



**BOUCHER INSTITUTE**  
of Naturopathic Medicine

## Memo

**To:** Boucher Community; Faculty and Staff  
**From:** Michael Schanz, President  
**cc:** All members  
**Date:** March 14, 2020  
**Re:** Covid -19 Response

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Dear Boucher Community members,

The school has been distributing and following the CDCs guidelines for infection control for the COVID-19 virus and we continue to monitor the situation on a daily basis. While the health risk to British Columbians continues to be low, and there have been no incidences of COVID-19 reported on our campus, the impact of the virus is raising concerns among our communities.

A BINM Critical Incident Response Team has met regularly to actively monitor the situation and put plans in place for timely response. As always, the health and safety of BINM staff, faculty and students is our priority.

**BINM community members (staff, faculty, students) are required to stay home if they are ill, even in the presence of mild symptoms. Students will not be required to provide a doctor's note; exams and presentations will be rescheduled as needed. Students must email both their instructor and Reid Wildeman, Director of Academic Affairs, if they are missing a class, presentation or exam due to symptoms. ([rwildeman@binm.org](mailto:rwildeman@binm.org)).**

Students, faculty, or staff who have been in **close contact** with someone who has been diagnosed with COVID-19 by laboratory testing **should stay home or self-isolate alone for 14 days** after their last encounter. Individuals should monitor themselves daily for symptoms (fever, cough, muscle aches, difficulty breathing), and call the Health Link at 8-1-1 for direction on testing and follow up.

**Following the recent recommendations from the Minister of Health and the BCCDC, effective immediately the following will occur;**

**Academics:**

- **Starting Monday March 16th, Academic courses will be delivered remotely/on-line** using Google Hang-Outs. Clinical Diagnosis IV and V practical exams will not be running on Monday and will be rescheduled. Students should not come to school for classes.
- Mike McNulty will send details regarding using Google Hangouts, and will be available to assist any students who have difficulty connecting after following the instructions.
- **Reading week will run from March 23-27 - no classes or exams in session.**
- **Exam week will run from March 30-April 3.** Exams will run as previously scheduled, just one week later, with the exception of practical courses (see below).
- Practical classes that would normally occur next week will be delivered during exam week; Mar 30- Apr 3. Exams for those courses will be rescheduled - more information to follow.
- During exam week, the school will make every effort to break classes into smaller groups to allow for social distancing.
- Dr. Heisel and/or Reid Wildeman will send further details regarding classes, exams, practical courses.
- Students should direct all questions or concerns (other than personal concerns) through their class rep.

We acknowledge that this is not ideal for everybody. We have tried to come up with the best scenario which allows the campus to have very little attendance for two weeks.

Further information regarding remote attendance will be sent by Mike McNulty.

Should the school close during exam week, any courses that can offer a take-home exam will do so. All other exams will be rescheduled for lunch breaks and/or evenings and/or weekends once the school reopens and with as much notice as possible. **Students who are unable to attend rescheduled exams due to extenuating circumstances must contact their instructor and Reid Wildeman for alternate arrangements.**

#### **Notification**

**In the event that there is a confirmed case of COVID-19 exposure in the BINM community, the school will close for a period of TWO WEEKS. There will be no classes or clinic operating during this time.**

In the event of a campus and clinic closure a school wide communication will be sent via BINM email, eCampus, the school website (binm.org), and social media.

#### **Clinic:**

The Clinic will remain open at this time. The decision to keep clinic open was based on the following;

- The risk of contracting COVID-19 is still very low in BC
- We are a medical clinic and therefore have a duty for patient care
- There are low numbers of people at any given time in the clinic; well below the 250 limit outlined for gatherings.

Having said that, the Critical Response Team is closely monitoring the situation and we are prepared to be flexible and responsive as new information is disseminated by the health authorities.

**Reading week will run from March 23-28 - Clinic will be closed during this time.  
Clinic will be open March 30- Apr 4th.**

**Primary midterms and secondary finals will be rescheduled to occur during the week of March 30 - Apr 4.**

**Students should direct questions or concerns (other than personal concerns) through their Clinic Rep to Dr. Fairman-Young**

