C in the SPA.

- J. Acknowledge and agree that this document is drawn up in English with their consent and without recourse.

Signed by the Participant, the Participant's parent(s)/legal guardian(s), and the legal custodian for the Participant while in Canada

Quarantine Program Option	Preferences	Comment or Special Request
Arrange for my own accommodation and custodian services in Canada	I prefer this option <input type="radio"/> yes <input type="radio"/> no	
Hotel based quarantine arranged by the UCDSB International Education Program (with administration and supervision supported by the Canada Homestay Network)	I prefer this option <input type="radio"/> yes <input type="radio"/> no	

Participant Full Name			
Signature		Date	

Full Name			
Signature		Date	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (please specify):		

Full Name			
Signature		Date	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (please specify):		

Custodian Full Name			
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Signature		Date	
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Appendix 1 – Upper Canada District School Board (UCDSB) International Education Program Safe Arrival Protocol

The current travel restrictions and quarantine requirements related to the COVID-19 pandemic [mandate that all international travellers complete a 14-day quarantine upon arrival to Canada](#). This Protocol outlines UCDSB's expectations and requirements for both Participants and custodians in Canada to manage this period safely and smoothly.

UCDSB's first priority is the health and safety of our Participants and local communities. We are also obligated to follow the regulations and recommendations of various authorities, including the government of Canada, provincial and local public health authorities.

Currently, all international travellers must complete, before their arrival in Canada:

- a Self-Isolation Plan to satisfy current Canadian government travel restrictions concerning COVID-19, which require travelers arriving in Canada to quarantine for 14 days; and
- the Canadian government's ArriveCAN application ([available on line](#)).

Failure to satisfy these requirements is a breach of the Participant's UCDSB International Student Participation Agreement ("SPA") and the regulations and recommendations of various Canadian governmental authorities and subjects the Participant to additional penalties proscribed by the Canada federal government and other Canadian provincial and local Health Authorities (including but not limited to the penalties proscribed by the Quarantine Act, which include up to 6 months in prison and/or \$750,000 in fines).

Participant Pre-Departure Plan:

1. Confirm your travel plans with your custodian in Canada, and ensure you have private transportation arrangements established from your point of entry into Canada to the location where you will quarantine. If you need assistance with transportation from the point of entry into Canada to the location you will quarantine, please contact international@uclc.ca for support.
2. Complete the Participant and Parent/Guardian Declaration on Departure and sign this document to confirm your understanding of UCDSB's "Safe Arrival" protocols.
3. Communication and Relationship Building





- Speak to your custodian about expectations, and ask if there is anything they specifically want you to bring to help you during the quarantine.
 - Make sure you are clear about where you will be meeting your host or driver after arriving at the airport.
 - Carry your custodian's cell phone number or the transportation provider's phone number – this is important for all arrivals.
4. Quarantine may be physically and mentally challenging for you and you should have a well thought out plan for how you will manage and pass the time during the 14-day quarantine after arrival. There are many online resources to help with this, including <https://www.columbiaspectator.com/spectrum/2020/04/03/how-to-stay-physically-and-mentally-healthy-while-in-quarantine/>.
5. Household and Hotel Isolation and Physical Distancing
- Read the article: [How to self isolate after travel when you live with other family members](#)
 - Complete the [Government of Ontario's COVID-19 Self Assessment form available online](#).
6. Medical Check / Testing
- a. Participants who are able to obtain a medical clearance letter/certificate and a COVID-19 or antibody test are required to bring it with them when they travel to Canada. Negative COVID-19 tests will not change the requirement to quarantine on arrival; this is mandatory for all travellers arriving into Canada.
 - b. A negative COVID-19 test will be required prior to attendance in a school of the UCDSB in the manner identified by UCLCET and consistent with Provincial or Municipal Health Authorities. A list of local COVID-19 assessment centres is provided in Appendix 7.
7. Arrival Plans
- a. All travellers must download and complete the Canadian government's ArriveCAN application for approval prior to their arrival on a paper form, web-based form or using an electronic App (available for iPhone and Android).
 - b. In addition, the Participant must complete, send and print the Participant and Parent/Guardian Declaration on Departure to international@uclc.ca. And, students should be prepared with a documented quarantine plan that considers the [Government of Ontario's advice on how to self-isolate](#).
8. Packing





In addition to regular packing requirements, Participants should also bring –

- 60 disposable face masks OR 30 disposable and 1 cloth face mask
- One large bottle of quality hand sanitizer
- Box of Nitrile gloves
- Thermometer
- Art supplies and music, for activities during quarantine program

In your carry-on luggage, also bring at least 2 masks, several pairs of gloves, a travel-sized bottle of hand-sanitizer and disinfecting wipes.

