



ILAC/ ILACIC COVID-19 Safety Plan

688 West Hastings, 3rd Floor, Vancouver Campus

May 7, 2021

ILAC/ ILACIC COVID-19 Safety Plan

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The British Columbia (B.C.) Provincial Health Officer has advised that it is safe for British Columbia to move to Phase 3 of reopening schools.

Independent schools such as International Language Academy of Canada (ILAC) and ILAC International College (ILACIC) are required to prepare a **“return-to-school plan”** for its staff, students and visitors.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near or in contact with. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people are in contact with the same surfaces, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices must be used to help mitigate this risk.

The ILAC/ILACIC COVID-19 Safety Plan has been developed by Management after conducting a risk assessment of the 6888 West Hastings 3rd Floor Campus and identified levels of possible risk(s) to ILAC/ILACIC staff, students and visitors while onsite. As a result of this assessment, ILAC/ILACIC has prepared guidelines and other measures to address the risk of possible Covid-19 exposure that may impact ILAC/ILACIC staff, students and visitors. 688 West Hastings 3rd Floor campus is classified as a workplace for staff and a school for students.

As a workplace the Campus must comply with Workers Compensation Act OCCUPATIONAL HEALTH AND SAFETY REGULATION B.C. Reg. 296/97.

Specific parts of the ILAC/ILACIC COVID-19 Safety Plan will be posted at all entry points where it will be readily visible to ILAC/ILACIC staff, students and visitors. The ILAC/ILACIC COVID-19 Guide will also be uploaded to SharePoint and available as a printed out, sheet-protected copy at each ILAC/ILACIC Campus.

1. ILAC/ILACIC Campus Access

ILAC/ILACIC staff, students and visitors who have symptoms of COVID-19, have travelled outside Canada in the last 14 days, or have been in in close contact with a person confirmed to have been infected by COVID-19 must self-isolate for 14 days in accordance with guidelines from the BC Centre for Disease Control (BCCDC).

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ILAC/ILACIC staff is directed to visit BCCDC at the site listed below for additional information.
<http://www.phsa.ca/our-services/programs-services/bc-centre-for-disease-control>

Signage indicating that ILAC/ILACIC staff, students and visitors exhibiting COVID-19-like symptoms are not allowed to enter the ILAC/ILACIC campus must be posted at each entry point.

ILAC/ILACIC staff and students are required to complete daily screening in the morning prior arriving to ILAC Campus, and follow the recommendations at the end of the screening. The daily screening form must be fully completed and signed by ILAC/ILACIC staff and students prior to being permitted to enter the Campus or any designated restricted area(s).

The screening tool is available on the SharePoint under Work @ ILAC section.
<https://ilacinc.sharepoint.com/sites/ILAC/SitePages/ILAC-Screening-Tool.aspx>

Visitors will be addressed on an “as needed basis” on their arrival to the Campus.

Work and Class schedules will have staggered start and end time to eliminate potential crowding at entry and exit locations, in addition to accommodating the physical distancing requirement of at least 6 feet.

One-way entry only and one-way exit only systems will be designated where possible.

Doors that are either propped open, automated, or manually operated will also be designated.

Communal doors within the Campus area will remain open where possible throughout the workday to reduce contact with door handles.

It is essential that ILAC/ILACIC staff and students do not congregate at the building entrance, lobby, or exits to the building in order to ensure physical distancing on arrival and departure.

When approaching the building, please maintain 2m (6 feet) physical distancing to ensure compliance will all applicable requirements.

Smoking in front of the entrance and within a 6 meters radius from the entrance is not allowed. All other smoking bylaws apply.

Directive and physical distancing signage will be posted throughout the ILAC/ILACIC leased space as required by governing authorities.

Hand sanitizer is available to everyone at the designated entrance area.

The glass door with ILAC/ILAC logo on 688 West Hastings street is designated as both “Entrance” and “Exit”, and available for staff and students.

Campus access is available by stairwell only at this time.