**To facilitate early recognition and infection control in clinic:**

- Signage, messaging, and reminder communications all request patients not to enter the clinic if they have a cough or fever and instead to call the clinic to book a phone consult
  - These communications are also happening for the patients at our external sites. Patients are asked not to attend but unfortunately we can not offer phone consults at the external sites.
- The clinic staff will monitor the door to clinic and triage all persons attending the clinic:
  - All persons will be asked if they have a cough, fever, shortness of breath and/or if they have been travelled or been in contact with someone who has travelled outside Canada in the past 14 days, or contact with someone known to or suspected of having the virus.
    - If YES to any of these questions, they will be scheduled for a phone consult but not permitted to enter the clinic
- Patients who call to book an appointment will continue to be screened rigorously and educated regarding not attending the clinic if they are exhibiting symptoms and/or meet the triage criteria as above
- Even with screening patients prior to their attending Boucher Clinics, it is possible that someone may attend the clinic who is symptomatic and suspected of having COVID-19. They will be triaged immediately and isolated:
  - A mask will be provided to the patient and they will be put into the private consultation room by clinic staff
  - The doctor will be notified immediately and provided a mask and will talk to the patient ASAP
    - Doctors will:
      - direct the patient to isolate themselves in the home-setting and avoid contact with others AND
      - direct the patient to contact Health Link at 8-1-1 for further directions from Public Health regarding testing and follow up
      - Escort the patient out of the clinic ASAP
      - Alert the CMO Dr Fairman-Young of a possible case on site
    - Students will not be in contact with the patient
  - Clinic staff will disinfect the private consultation room immediately following
- Tissues and alcohol-based hand rubs are available at the clinic entrance and throughout the clinic as well as sinks with soap and water.

Please make sure you are following Hand and Respiratory Hygiene as well as Cavi-wiping treatment rooms (tables, door knobs, counters) after each patient.

Student clinicians should self isolate for a period of 14 days if they are unwell.

**Faculty:**

**BINM faculty are required to stay home if they are ill, even in the presence of mild symptoms, and should report any COVID-19 exposure to the CMO, Dr. Fairman-Young.**

Students will not be on-site for classes starting March 16; therefore, **academic classes that are not practical in nature must be delivered via Google Hangouts Meet**. Practical classes will be rescheduled to be held on-site during the week of Mar 30-Apr 3.

Mike McNulty has been coordinating training to use Google Hangouts Meet and will continue this training and support on an ongoing basis as needed. **Instructors who are unfamiliar with Hangouts Meet should attend the online training session being held at 12:00 pm on Monday, March 16th.** Those who require assistance before this session should contact Mike McNulty directly.

Instructors are encouraged to use Hangouts Meet remotely beginning immediately. However, as the school is not closed, instructors may elect to use Hangouts Meet on campus, especially if they feel they will require extra assistance with this platform. Note that the option to use Google Hangouts *on campus* will not be available should the school close in the face of a confirmed COVID-19 diagnosis, which could happen at any time and without prior warning. Therefore instructors must ensure that they are ready to teach remotely ASAP.

**Staff:**

**BINM staff are required to stay home if they are ill, even in the presence of mild symptoms, and will not be required to provide a doctor's note. All staff members must report any COVID-19 exposure to the CMO, Dr. Fairman-Young.**

Staff members who are able to work remotely may do so with prior approval from their Supervisor. We ask each Supervisor to reach out to their team members and keep note of who will be working from home (and what work they are assigned) and who will be attending work on campus.

\*Note: update from Group Health. As the Federal government has advised against travel outside of the country, our insurance company now treats this as equivalent to a Level 3 Travel advisory where all non-essential travel should be avoided. Therefore, our travel insurance coverage (emergency medical coverage and trip cancellation insurance) may be void after, March 13th, 2020 if you decide to travel outside of the country.

**Student Services:**

Student Services will still be operational including counselling services. Provisions for remote counselling may be coordinated between the counsellor and student as needed.

Prospective students who have scheduled campus tours, personal visits, or class visits will be rescheduled. Prospective students who have booked in-person interviews will be asked to interview by Skype for the foreseeable future. Any walk-in visitors to Student Services will be asked to reschedule their visit.

Student events are cancelled until further notice.

**HYGIENE**

Public health authorities continue to stress the importance of personal hygiene, including frequent hand washing/ sanitizing, to prevent the spread of COVID-19. Additional measures regarding deep cleaning/sanitizing have been coordinated with the cleaners and will be implemented as necessary.

**Infection control is everybody's concern** - please use sanitizing wipes on hard surfaces to help prevent the spread of infection (desk, kitchen, microwaves, exam tables etc.)

## TRAVEL

Health Canada has advised to **avoid non-essential travel outside Canada until further notice**. It is important to remember that if you travel abroad, you could be subject to the measures of other countries. Local authorities here or at your travel destination may impose control measures suddenly, including movement restrictions such as quarantines.

BINM **requires** any student or employee returning from any travel outside Canada to self-isolate for 14 days on their return to Canada. Students, please email your instructors and Reid Wildeman if this applies to you; employees, please contact your responsible administrator if this applies to you.

If you are planning to travel in the coming weeks and months, please check the Government of Canada Travel Advice website (<https://travel.gc.ca/travelling/advisories>) to make informed decisions.

We appreciate your cooperation as we continue to monitor the situation. We believe it is everyone's responsibility to self-isolate as necessary as an important measure in slowing the spread of this novel virus.

Sincerely,

A handwritten signature in black ink that reads "Michael Schanz". The signature is written in a cursive, flowing style.

Michael Schanz