Please also make sure you have the following documents available when you arrive in your carry-on luggage:

- Passport
- Study permit or permit confirmation document (if you have one)
- Custodianship documents
- Letter of Acceptance from the UCDSB International Education Program
- Contact information for the person(s) you will be living with, and if you are quarantining in a hotel upon arrival, a printed copy of your reservation, showing your hotel name and address, and airport pickup service
- Contact information sheet for our staff, including our 24/7 emergency phone number
- Copy of the Declaration on Departure, signed by yourself (and parents, for minors)
- Print out of Self-Isolation Plan
- Change of clothes for upon arrival to your homestay

Participant Travel Plan:

On the day of travel, complete, sign and send the Participant and Parent/Guardian Declaration on Departure (Appendix 2) to international@uclb.ca.

While en route to their destination, Participants are expected to:

- Wear a mask and gloves
- Practice Social Distancing
- Wash hands frequently
- Use hand sanitizer when necessary
- Sanitize their personal space and high-touch areas such as seat belts and tray tables
- Minimize trips to the washroom (flush the toilet with the seat cover down)
- Touch as few surfaces as possible
- Keep their cell phone charged
- Bring some food as restaurants or stores may be closed
- Bring a refillable water bottle

Participant Arrival Plan:

Upon arrival in Canada the Participant should proceed through the airport while maintaining physical distancing.





The Participant must have the documents outlined under 'Packing' ready to provide to Canada Border Services. The Participant will also be required to undergo a screening by a border services or quarantine officer who assess travellers for symptoms.

Upon arrival at the final destination airport:

- Text your driver and/or host family or contact the hotel bus as instructed
- Wear a fresh mask and gloves
- Pick up baggage while maintaining physical distancing
- Exit the baggage area and go to the location you have previously arranged to meet your driver or host family
- Load your own luggage into the car and sit as far away from the driver as possible

Quarantine (Self-Isolation) Plan:

As part of the Quarantine Act, travelers to Canada are required to self-isolate for 14 days. This means that Participants will have to stay in their own room for 14 days and avoid contact with (keep a 2 metre distance from) others. The homestay family or hotel will provide Participants with food, clean linens, a comfortable room and access to them via text message, FaceTime and other remote communication.

Participant Expectations

- Participant must have transportation plans from the port of entry to the quarantine accommodation in private transportation. There must be no planned or unplanned stops during this transportation, excluding urgent medical stops. If requiring an unplanned and urgent medical care following arrival, en route to quarantine accommodations, you or your custodian should inform health care providers of the quarantine status of the student (and any co-arriving immediate family) as you have recently arrived to Canada.
 - If support for transportation from the port of entry to the quarantine accommodation is required, the UCDSB International Education Program can arrange suitable transportation at an additional fee. To request transportation assistance, please email to international@uclb.ca at least 5 days in advance of participant's planned arrival to Canada.
- Stay in your room as much as possible and away from others.
- Keep your room well-ventilated and clean – open your window to let the air circulate.
- Practice good hygiene: wash your hands frequently with plain soap and water for at least 20 seconds; use a separate towel, kept away from others; cover your mouth and nose with your elbow when coughing or sneezing, or use a tissue. Avoid coughing into either your hands or into the air. Dispose of used tissues right away into a trash bin and immediately wash your hands.
- Use a separate bathroom if possible. Clean the bathroom regularly with household cleaning products. Flush the toilet with the lid down. In hotels, in accordance with each hotel's "Safe Stay" protocols, clean the bathroom regularly with household cleaning products.
- Clean the bathroom or any other common access areas after every use and clean your living space during quarantine often. Consider protocols for environmental cleaning





outlined in [Public Health Ontario's Cleaning and Disinfection for Public Settings guidance document](#).