The stairwell is designated as both Entrance” and “Exit” access to ILAC/ILACIC campus on the 3rd floor, and available for staff and students

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Everyone taking stairs is required to maintain a distance of minimum of 6 feet in between to meet physical distancing requirement.

Directive and physical distancing signage is installed.

Handrails and doors handles are sanitized frequently to disinfect surface areas and touch points.

The stairwell used for a campus arrival is also available for exit, except of the event of emergency evacuation, where all stairwells on the 3rd floor will be used as per emergency evacuations protocols of the 688 West Hastings, 3rd floor (HB) campus.

2. Arrival to the Campus:

A nominated ILAC/ILACIC Staff member will greet everyone for temperature check and health screening on arrival, at the ILAC/ILACIC's 3rd floor stairwell door's entrance. Staff and students will be required to show the proof of a completed daily screening to the check-in staff member, to demonstrate the daily screening requirement is met.

Designated primary and secondary screening 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). The primary screening area is located at the entry point to the 3rd floor of ILAC/ILACIC campus. The secondary screening area will be designated in the administrative office (room 301).

Everyone entering campus property will be screened, directed to use hand sanitizer and to wear a facemask (a non-medical mask will be provided by ILAC/ILACIC to anyone who does not have one). Staff are encouraged to use their own individual facemasks and adhere to proper usage protocols whether for disposable or multi-use masks.

More information can be found at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

Staff and students must wear a facemask over their nose and mouth when in an indoor common area or a classroom.

Appropriate signage will be prominently displayed outlining proper mask usage and current physical distancing practices in use throughout the campus.

Arrival time to class or work will be specified, limited and strictly enforced.

Students arriving late will not be admitted to the Campus. We recommend that staff and students be informed that arriving earlier will ensure that all safety protocols are met before entering campus.

ILAC/ILACIC Staff and students are encouraged to limit contact with others, as well as wear masks and observe physical distancing requirements when possible, including while on transit to and from school/work.

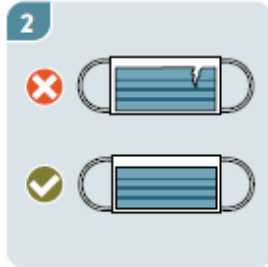
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Help prevent the spread of COVID-19: How to use a mask



1 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.



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



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



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



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



6 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.



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



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



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

Removing the mask



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



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



3 Dispose of the mask safely.



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

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

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3. Entry Screening

Non-invasive digital thermometers will be available and used by nominated ILAC/ILACIC staff.

Any person displaying a cough, shortness of breath or other known symptoms of COVID-19 or a temperature above 37.8 degrees Celsius will be required to undergo a secondary screening.

Everyone that enters the building will be asked how they are feeling upon arrival.

Any individual displaying an elevated temperature will not be admitted to the campus.

4. Campus Operation

On-campus pedestrian traffic is set as one directional flow where possible to reduce personal interactions.

Protocols to prevent students and staff from crowding together or congregating in indoor common areas and classrooms are established.

Remote work options for ILAC/ILACIC staff who are not required to be present on campus may be available.

Staggered schedules:

- ILAC/ILACIC staff will be grouped into teams that may or will work together to avoid a full blending of all staff
- ILAC/ILACIC Staff will be asked to stick to their respective schedule and not to visit the workplace unless requested.
- ILAC/ILACIC staff must not visit other ILAC/ILACIC campuses unless absolutely necessary.

Please do not bring friends or family members on site.

Where possible employees will be assigned to a single workstation in an effort to minimize cross-contamination.

Office space will be adapted to ensure that employees will keep physical distancing of at least 6 feet from each other and work stations are equipped with all essential sanitizing products such as hand sanitizers and disinfecting wipes so that staff members can disinfect surfaces/ work stations frequently before and after their scheduled shift.

Occupancy limits for classrooms, offices and washrooms are posted.

Chairs not in use in classrooms have been removed to ensure occupancy limits are not exceeded.

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Group meetings will be conducted using the following platforms: Zoom, Teams, Skype, etc. to limit in-person contact.

