



# COVID-19 Student Safety Guide



You will be required to register in advance for in-person classes, including signing a student declaration form prior to entering any ILAC campus.

**ILAC uses cleaning products and protocols which meet Canadian Public Health guidelines and are effective disinfectants against viruses, bacteria and other airborne viruses. We are working with our vendors, distribution partners and suppliers to ensure an uninterrupted supply of these cleaning products and necessary personal protective equipment (PPE).**

## **Cleaning & Sanitizing Protocol**

- Increased cleaning of hands-on learning environments and touch points throughout the building
- Sanitization of all stations at the beginning and end of each class
- Sanitation signage will be posted for reference
- Hand sanitizer bottles and wipes supplied throughout each building

## **Protecting yourself and your classmates**

Coronaviruses are spread through close contact with others. Here are some helpful tips to help prevent the spread of germs at home or in the workplace:

- Maintain physical distancing requirements (6 ft. minimum apart)
- Wear a non-medical mask at all times on campus and while taking public transportation (see instructions for [how to wear a mask](#)).
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer
- Sanitize often, every time you touch new surfaces
- Sneeze and cough into your upper sleeve
- If you use a tissue, discard immediately and wash your hands afterward
- Avoid touching your eyes, nose or mouth
- Avoid contact with people who are sick
- Do not come on campus if you are sick
- Avoid high-touch areas, where possible, or ensure you clean your hands afterwards.

## **Arriving at the Campus**

- An ILAC Staff member will greet everyone entering the campus. You will be screened and asked to use hand sanitizer or wash your hands and to wear a mask (one non-medical mask will be provided if student does not have one).
- Your temperature will be taken upon arrival. Designated areas will be made clear to everyone and this will be done in the least intrusive way (privacy safeguards will be in place for the collection, use, retention and destruction of the information).
- Appropriate signage will be prominently displayed outlining proper mask usage and current physical distancing practices in use throughout our facilities

- Arrival time to class or work will be defined and limited. Students arriving late will not be admitted. We recommend arriving 15-20 minutes ahead of class start times to ensure enough time is given for all safety protocols to take place before entering our premises



- Students will enter the campus through doors that are either propped open, are automated or manually operated by an employee.
- Where possible all students will use a **one-way stairway system**.
- If access to elevators is permitted, please follow the building guidelines
- No access to microwaves or water fountains will be available.



## Travel and Contact Log

- To protect our students, ILAC will limit visitors to campus by appointment only, and virtual or phone appointments will be arranged when possible.
- We insist that students follow all public health & government guidelines when off-campus (e.g. maintaining physical distancing and limiting social interactions)
- Students arriving from outside of Canada will have to self-isolate for 14 days. For more details please refer to our website.
- ILAC recommends that students keep a personal log of their daily travels and contacts to help with contact tracing

## Classroom Seating

To ensure maximum social distancing in a classroom setting, certain seats in class tables will be unavailable. Please refer to each individual classroom's signage and markers to see where you are allowed to sit. When in doubt, please sit at least **2 metres away** from other students. **Chairs will be removed to allow for maximum distancing within each classroom.**

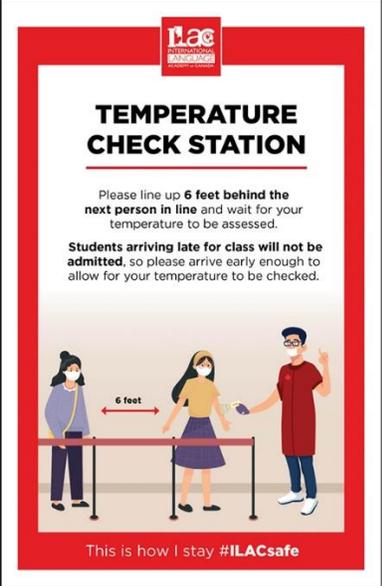


## If a case is reported on campus

- In the event there is a positive case of COVID-19 at one of our campuses, we will need to follow the protocols established by the Provincial and Federal Health and Government authorities.
- Employees and students who have been in contact with an affected person or who was working/studying in the same campus will be notified immediately and may need to isolate for 14 days

# Important Signage

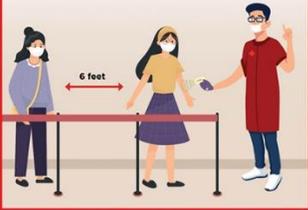
Please pay attention to signage on campus in order to stay up to date on health and safety regulations. If you have any questions please consult a member of our staff, or contact [online@ilac.com](mailto:online@ilac.com).



**TEMPERATURE CHECK STATION**

Please line up **6 feet** behind the next person in line and wait for your temperature to be assessed.

Students arriving late for class will not be admitted, so please arrive early enough to allow for your temperature to be checked.



This is how I stay #ILACsafe



**Help prevent the spread of COVID-19**

Only **two people** are permitted inside an elevator at a time.

Also, please stand **6 feet** apart inside the elevator!

2 people maximum!



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To protect yourself and others from getting sick, **Wash your hands**



**When:**

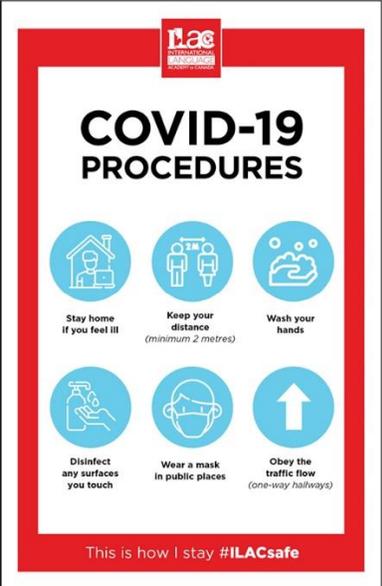
- After coughing or sneezing
- When caring for the sick
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty

**How:**

Wash your hands with **soap and running water** when your hands are visibly dirty. If your hands are not visibly dirty, wash them with **soap and water** or use an **alcohol-based hand cleanser**.

Source: World Health Organization (WHO)

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**COVID-19 PROCEDURES**

- Stay home if you feel ill
- Keep your distance (minimum 2 metres)
- Wash your hands
- Disinfect any surfaces you touch
- Wear a mask in public places
- Obey the traffic flow (one-way hallways)

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**EXIT HERE**



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**This area is not in use at this time.**



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Please use some hand sanitizer when you have an opportunity.

**Do not remove hand sanitizer from this station.**



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**This seating area is temporarily closed.**

Please do not gather here in groups.



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Please stand on the designated areas when waiting in line to maintain the minimum 6 feet distance for health and safety.



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**Help prevent the spread of COVID-19: How to use a mask**

**Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.**

**Inspect the mask to ensure it's not damaged.**

**Turn the mask so the coloured side is facing outward.**

**Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.**

**Put the loops around each of your ears, or tie the top and bottom straps.**

**Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.**

**Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.**

**Don't touch the mask while you're wearing it. If you do, wash your hands.**

**Removing the mask**

**Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.**

**Wash your hands with soap and water, or use an alcohol-based hand sanitizer.**

**Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.**

**Dispose of the mask safely.**

**Wash your hands. If required, follow the procedure for putting on a new mask.**

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When climbing up or down the stairs, remember to maintain the **minimum 6 feet distance** for health and safety.

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## When isolating

1. Stay home at all times during the isolation period
2. Avoid contact with others
3. Exercise extreme hygiene
4. If you must leave your home, wear a mask
5. Avoid sharing household items