- Find some time to go outside each day; you can stay in a private place like the yard. Do not go to school or into other public areas. In hotels, always wear a mask outside your room. When using the hotel elevator, ask other guests to let you be alone; outside, you can stay in a private place in the hotel patio.
- Stay connected – text, email, FaceTime with your friends and family.
- Monitor your physical and mental well-being – if you are not feeling well with symptoms that resemble COVID-19, ask your host to help you complete an online self-assessment to determine if you need further assessment or testing.
- Visit: covid19.thrive.health – if you cannot use the online tool, call 8-1-1.
- Package up your garbage – empty garbage frequently and wash your hands immediately.
- Take care with laundry – the clothes you wore during your flight should be washed immediately and all of your clothes should be washed separately from other people's laundry. You will need to wash and fold your own laundry.
- If you need to be within 2 metres of another person, wear personal protective equipment: a medical mask; disposable gloves; and eye protection.
- Keep your bathroom space clean and disinfected. Clean and disinfect frequently touched surfaces such as doorknobs, countertops, dressers, and other surfaces at least once a day.
- Keep your personal items (toothbrush, cups, cell phone, tablets, laptops, etc.) separate from those belonging to others.
- Eat in your room. Your host or hotel will bring your meals to your room. Leave the dirty dishes outside your door when you are finished. Do not share dishes, drinking glasses, cups, eating utensils.
- Avoid prolonged periods of inactivity.

Participants are reminded that while these instructions and protocols may seem overwhelming, they are here to remind them to be careful of their contact with others during the 14-day quarantine. Your custodian in Canada should help.

Participants are reminded that quarantine (self-isolation) is a requirement of the Quarantine Act and is not optional. **All breaches of the mandatory quarantine period will be reported to Health Canada for follow up and enforcement of the Quarantine Act.**

After arriving in Canada, Government of Canada officials will call the Participant to monitor compliance with the mandatory quarantine. The Participant must be prepared to answer calls from 1-855-906-5585 or 613-221-3100. **IMPORTANT:** When contacting you during quarantine to ensure compliance, the Canadian Government will never ask you for financial information.

Custodian Expectations

- Custodian must agree to provide care and accommodations in a single location for the student throughout the entirety of the 14-day quarantine and subsequent COVID-19 testing process.
 - Throughout the quarantine process, the custodian agrees the student will have access to the necessities including food, water, internet and phone services.





- If the quarantine needs to be extended, the custodian additionally agrees to continue hosting and caring for the student in the same location.
- Custodian should alert the UCDSB International Education Program (international@uclc.ca) immediately if a student's need for social or mental health supports becomes apparent
- Report all breaches of the mandatory quarantine period to the local health authority and the UCDSB International Education Program if/and as realized.
- Custodian must complete the Quarantine Home Plan (Appendix 2) and provide to Participant prior to arrival in Canada
- Custodian must have completed a specific quarantine plan in advance of the Participant's arrival
- Custodian must complete the Quarantine Home Plan (Appendix 2) and provide to Participant prior to arrival in Canada
- Custodian must ensure the Participant has transportation plans from the port of entry to the quarantine accommodation in private transportation. There must be no planned or unplanned stops during this transportation, excluding urgent medical stops. If requiring an unplanned and urgent medical care following arrival, en route to quarantine accommodations, the custodian should inform health care providers of the quarantine status of the student (and any co-arriving immediate family) as they have recently arrive to Canada.
 - If support for transportation from the port of entry to the quarantine accommodation is required, the UCDSB International Education Program can arrange suitable transportation at an additional fee. To request transportation assistance, please email to international@uclc.ca at least 5 days in advance of participant's planned arrival to Canada.
- Custodian must ensure that all individuals living at the location of Participant's quarantine have been following all public health guidelines for their area in the 14 days prior to accepting a Participant, and everyone in the home must be free of any COVID-19 symptoms.
- Custodian must actively monitor to ensure the participant(s) are following quarantine requirements (such as staying in their rooms) and report any breaches to the UCLCET team (i.e. Executive Director, UCDSB International Student Program Manager, etc.) who will then consult with Health Canada to enforce the *Quarantine Act*.
- Custodian must collect, use, and disclose personal health information maintaining its confidentiality and report any breach of personal health information immediately to international@uclc.ca
- Only one healthy person should provide care.
- Do not share personal items with the Participant, such as toothbrushes, towels, bed linen, utensils and electronic devices.
- Use a separate bathroom from the Participant, if possible, and make sure everyone puts the toilet lid down before flushing.
- Provide participant with necessary cleaning equipment and supplies.
- Practice frequent environment cleaning with consideration of [Public Health Ontario's Cleaning and Disinfection for Public Settings guidance document](#).
- Some people may transmit COVID-19 even though they do not show any symptoms. Wearing a mask, including 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) can help protect others around you.
- Prevent contact with animals, as there have been several reports of people transmitting COVID-19 to their pets.
- If possible, people who are at higher risk of serious illness from COVID-19 should not care for someone with COVID-19. These people include elderly persons, those with chronic medical conditions (e.g. heart disease, diabetes) or compromised immune systems.