If face-to-face meetings are required team members need to keep a distance of at least 6 feet and reduce the time of the meeting to a maximum of 15 minutes.

Close greetings like hugs or handshakes are not permitted for ILAC/ILACIC staff, students and visitors.

We encourage staff and students to bring and eat lunch at their workstation or outside.

No drinking or eating is allowed in a classroom. Students should step outside the classroom for food or beverage intake, and maintain a distance of 2m (6 feet) from others.

Food or drink sharing is discouraged. Teachers are required to remind students about this protocol.

Washing food containers and utensils on campuses is not allowed.

There will be no access to lunchrooms, lounges, kitchenettes, fridges, microwaves, or water fountains.

Coffee makers and kettles are also not available for use nor for individual use in classrooms, and/or campus offices.

Access to common areas is closed off until further notice. Appropriate advisory signage is posted.

Signage has been posted throughout our facilities to ensure all distancing protocols are followed, including signs at all entrance areas, front desks, offices, and washrooms.

In order to protect ILAC/ILACIC staff and students in higher traffic areas such as front desks, Plexiglass shields have been installed, where possible.

Use of copier machines is limited, and distributing paper handouts for students in class is not encouraged (please use the whiteboard). Copier machines' touch surfaces will be sanitized at regular intervals throughout the day. Please consider using hand sanitizer after each use of the copier machine.

ILAC/ILACIC Staff and students are instructed to keep and use a set of tools as their own, such as pens, staplers, headsets, etc.

Hygiene practices that address the needs of the workplace and set the requirement to wash or sanitize hands after coming into contact with public items has been established, and respective signage is posted.

Handwashing policies and procedures for ILAC/ILACIC staff, students and visitors have been developed and established at all campuses. Handwashing signage is posted near all sinks to promote good handwashing practices.

Staff are required to wash their hands frequently to reduce the risk of transmission.

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Considerate use of personal protective equipment for COVID-19 is encouraged (please be mindful of environmental impact and possible supply limitations).

5. Classes

ILAC/ILACIC has created a learning platform that combines online and in-person classes.

In-person classes will be offered 5 days per week to 12-18 students per a classroom as may be directed by ILAC/ILACIC administration.

Access to the building is only allowed for the duration of the class and timetables will be staggered to minimize encounters with other students.

Students will stay in the same class throughout class time and will interact only with one teacher who is assigned to the class.

For student services related requests students are encouraged to schedule an appointment with ILAC/ILACIC staff (meet virtually if possible), and to adhere to social distancing protocols, including observing maximum capacity limits in the student services areas and offices.

Hand sanitizer will be provided in each classroom for staff/student use (subject to availability). Please do not take hand sanitizers from their locations and educate students not to do so.

Group activities in class should be avoided to minimize physical contact and reduce shared items.

Teachers will be required to wipe classroom tables and chairs before and after each class. Teachers must also inform students that they are responsible for disposing of their own garbage (nothing left behind in classrooms). Other high touch surfaces, such as doorknobs will be disinfected at regular intervals throughout the day.

6. Cleaning & Sanitizing Protocol

ILAC/ILACIC works closely with the building management of the Campus and is using cleaning products and protocols that meet guidelines and are approved for use and effective 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 supplies and necessary PPE.

General cleaning and disinfecting of the premises occurs at least once a day. Frequently touched surfaces are cleaned and disinfected at least twice a day.

Daily cleaning of hands-on learning environments and touch points throughout the building is provided.

Sanitization of all stations at the beginning and end of each class.

Sanitization of student-facing counters.

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Sanitation signage will be posted for employee/ student reference.

Hand sanitizer bottles and wipes to be supplied throughout the campus.

Increased sanitation of the following areas:

Entry doors

Garbage bins

Increased sanitation of all restrooms with signage indicating maximum occupancy in a washroom at a time posted. Physical distancing signage and hand sanitizing protocols are posted inside the washrooms.

