



**Approved**  
Bahamas Technical and Vocational  
Board of Directors  
Effective Fall 2023

<b>POLICY NUMBER</b>	<b>AA-21-01-006</b>
<b>TITLE OF POLICY</b>	Boot Camps
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	New
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2025
<b>PURPOSE OF THE POLICY</b>	To establish procedures and protocols for the conduct of face-to-face practical classes or “Boot Camps” that meet national COVID-19 protocols and minimise the spread of the COVID-19 virus
<b>REVISION NUMBER</b>	New
<b>ACCOUNTABILITY</b>	Office of Academic Affairs in collaboration with the Office of Health and Safety
<b>RELATED POLICIES/PROCEDURES</b>	Campus Safety and Security Handbook, CDB Consultant Report, 2021
<b>APPENDICES</b>	A. Request to Deliver a Boot Camp B. Health and Safety Student Waiver Form Part A C. Health and Safety Student Waiver Form Part B D. Boot Camp Class Attendance Form

### 1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) provides technical and vocational education and training with a focus on practical skills. With the outbreak of the highly contagious coronavirus disease (COVID-19) and the resulting pandemic at the beginning of 2020, health and safety protocols have been implemented to facilitate social distancing and restrict the gathering of people. As of March 2020, BTVI has had to transition primarily to a remote teaching and learning platform. To achieve its mission and help students acquire the requisite practical skills, BTVI’s laboratory assessments in the trade areas, specifically, construction, cosmetology, fashion, electronics and automotive trades, must provide a face-to-face component to ensure students receive the hands-on instruction and practice required for their success. Such instruction will be delivered via “Boot Camps”.

### 2.0 Scope

This policy establishes the protocols and procedures to be followed when Boot Camps, that is face-to-face instruction, are delivered in the current COVID-19 environment.



### **3.0 Procedures for the Delivery of Instruction via a Boot Camp**

- 3.1 Instructors who wish to conduct a Boot Camp must submit a completed *Request to Deliver a Boot Camp* form to the relevant Head of Department.
- 3.2 The Head of Department shall:
  - 3.2.1 consult with the Safety Officer/Designate,
  - 3.2.2 confirm that the requested facility meets all social distancing protocols, and
  - 3.2.3 forward the form via electronic mail to the relevant Dean/Campus Administrator for final approval.
- 3.3 The Dean/Campus Administrator shall forward the approved form to the Health and Safety Department/Designate, copied the relevant Campus and Security Department representatives.

### **4.0 Protocols**

- 4.1 Students, instructors and support staff who are ill will not be permitted to participate in or facilitate the Boot Camp.
- 4.2 Before the start of the first Boot Camp class, students shall submit the completed *Health and Safety Student Waiver Form Part A* to their instructor via electronic mail. Instructors shall forward the waiver to the relevant Dean for record keeping.
- 4.3 Before each Boot Camp class session, students shall submit a completed *Health and Safety Student Waiver Form Part B* to their instructor via electronic mail.
- 4.4 Upon arrival at campus for each class session, students, instructors and visitors (including guest speakers) shall initial the *Boot Camp Class Attendance Form* at the Security Booth.
- 4.5 While on campus, students, instructors and support staff shall wear a face mask or face shield which covers the nose and mouth.
- 4.6 Boot Camp classes shall be delivered in rooms which can accommodate the number of students enrolled in the class in a socially distant setting.
- 4.7 BTVI will provide adequate access to soap and water and ensure that alcohol and/or hand sanitizers are available in all offices, classrooms, laboratories and restrooms and at all entrances and exits.
- 4.8 Signage will be strategically posted in classrooms and on campus reminding students, instructors and staff to stand six feet apart, wash and sanitize their hands, wear masks and/or face shields and dispose of trash.
- 4.9 The Physical Plant Department will ensure that all rooms are properly sanitised at the end of each Boot Camp class session.
- 4.10 Trash will be removed daily and disposed of safely.



## APPENDIX A: Request to Deliver a Boot Camp

	<h1 style="margin: 0;">REQUEST TO DELIVER A BOOT CAMP</h1>
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Instructors who wish to deliver a face-to-face class via a Boot Camp must submit, via electronic mail, a completed ***Request to Deliver a Boot Camp*** form to the relevant Head of Department (HOD). The HOD will consult with the Safety Officer/Designate, confirm that the requested facility meets social distancing protocols and is outfitted with hand sanitising/washing stations and forward the form to the dean/campus administrator for final approval. Once approved, the dean/campus administrator will forward the form to the Health and Safety Department/Designate, copied the relevant Campus and Security Department representatives.