- If you need to be within 2 metres of the Participant, wear personal protective equipment: a medical mask; disposable gloves; and eye protection.
- Avoid re-using medical masks or gloves.
- Clean your hands often for at least 20 seconds, especially after contact with the Participant and after removing gloves, face masks and eye protection.
- Dry your hands with disposable paper towels. If not available, use a reusable towel and replace 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 with unwashed hands.
- With some guidance, Participants can be expected to do their own laundry. They should wash the clothes they wore on the flight immediately and keep their laundry separate from the family.

Custodian Responsibilities related to COVID-19 Testing

- Custodian assist student with accessing a COVID-19 test to satisfy related requirements prior to the start of their studies immediately following their quarantine.
- Students are expected to walk or be driven to the testing site by their custodian and follow best practices:
 - Both student and host parent should wear a non-medical mask during transit and any time they are unable to maintain physical distancing
 - Students should maintain physical distancing whenever possible
 - Students and hosts should limit contact with any other person for testing purposes
- Custodian expectations related to COVID-19 testing additionally include:
 - helping students find testing sites;
 - booking appointments;
 - following up to make sure students got tested;
 - helping students get their results; and
 - sharing results with the UCDSB International Education Program in accordance with privacy laws.

Post-Quarantine Expectations of Participants and Families:

- Continue to practice proper, recommended hygiene
- Use proper coughing and sneezing etiquette
- Practice physical distancing when outside of the home, avoid malls, crowded spaces and sports
- Get & stay connected!

Additional Considerations:

If a Participant develops Symptoms or is Diagnosed

- Contact the UCDSB International Education Program immediately at international@ucl.ca or +1-613-936-8252.
- Use self-assessment tool at: <https://ca.thrive.health/> and seek medical attention as necessary.
- Keep the Participant in place, in accordance with Public Health direction; or





- Ask parents to come to Canada to care for their child at their expense, if possible.

Suggested Custodian Supplies:

- Disposable paper towels and regular household cleaning products
- Thermometer
- Hand soap
- Alcohol-based sanitizer containing at least 60% alcohol
- Regular laundry soap
- 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
- As stated above, Participants are required to bring some PPE with them from home, but hosts should have their own supply on hand for their personal use when interacting with the Participant.

Definitions:

The Public Health Agency of Canada draws a distinction between the need to quarantine and self-isolate.

- Quarantining is necessary for 14 days if you have no symptoms and any of the following apply: you are returning from travel outside of Canada (mandatory quarantine); or you have been told by the public health authority that you may have been exposed and need to quarantine.
- Self-isolate: You must self-isolate if any of the following apply: you have been diagnosed with COVID-19, or are waiting to hear the results of a lab test for COVID-19; you have symptoms of COVID-19, even if mild; you have been in contact with a suspected, probable or confirmed case of COVID-19; you have been told by public health that you may have been exposed to COVID-19.

This procedure assumes that Participants will meet the requirements to quarantine and self-isolate.

Resources:

For further reading on preparation for contact with and care for individuals exposed to COVID-19, please refer to the following:

- Public Health Agency of Canada (PHAC) How to care for a person with COVID-19 at home - Advice for caregivers:
- <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>
- Public Health Agency of Canada (PHAC) Being Prepared - for individuals:
- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html#a2>
- Provincial and territorial resources for COVID-19:
- <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms/provincial-territorial-resources-covid-19.html>







Appendix 2

Quarantine – Home Plan

Please fill out, review with your Participant, and provide them an electronic or printed copy

Home Address	WIFI Password
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CONTACT INFORMATION

The “key contact” is the adult solely responsible for caring for the Participant while in quarantine (providing meals, taking away dishes, being the point of contact, etc.)

Key Contact Name	
Key Contact Phone #s	Home / Cell / Work
Key Contact Email	
Key Contact Skype	
Key Contact WeChat	
Secondary Contact Name	
Secondary Contact Phone #s	Home / Cell / Work
Secondary Contact Email	
Other Emergency Numbers	For emergencies: 9-1-1 For non-urgent medical questions: 8-1-1
Alternate emergency procedure	<i>Eg: Leave house immediately with a face mask and knock on a neighbour's door</i>

COMMUNICATION PREFERENCES

When Key Contact is Home	<i>Phone, email, Skype, WeChat, etc.</i>
When Key Contact is Away	<i>Phone, email, Skype, WeChat, etc.</i>

KEY CONTACT WEEKLY WORK / AWAY-FROM-HOME SCHEDULE

	<i>Example: “Typically home most of the day” or “at work 8:30 a.m. to 4:30 p.m.”</i>
Sunday	





Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

DAILY MEALS: PROCESS

Drop-off Process	<i>Eg. Meals will be placed outside door, followed by a knock</i>
Dish Pick-up Process	<i>Eg. Leave dirty dishes outside door and call for pick-up</i>

DAILY MEALS: APPROXIMATE SCHEDULE

Breakfast	<i>Eg. Between 8 a.m. and 9 a.m.</i>
Lunch	
Dinner	
Process if host not home to drop-off meals	<i>Eg. Meals will be made and left in the fridge for quick access to bring back to their room (touched surfaces must be wiped down by the Participant)</i>

BATHROOM PREFERENCES

Schedule/ Considerations for Sharing	<i>Eg. Bathroom is used by family from 6 am to 7 am, Participant can use it from 7 am to 8 am.</i>
Expected Cleaning / Sanitization Frequency	<i>Eg. Disinfect the counter, taps, sink and any other surfaces touched before leaving; Bring towels back to your bedroom after every usage; Bring toiletries back to your bedroom after every usage</i>

LAUNDRY PREFERENCES

As per the Public Health Agency of Canada, those in quarantine should wash and fold their own laundry





Laundry Frequency	<i>Eg. Immediately upon arrival and once per week thereafter</i>
Expected Cleaning / Sanitization Frequency	<i>Eg. Disinfect all surfaces touched before leaving</i>

GARBAGE PREFERENCES

Process / Frequency	<i>Eg. Put outside the bedroom door in a plastic bag once per day</i>
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Appendix 3

Participant and Parent/Guardian Declaration on Departure (for your travel to Canada):

Please answer the following questions and send this page, duly signed, to your Relationship Manager, or email to studentinfo@canadahomestaynetwork.ca **on the morning of your departure to Canada.**

Participant's Legal Name:

Date of Birth:

Arrival Date:

Arrival Time:

	Yes	No	If no, please provide further detail
I/My child have/has been well and shown no signs of illness for the last 14 days			
To the best of my knowledge, I/my child have/has not been exposed to anyone showing signs of illness for the last 14 days			
To the best of my knowledge, I/my child have/has not been in contact with anyone who for the last 14 days: 1. has had COVID-19, or 2. has been a probable case of COVID-19, or 3. Someone who has had direct contact with someone who has had COVID-19			
I understand I/my child will be quarantining for 14 days upon arrival in Canada per government requirements, barring emergency circumstances			
All necessary Canadian federal and provincial forms concerning COVID-19 (including the ArriveCAN application and a Self-Isolation Plan in British Columbia and Alberta) have been completed before my/my child's arrival in Canada			





Each of the undersigned fully acknowledges they understand and agree to comply with and protocols and all of their requirements. Participants acknowledge and agree that any violation of the terms of quarantine and/or self-isolation may result in immediate removal from the Upper Canada District School Board International Education Program. If applicable, custodianship services will be cancelled and the Participant will have to return to the care of the parent/guardian or an alternative custodian as legally authorized through a document notarized in Canada or in the home country of the Participant. The Participant may also be subject to severe penalties from the Government of Canada. Each of the undersigned confirms that the Participant and Parent/Guardian Declaration on Departure has been executed fully and truthfully.

Participant Full Name			
Signature		Date	
Full Name			
Signature		Date	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (please specify):		
Full Name			
Signature		Date	
Relationship	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other (please specify):		





Appendix 4

COVID-19 Illness Planning

Student Expectations

This document outlines steps to be taken if a Participant develops symptoms of an illness during the COVID-19 pandemic.

- Participants are asked to download the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>) before they depart home to record their daily symptoms.
- Your custodian should be communicating with you regularly throughout the day, providing all meals and helping in any way they can.
- A representative from the UCDSB International Education Program will check-in with you via email daily, and by telephone every 3 days.
- Daily email check-ins will cover the following:
 - As for any updates to your general well-being;
 - Remind you to use the ArriveCAN app daily;
 - Ensure you and your custodian are compliant with the quarantine rules and expectations.
- Download the keep.meSAFE app (<https://www.guard.me/keepmesafe.php>) to your phone for mental health support if you wish to speak with a counsellor at any time, for any reason.
- Consider creating a daily schedule (for an example, refer to <https://canadahomestaynetwork.ca/safe-arrival-welcome-calendar/>) to help you structure your day.
- Stay in touch with your family at home to let them know how you are doing.

Participant Support Systems Continuing After Quarantine

- Continue to use the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>) to track your symptoms.
- Your custodian will be communicating with you regularly throughout the day. They are a big support for you while you are in Canada, and they are there to help and support you!
- Download the keep.meSAFE app (<https://www.guard.me/keepmesafe.php>) to your phone for mental health support if you wish to speak with a counselor at any time, for any reason.