ILAC/ILACIC asks staff members to clean their workstations and high touch surfaces around working area at the beginning and end of shifts. The disinfecting wipes will be provided at each office and classroom, when available. Please consider rational use of cleaning supplies, such disinfecting wipes, to avoid shortages.

7. Outside Visitors and Deliveries

Non-essential in-person interaction between staff and visitors is minimized by using virtual meeting tools, email, and telephone.

If required, visits to the campuses will be prearranged and staggered with safety protocols communicated to the visitors before entry into the campus. Signage will be posted at the entrance.

Visitors will be informed to attend appointments alone and minimize time spent in waiting areas before their appointments. Arrivals earlier than 5 minutes are not available.

When booking appointments, visitors are reminded to reschedule if they experience symptoms typical of COVID-19 or are required to self-isolate.

A record of visitors to the campuses will be kept on a daily basis.

Signage has been posted to inform everyone of the measures in place.

Waiting areas are arranged to maintain physical distancing requirement. Plexiglass barriers between front desk staff and visitors have been installed.

Markings on the floor directing visitors where to stand when approaching the front desk have been installed.

All visitor-facing staff are provided with hand sanitizer for their use only.

No communal items, such brochures, flyers, magazines are offered.

Delivery areas are set at the front desks and reception areas. Contactless delivery to maintain physical distancing requirements is encouraged where possible.

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Front desk staff are instructed to wear PPE when contactless delivery is not possible, use own pen when signature of the delivery is required, and use hand sanitizers or wash hands after receiving and unpacking the delivery items.

8. Protecting yourself and those around you

COVID-19 is spread through close contact with others. Here are some helpful tips to help prevent the spread of germs at home or in the workplace:

Wash your hands often with soap and water or clean them using an alcohol-based hand sanitizer

Sanitize often, every time you touch new surfaces

Wash or sanitize hands after making or receiving deliveries

Sneeze and cough into your upper sleeve

If you use a tissue, discard immediately in general waste container(s) located at the common areas of the campus, and wash/sanitize your hands afterward.

Avoid touching your eyes, nose, or mouth.

Avoid contact with people who are sick.

Do not come to the campus if you are sick, and/or experience symptoms as fever, a dry cough, fatigue, chills, muscle pain, sore throat, a loss the sense of taste or smell, and difficulty of breathing or shortness of breath.

Avoid high-touch areas, where possible, or ensure you clean your hands afterwards.

Wash your clothes frequently.

If you are ill: notify your manager immediately, follow the self-assessment protocols and take the self-assessment test at <https://bc.thrive.health/covid19/en>

9. Travel and Contact Log

To protect our staff and students, ILAC/ILACIC limits visitors to campus by appointment only.

We insist that students follow the government guidelines in regards to non-essential travel.

Students arriving from outside of Canada will have to self-isolate for 14 days. For more details please visit:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>

ILAC/ILACIC recommends that staff and students keep a personal log of their daily travels and contacts to help with contact tracing if needed.

10. If a case turns up at an ILAC/ILACIC campus. Case Management and Communication Plan

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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 established by the Provincial and Federal Health and Government authorities.

Employees and students who have been in contact with affected person or working on the same campus will be notified straight away and will need to isolate for 14 days and follow the protocols below:

When managing any cases of COVID-19 affecting the ILAC/ILACIC community, ILAC/ILACIC will promptly inform the Vancouver Health authority and take the required steps, including: contacting and supporting any affected students, teachers, staff and visitors; updating the affected ILAC/ILACIC community through social media and the ILAC/ILACIC website; posting public notices in building entrances and public spaces; and closing any campuses as directed/if required by local health officials.

In addition, ILAC/ILACIC has retained an in-house registered nurse who has 20+ years of experience as a registered nurse combined with years of experience in complex case management, mental health, and student services to assist in case management and support.

Communicating with the School Community

Students, staff, and teachers have an interest in knowing when a COVID-19 positive case has been identified in their school.