Instructor's Name: _____	Course Code: _____
Course Name: _____	Session Time: _____
Building and Room Number: _____	Semester/Session: Fall/Spring/Summer: _____

Class Meeting Dates	Class Times	Duration (hrs.)	Student Count

*Student list is to be attached to this request form.*

\_\_\_\_\_  
Instructor's Signature                                      Instructor's Name                                      Date

**Approved by:**  
Head of Department: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Campus Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Health and Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_



## APPENDIX B: Health and Safety Student Waiver Form Part A



### Health and Safety Student Waiver Form Part A (To be Completed at the Beginning of Each Semester)

In March 2020, the Coronavirus Disease (COVID-19) was declared a pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person. As a result, the Competent Authority of The Commonwealth of The Bahamas has recommended several health and safety protocols such as social distancing, the wearing of masks and constant hand washing and sanitising to minimise the spread of the disease and have, in many locations, restricted the gathering of groups of people.

The Bahamas Technical and Vocational Institute (BTVI) has put in place protective measures to reduce the spread of COVID-19; however, BTVI cannot guarantee that persons will not become infected with COVID-19.

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By signing this agreement, I \_\_\_\_\_  
acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 while attending Boot Camp at BTVI's \_\_\_\_\_  
Campus and that such exposure or infection may result in personal injury, illness, permanent disability or death.

I agree to assume all of the aforementioned risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability and death), illness, damage, loss, claim, liability, or expense of any kind that I may experience or incur in connection with my attendance and participation in the boot camp.

I hereby release and pledge not to sue, discharge, and hold harmless the BTVI, its administration, faculty, staff, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the institution, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any boot camp activity.



Boot Camp Course(s):

Course Name	Course Code and Section	Semester/ Session	Instructor

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian  
*(Required if the student is under the age of 18)*

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Date



## APPENDIX C: Health and Safety Student Waiver Form Part B



### Health and Safety Student Waiver Form Part B (To be Completed Prior to Each Boot Camp Session)

The safety of all employees, students, families, and visitors remains BTVI's priority. To prevent the spread of COVID-19 and reduce the potential risk of exposure to all parties, BTVI is conducting a simple screening questionnaire with this waiver. Your participation is important to help us take precautionary measures to protect you while on campus. Please select either yes or no for your answers.

1. Have you been fully vaccinated against COVID-19?  YES  NO
2. Have you been partially vaccinated against COVID-19?  YES  NO
3. Have you had close contact with or been diagnosed with COVID-19 within the past 14 days?  
 YES  NO
4. Have you experienced any of the symptoms below in the last 14 days? **Select all that apply.**

- Fever
- Chills
- Cough
- Sore Throat
- Respiratory illness
- Difficulty breathing
- Loss of taste or smell

If I display any of the above symptoms I will stay home, notify my instructor(s) and seek medical care to obtain a physician's note stating it is safe to return to class. \_\_\_\_\_ (initial).

If the answer is "yes" to questions 3 or 4, access to campus will be denied until a physician's note is delivered and a negative COVID-19 test result and/or quarantine release letter from the Ministry of Health is received.



Boot Camp Course(s):

Course Name	Course Code and Section	Semester/ Session	Instructor

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Date


\_\_\_\_\_  
Signature of Parent/Guardian  
*(Required if student is under the age of 18)*

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Date



**APPENDIX D: BOOT CAMP CLASS ATTENDANCE FORM**

	<h2 style="margin: 0;">BOOT CAMP CLASS ATTENDANCE FORM</h2>
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Under current public health protocols, BTVI is required to establish and maintain a register of every person who attends face-to-face instructional sessions for a period of 15 minutes or more. This includes all students, instructors and visitors (including guest speakers). Anyone who is not on the official class register is considered a visitor. If a student, instructor or visitor tests positive for coronavirus (COVID-19), a current and accurate face-to-face attendance register will allow BTVI to immediately identify anyone who has been in close contact with that person. **ALL persons who will be physically present on the premises must present a form of photo identification to the Security Officer/Designate and sign the register below prior to entering the campus.**

Course Name: \_\_\_\_\_ Course Code: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Session Time: \_\_\_\_\_

Semester/Session:  Fall                       Spring                       Summer

Class Meeting Day(s): \_\_\_\_\_

Start and End Date of Face-to-Face Instruction Sessions: \_\_\_\_\_

**STUDENTS**

The Security Officer/Designate must view the photo identification before the student initials the form.

#	Name of Student (Please Print)	Email Address and Phone Contact	Arrival Time	Initials
1				
2				
3				
4				





5				
6				
7				
8				
9				
10				
11				
12				

**Instructors/Guests**

The Security Officer/Designate must view the photo identification before the instructor/guest initials the form.

#	Name of Instructor/Guest (Please Print)	Email Address and Phone Contact	Arrival Time	Initials
1				
2				
3				
4				
5				
6				

Received by: \_\_\_\_\_

Date: \_\_\_\_\_