If You Develop Symptoms of an Illness During or After Quarantine

1. Let your custodian know about your symptoms immediately, whether or not they align with COVID-19 symptoms.
2. You can compare your symptoms to the COVID-19 symptoms outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>).
3. Use the Government of Canada's self-assessment tool (<https://ca.thrive.health>).
4. If you have questions or concerns, you and your host can call the local Public Health Unit – refer to the list of phone numbers at the end of this document.
5. If you have COVID-19 symptoms, your host will take you to a testing centre to have a COVID-19 test done. Public Health wants all people with symptoms to be tested, regardless of being in quarantine or not. As you have recently travelled internationally, this will be important.
6. You or your host must inform CHN that you have developed symptoms as soon as possible by contacting the the UCDSB International Education Program at international@uclb.ca or 1-613-342-0371. In order to avoid spreading COVID-19, the Participant will remain within the quarantine location during this process. It is important to follow all public health guidelines.
7. Before leaving for your COVID-19 test, and while driving to and from the testing centre:
 - a. Wear a mask;
 - b. Sit in the back seat of the vehicle with the windows open;
 - c. Do not have contact with anyone.





8. After your test, when you are back at your homestay, follow all Public Health requests, which will likely include finishing your 14-day quarantine if this period is not over yet, and self-isolating until your test results are given to you.
9. Test results may be available within approximately 48 hours.
10. Continue to record your daily symptoms in the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>).

If you test negative

1. Public Health will advise of next steps – details available on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#p>).
2. Next steps may include:
 - a. Continuing to self-isolate until:
 - i. Your initial 14-day quarantine period upon arrival is over, and;
 - ii. 24 hours have passed since you last had symptoms of an illness;
 - iii. If you still have symptoms of an illness when your 14-day quarantine is over, you must continue to self-isolate until your symptoms have also ended and a minimum of 24 hours has passed after your symptoms ended.
3. After your self-isolation has ended, follow Public Health guidelines as outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a2>).

If you test positive

1. Public Health will advise of next steps – details available on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#p>).
2. Next steps will be assessed on a case-by-case basis by Public Health and may include:
 - a. Self-isolating for a minimum of 14-days beyond the first date of your symptoms;
 - b. Remaining in self-isolation until:
 - i. Your 14-day quarantine period is over, and;
 - ii. All symptoms are gone for a minimum of 24 hours, and;
 - iii. You have received a negative test result, and;
 - iv. Public Health has informed you that you can end your self-isolation period.
3. Continue to record your daily symptoms in the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>).
4. In order to avoid spreading COVID-19, the Participant must remain in self-isolation within the quarantine location. Participant must follow all Public Health guidelines.
5. A representative from the UCDSB International Education Program will check-in with you daily.
6. If you need urgent medical attention at any time during your self-isolation period, call 911 immediately. Alternatively, let an adult know immediately and they will call 911.
7. After Public Health has informed you that you can end your self-isolation, follow Public Health guidelines as outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a2>).

Custodian Expectations

Custodians are required to collect, use and disclose the personal health information of the Participants confidentially. All personal health information collected must be retained in a secure location. Use of personal health information may only be for the purposes for which it has been collected by custodians. Disclosure of personal health information may only be to individuals authorized to collect personal health information and only for the purposes for which it was collected. Any questions about the collection, use or disclosure of personal health information must be referred to the UCDSB International Education Program.

If Your Participant Develops Symptoms of an Illness During or After Quarantine





1. Your Participant is advised to let you know immediately about their symptoms, whether or not they align with COVID-19 symptoms.
2. You can compare symptoms to the COVID-19 symptoms outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>).
3. Participants can use the Government of Canada's self-assessment tool (<https://ca.thrive.health>).
4. If you have questions or concerns, call the local Public Health Unit – refer to the list of phone numbers at the end of this document.
5. If Public Health recommends that your Participant have a COVID-19 test done, we ask that the host take them to a testing centre. Public Health wants all people with symptoms to be tested, regardless of being in quarantine or not. As your Participant has recently travelled internationally, this will be important.
6. You must inform the UCDSB International Education Program that your Participant has developed symptoms as soon as possible by contacting international@uclc.ca or 1-613-342-0371. In order to avoid spreading COVID-19, the Participant will remain within the host family's home during this process. You and the participant must follow all public health guidelines.
7. Before you and your Participant leave the house for COVID-19 testing, and while driving to and from the testing centre:
 - a. You and your Participant must wear a mask;
 - b. Your Participant must sit in the back seat of the vehicle with the windows open;
 - c. Ensure your Participant does not have contact with anyone;
 - d. Wipe down the vehicle afterwards.
8. After your Participant's test, when you are back at your home, follow all Public Health requests, which will likely include that your Participant finish their 14-day quarantine if this period is not over yet, and that they self-isolate until test results are received.
9. Test results may be available within approximately 48 hours.
10. If a household member gets sick, use the Government of Canada's self-assessment tool (<https://ca.thrive.health>). Call your local Public Health Unit or 811 to speak with a nurse. Follow all Public Health recommendations. If someone in the family is diagnosed with COVID-19, your Participant will be required to remain in your home.
11. Participants must continue to record their daily symptoms in the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>).