Notice of any closures of classes, or campuses will be posted on the COVID-19 updates section of the ILAC/ILACIC website, along with other relevant information regarding COVID-19 at <https://www.ilac/ilacic.com/coronavirus-updates/>. In the event of a class, or campus closure, students, staff, and teachers will be notified immediately. Information provided to school communities will not identify any student, staff member, or teacher that has received a positive COVID-19 test.

Support for ill Students and Accompanying Family Members, if any, during Quarantine

ILAC/ILACIC has a support process in place should a student and or family member become ill during the quarantine period. In addition to the protocols listed in the above plan, the following steps are in place to support an ill student and accompanying family members, if any.

- Quarantined students are checked on daily by the homestay department and twice weekly by an in-house nurse. Should a student or family member indicate signs or symptoms of feeling unwell, our in-house nurse is immediately contacted.
- The in-house nurse will contact the student or accompanying family member and initiates a phone screening of symptoms, such as:
 - Fever (temperature of 37.8°C or greater)
 - New or worsening cough
 - Shortness of breath
 - Sore throat

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- Difficulty swallowing
- Changes to sense of taste or smell
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, or nasal congestion (not caused by seasonal allergies)
- If any two of the above symptoms are present the nurse will assist the student in arranging transport to the nearest testing centre.
- Once the student is tested, deemed stable (no underlying medical conditions) and assessed by a health professional as safe to resume quarantine, the student will be returned to their quarantine location.
- Quarantine guidelines are explained again (in cases of 14 days re-starting) to ensure everyone is clear on instructions. Assistance with accessing Covid-19 results will also be provided.
- Communication with other departments involved will ensure the student has additional resources available to them to ensure they are comfortable during this period.
- The nurse will maintain daily contact with the student and/or family member(s) to monitor symptoms - any worsening of condition or new symptoms that may require medical attention.
- The nurse will maintain daily contact with the student to monitor and provide mental health and wellness support until the quarantine period is fulfilled and student is able to attend campus.
- All of the above steps and information will be documented in the quarantine case log and student file

Management of ill Individuals on Campus

Students, staff, and teachers are made aware of how to identify symptoms of COVID-19 and are instructed to speak to a staff member/their manager immediately if they feel ill.

If an individual, including students, staff, teachers, contractors, and visitors, becomes ill while on campus, it is recommended that:

- the ill person be taken to an empty classroom or office (“isolation room”)
- anyone supporting the ill individual should maintain as much physical distance as possible
- the staff person supporting the individual should wear a mask and eye protection (mask, gloves, and face shield at minimum)
- hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to arrange transportation
- cleaning of the isolation room area and other affected areas of the school visited by the ill person should be conducted as soon as reasonably possible after the ill individual leaves
- advise the ill individual to seek medical advice, including the recommendation of testing for COVID-19 as appropriate or as advised by their medical provider/public health authority. Ensure direction is aligned with screening and return to school instruction
- initiate communication protocols and plans to update and inform necessary stakeholders within the school community while maintaining confidentiality of the ill individual

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- regular school functions can continue unless otherwise directed by the local public health authority

A list of students and staff in the school who were in contact with/in the same cohort as the ill individual should be prepared. Those who are identified as potential close contacts should remain as one cohort. The local health authority will provide any further direction on testing and isolation of these contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 diagnosis.

If COVID-19 is Confirmed on Campus

The following steps will be taken immediately by management upon confirmation that a student, staff member, or teacher has tested positive for COVID-19 in the school/workplace:

- School Director to be notified immediately, who will then notify the Senior Management team.
- Senior Management will contact the applicable public health authority to seek guidance on how best to proceed (call 811).
- Following the advice of the public health authority, school management will ensure that affected persons are immediately sent home to isolate and await guidance on further isolation/ testing requirements. Students, staff, and teachers who have been in contact with someone who has tested positive for COVID-19 will be instructed to self-monitor for symptoms, and to call 811 if required (with ILAC/ILACIC's assistance if needed) for further guidance.
- Senior management will initiate contact tracing within the school and arrange for temporary closure of affected classroom(s) and/or campus for deep cleaning. If necessary, this may include a temporary campus shutdown (minimum 3 days) with a shift of classes back to online delivery format for duration of shutdown.
- Senior Management will communicate any critical information to all students, staff, and teachers through email and updates on our website and social media.

Management of individuals exposed to COVID-19 outside of the school

Situations will arise where students, staff, or teachers may be exposed to COVID-19 outside of the school environment (for example, exposure to family or household members that don't attend the school, social contacts outside of school). Household members and others who live with the individual who has tested positive should isolate for 14 days and follow the guidance of the public health authority.

Students who are required to self-isolate or quarantine will have access to lessons online until it is deemed safe for them to return to school.

If a Student Presents with Symptoms of COVID-19 at their Post-Quarantine Accommodation Site

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In the event that a student demonstrates symptoms of COVID-19 in their post-quarantine accommodation site, the following steps will be followed:

- The student must isolate immediately in their bedroom, informing the school and/or homestay or residence contact immediately.
- If the student is in a residence or school contracted homestay, the school management will contact the residence/homestay contact, to ensure clear communication of the situation.
- Homestay or residence contact will separate all other members of the household (in an outdoor common space if possible), to ensure they do not come into contact with the student, or any surfaces/areas the student has touched.
- Persons that have come into close contact with the student, specifically those in the student's class or "cohort", would be advised to self-monitor for symptoms and may be required to self-isolate for 14 days if advised by the public health authority.
- Together with the assigned school management member, the student will contact the local health authority, and take the recommended steps (go to the hospital, continue self-isolation, proceed to an assessment center for testing etc.).
- A thorough, professional cleaning of all areas the student has occupied will take place, and any other rooms and areas they have frequented.
- Assigned school staff will then continue to closely monitor the student, homestay contact, and all other students, staff, and teachers considered at risk, implementing risk assessment measures, such as taking temperatures of all students daily and further ensuring they are aware of symptoms to be aware of.
- If the student tests positive for COVID-19, all homestay contacts will be tested, as well as school contacts identified as at risk by the local health authority.

Return to School

While an individual suspected to have COVID-19 is **waiting for test results they must be in isolation and cannot attend school in person**. The individual can attend school virtually if they feel well enough to participate.

Any student or staff member who has tested positive for COVID-19, or who is required to self-isolate, will not be allowed to return to school until the return date advised by the public health authority.

Individuals who have had a COVID-19 test because of symptoms, but who test negative should not return to school until at least 24 hours after their symptoms have resolved.

If an ill individual does not have COVID-19

For an ill individual who has a known alternative diagnosis provided by a health care provider, return to school can occur when symptoms are resolved for at least 24 hours.

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11. Training and documentation

All ILAC/ILACIC staff is trained on:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of COVID-19.
- Changes made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.

Document COVID-19 related meetings and post minutes.

Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

12. Safety Responsibilities by role

ILAC/ILACIC COVID-19 Committee

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that all resources (information, authorization of administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implementation and maintenance of the COVID-19 Safety plan are made available as practical when required.
- Ensure that supervisors and workers are informed about the content of safety policies.
- Conduct a periodic review the effectiveness of the plan. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Re-examine all tasks in the workplace, especially those that require the direct care of students, and ensure that safe work procedures are updated with COVID-19 practices.
- Where possible, have workers perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.

Supervisors (managers and campus managers)

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.

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Workers (teachers, administrative and support staff, and outside contractors)

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

13. Communication Strategies

- Remind staff that all health and safety measures in place prior to the pandemic are still in place.
- Attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. If possible, give staff an appropriate amount of time to review this material, and to respond to questions.
- Upon first return to the workplace, hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices.
- Daily check-in meeting with workers to provide them with new information and review any concerns.
- Ensure that students and homestay providers understand the policy that students must stay home if they are sick.
- Minimize the number of non-essential people coming into the school such as parents and host parents.
- Keep host parents informed about what you are doing in your educational setting regarding taking extra precautions.
- Ensure that workers know how to raise safety concerns. This may be through your joint health and safety committee.
- Establish a central location where new information is posted relating to COVID-19 in your workplace.