If your Participant tests negative

1. Public Health will advise you and your Participant of next steps – details available on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#p>).
2. Next steps may include:
 - a. Your Participant continuing to self-isolate until:
 - i. Their initial 14-day quarantine period upon arrival is over, and;
 - ii. 24 hours have passed since they last had symptoms of an illness;
 - iii. If they still have symptoms of an illness when their 14-day quarantine is over, they must continue to self-isolate until their symptoms have also ended and a minimum of 24 hours has passed after their symptoms ended.
3. After their self-isolation has ended, they must follow Public Health guidelines as outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a2>).

If your Participant tests positive

1. Public Health will advise you and your Participant of next steps– details available on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html#p>).
2. Next steps will be assessed on a case-by-case basis by Public Health and may include:
 - a. Your Participant self-isolating for a minimum of 14-days beyond the first date of their symptoms;





- b. They remain in self-isolation until:
 - i. the 14-day quarantine period is over, and;
 - ii. all symptoms are gone for a minimum of 24 hours, and;
 - iii. they have received a negative test result, and;
 - iv. Public Health has informed them that they can end their self-isolation period.
3. Participants must continue to record their daily symptoms in the ArriveCAN app (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>).
4. In order to avoid spreading COVID-19, the Participant will remain in self-isolation within the quarantine location. You and the participant must follow all public health guidelines.
5. Hosts must follow Public Health guidelines outlining how to care for someone who has contracted COVID-19 as outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/how-to-care-for-person-with-covid-19-at-home-advice-for-caregivers.html>).
6. A representative from the UCDSB International Education Program will check-in with your Participant daily.
7. If your Participant needs medical attention at any time during their self-isolation period, call 911 immediately.
8. Contact the UCDSB International Education Program (international@uclb.ca or 1-613-342-0371) to inform us of any developments.
9. After Public Health has informed your Participant that they can end their self-isolation, they must follow Public Health guidelines as outlined on the Government of Canada website (<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/measures-reduce-community.html#a2>).





Appendix 6 – Role & Responsibilities of Canada Homestay Network (CHN) “Safe Arrival” Hotel Chaperones

CHN's chaperones will reside in the hotel for the duration of the quarantine period, as long as there is a minor Participant in the hotel. Participants will be provided the CHN emergency line number and contact information for their chaperone.

Guidelines for CHN Chaperones

- All chaperones must have received mandated self-directed training before providing services.
- All chaperones must have been following all local Public Health Authority guidelines during the 14 days prior to arriving at the hotel and be free of any COVID-19 symptoms during the self-isolation period.
- All chaperones must wear a mask, including 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) when circulating outside of their hotel room.
- Individuals at higher risk of serious illness from COVID-19 – such as elderly persons, those with chronic medical conditions (e.g. heart disease, diabetes) or compromised immune systems – shall not be permitted to act as Chaperones.
- Chaperones who need to be within 2 metres of a Participant must wear personal protective equipment: a medical mask if possible disposable gloves, and eye protection. Avoid re-using medical masks or gloves.
- Participants who need to be within 2 metres of other individuals must wear personal protective equipment which is required to be part of their carry-on luggage and travel luggage.

Responsibilities of CHN Chaperones

- Be available in the hotel or within 30 minutes to the hotel from 7:00 am to 9:00 pm.
- Be available in the hotel from 9:00 pm to 7:00 am (overnight).
- Act as the main contact and liaison between the hotel and Participants.
- Provide check-in assistance; when Participants arrive at hotel, be available to reconfirm COVID-19 procedures and answer any questions they may have.
- In hotels where food services require it, collect meals from a central location on each floor and deliver them to Participants' rooms (meals are to be left at the Participants' doors).
- Require Participants to take their temperature once daily, monitor other COVID-19 symptoms,¹ and report the results to the Chaperone.
- Respond to complaints by other guests or hotel staff about Participants' conduct.
- Ensure that Participants are following quarantine requirements (such as staying in their rooms) and report any breaches to the CHN team (i.e. local Relationship Manager, Regional Director, and/or CHN Emergency Line Representative) who will then consult with Health Canada to enforce the *Quarantine Act*.
- Contact Participants once daily to check in regarding their physical and mental health, and determine if they need additional resources or supports. Chaperones can elect to make a second check-in call depending on their assessment of the Participant.
- Report findings of daily check-ins to the local Relationship Manager.

¹ <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>





- Collect, use, and disclose personal health information while maintaining confidentiality and report any breach of personal health information immediately to the local Relationship Manager.

Additional Considerations

If a Participant develops symptoms² or is diagnosed with COVID-19 during the quarantine period, the chaperone will:

- Contact the CHN team (i.e. local Relationship Manager, Regional Director, and/or CHN Emergency Line Representative) to inform them of the situation; Require the Participant to use the self-assessment tool (<https://ca.thrive.health>) and follow instructions to seek medical attention and testing as necessary and in accordance with local Public Health guidelines; and
- Require the Participant to remain in the hotel room at all times, in accordance with instructions from the local Public Health Authority, through CHN.
- Provide monitoring of the Participant's needs and support the Participant with their symptoms, where such symptoms do not require the attention of a regulated health professional.

² <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>





Appendix 7 – Local COVID-19 Testing/Assessment Centres

UCDSB School	Nearby COVID-19 Testing Centre
Almonte DHS	Almonte COVID-19 Assessment Centre 75 Spring St, Almonte, ON K0A 1A0 http://www.almontegeneral.com/assessmentcentre
Athens DHS	Brockville or Smiths Falls COVID-19 Assessment Centres
Brockville CI	Brockville COVID-19 Assessment Centre 100 Magedoma Boulevard, Brockville, Ontario
Thousand Islands SS	https://www.brockvillegeneralhospital.ca/en/patient-care/covid-19-coronavirus.aspx#
Carleton Place HS	Almonte or Smiths Falls COVID-19 Assessment Centres
CharLan DHS	Cornwall COVID-19 Assessment Centre
Cornwall CVS	Cornwall COVID-19 Assessment Centre 850 McConnell Ave, Cornwall, ON K6H 4M3
St. Lawrence SS	https://eohu.ca/en/covid/covid-19-testing-assessment-centres
Gananoque SS	Kingston COVID-19 Assessment Centre (Beechgrove Complex) 51 Heakes Lane, Kingston https://kingstonhsc.ca/patients-families-and-visitors/covid-19-information/community-assessment-centre
Glengarry DHS	Cornwall COVID-19 Assessment Centre
North Dundas DHS	Winchester COVID-19 Assessment Centre 515 Albert St, Winchester, ON K0C 2K0 http://www.wdmh.on.ca/assessmentcentre
North Grenville DHS	North Grenville COVID-19 Assessment Centre 15 Campus Dr, Kemptville, ON K0G 1J0 https://www.kdh.on.ca/patient-visitor-info/covid-19-updates/north-grenville-covid-19-assessment-centre/
Perth DCI	Smiths Falls COVID-19 Assessment Centre
Rideau DHS	Brockville or Smiths Falls COVID-19 Assessment Centres
Rockland DHS	Rockland COVID-19 Assessment Centre 2741 Chamberland St, Rockland, ON K4K 0B4 https://www.crfht.ca/en/our-clinic/covid-19-updates
Russell HS	Limoges COVID-19 Assessment Centre 2015 Calypso St, Limoges, ON K0A 2M0 https://eohu.ca/fr/covid/covid-19-testing-assessment-centres
Seaway DHS	Winchester (North Dundas) COVID-19 Assessment Centre
Smiths Falls DCI	Smiths Falls COVID-19 Assessment Centre 60 Cornelia St W, Smiths Falls, ON K7A 2H9 613-283-2330 extension 1401 https://healthunit.org/health-information/covid-19/assessment-testing-results/
South Grenville DHS	Brockville or North Grenville COVID-19 Assessment Centres
Tagwi SS	Cornwall COVID-19 Assessment Centre
Vankleek Hill CI	Hawkesbury COVID-19 Assessment Centre 750 Laurier Street, Hawkesbury, ON http://epicapps.toh.ca/mychart/openscheduling

To find the nearest COVID-19 Assessment Centre to a UCDSB elementary school, refer to its nearest high school above or contact international@uclc.ca

